

Self Assessment Form

Handling requirement	Yes	No	Comments
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	Yes		
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.			
<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		We have a contract with Petrol Ofisi. Also we liaise other major fuel suppliers. BP, Shell etc.
AIRCRAFT MAINTENANCE			
Liaise with maintenance provider			
Arrange AOG clearances			
Coordinate between local authorities and maintenance providers			
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		
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			We accept Multi Service Card, any credit card or cash payment

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Handling requirement	Yes	No	Comments
Accept cash/credit card payment from operators	Yes		We accept Multi Service Card, any credit card or cash payment
Provide price lists for services provided to the operator	Yes		
FACILITIES AND ACCOMMODATION			
Customer VIP Lounges	Yes		
Crew lounges and recreation area	Yes		Only LTBA
Internet, TV and Video/DVD equipment			
Snooze rooms and shower facilities			Shower facilities in only LTBA
Conference Rooms	Yes		Only LTBA
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	Yes		The security services are provided by the Celebi Security Systems and Consultancy Company operating under Celebi Holding
In case of accreditation, I agree that the information enclosed will be available to the public via the EBAA Website.	Yes		
Date: 26/02/2007			Signature: