## THIRD PARTY HANDLER APPLICATION FORM FOR GROUND HANDLING LICENSE AT COPENHAGEN AIRPORT, KASTRUP

|  |  |
| --- | --- |
| Name of Applicant | Klik her for at angive tekst. |
| Registration No (CVR No) | Klik her for at angive tekst. |
| Registered Office | Klik her for at angive tekst. |
| Business Address in Denmark | Klik her for at angive tekst. |
| Contact Person | Klik her for at angive tekst. |
| Telephone Number | Klik her for at angive tekst. |
| E-Mail Address | Klik her for at angive tekst. |

## REGULATIONS

By submitting the application the applicant confirms unconditional commitment to the following documents and regulations that have been read and understood by the applicant:

Terms of Use for Ground Handling

B L 11-1

CPH Local Regulations with annexes

**Copies of the following documents shall be submitted together with the application:**

1. Copy of the company’s articles of association.
2. Copy of ISAGO or ISO 9001 certificate. If not certified, the ground handler must implement a Quality Management System to be approved by CPH.
3. Documentation of a Safety Management System to be preapproved by CPH.
4. An implementation plan for the ground handler’s security program.
5. Documentation of any existing handling agreements with airline customers at CPH including references to existing customers.
6. Audited annual accounts for the two most recent financial years.
7. Copy of the third party liability insurance policy.
8. Business plan for the ground handler’s operations at CPH for the next two years.
9. List of vehicles and equipment to be used at CPH.
10. List of ground handling sub-suppliers, if any, to be preapproved by CPH.

|  |
| --- |
| Klik her for at angive tekst. |

If you are not able to submit all of the above documentation, or have any additional comments please indicate this in the box below:

**Please indicate relevant handling activities for the application:**

|  |  |  |
| --- | --- | --- |
| Handling Activity (re EU handling directive) | | Applied for |
| **1** | **Representation, Administration and Supervision** |  |
| 1.1 | Representation and liaison services with local authorities or any other entity, disbursement 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 | Other supervision services before, during and after the flight and any other administrative service requested by the airport user |  |
| **2** | **Passenger Services** |  |
| 2.1 | 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** | **Baggage Handling** |  |
| 3.1 | Handling of baggage in the sorting area, sorting it, preparing it for the departure, loading it on to 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 |  |
| **4** | **Handling of Freight and Mail** |  |
| 4.1 | Freight: physical handling of export, transfer and import freight, handling of related documents, customs procedures and implementation of any security procedure agreed between the parties or required by the circumstances |  |
| 4.2 | Mail: physical handling of incoming and outgoing mail, handling of related documents and implementation of any security procedure agreed between the parties or required by the circumstances |  |
| **5** | **Ramp Services** |  |
| 5.1 | Marshaling of aircraft at arrival and departure |  |
| 5.2 | Assistance to aircraft parking and provision of suitable devices |  |
| 5.3 | Communication between the aircraft and the air-side supplier of services |  |
| 5.4 | 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 |  |
| 5.5 | Provision and operation of appropriate units for engine starting |  |
| 5.6 | Moving of the aircraft at arrival and departure, as well as the provision and operation of suitable devices |  |
| 5.7 | Transport, loading on to and unloading from the aircraft of food and beverages |  |
| **6** | **Cleaning/Aircraft Service** |  |
| 6.1 | External and internal cleaning of the aircraft, and the toilet and water services |  |
| 6.2 | Cooling and heating of the cabin, the removal of snow and ice, the de-icing of the aircraft |  |
| 6.3 | Rearrangement of the cabin with suitable cabin equipment, the storage of this equipment |  |
| **7** | **Fuelling** |  |
| 7.1 | Organization and execution of fuelling and defueling operations, including the storage of fuel and the control of the quality and quantity of fuel deliveries |  |
| 7.2 | Replenishing of oil and other fluids |  |
| **8** | **Line Maintenance** |  |
| 8.1 | Routine services performed before flight |  |
| 8.2 | Non-routine services requested by the airport user |  |
| 8.3 | Provision and administration of spare parts and suitable equipment |  |
| 8.4 | Request for or reservation of a suitable parking and/or hangar space |  |
| **9** | **Operations Services** |  |
| 9.1 | Preparation of the flight at the departure airport or at any other point |  |
| 9.2 | In-flight assistance, including re-dispatching if needed |  |
| 9.3 | Post-Flight activities |  |
| 9.4 | Crew administration |  |
| **10** | **Transportation** |  |
| 10.1 | Organization 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 |  |
| 10.2 | Any special transport requested by the airport user |  |
| **11** | **Catering** |  |
| 11.1 | Liaison with suppliers and administrative management |  |
| 11.2 | Storage of food and beverages and of the equipment needed for their preparation |  |
| 11.3 | Cleaning of the equipment |  |
| 11.4 | Preparation and delivery of equipment as well as of bar and food supplies |  |

# NOTE

This application form should be completed in full and no questions should be left

unanswered. The completed application form must be accompanied by all the above documentation and should

be returned to:

**Copenhagen Airports A/S**

Att: Ata Maria Bærentsen

Lufthavnsboulevarden 6,

DK 2770 Kastrup

Tel: +45 33 31 32 31

E-mail: ata.baerentsen@cph.dk

Please note it may take up to two weeks to process the application.

**Date:**

**Signature**

Signed by