



## APPLICATION FOR GROUND SERVICE PROVIDER CERTIFICATE / OPERATIONAL SPECIFICATIONS

### SUBSERVICES CODIFICATION (for competing Item 5)

<b>A Ramp Handling:</b>
A1 Marshaling the aircraft on the ground at arrival and departure, assistance to aircraft parking and securing including the provision of suitable devices.
A2 Loading and unloading of the aircraft and the provision and operation of suitable means.
A3 Boarding and deplaning of passengers and crew including the provision and operation of suitable means or the operation of boarding bridges, where provided.
A4 Transport of crew, passengers and baggage between the aircraft and the terminal, including the provision and operation of suitable means.
A5 Provision and operation of appropriate units for aircraft engine starting.
A6 Provision and operation of appropriate units for the supply of electrical power to aircraft.
A7 Moving of the aircraft at arrival and departure or between positions / stands, communication with the flight crew and the provision of suitable means.
<b>B Passenger Handling:</b> Any kind of assistance to arriving, departing, transfer or transit passengers, including the operation of a departure control system, checking tickets and travel documents, registering baggage and carrying it to the designated area(s), escorting passengers for operational reasons.
<b>C Baggage Handling:</b>
C1 Handling and sorting baggage in the designated area(s), loading it on to and unloading it from the relevant devices with the purpose of moving it from the aircraft to the designated area(s) and vice versa, as well as the transfer of baggage from the designated area(s) to the reclaim area, including the provision and operation of suitable means.
C2 The operation/handling of the baggage reconciliation system.
<b>D Freight &amp; Mail Handling:</b>
D1 For freight: physical handling of export, transfer and import cargo, handling of related documents, customs procedures and implementation of any security procedures required by regulations and agreed between the parties.
D2 For mail: physical handling of incoming and outgoing mail, handling of related documents and implementation of any security procedures required by regulations and agreed between the parties.
D3 The physical handling of freight and mail, whether incoming, outgoing or being transferred, between the on-aerodrome cargo warehouses and the aircraft, as well as the freight and mail handling at the on-aerodrome cargo warehouses, including the provision and operation of suitable means.
<b>E Load Control &amp; Dispatch:</b>
E1 Load planning.
E2 Aircraft weight & balance calculations.
E3 Issuing loading instruction reports, notification to captain and load sheet.
E4 Loading supervision or/and aircraft turnaround coordination.
E5 Preparation of the flight at the departure airport or at any other point.
E6 Messaging and telecommunications.
E7 Crew administration.
<b>F Unit Load Device Control:</b>
F1 The serviceability and airworthiness of unit load devices.
F2 Unit load device handling and storage.
F3 The provision of adequate and sufficient infrastructure for proper storing, transporting, moving, transferring, build-up and break down of unit load devices.
<b>G Aircraft Servicing</b>
G1 The external and internal cleaning of the aircraft including the provision and operation of appropriate units or equipment.
G2 The waste and potable water servicing, including the control of the quality of potable water and the provision and operation of appropriate units and equipment.
G3 The cooling and heating of the cabin including the provision and operation of appropriate units or equipment.
G4 The removal of snow and ice, the de-icing or anti-icing of the aircraft including the provision and operation of appropriate units or equipment.
<b>H Into-Plane Fuel Service:</b> Fueling and defueling operations including the control of the quality and quantity of fuel deliveries and the provision and operation of suitable means and equipment.
<b>I Representation &amp; Supervision:</b>
I1 Representation and liaison services with local authorities or any other entity, disbursements on behalf of the aerodrome user and provision of office space for its representatives.
I2 Any other supervision service before, during or after the flight and any other administrative service requested by the customer airline.
<b>J Surface Transport:</b>
J1 The transport of crew, passenger, baggage, cargo and mail between different terminals of the same aerodrome, but excluding the same transport between the aircraft and any other point within the perimeter of the same aerodrome.
J2 Any special transport requested by the aerodrome user.
<b>K Inflight Catering Services:</b> The transport, loading on to and unloading from the aircraft of catering supplies (food, beverage or other relevant supplies) including the provision and operation of suitable means.