

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.

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	THIRDPARTY
1. GR	OUND 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. P/	ASSENGER 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. FR	EIGHT AND M AIL		
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. A	RCRAFT 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		
5. AI	RCRAFT M AINTENANCE		
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		



		SELF	THIRD PARTY
6. FLI	GHT 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. S UI	RFACE 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. CA	TERING 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. BAG	GGAGE 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. FRE	IGHT AND MAIL HANDLING		
	the physical handling of freight and mail whether incoming, outgoing or being transferred, between the air terminal and the aircraft		
3. R AI	MP 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 o61).

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	YES	
Airport named as joint insured, but excluding any claims arising		
from the negligence of Shannon Airport		

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:	
	_ Date:
The insurance broker of ground handling com	npany should complete this section:
hereby confirm that the above insurance nsurance requirements as stated in Rules of	details are true and correct and are in compliance with Conduct for Ground Handling at Shannon Airport.
nsurance Broker:	
Address:	
Signed By:	
Fitle:	



I SECTION 4 – CHECK LIST

ON

THE FOLLOWING INFORMATION SHOULD BE INCLUDED WITH YOUR SUBMISSION	
Copy of Grant of Approval from CAR	
Contact details for CAR	
Louise O'Dwyer Licensing & Authorisations Executive Commission for Aviation Regulation 3rd Floor Alexandra House Earlsfort Terrace Dublin 2	
Direct Line: + 353 (o) 1 6611700	
Direct Fax: + 353 (o) 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	