

**APPLICATION FOR GROUND SERVICE PROVIDER
 CERTIFICATE / OPERATIONAL SPECIFICATIONS**

1. APPLICATION INFORMATION A. Official Name of Ground Service Provider _____ B. Accountable Executive (Name) _____ C. Address of Main Office Street: _____ City: _____ State/Province: _____ Country: _____ Postal Code _____ Phone #: _____ Mobile: _____ E-mail: _____	2. REASON FOR APPLICATION <input type="checkbox"/> Initial <input type="checkbox"/> Renewal <input type="checkbox"/> Change of Ground Services Privileges <input type="checkbox"/> Change of Subservices Privileges <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Other (Specify) _____
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3. AERODROME LOCATION:

4. GROUND SERVICE PRIVILEGES A <input type="checkbox"/> Ramp Handling B <input type="checkbox"/> Passenger Handling C <input type="checkbox"/> Baggage Handling D <input type="checkbox"/> Freight & Mail Handling E <input type="checkbox"/> Load Control & Dispatch F <input type="checkbox"/> Unit Load Device Control G <input type="checkbox"/> Aircraft Servicing H <input type="checkbox"/> Into-Plane Fuel Services I <input type="checkbox"/> Representation & Supervision J <input type="checkbox"/> Surface Transport K <input type="checkbox"/> Inflight Catering Services L <input type="checkbox"/> Any Other Service (Specify): _____	5. SUBSERVICES PRIVILEGES (refer to codes at the back of application) <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4 <input type="checkbox"/> A5 <input type="checkbox"/> A6 <input type="checkbox"/> A7 N/A <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> D1 <input type="checkbox"/> D2 <input type="checkbox"/> D3 <input type="checkbox"/> E1 <input type="checkbox"/> E2 <input type="checkbox"/> E3 <input type="checkbox"/> E4 <input type="checkbox"/> E5 <input type="checkbox"/> E6 <input type="checkbox"/> E7 <input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> F3 <input type="checkbox"/> G1 <input type="checkbox"/> G2 <input type="checkbox"/> G3 <input type="checkbox"/> G4 N/A <input type="checkbox"/> I1 <input type="checkbox"/> I2 <input type="checkbox"/> J1 <input type="checkbox"/> J2 N/A
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6. NAME OF POSTHOLDERS
 A. Quality Manager (Corporate level): _____
 B. Station Manager (Ground station level): _____
 C. Training Manager (Corporate level): _____

7. SUBCONTRACTED SERVICES A. List of Subcontracted Services (at aerodrome applied) 1. _____ 2. _____ 3. _____	B Name of Subcontracted Organization providing the service 1. _____ 2. _____ 3. _____
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8. EXCEPTIONS (from Ground Services applied for) Applicable (describe below) Not Applicable

9. APPLICATION FEE
 As per Implementing Regulation of Civil Aviation Tariff Act I confirm payment of fee (attach relevant evidence)

10. DECLARATION
I hereby certify that I am the authorized representative of the ground service provider to make this application and that the statements and attachments hereto are true and correct to the best of my knowledge.

A. Signature of Accountable Executive: _____

B. Company Stamp: _____ C. Date: _____

APPLICATION FOR GROUND SERVICE PROVIDER CERTIFICATE / OPERATIONAL SPECIFICATIONS

SUBSERVICES CODIFICATION (for competing Item 5)

A Ramp Handling:	
A1	Marshaling the aircraft on the ground at arrival and departure, assistance to aircraft parking and securing including the provision of suitable devices.
A2	Loading and unloading of the aircraft and the provision and operation of suitable means.
A3	Boarding and deplaning of passengers and crew including the provision and operation of suitable means or the operation of boarding bridges, where provided.
A4	Transport of crew, passengers and baggage between the aircraft and the terminal, including the provision and operation of suitable means.
A5	Provision and operation of appropriate units for aircraft engine starting.
A6	Provision and operation of appropriate units for the supply of electrical power to aircraft.
A7	Moving of the aircraft at arrival and departure or between positions / stands, communication with the flight crew and the provision of suitable means.
B Passenger Handling:	Any kind of assistance to arriving, departing, transfer or transit passengers, including the operation of a departure control system, checking tickets and travel documents, registering baggage and carrying it to the designated area(s), escorting passengers for operational reasons.
C Baggage Handling:	
C1	Handling and sorting baggage in the designated area(s), loading it on to and unloading it from the relevant devices with the purpose of moving it from the aircraft to the designated area(s) and vice versa, as well as the transfer of baggage from the designated area(s) to the reclaim area, including the provision and operation of suitable means.
C2	The operation/handling of the baggage reconciliation system.
D Freight & Mail Handling:	
D1	For freight: physical handling of export, transfer and import cargo, handling of related documents, customs procedures and implementation of any security procedures required by regulations and agreed between the parties.
D2	For mail: physical handling of incoming and outgoing mail, handling of related documents and implementation of any security procedures required by regulations and agreed between the parties.
D3	The physical handling of freight and mail, whether incoming, outgoing or being transferred, between the on-aerodrome cargo warehouses and the aircraft, as well as the freight and mail handling at the on-aerodrome cargo warehouses, including the provision and operation of suitable means.
E Load Control & Dispatch:	
E1	Load planning.
E2	Aircraft weight & balance calculations.
E3	Issuing loading instruction reports, notification to captain and load sheet.
E4	Loading supervision or/and aircraft turnaround coordination.
E5	Preparation of the flight at the departure airport or at any other point.
E6	Messaging and telecommunications.
E7	Crew administration.
F Unit Load Device Control:	
F1	The serviceability and airworthiness of unit load devices.
F2	Unit load device handling and storage.
F3	The provision of adequate and sufficient infrastructure for proper storing, transporting, moving, transferring, build-up and break down of unit load devices.
G Aircraft Servicing	
G1	The external and internal cleaning of the aircraft including the provision and operation of appropriate units or equipment.
G2	The waste and potable water servicing, including the control of the quality of potable water and the provision and operation of appropriate units and equipment.
G3	The cooling and heating of the cabin including the provision and operation of appropriate units or equipment.
G4	The removal of snow and ice, the de-icing or anti-icing of the aircraft including the provision and operation of appropriate units or equipment.
H Into-Plane Fuel Service:	Fueling and defueling operations including the control of the quality and quantity of fuel deliveries and the provision and operation of suitable means and equipment.
I Representation & Supervision:	
I1	Representation and liaison services with local authorities or any other entity, disbursements on behalf of the aerodrome user and provision of office space for its representatives.
I2	Any other supervision service before, during or after the flight and any other administrative service requested by the customer airline.
J Surface Transport:	
J1	The transport of crew, passenger, baggage, cargo and mail between different terminals of the same aerodrome, but excluding the same transport between the aircraft and any other point within the perimeter of the same aerodrome.
J2	Any special transport requested by the aerodrome user.
K Inflight Catering Services:	The transport, loading on to and unloading from the aircraft of catering supplies (food, beverage or other relevant supplies) including the provision and operation of suitable means.