

Self Assessment Form

<b>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</b>				
<b>COMPANY NAME: Air Link International Ltd.</b>				
<b>AIRPORT - ICAO CODE: UKBB,UKKK,UKOO,UKDD,UKCC,UKLL,UKON,UKDR,UKLU,UKFF,UMMM,UMMS,LUKK</b>				
<b>CONTACT: Main dispatch and communication office</b>				
<b>ADDRESS: 25th Chapaev Division st., 6 "V", 3d floor, off.301, Odessa, 65101, Ukraine</b>				
<b>E-MAIL/SITA : operations@airlinkworld.com / ODSOPXH</b>				
<b>FAX / PHONE NBR: + 380 48 7778304 / + 380 48 7778303</b>				
	<b>Handling requirement</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>REPRESENTATION</b>				
	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		
<b>COMMUNICATIONS</b>				
	Air to ground VHF radio			
	Ground to ground Walkie -Talkie	Yes		
	SITA / AFTN telex	Yes		
	Mobile phone / Fixnet phone / Fax	Yes		
<b>PASSENGERS AND BAGGAGE</b>				
	<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>	yes		
	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		
	<b>Arrival</b>	yes		
	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		
<b>RAMP AND AIRCRAFT SERVICING</b>				
	<b>Marshalling</b>			
	Ensure marshalling is available on arrival / departure	yes		
	<b>Parking</b>			
	Arrange parking	yes		
	Position and/or remove wheel chocks. (under supervision of aircrew)	yes		
	<b>Loading/ Embarking and Unloading/Disembarking</b>			
	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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	<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 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	
	<b>Aircraft cleaning</b>		
	Arrange Aircraft washing		no
	Arrange Aircraft cabin cleaning	yes	
	Arrange Toilet servicing	yes	
	Arrange Water servicing	yes	
	Arrange heating/cooling units	yes	
	<b>Additional services</b>		
	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.	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	
	<b>Flight Preparation at the Airport of Departure</b>		
	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.		no
	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	confirmation before the flight is required - contact main dispatch
	Provide price lists for services provided to the operator	yes	
FACILITIES AND ACCOMMODATION			
	Customer VIP Lounges	yes	
	Crew lounges and recreation area	yes	
	Internet, TV and Video/DVD equipment	yes	
	Snooze rooms and shower facilities		no
	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	yes	
	In case of accreditation, I agree that the information enclosed will be available to the public via the EBAA Website.	yes	
<b>Date:</b>		<b>Signature:</b>	
15-mai-07		Oleg Fridrik - President	