

Self Assessment Form

	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.)		X	Can be arranged
	Tow in and/or push back aircraft according to the Operator's instructions.		X	Can be arranged
	Tow aircraft between other agreed points according to the Operator's instructions.		X	Can be arranged
	Provide authorised cockpit brake operator in connection with towing.		X	
	Aircraft cleaning			
	Arrange Aircraft washing		X	
	Arrange Aircraft cabin cleaning	X		
	Arrange Toilet servicing	X		
	Arrange Water servicing	X		
	Arrange heating/cooling units		X	
	Additional services			
	Arrange De-icing facilities according IATA standards		X	
	Arrange removal of trash	X		
	Pick ups and delivery of catering equipment and laundry to/from aircraft		X	Can be arranged
	Provide suitable storage space for the Operator's cabin material, as mutually agreed.		X	
Before arrival the operator should check with the handling agent that the equipment required to handle the aircraft type is available on site.				
FUEL AND OIL				
	Supervise fuelling/refuelling operations.	X		
	Liaise with fuel suppliers.	X		
AIRCRAFT MAINTENANCE				
	Liaise with maintenance provider	X		(Depends on the particular work and A/C type)
	Arrange AOG clearances		X	
	Coordinate between local authorities and maintenance providers		X	
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.	X		
	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.	X		
	Flight Preparation at the Airport of Departure			
	Arrange and deliver to the crew meteorological documentation and aeronautical information for each flight	X		
	File ATC flight plan provided by the Operator		X	
	Furnish the crew with an adequate briefing.	X		WX and NOTAMS
	Send movement messages to Operator and online handling agents	X		
	Follow up the progress of the flight against flight movement messages, flight plan messages and position reports received.	X		
	Provide information on flight progress to the Operators requested agent	X		
	Monitor movement of the flight within VHF range and provide assistance, as necessary add 1 hour before arrival and 15 mins after departure.		X	
	Arrange hotel accommodation for crews	X		
	Arrange transfers to/from crew hotel	X		
	Liaise with hotel(s) on crew call and pick-up timings.	X		
	Direct crews through airport facilities and brief them, as required.	X		
	Coordinate slots with ATC/CFMU		X	
	Arrange airport slots	X		

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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.	X			
CATERING SERVICES				
Liaise with the catering company.	X			
Order catering on behalf of the operator	X			
Assist crew to unload/load catering/equipment at the aircraft		X	Can be arranged	
Deliver newspapers and catering to aircraft		X	Can be arranged	
Arrange laundry service with pickup and deliver to aircraft	X			
ADMINISTRATION				
Provide credit facilities with local suppliers on behalf of the operator	X			
Grant credit to operators	X			
Accept cash/credit card payment from operators	X			
Provide price lists for services provided to the operator	X			
FACILITIES AND ACCOMMODATION				
Customer VIP Lounges	X			
Crew lounges and recreation area	X			
Internet, TV and Video/DVD equipment	X			
Snooze rooms and shower facilities		X		
Conference Rooms	X			
SECURITY/EMERGENCY RESPONSE				
Comply with local government security/emergency response requirements	X			
Uphold security levels recommended by the EBAA	X			
Arrange separate guarding/security services as required		X		
In case of accreditation, I agree that the information enclosed will be available to the public via the EBAA Website.	X			
Date: 20 /07 / 2010			Signature:	

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