

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: Cedar Jet Center				
AIRPORT - ICAO CODE: OLBA				
CONTACT: Operations Manager: Ms Randa Kammoun				
ADDRESS: General Aviation Terminal , Rafic Hariri Intl Airport,P.O.Box:11-3133,Beirut, Lebanon				
FAX / PHONE NBR: Tel: +961-1622142/143 FAX: +961-1622145				
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			"Cedar Base" : 131.4Mhz
Ground to ground Walkie -Talkie	Yes			
SITA / AFTN telex	Yes			BEYKVME
Mobile phone / Fixnet phone / Fax	Yes			Mobile: +961-3-639058
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			
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			
Parking				
Arrange parking	Yes			
Position and/or remove wheel chocks. (under supervision of aircrew)	Yes			
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			

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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.)	Yes	
	Tow in and/or push back aircraft according to the Operator's instructions.	Yes	
	Tow aircraft between other agreed points according to the Operator's instructions.	Yes	
	Provide authorised cockpit brake operator in connection with towing.	Yes	
	Aircraft cleaning		
	Arrange Aircraft washing	Yes	
	Arrange Aircraft cabin cleaning	Yes	
	Arrange Toilet servicing	Yes	
	Arrange Water servicing	Yes	
	Arrange heating/cooling units	Yes	
	Additional services		
	Arrange De-icing facilities according IATA standards		NO Not available and not needed in Beirut
	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	
<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>			
FUEL AND OIL			
	Supervise fuelling/refuelling operations.	Yes	
	Liaise with fuel suppliers.	Yes	
AIRCRAFT MAINTENANCE			
	Liaise with maintenance provider	Yes	
	Arrange AOG clearances	Yes	
	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	
	Flight Preparation at the Airport of Departure		
	Arrange and deliver to the crew meteorological documentation and aeronautical information for each flight	Yes	
	File ATC flight plan provided by the Operator	Yes	
	Furnish the crew with an adequate briefing.	Yes	
	Send movement messages to Operator and online handling agents	Yes	
	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	
	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	
	Direct crews through airport facilities and brief them, as required.	Yes	
	Coordinate slots with ATC/CFMU	Yes	
	Arrange airport slots	Yes	

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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.	Yes	
CATERING SERVICES			
	Liaise with the catering company.	Yes	
	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	
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	
	Crew lounges and recreation area	Yes	Crews presently use customer VIP Lounge, dedicated lounge to be furnished soon
	Internet, TV and Video/DVD equipment	Yes	
	Snooze rooms and shower facilities		No Crews presently use customer VIP Lounge, dedicated lounge to be furnished soon
	Conference Rooms		No
SECURITY/EMERGENCY RESPONSE			
	Comply with local government security/emergency response requirements	Yes	
	Uphold security levels recommended by the EBAA	Yes	
	Arrange separate guarding/security services as required		No Private security not allowed on ramp by local authorities
	In case of accreditation, I agree that the information enclosed will be available to the public via the EBAA Website.	Yes	
Date: 07-03-2007		Signature: Wael Tayara	