Self Assessment Form

PLEASE FILL IN AND SIGN THIS SELF-ASSESSMENT FORM AND RETURN BY FAX TO:
CARINE JACOBS, EBAA: FAX +32 (0)2 768 1325

COMPANY NAME: ExecuJet Switzerland AG/ FBO former Zimex Flight Support AG
AIRPORT - ICAO CODE: LSZH
CONTACT: Anita Grossenbacher /GM
ADDRESS:Business Aviation Center
P.O.Box 1, CH 8058 Zurich-Airport
FAX / PHONE NBR: Fax: +41 1 876 56 57 Phone: +41 1 876 56 56

	Handling requirement	Yes	No	Comments
	REPRESENTATION			
	Liaise with local authorities.	Yes		
	Inform all interested parties concerning movements of the Operator's aircraft.	Yes		
	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	Yes		
	COMMUNICATIONS			
	Air to ground VHF radio	Yes		VHF 130.25 MHz
	Ground to ground Walkie -Talkie	Yes		
	SITA / AFTN telex	Yes		SITA NEW ZRHEH8X (FORM ZRHSFXH)
	Mobile phone / Fixnet phone / Fax	Yes		
	PASSENGERS AND BAGGAGE			
	Passengers			
	Inform passengers about time of arrival and/or departure of Operator's aircraft and surface transport.	Yes		
	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	Yes		
	Notify the Operator of complaints.	Yes		
	Departure			
	Check and ensure that passengers are expected at the aircraft with the crew	Yes		
	Provide screening of baggage	Yes		With the Airport Authority
	Load baggage as directed	Yes		
	Escort passengers through controls to the aircraft.	Yes		
	Ensure that all passenger are at the aircraft at the appropriate time.	Yes		
	Arrival			
	Escort passengers from aircraft through controls to the terminal landside area.	Yes		
	Deliver baggage as directed	**Yes**		
	Ensure that passengers continue to their final destination.	**Yes**		
	Provide storage for baggage	Yes		
	Handle crew baggage, as mutually agreed.	Yes		
	RAMP AND AIRCRAFT SERVICING			
	Marshalling			
	Ensure marshalling is available on arrival / departure	Yes		We have our own ramp
	Parking			

	Arrange parking	Yes		
	Position and/or remove wheel chocks. (under supervision of aircrew)	Yes		We do parking, towing, marshalling
	Loading/ Embarking and Unloading/Disembarking			
	Arrange and provide suitable ground support equipment required by the operator to ensure a efficient handling.	Yes		
	Provide crew and passenger transportation between aircraft and terminal buildings	Yes		We have Mercedes Van
	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.)	Yes		We have own tow bars for diff. AC Type,
	Tow in and/or push back aircraft according to the Operator's instructions.	Yes		Training with our employee
	Tow aircraft between other agreed points according to the Operator's instructions.	Yes		
	Provide authorised cockpit brake operator in connection with towing.	Yes		RUAG Maintenance
	Aircraft cleaning			
	Arrange Aircraft washing	YES		
	Arrange Aircraft cabin cleaning	YES		we do mini cleaning our self
	Arrange Toilet servicing	YES		we do toilet service
	Arrange Water servicing	Yes		we do water service
	Arrange heating/cooling units	Yes		SR-Technics
	Additional services			
	Arrange De-icing facilities according IATA standards	**Yes**		SR-Technics
	Arrange removal of trash	Yes		we do it our self
	Pick ups and delivery of catering equipment and laundry to/from aircraft	Yes		We offer this service, we do it.
	Provide suitable storage space for the Operator's cabin material, as mutually agreed.	Yes		We have lockers
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.	Yes		We do it our self. Good trained employees.
	Liaise with fuel suppliers.	Yes		We have a contract with Air-BP
AIRCRAFT MAINTENANCE				
	Liaise with maintenance provider	Yes		RUAG
	Arrange AOG clearances	Yes		RUAG
	Coordinate between local authorities and maintenance providers	Yes		
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.	Yes		
	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.	Yes New		ExecuJet Switzerland has a dispatch.
	Flight Preparation at the Airport of Departure			
	Arrange and deliver to the crew meteorological documentation and aeronautical information for each flight	Yes		We offer this and we do it our self
	File ATC flight plan provided by the Operator	Yes		
	Furnish the crew with an adequate briefing.	**Yes**		

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	Send movement messages to Operator and online handling agents	Yes		by SITA
	Follow up the progress of the flight against flight movement messages, flight plan messages and position reports received.	Yes/No		
	Provide information on flight progress to the Operators requested agent	Yes		If the provider ask
	Monitor movement of the flight within VHF range and provide assistance, as necessary add 1 hour before arrival and 15 mins after departure.	Yes		
	Arrange hotel accommodation for crews	Yes		
	Arrange transfers to/from crew hotel	Yes		
	Liaise with hotel's) on crew call and pick-up timings.	Yes		Hilton, Baur au Lac etc.
	Direct crews through airport facilities and brief them, as required.	Yes		We have our own facilities
	Coordinate slots with ATC/CFMU	Yes		
	Arrange airport slots	Yes		
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.	**Yes**		
CATERING SERVICES				
	Liai+A95se with the catering company.	Yes		Marsden Cat. And Gate Gourmet etc.
	Order catering on behalf of the operator	Yes		
	Assist crew to unload/load catering/equipment at the aircraft	Yes		
	Deliver newspapers and catering to aircraft	Yes		We sell newspapers
	Arrange laundry service with pickup and deliver to aircraft	Yes		
ADMINISTRATION				
	Provide credit facilities with local suppliers on behalf of the operator	Yes		
	Grant credit to operators	Yes		
	Accept cash/credit card payment from operators	Yes		
	Provide price lists for services provided to the operator	Yes		
FACILITIES AND ACCOMMODATION				
	Customer VIP Lounges	Yes		we have a very elegant lounge
	Crew lounges and recreation area	Yes		plus two quite rooms to sleep
	Internet, TV and Video/DVD equipment	Yes		
	Snooze rooms and shower facilities	Yes		We provide towels, shampoo, soaps etc.
	Conference Rooms	Yes		Large room with the equipment
SECURITY/EMERGENCY RESPONSE				
	Comply with local government security/emergency response requirements	Yes		
	Uphold security levels recommended by the EBAA	Yes		it is depending on our ramp!
	Arrange separate guarding/security services as required	Yes		Custodio, Securitas
	Date: 30.9.2003			**Signature Anita Grossenbacher**

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two Lectro and one tractor

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