

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: E-AVIATION SWISS Sagl</b>				
<b>AIRPORT - ICAO CODE: LSZA</b>				
<b>CONTACT: DARIO KESSEL</b>				
<b>ADDRESS: VIA AEROPORTO - P.O.Box 163-CH 6982 AGNO</b>				
<b>FAX / PHONE NBR: +4191 600 26 27 Portable +4179 570 04 15</b>				
<b>Handling requirement</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>REPRESENTATION</b>				
Liaise with local authorities.				
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			no	
<b>COMMUNICATIONS</b>				
Air to ground VHF radio		yes		131.625
Ground to ground Walkie -Talkie		yes		
SITA / AFTN telex		yes		AFTN: LSZALUGX
Mobile phone / Fixnet phone / Fax				
<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>				
Check and ensure that passengers are expected at the aircraft with the crew		yes		
Provide screening of baggage		yes		made by 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		
<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		
<b>RAMP AND AIRCRAFT SERVICING</b>				
<b>Marshalling</b>		yes		made by airport authority
Ensure marshalling is available on arrival / departure				
<b>Parking</b>		yes		made by airport authority
Arrange parking				
Position and/or remove wheel chocks. (under supervision of aircrew)				
<b>Loading/ Embarking and Unloading/Disembarking</b>		yes		made by airport authority
Arrange and provide suitable ground support equipment required by the operator to ensure a efficient handling.				
Provide crew and passenger transportation between aircraft and terminal buildings				

Self Assessment Form

	<b>Moving of Aircraft</b>	yes		made by airport authority
	Provide and Operate suitable tow-in and/or push-back equipment. (Tow bar to be provided by the Operator unless otherwise agreed.)			
	Tow in and/or push back aircraft according to the Operator's instructions.			
	Tow aircraft between other agreed points according to the Operator's instructions.			
	Provide authorised cockpit brake operator in connection with towing.			
	<b>Aircraft cleaning</b>			
	Arrange Aircraft washing	yes		
	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		AFTN
	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		no	not required at LSZA

Self Assessment Form

**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

own company

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

no

Grant credit to operators

no

only with bank guarantee

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

Internet, TV and Video/DVD equipment

yes

Snooze rooms and shower facilities

no

coming soon

Conference Rooms

**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.**

y

**Date: 31 march 2010**

**Signature: Ing. Dario Kessel**