

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**

<b>COMPANY NAME:</b>	<b>Fraport Executive Aviation</b>
	c/o Fraport AG, Ground Services Division
<b>AIRPORT - ICAO CODE:</b>	EDDF
<b>CONTACT:</b>	Christoph Goetzmann (Head of Fraport Executive Aviation)
<b>ADDRESS:</b>	Fraport Executive Aviation Terminal (Build. 514) 60547 Frankfurt/Main (Germany)
<b>FAX / PHONE NBR: OPERATIONS</b>	<b>T: +49 69 690 71719 / F: +49 69 690 59446</b>
<b>FAX / PHONE NBR: COMM.</b>	<b>T: +49 69 690 61937 / F: +49 69 690 74607</b>

<u>Handling requirement</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
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**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 130,100 MHz c/s: Fraport Executive
Ground to ground Walkie -Talkie	Yes		
SITA / AFTN telex	Yes		SITA: FRAAG7X   AFTN: EDDFXHAX
Mobile phone / Fixnet phone / Fax	Yes		

**PASSENGERS AND BAGGAGE**

<b>Passengers</b>			
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		
<b>Departure</b>			
Check and ensure that passengers are expected at the aircraft with the crew	Yes		
Provide screening of baggage	Yes		Screening provided by Fraport AG.
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		
<b>Arrival</b>			
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**

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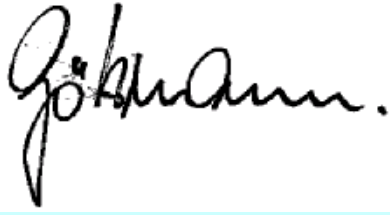
	<b>Marshalling</b>			
	Ensure marshalling is available on arrival / departure	Yes		
	<b>Parking</b>			
	Arrange parking	Yes		Seperate Ramp for Executive Aviation
	Position and/or remove wheel chocks. (under supervision of aircrew)	Yes		
	<b>Loading/ Embarking and Unloading/Disembarking</b>			<b>Can handle all types from Cessna to B747</b>
	Arrange and provide suitable ground support equipment required by the operator to ensure a efficient handling.	Yes		GPU, Lav., Pot.-Water, Stairs, Belts, Tow.
	Provide crew and passenger transportation between aircraft and terminal buildings	Yes		Limousine or VIP vans
	<b>Moving of Aircraft</b>			
	Provide and Operate suitable tow-in and/or push-back equipment. (Tow bar to be provided by the Operator unless otherwise agreed.)	Yes		Tow bar for most aircraft types are avlbl.
	Tow in and/or push back aircraft according to the Operator's instructions.	Yes		But not required at our ramp.
	Tow aircraft between other agreed points according to the Operator's instructions.	Yes		
	Provide authorised cockpit brake operator in connection with towing.	Yes		MX subcontracted.
	<b>Aircraft cleaning</b>			
	Arrange Aircraft washing	Yes		upon request.
	Arrange Aircraft cabin cleaning	Yes		upon request.
	Arrange Toilet servicing	Yes		upon request.
	Arrange Water servicing	Yes		upon request.
	Arrange heating/cooling units	Yes		upon request.
	<b>Additional services</b>			
	Arrange De-icing facilities according IATA standards	Yes		Fraport AG
	Arrange removal of trash	Yes		
	Pick ups and delivery of catering equipment and laundry to/from aircraft	Yes		
	Provide suitable storage space for the Operator's cabin material, as mutually agreed.	Yes		
<b><i>Before arrival the operator should check with the handling agent that the equipment required to handle the aircraft type is available on site.</i></b>				
<b>FUEL AND OIL</b>				
	Supervise fuelling/refuelling operations.	Yes		
	Liaise with fuel suppliers.	Yes		
<b>AIRCRAFT MAINTENANCE</b>				
	Liaise with maintenance provider	Yes		
	Arrange AOG clearances	Yes		
	Coordinate between local authorities and maintenance providers	Yes		
<b>FLIGHT OPERATIONS AND CREW ADMINISTRATION</b>				
	<b>General</b>			
	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		for at least 6 month.
	<b>Flight Preparation at the Airport of Departure</b>			

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	Arrange and deliver to the crew meteorological documentation and aeronautical information for each flight	Yes		Source: German Met Office and ATS Aeronautical Information Service.
	File ATC flight plan provided by the Operator	Yes		
	Furnish the crew with an adequate briefing.	Yes		FAA Dispatchers available
	Send movement messages to Operator and online handling agents	Yes		By SITA, E-Mail, Fax or SMS/phone call.
	Follow up the progress of the flight against flight movement messages, flight plan messages and position reports received.	Yes		
	Provide information on flight progress to the Operators requested agent	Yes		upon request
	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		We have preferential rates with several hotels, i. e. Steigenberger, Sheraton, Hilton, Maritim, Holiday Inn, etc..
	Arrange transfers to/from crew hotel	Yes		With minibus.
	Liaise with hotel's) on crew call and pick-up timings.	Yes		
	Direct crews through airport facilities and brief them, as required.	Yes		Crew can expect full support at any time. Facility integrated in our Executive Terminal.
	Coordinate slots with ATC/CFMU	Yes		CFMU Terminal with Eurocontrol and with local ATS
	Arrange airport slots	Yes		We have special emphasis on this.
<b>SURFACE TRANSPORT</b>				
	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		Contracted transport company. Alternatively at Fraport Executive Aviation Travellers and Crews can rent cars from Sixt rent-a-car at the Fraport Executive Aviation Terminal and for preferential rates.
<b>CATERING SERVICES</b>				
	Liaise with the catering company.	Yes		Aircraftcatering Rhein-Main is exclusively sub-contracted to Fraport Executive Aviation and specialised on the needs of the Executive Aviation flights.
	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		
	Arrange laundry service with pickup and deliver to aircraft	Yes		
<b>ADMINISTRATION</b>				
	Provide credit facilities with local suppliers on behalf of the operator	Yes		subject to prior arrangement.
	Grant credit to operators	Yes		subject to prior arrangement and operators financial capabilities.
	Accept cash/credit card payment from operators	Yes		
	Provide price lists for services provided to the operator	Yes		
<b>FACILITIES AND ACCOMMODATION</b>				
	Customer VIP Lounges	Yes		at prior request only.
	Crew lounges and recreation area	Yes		
	Internet, TV and Video/DVD equipment	Yes		several TV sets.
	Snooze rooms and shower facilities	Yes		no shower facilities.
	Conference Rooms	Yes		with PC, beamer, multimedia, internet.

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**SECURITY/EMERGENCY RESPONSE**

	Comply with local government security/emergency response requirements	Yes	
	Uphold security levels recommended by the EBAA	Yes	tailored to local rules and regulations.
	Arrange separate guarding/security services as required	Yes	By Airport Police and/or FIS GmbH, the security subsidiary of Fraport AG.
	<b>In case of accreditation, I agree that the information enclosed will be available to the public via the EBAA Website.</b>		
	<b>Date: 23 SEP 2005</b>		<b>Signature</b>
			Christoph Goetzmann
			Head of Fraport Executive Aviation