

Self Assessment Form

**PLEASE FILL IN AND SIGN THIS SELF-ASSESSMENT FORM AND RETURN BY E-MAIL TO:
SECRETARIAT EBAA: info@ebaa.org or by FAX TO: +32 2 768 13 25**

COMPANY NAME: Lyon bron Airport
AIRPORT - ICAO CODE: LFLY
CONTACT: M. Eric Dumas - Business Unit Manager
ADDRESS: F-69500 Bron Aéroport - France
FAX / PHONE NBR: +33 4 78 26 72 65 **Email:** bron.ops@lyon.aeroport.fr

Handling requirement**Yes****No****Comments****REPRESENTATION**

Liaise with local authorities.	<input checked="" type="checkbox"/>		
Inform all interested parties concerning movements of the Operator's aircraft.	<input checked="" type="checkbox"/>		
As mutually agreed, effect payment, on behalf of the Operator, including but not limited to: airport, customs, police and other charges relating to the services performed	<input checked="" type="checkbox"/>		All Airport taxes, catering, limo, taxi, hotel and any others charges requested by the crew or the operator,

COMMUNICATIONS

Air to ground VHF radio	<input checked="" type="checkbox"/>		131,75 MHZ
Ground to ground Walkie -Talkie	<input checked="" type="checkbox"/>		
SITA / AFTN telex	<input checked="" type="checkbox"/>		LYNAPXH
Mobile phone / Fixnet phone / Fax	<input checked="" type="checkbox"/>		

PASSENGERS AND BAGGAGE

Passengers			
Inform passengers about time of arrival and/or departure of Operator's aircraft and surface transport.	<input checked="" type="checkbox"/>		Info from CFMU or oprator by phone, fax or sita,
Take care of passengers when flights are interrupted, delayed or cancelled, according to instructions given by the operator. If instructions do not exist, deal with such cases according to the practice of the Handling Company	<input checked="" type="checkbox"/>		
Notify the Operator of complaints.	<input checked="" type="checkbox"/>		
Departure			
Check and ensure that passengers are expected at the aircraft with the crew	<input checked="" type="checkbox"/>		
Provide screening of baggage		<input checked="" type="checkbox"/>	Operating at the end of year 2006
Load baggage as directed	<input checked="" type="checkbox"/>		
Escort passengers through controls to the aircraft.	<input checked="" type="checkbox"/>		
Ensure that all passenger are at the aircraft at the appropriate time.	<input checked="" type="checkbox"/>		
Arrival			
Escort passengers from aircraft through controls to the terminal landside area.	<input checked="" type="checkbox"/>		
Deliver baggage as directed	<input checked="" type="checkbox"/>		
Ensure that passengers continue to their final destination.	<input checked="" type="checkbox"/>		
Provide storage for baggage	<input checked="" type="checkbox"/>		
Handle crew baggage, as mutually agreed	<input checked="" type="checkbox"/>		

RAMP AND AIRCRAFT SERVICING

Marshalling			
Ensure marshalling is available on arrival / departure	<input checked="" type="checkbox"/>		
Parking			
Arrange parking	<input checked="" type="checkbox"/>		
Position and/or remove wheel chocks. (under supervision of aircrew)	<input checked="" type="checkbox"/>		
Loading/ Embarking and Unloading/Disembarking			
Arrange and provide suitable ground support equipment required by the operator to ensure a efficient handling.	<input checked="" type="checkbox"/>		
Provide crew and passenger transportation between aircraft and terminal buildings	<input checked="" type="checkbox"/>		VIP Van (807 pullman)

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	Moving of Aircraft		
	Provide and Operate suitable tow-in and/or push-back equipment. (Tow bar to be provided by the Operator unless otherwise agreed.)	X	Provided by the FBO service in coordination with BCA for specials Tow bars,
	Tow in and/or push back aircraft according to the Operator's instructions.	X	Provided by the FBO service.
	Tow aircraft between other agreed points according to the Operator's instructions.	X	Provided by the FBO service.
	Provide authorised cockpit brake operator in connection with towing.	X	Provided by the FBO service.
	Aircraft cleaning		
	Arrange Aircraft washing	X	In coordination with BCA : 08h00-17h00
	Arrange Aircraft cabin cleaning	X	Provided by the FBO service.
	Arrange Toilet servicing	X	
	Arrange Water servicing	X	
	Arrange heating/cooling units	X	In coordination with BCA
	Additional services		
	Arrange De-icing facilities according IATA standards	X	
	Arrange removal of trash	X	
	Pick ups and delivery of catering equipment and laundry to/from aircraft	X	
	Provide suitable storage space for the Operator's cabin material, as mutually agreed.	X	

Before arrival the operator should check with the handling agent that the equipment required to handle the aircraft type is available on site.

FUEL AND OIL

	Supervise fuelling/refuelling operations.	X	
	Liaise with fuel suppliers.	X	

AIRCRAFT MAINTENANCE

	Liaise with maintenance provider	X	
	Arrange AOG clearances	X	Beechcraft and Cessna game via BCA,
	Coordinate between local authorities and maintenance providers	X	

FLIGHT OPERATIONS AND CREW ADMINISTRATION

	General		
	Inform the Operator of any known project affecting the operational services and facilities made available to its aircraft in the areas of responsibility.	X	
	Maintain a trip file by collecting all documents specified by the Operator, all messages received or originated in connection with each flight and dispose of this file as instructed by the Operator.	X	
	Flight Preparation at the Airport of Departure		
	Arrange and deliver to the crew meteorological documentation and aeronautical information for each flight	X	
	File ATC flight plan provided by the Operator	X	
	Furnish the crew with an adequate briefing.	X	
	Send movement messages to Operator and online handling agents	X	
	Follow up the progress of the flight against flight movement messages, flight plan messages and position reports received.	X	
	Provide information on flight progress to the Operators requested agent	X	
	Monitor movement of the flight within VHF range and provide assistance, as necessary add 1 hour before arrival and 15 mins after departure.	X	
	Arrange hotel accommodation for crews	X	
	Arrange transfers to/from crew hotel	X	
	Liaise with hotel(s) on crew call and pick-up timings.	X	
	Direct crews through airport facilities and brief them, as required.	X	
	Coordinate slots with ATC/CFMU	X	
	Arrange airport slots	X	

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SURFACE TRANSPORT			
	Make any necessary arrangements for transport of crew and passengers and their luggage to/from their final destination if requested by the operations or the Captain.	X	Possible by helicoptere to Ski Station on request in coordination with based helicopteres compagnies,
CATERING SERVICES			
	Liaise with the catering company.	X	
	Order catering on behalf of the operator	X	
	Assist crew to unload/load catering/equipment at the aircraft	X	
	Deliver newspapers and catering to aircraft	X	
	Arrange laundry service with pickup and deliver to aircraft	X	
ADMINISTRATION			
	Provide credit facilities with local suppliers on behalf of the operator	X	
	Grant credit to operators	X	
	Accept cash/credit card payment from operators	X	All major cards,
	Provide price lists for services provided to the operator	X	On request, on our web site (www.bron-airport.com) and showing in the FBO terminal.
FACILITIES AND ACCOMMODATION			
	Customer VIP Lounges	X	Possible by helicoptere to Ski Station on request in coordination with based helicopteres compagnies,
	Crew lounges and recreation area	X	
	Internet, TV and Video/DVD equipment	X	
	Snooze rooms and shower facilities	X	
	Conference Rooms	X	
SECURITY/EMERGENCY RESPONSE			
	Comply with local government security/emergency response requirements	X	
	Uphold security levels recommended by the EBAA	X	
	Arrange separate guarding/security services as required	X	
	In case of accreditation, I agree that the information enclosed will be available to the public via the EBAA Website.	X	
Date: March 23, 2006.		Signature:	