shannon AIRPORT

GROUND HANDLING INFORMATION REQUIREMENTS FORM
SHANNON AIRPORT

SECTION 1 - GENERAL INFORMATION

In compliance with the European Communities (Access to the Groundhandling Market at community Airports) regulations 1998 ("SI No 505 of 1998") companies are advised to seek approval from the Commission for Aviation Regulation ("CAR") to carry out ground handling activities at Irish airports - Contact details for CAR are on Section 4 of this form.

PLEASE COMPLETE THIS SECTION IN BLOCK LETTERS

COMPANY NAME: _____

ADDRESS OF REGISTERED OFFICE: _____

_____

_____

TELEPHONE: _____ **FAX:** _____

WEB SITE: _____ **E-MAIL:** _____

SIGNATORY NAME: _____

POSITION IN COMPANY: _____

TELEPHONE: _____ **FAX:** _____

E-MAIL: _____

ADDRESS FOR CORRESPONDENCE (IF DIFFERENT FROM ABOVE):

_____

_____

_____

TELEPHONE: _____ **FAX:** _____

E-MAIL: _____

SECTION 2 - GROUND HANDLING CATEGORIES

Please indicate the Ground Handling activities as defined under S.I. No. 505 of 1998 which you propose to carry out at Shannon Airport.

SCHEDULE 1			
		SELF	THIRD PARTY
1. GROUND ADMINISTRATION AND SUPERVISION			
1.1	representation and liaison services with local authorities or any other entity, disbursements on behalf of the airport user and provision of office space for its representatives		
1.2	load control, messaging and telecommunications		
1.3	handling, storage and administration of unit load devices		
1.4	any other supervision services before, during or after the flight and any other administrative service requested by the airport user		
2. PASSENGER HANDLING			
	any kind of assistance to arriving, departing, transfer or transit passengers, including checking tickets and travel documents, registering baggage and carrying it to the sorting area		
3. FREIGHT AND MAIL			
3.1	for freight: handling of related documents, customs procedures and implementation of any security procedure agreed between the parties or required in the circumstances		
3.2	for mail: handling of related documents and implementation of any security procedure between the parties or required by the circumstances		
4. AIRCRAFT SERVICES			
4.1	the external and internal cleaning of the aircraft and the toilet and water services		
4.2	the cooling and heating of the cabin, the removal of snow and ice, the de-icing of the aircraft		
4.3	the rearrangement of the cabin with suitable cabin equipment, the storage of this equipment		

		SELF	THIRD PARTY
5. AIRCRAFT MAINTENANCE			
5.1	routine services performed before flight		
5.2	non-routine services requested by the airport user		
5.3	the provision and administration of spare parts and suitable equipment		
5.4	the request for or reservation of a suitable parking and/or hangar space		
6. FLIGHT OPERATIONS & CREW ADMINISTRATION			
6.1	preparation of the flight at the departure airport or at any other point		
6.2	in-flight assistance, including re-dispatching if needed		
6.3	post-flight activities		
6.4	crew administration		
7. SURFACE TRANSPORT			
7.1	the organisation and execution of crew, passenger, baggage, freight and mail transport between different terminals of the same airport, but excluding the same transport between the aircraft and any other point within the perimeter of the same airport		
7.2	any special transport requested by the airport user		
8. CATERING SERVICES			
8.1	liaison with suppliers and administrative management		
8.2	storage of food and beverages and of the equipment needed for their preparation		
8.3	cleaning of this equipment		
8.4	preparation and delivery of equipment as well as of bar and food supplies		

SCHEDULE 2			
		SELF	THIRD PARTY
1. BAGGAGE HANDLING			
	handling baggage in the sorting area, sorting it, preparing it for departure, loading it onto and unloading it from the devices designed to move it from the aircraft to the sorting area and vice versa, as well as transporting baggage from the sorting area to the reclaim area		
2. FREIGHT AND MAIL HANDLING			
	the physical handling of freight and mail whether incoming, outgoing or being transferred, between the air terminal and the aircraft		
3. RAMP HANDLING			
3.1	marshalling the aircraft on the ground at arrival and departure		
3.2	assistance to aircraft parking and provision of suitable devices		
3.3	communication between the aircraft and the airside supplier of services		
3.4	the loading and unloading of the aircraft, including the provision and operation of suitable means, as well as the transport of crew and passengers between the aircraft and the terminal, and baggage transport between the aircraft and the terminal		
3.5	the provision and operation of appropriate units for engine starting		
3.6	the moving of the aircraft at arrival and departure, as well as the provision and operation of suitable devices		
3.7	the transport, loading onto and unloading from the aircraft of food and beverages		
4. FUEL AND OIL HANDLING			
4.1	the organisation and execution of fuelling and defuelling operations, including the storage of fuel and the control of the quality and quantity of fuel deliveries		
4.2	the replenishing of oil and other fluids		

SECTION 3 – DOCUMENTATION AND INFORMATION REQUIRED – PLEASE NOTE THAT CERTAIN OF THIS INFORMATION IS SOUGHT IN ACCORDANCE WITH SECTION 3A OF THE GRANT OF APPROVAL FROM CAR

1. Grant of Approval from CAR

Please provide a copy of Grant of Approval issued by CAR for the ground handling services that you wish to engage in at Shannon Airport.

2. Ground Handling Information Requirements Form

Please complete the attached form in full.

3. Administration Charge

All ground handling companies are subject to an administration charge. New ground handling companies entering the market will be charged an Initial Administration Charge. Existing ground handling companies will be liable to an annual renewal charge.

Initial Administration Charge	**€547**
Renewal Charge	**€274**

Please forward payment in full for Administration Charge as soon as the invoice is issued.

4. Insurance

Please complete the self certification insurance form attached to confirm that the Shannon Airport Authority plc has been noted as co-insured on your insurance policies.

5. Accident and Emergency Plan

Please provide an Accident/Emergency Plan for the Airport in respect of your operations. You are required to be in a position to implement this plan as required. You are also required to Provide, at your own cost, adequate resources for participation in emergency exercises as arranged and co-ordinated by Shannon Airport and at intervals determined by Shannon Airport.

6. Training

Please ensure that your staff undergo appropriate training requisite to the proper and safe discharge of their functions prior to commencing work at the Airport.

In order to qualify for an Airside Access and/or Airside Driving Permit at Shannon your staff are required to complete the approved Airside Safety Awareness and /or Airside Driving course. Please contact the APFS Training Officer, for full details of course options and applicable Fees. (Contact No 061).

7. Vehicles and Equipment

Please provide a detailed list of all equipment proposed in respect of your operation at Shannon Airport. Only equipment essential to Airside operations in connection with the ground handling services undertaken at the airport, will be permitted Airside. Airside vehicle passes will be issued for all airside equipment. Please identify the essential equipment, which will require airside parking.

SELF CERTIFICATION INSURANCE FORM

INSURANCE COVER IN COMPLIANCE WITH RULES OF CONDUCT FOR GROUND HANDLING AT SHANNON AIRPORT

Please confirm that the Shannon Airport Authority plc has been noted as co-insured on your insurance policies:

Cover		**Expiry Date**
Public/Products Liability		
The policy shall contain a Cross Liability Clause and have Shannon Airport named as joint insured, but excluding any claims arising from the negligence of Shannon Airport	YES	

I hereby confirm that the above insurance details are true and correct and are in compliance with insurance requirements as stated in Rules of Conduct for Ground Handling at Shannon Airport.

Ground Handling Company: _____

Address: _____

Signed By: _____

Title: _____ Date: _____

The insurance broker of ground handling company should complete this section:

I hereby confirm that the above insurance details are true and correct and are in compliance with insurance requirements as stated in Rules of Conduct for Ground Handling at Shannon Airport.

Insurance Broker: _____

Address: _____

Signed By: _____

Title: _____ Date: _____

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SECTION 4 –CHECK LIST

THE FOLLOWING INFORMATION SHOULD BE INCLUDED WITH YOUR SUBMISSION

- ☐ Copy of Grant of Approval from CAR

  Contact details for CAR

  Louise O'Dwyer

  Aviation Authorisations Executive

  Direct Line: + 353 (0) 1 6611700

  Direct Fax: + 353 (0) 1 6611269

  Email: louiseodwyer@aviationreg.ie

- ☐ Completed Ground Handling Information Requirements Form
- ☐ Administration Charge
- ☐ Self Certification Insurance Form
- ☐ Accident and Emergency Plan
- ☐ Training
- ☐ Vehicle and Equipment Listing