

# STANDARD GROUND HANDLING AGREEMENT

**EDITION 2013**

IATA SGHA 2013 | 2008 | 2004



**SWISSPORT'S CORE VALUES**

Swissport is a people-focused organisation – without our people we simply cannot meet our goals and achieve our vision. As such, we focus on the principles of sustainability and compliance, living by the “Three Ps”:

PEOPLE  
PROFESSIONALISM  
PARTNERSHIP



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LEADING AIRPORT  
AND AVIATION  
SERVICE PROVIDER  
IN TERMS OF  
**RELIABILITY**

## Swissport Facts & Figures

### Who is Swissport?

Swissport International is the leading global airport and aviation service provider in terms of quality, reliability, safety, innovation and network coverage. Offering a comprehensive range of services, Swissport is able to provide an “all-inclusive” service package in addition to managing integrated collaboration models.

- Ground Handling
- Cargo Services
- Executive Aviation
- Fueling Services
- Aircraft Maintenance
- Aviation Security

Revenue (not normalised)	CHF 2.0 billion
Countries	38
Employees	> 40,000
Flights handled (movements)	> 2.8 million
Cargo handled (tons)	> 3.5 million
Warehouses	> 100
Airports served	> 190
Customer airlines	> 650
Passengers handled (departures)	> 118 million

## The Swissport Mission

**To provide the aviation industry with consistent and tailor-made solutions around the globe, for a better customer experience.**

Our core values:

**People:** We show respect towards our people and their values; we do not compromise on safety and work with enthusiasm and enjoyment.

**Professionalism:** We are pioneers; working constantly on achieving sustainable results, we creatively explore new options and improved solutions.

**Partnership:** Continually striving to exceed the expectations of our clients and our commitments, we deliver excellent service; in any place at any time.

**Business policy**

Swissport is recognized as the benchmark in terms of value for money, customer dedication, and cost management. The company has established a global reputation for being a valued business partner, not only because of its financial resources and modern ground support equipment, but also due to its intangible assets, particularly management expertise and a brand name that stands for superior quality.

**Achievements & Product Improvements**

More than 40 years of experience in Ground Handling  
Award winner 2000 – 2012 “Global Aviation Ground Services Company”

Air Cargo Handling Agent of the Year 2009 – 2012

African Cargo Handler of the “Year 2011/2013”

ISAGO Certification certified by IATA

Global Management System ISO 9001 certified (by SGS)

Transparent Customer Quality Performance (web based)

Cargo 2000 Compliant

Full integrated Aviation Security Services

– S-PASS (Swissport Passenger Assessment Security Solution)

High level of efficiency by user-friendly state-of-the-art IT

Applications and infrastructures:

– Own Cargo Handling System “Cargospot”

– Hand-Held Terminals (HHT) in Ground Handling and Cargo Business

– Web-Check-in Platform (e-Services)

– Mobile Offices (with WLAN equipped cars)

– Graphical User Interfaces (GUI) and CLF

**Swissport Customer Benefits**

– Strong business fundamentals, with competitive pricing

– Innovation and Flexibility with top reliability and high quality levels

– Responsive and Direct Organization Structures

– Global leverage through Global Account Management

– Continuous growth in market share and diversification into Airport-Related Services

– Hub Management, Outsourcing Solutions and Frame Agreements

– Extensive Knowledge in Low Cost and no-frill Products and Services

– Customer Relationship Management

## Swissport services

### **swissport** ground handling

#### **Ground Handling**

The award-winning Swissport Ground Handling business currently provides passenger and ramp handling at over 125 stations worldwide and serves in excess of 118 million passengers per annum. Today, Swissport is recognised as the biggest independent global ground services provider with the largest number of hub and LCC base operations globally.

#### **Services**

- Passenger & Ramp Services
- Baggage Services
- Ticketing Services
- Lost & Found Services
- Lounge Operations
- VIP Services
- Gate & Check-in Services
- Irregularity Handling
- Station Management & Control
- Load Control
- Crew Administration
- De-icing

### **swissport** cargo services

#### **Cargo**

Swissport is the world's leading Cargo Services provider, offering award-winning Cargo Handling at more than 85 airports worldwide, and handling in excess of 3.5 million tones annually. The cargo organisation is set up to allow global, regional and local representation at both sales and operational levels through its Customer Relationship Management (CRM) process, designed to improve the customer experience. Swissport Cargo is in the process of rolling out new technologies to improve the operational capabilities and allow the customer to experience cost savings

throughout the contract period and have linked this process to Cargo 2000 (C2K) measurements across our network.

Our size and scope allows Customers to manage multiple operations through a single point of contact, one common Service Level Agreement (SLA), and one invoice if necessary, saving administration costs.

### **Services**

Freight Handling (On/Off Airport)

Mail Handling

Document Handling

(Import/Export)

Integrator Handling

Cargo Handling in a Third-Party

Facility

Freighter Ramp Services/

Transportation

Outsourced Hub Operations

and Management

Network Handling Services

(Off-Line)

Call Centre and Airline

Customer Services

Trucking Services

Warehousing

e-Freight Services

## **Executive Aviation**

Swissport Executive Aviation (SEA) & PrivatPort provide exclusive ground handling services to the international community of operators and executives who utilise private or corporate jets in up to 60 stations worldwide.

### **Services**

Personalised Service Delivery 24/7

Fast Turnaround Times

Passenger & Crew Assistance

Customs & Immigration Assistance

Passenger & Crew Assistance

Traffic Rights & Landing Permits



Flight Planning & Weather –  
NOTAMs  
Airport & Runway Slot  
Co-Ordination  
Aircraft Charter Reservation  
Change Aircraft Charter Reservation  
Catering Arrangements  
Hotel & Restaurant Reservations  
Limousine & Car Rental  
Fueling Arrangements

### **Fueling**

Swissport Fueling Services is an international company that provides high quality, independent aviation fuel handling on behalf of airlines, airports and fuel suppliers. We provide a full service solution in regard to our clients' fueling needs including both on and off airport fuel storage and distribution systems.

### **Services**

Into-Plane Fueling  
Maintenance & Operation  
of Tank Farms  
Maintenance & Operation  
of Fuel Distribution  
Systems & Pipelines  
Laboratory Fuel Testing  
Ground Support Equipment Fueling  
Ground Support Equipment  
Maintenance  
Fuel System Project Maintenance  
Rental Car Fuel Facility Management  
Technical Audits & Inspections  
Cathodic Protection Surveys

## **Swissport Speciality Services**

### **Maintenance**

#### *Aircraft Maintenance*

Swissport Aircraft Maintenance, the recipient of the prestigious FAA Certificate of Excellence Diamond Award, is a quality provider of third-party line maintenance services operating at 13 airports in the USA and in four other countries globally, provid-

ing line maintenance support to major commercial airlines on both a scheduled and on-call basis, ensuring all capital-intensive equipment operates and performs flawlessly. Swissport's A&P Mechanics have the training, knowledge and expertise to meet your company's demands.

### *Ground support Equipment (GSE ) Maintenance*

Swissport GSE and ULD Maintenance Services operates at over 45 airports in 13 countries, managing and maintaining a fleet of more than 4,000 units. Our commitment is to offer superior and consistent standards and dedication throughout our network, providing reliable, comprehensive, cost-effective GSE maintenance, minimising downtime and maximising productivity. Swissport Maintenance Services is committed to working within the industry towards the research and development of efficient, safe, ergonomic and environmentally friendly Ground Services Equipment.

### **Aircraft Maintenance**

Repair  
Engineering  
Warranty Administration  
ETOPS signoff  
Transit/turnaround services  
Aircraft checks

### **Ground Support Equipment Maintenance**

Scheduled Maintenance  
Unscheduled Maintenance  
Complementary Services  
Repairs  
Overhaul

### **ULD Maintenance**

CAA certified Maintenance and  
Repair of ULD

- Containers
- Pallets
- Envirotainers

## The IATA Standard Ground Handling Agreement

This publication contains the 2013 version of the IATA Standard Ground Handling Agreement (SGHA) as published in the IATA Airport Handling Manual.

The SGHA is a dynamic document that reflects the evolution of the ground handling business over time. Now is the time to migrate to the 2013 version of the SGHA.

Industry experts who attend regular meetings of the Aviation Ground Services Agreements Working Group (AGSA WG) publish new versions of the SGHA every 5 years following detailed reviews. Membership of the AGSA WG is open to all IATA members and IATA Ground Handling Council members so for more information, please contact us at: [ighc@iata.org](mailto:ighc@iata.org)

IATA provides training Workshops on the SGHA and the Service Level Agreement (SLA) regularly throughout the year.

We are also very happy to provide tailor made, in-house workshops to suit an individual companies business requirements.

So whether you are a seasoned expert or an SGHA/SLA newcomer we believe these workshops have something for you.

For more workshop information please check out our website (<http://www.iata.org/workshops/ighc>) or if you want to discuss your individual companies business requirements please contact us at [ighc@iata.org](mailto:ighc@iata.org),

**IATA Airport & Inflight Services Team  
April 2013**

## Contracting Checklist

- Contract duration
- Exact schedules
- Currency and fluctuations
- Cancellation and delays
- Disbursement fee
- Lost and found procedures/cost
- IT environment with DCS/SITA/CUTE (cost)
- CPI
- Liability limits
- Multistational incentive deals (global, regional packages)
- Document checks and fines
- Warehouse facilities
- Change of ownership
- Alliance impact
- SLA definitions
- Performance monitoring and measurement systems
- Number of AWBs
- Mode and form of payment (guarantees, deposits, interests)
- Tariff increases
- 3<sup>rd</sup> party charges
- Exclusivity or preferred partnership status
- Volume deviations
- Change of aircraft type or timing (Peak and Off-Peak)
- Self service devices (SSD)
- Incidents and damages

- Lounges
- Dedication or common (uniforms, badges, accessoires)
- Key contacts and communication flow
- Complaint management
- Back office facilities and administration
- Station management/supervision
- Training cost (new system applications and modifications)
- Stationary (boarding cards, labels, supply-chain, etc.)
- JAR-OPS compliance
- Flight concessions for staff (ID tickets)
- Emergency procedures
- ATO
- Safety and security measures
- Central load control
- Force majeure
- Termination clauses
- Price adjustments
- Branding with CD/CI instructions (trademarks)
- Joint co-marketing activities

## Aircraft Types & Liability

Swissport applies the liability guideline which corresponds with the industrial standards. This guideline is in accordance with the SGHA Main Agreement 8.5.

### **Jets**

*USD 1,000,000*

B747, B757, B767, B777, B787, DC-10, MD11, A300, A310, A330, A340, A350, A380

*USD 750,000*

B717, B737 Series, MD80 Series, MD90 Series, A320 Series

*USD 500,000*

BAE146 (AR8/AR100), C150/C300, Embraer 170, Embraer 190, all other western built airline jets not mentioned otherwise

*USD 250,000*

Embraer 145, Canadair RJ

*USD 75,000*

Cessna Citation, Fan Jet Falcon, Learjet 35/60, Dassault Falcon 20F

*USD 50,000*

Embraer 120

*1% of aircraft value, subject to a minimum of USD 50,000*

Business Jets

### **Turboprops**

*USD 100,000*

Fokker 50, F27, FH-227, ATR42, ATR72, Saab SF340, Saab 2000, DHC7, DHC8, BAe ATP, Shorts SD330, Shorts SD360

*USD 50,000*

Embraer Brasilia-Dornier Do-228, Kingair 350, Jetstream 41

*USD 25,000*

DHC 6, Piper PA 31T, Swearingen Metro, King Air  
Cessna Conquest, Jetstream 31, Embraer Bandeirante

*1% of aircraft value, minimum USD 5000*

Light twin engined Propeller Aircraft

*1% of aircraft value, minimum USD 2500*

Light single engined Propeller Aircraft

### **Helicopters**

*5% of aircraft value, maximum USD 100,000*

LEADING AIRPORT  
AND AVIATION  
SERVICE PROVIDER  
IN TERMS OF  
**QUALITY**





# **Standard Ground Handling Agreement (SGHA), Version 2013**

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## **Standard Ground Handling Agreement (SGHA), Version 2013**

### **STANDARD GROUND HANDLING AGREEMENT (SGHA)**

between \_\_\_\_\_

and \_\_\_\_\_

The agreement consists of \_\_\_\_\_

**MAIN AGREEMENT**, and, as required,

**ANNEX A** (description of services)

**ANNEX(ES) B** (location(s), agreed services and charges)

#### **CONTENTS OF MAIN AGREEMENT**

DEFINITIONS AND TERMINOLOGY

**ARTICLE 1** PROVISION OF SERVICES

**ARTICLE 2** FAIR PRACTICES

**ARTICLE 3** SUBCONTRACTING OF SERVICES

**ARTICLE 4** CARRIER'S REPRESENTATION

**ARTICLE 5** STANDARD OF WORK

**ARTICLE 6** REMUNERATION

**ARTICLE 7** ACCOUNTING AND PAYMENT

**ARTICLE 8** LIABILITY AND INDEMNITY

**ARTICLE 9** ARBITRATION

**ARTICLE 10** STAMP DUTIES, REGISTRATION FEES

**ARTICLE 11** DURATION, MODIFICATION AND TERMINATION

***New* ARTICLE 12** AUTHORIZATION TO CONTRACT

## Definitions and Terminology

For the sake of clarity, the following definitions and terminology apply to the SGHA:

**AIRPORT TERMINAL** means all buildings used for arrival and departure handling of aircraft.

**ARRANGE (or MAKE ARRANGEMENTS FOR)** implies that the Handling Company will request an outside agency to perform the service required. The charge of the outside agency shall be paid by the Carrier. The Handling Company assumes no liability toward the Carrier for such arrangements.

**CARGO** means revenue cargo, and non-revenue cargo such as service cargo and company materials.

*New* **CARRIER'S REPRESENTATIVE** means the individual or organization authorized by the Carrier to act on the Carrier's behalf in matters concerning Article 4.

*New* **CO-ORDINATE** means to collect and communicate operational information to the respective parties at the direction of the Carrier, or the Carrier's Representative, as required to perform the services as contracted by the Carrier with Third Parties in the respective Annex(es) B.

**CARRIER'S AIRCRAFT** means any aircraft owned, leased, chartered, hired or operated or otherwise utilised by or on behalf of the Carrier and in respect of which the Carrier has either expressly or implicitly contracted, instructed or otherwise requested the Handling Company to perform or carry out any ground handling service(s).

**DEPARTURE CONTROL SYSTEM (DCS)** means an automated method of performing check-in, capacity control, load control and dispatch of flights.

**DIRECT LOSS** means a loss arising naturally or directly from an occurrence and which excludes remote, indirect, consequential, or special losses or damages, such as loss of revenue or loss of profit.

**ELECTRONIC DATA INTERCHANGE (EDI)** means the computer-to-computer (application-to-application program processing) transmission of business data in a standard format.

*New* **ICAO** means International Civil Aviation Organisation.

*New* **IATA** means International Air Transport Association.

- New* **LIAISE** means to communicate and maintain contact.
- New* **LOAD** means any item carried in an aircraft other than is included in the basic operating weight.
- LOADS** means baggage, cargo, mail and any aircraft supplies including ballast.
- New* **PASSENGER(S)** means any person(s) both revenue and non-revenue, except members of the crew, carried or to be carried in an aircraft with the consent of the Carrier.
- PROVIDE** implies that the Handling Company itself assumes responsibility for the provision of the service required.
- RECEIVING CARRIER** means a carrier who receives Loads from a transferring carrier at a transfer point.
- SPECIAL SHIPMENTS** includes, but not limited to, perishables, live animals, valuables, vulnerable cargo, news material and dangerous goods.
- SPECIALISED CARGO PRODUCTS** includes but not limited to, express cargo, courier shipments and same day delivery.
- STATION MANAGEMENT** means management of Carriers' administrative and/or operational functions(s) within the scope defined in the Annex B.
- SUPERVISION** means to oversee and direct the performance of the Services contracted by the Carrier with third parties, i.e. companies who have a separate Annex B (or similar contract with the Carrier). The term Supervision shall not apply to the Handling Company self-management of its own services or overseeing of the Handling Company's subcontractors (as referenced to in Article 5 of the Main Agreement).
- TECHNICAL LANDING** is a landing for other than commercial reasons where no physical change of Loads, Passenger and/or crew occurs.
- TICKET** means the document entitled "Passenger Ticket and Baggage Check" issued by or on behalf of the carrier and includes Notice of Contract Terms incorporated by reference and notices and the flight and passenger coupons contained therein.
- TRANSIT FLIGHT** is an aircraft making an intermediate landing for commercial reasons where a change of Loads, Passenger and/or crew occurs.

**TRUCK SERVICE** means a service operated by truck on behalf of an airline carrying Loads documented in accordance with the applicable IATA and/or ICAO rules, regulations and procedures. In the Main Agreement and in Annex A, the word "aircraft" will read "truck" and "flight" will read "truck service" when it concerns the handling of a truck as meant under the above definitions.

**TURNROUND FLIGHT** is an aircraft terminating a flight and subsequently originating another flight following a complete change of Loads, Passenger and/or crew.

**UNIT LOAD DEVICES (ULDs)** Aircraft unit load device (ULD) is an assembly of components comprising either of the following:

- aircraft pallet and pallet net
- aircraft pallet and pallet net over an igloo
- aircraft container

The purpose of the unit is to enable individual pieces of cargo, baggage or mail to be assembled into a standard-sized unit to facilitate rapid loading onto and offloading from aircraft having compatible handling and restraint systems which interface directly with the unit.

## Standard Ground Handling Agreement 2013

### **Main Agreement**

An Agreement made between \_\_\_\_\_

having its principal office at \_\_\_\_\_

hereinafter referred to as “the Carrier” or “the Handling Company” as the case may be,  
and \_\_\_\_\_

having its principal office at \_\_\_\_\_

hereinafter referred to as “the Handling Company” or “the Carrier”, as the case may be, the Carrier and/or the Handling Company may here inafter be referred to as “the Party(ies)”

WHEREBY THE PARTIES AGREE AS FOLLOWS:

### **Article 1**

#### *Provision of Services*

#### **1.1 General**

The Carrier and the Handling Company agree to give the highest importance to the compliance to all applicable laws and regulations governing their activities and expects its agents and contractors to do the same.

Of particular concern are laws related to anti-bribery, anti-trust and labor relations (including but not limited to the prohibition of child labor).

The Services shall be made available within the limits of the capabilities of the Handling Company and the Handling Company will comply at all times with and will deploy best efforts to make sure its employees and subagents comply with:

- All laws and regulations applicable in its country of establishment and all other countries in which Services are provided under this Agreement

- Applicable IATA and/or ICAO and/or other governing rules, regulation and procedures
- All international treaties and regulations that apply in general to commerce and in particular to the operation of aircraft, transportation of passengers and air freight or mail

The Carrier and the Handling Company shall ensure that their respective personnel assigned to the performance of this agreement are aware of all relevant legislation applicable to commerce in general, aircraft operation, passenger transport and air freight.

Further, the Carrier and the Handling Company shall ensure that all their respective employees assigned to the performance of this Agreement where applicable, shall be aware of the essentials of:

- Competition and antitrust regulations in its country of residence, establishment as well as such regulations with extraterritorial application.
- The rules governing bribery, kick-backs, secret commissions and payments to government officials in its country of residence, establishment as well as such regulations with extraterritorial application.
- Any other applicable law or regulation, whose breach or violation by a Party or its employees could cause damage to the other Party or its employees.

It is not considered necessary or possible to specify every detail of the services it being generally understood what such services comprise and the standards to be attained in their performance.

## 1.2 Documents for Ground Handling

Documents used for ground handling shall be the Handling Company's own documents, where applicable, provided these documents comply with standardised formats that may apply under IATA and/or ICAO and/or other governing rules, regulations and procedures.

**1.3 Scheduled Flights**

The Handling Company agrees to provide for the Carrier's Aircraft for flights operating on an agreed schedule at the location(s) stated in the Annex(es) B, those services of Annex A as are listed in the Annex B for the respective locations. The Carrier, in turn, agrees to inform the Handling Company as soon as possible about any changes of schedule and/or frequencies and/or types of aircraft.

**1.4 Extra Flights**

The Handling Company will also provide the services to the Carrier's Aircraft for flights in addition to the agreed schedule at the same locations, provided that reasonable prior notice is given and the provision of such additional services will not prejudice commitments already undertaken.

**1.5 Priority**

The Handling Company shall, as far as possible, give priority to aircraft operating on schedule.

**1.6 Emergency Assistance**

It is the responsibility of the Handling Company to participate in local emergency response plan(s) in order to provide support to the Carrier in the event of an emergency including but not limited to, forced landings, accidents or acts of violence.

Carrier will contact the Handling Company to establish the carrier's needs in an emergency and provide the Handling Company its current emergency procedures.

In the absence of Carrier instructions, in part or whole, the Handling Company shall follow its own emergency response plan(s).

In case of an emergency, the Handling Company shall without delay activate its local emergency plan(s) which includes the immediate notification to the Carrier and establish open-line communications with the Carrier.



The Handling Company shall take all reasonable measures to assist passengers, crew and family members and to safeguard and protect baggage, cargo and mail carried in the aircraft from loss or damage in co-operation with the relevant local authorities.

All documentation and information pertaining to the emergency is the property of the Carrier and shall be held confidential by the Handling Company, unless such documentation and information is specifically required by applicable law or by governmental or local authorities regulations.

The Carrier shall reimburse the Handling Company for expenses and disbursements incurred in rendering such assistance.

#### **1.7 Additional Services**

As far as possible, the Handling Company will, upon request, provide to the Carrier additional services not set forth in the present Agreement. Such services may be governed by special conditions to be agreed between the Parties.

#### **1.8 Other Locations**

In case of occasional flights of the Carrier's Aircraft at locations which are not designated in the present Agreement, where the Handling Company maintains a ground handling organisation, the Handling Company shall, on request, make every effort, subject to the means locally available, to provide necessary services.

## **Article 2**

### *Fair Practises*

- 2.1 The Handling Company shall use its best efforts to protect the Carrier's confidential information and make it available for the purposes of the Carrier only.

- 2.2 Neither Party to this Agreement shall disclose any information contained in Annex(es) B to outside parties without the prior consent of the other Party, unless such information is specifically required by applicable law or by governmental or authorities' regulations, in which case the other Party will be notified accordingly.

### **Article 3**

#### *Subcontracting of Services*

- 3.1 The Handling Company is entitled to delegate any of the agreed services to subcontractors with the Carrier's prior written consent. It is understood that, in this case, the Handling Company shall be responsible to the Carrier for the proper rendering of such services as if they had been performed by the Handling Company itself. Any subcontracting of services and the provider(s) thereof, shall be recorded in the Annex(es) B.
- 3.2 The Carrier shall not appoint any other person, company or organisation to provide the services which the Handling Company has agreed to provide by virtue of this Agreement, except in such special cases as shall be agreed between the Parties.

### **Article 4**

#### *Carrier's Representation*

- 4.1 The Carrier may maintain at its own cost, its own representative(s) at the location(s) designated in the Annex(es) B. Such representative(s) and representative(s) of the Carrier's Head Office may inspect the services provided to the Carrier by the Handling Company pursuant to this Agreement, advise and assist the Handling Company and render to the Carrier's clients such assistance as shall not interfere with the provision of services by the Handling Company.
- 4.2 The Carrier may, by prior written notice to the Handling Company and at its own cost, engage

an organisation (hereinafter referred to as “the Supervisor”) to supervise the services of the Handling Company at the location(s) designated in Annex(es) B. Such notice shall contain a description of the services to be supervised.

The Supervisor shall have the same authority as defined above in Sub-Article 4.1 for the Carrier’s own representative.

- 4.3 Such assistance, when performed by the Carrier’s representative(s) and/or Supervisor(s) will be the sole responsibility of the Carrier, unless requested by the Handling Company.

## Article 5

### *Standard of Work*

- 5.1 The Handling Company shall carry out all technical and flight operations services as well as other services also having a safety aspect, for example, load control, loading of aircraft and handling of dangerous goods, in accordance with the Carrier’s instructions, receipt of which must be confirmed in writing or by electronic confirmation to the Carrier by the Handling Company.

In the case of absence of instructions by the Carrier, the Handling Company shall follow its own standard practices and procedures provided they comply with the applicable IATA and/or ICAO and/or other governing rules, regulations and procedures.

- 5.2 The Handling Company shall carry out all other services in accordance with the Carrier’s procedures and instructions. In the case of absence of instructions by the Carrier, the Handling Company shall follow its own standard practices and procedures
- 5.3 The Handling Company agrees to take all possible steps to ensure that, with regard to contracted services, the Carrier’s Aircraft, crews, Passengers

and Loads receive treatment not less favourable than that given by the Handling Company to other carriers or its own comparable operation at the same location.

- 5.4 The Handling Company agrees to ensure that the authorisation of specialised personnel performing services for the Carrier is valid and current. If at any time the Handling Company is unable to provide authorised personnel as requested by the Carrier, the Handling Company shall inform the Carrier immediately.
- 5.5 The Carrier shall supply the Handling Company with sufficient information and instructions to enable the Handling Company to perform its handling properly.
- 5.6 In the provision of the services as a whole, due regard shall be paid to safety, security, local and international regulations, applicable IATA and/or ICAO and/or other governing rules, regulations and procedures in such a manner that delays and damage to the Carrier's Aircraft and Load are avoided and the general public is given the best impression of air transport.
- 5.7 The Handling Company must report to the Carrier's Representative immediately all loss or damage, threatened or actual, to the Carrier's Aircraft, crew, Passengers and Loads noticed in the course of the handling or which in any other way comes to the knowledge of the Handling Company.
- 5.8 The Parties shall agree on the quality standards for any service provided, including those covered by Sub-Article 5.1 above. Such quality standards for a specific location may form part of the applicable Annex B. The Handling Company agrees to take all possible steps to ensure that, with regard to contracted services, the agreed upon quality standards will be met.

- 5.9 The Carrier or a regulatory authority governing the Carrier's operations may, at its own cost, and with reasonable prior notice, audit the designated services in the applicable Annex(es) B. Such notice shall contain a description of the area(s) to be audited. The Handling Company shall cooperate with the Carrier and will undertake any corrective action(s) required.
- 5.10 In the provision of the services, the Parties agree to comply with any applicable data protection laws.
- 5.11 The Handling Company shall supervise and manage its own activities and/or those subcontracted as agreed within the scope of services specified in Annex(es) B.
- 5.12 The Handling Company shall be able to demonstrate a Safety Management System in use following IATA AHM 610 and/or ICAO, local and international regulations, or other governing rules.
- New* 5.13 The Handling Company shall promote awareness and strive to achieve best practices in Environmental and Social Responsibility.

## Article 6

### *Remuneration*

- 6.1 In consideration of the Handling Company providing the services, the Carrier agrees to pay to the Handling Company the charges set out in the respective Annex(es) B, within the terms specified. The Carrier further agrees to pay the proper charges of the Handling Company and to discharge all additional expenditure incurred for providing the services referred to in Sub-Articles 1.4, 1.6, 1.7 and 1.8.
- 6.2 The charges set out in Annex(es) B do not include:  
– any charges, fees or taxes imposed or levied by the Airport, Customs or other authorities against the Carrier or the Handling Company in connec-

tion with the provision of services herein by the Handling Company or in connection with the Carrier's flights.

- expenses incurred in connection with stopover and transfer passengers and with the handling of passengers for interrupted, delayed or cancelled flights.

Such charges, fees, taxes or other expenses as outlined above shall be borne ultimately by the Carrier.

## **Article 7**

### *Accounting and Payment*

- 7.1 The Handling Company shall invoice the Carrier monthly, unless otherwise agreed in Annex(es) B, with the charges arising from the provision of the handling services of Annex A as listed in Annex(es) B at the rates of charges set out in Annex(es) B.
- 7.2 Payment shall be effected through the IATA Clearing House unless otherwise agreed in Annex(es) B.
- New* 7.3 The Parties shall reach agreement on the payment terms at each location. Such payment terms will form part of the applicable Annex(es) B.

## Article 8

### *Liability and Indemnity*

In this Article, all references to:

- (a) "the Carrier" or "the Handling Company" shall include their employees, servants, agents and subcontractors;
- (b) "ground support equipment" shall mean all equipment used in the performance of ground handling services included in Annex A, whether fixed or mobile, and
- (c) "act or omission" shall include negligence.

8.1 Except as stated in Sub-Articles 8.5 and 8.6, the Carrier shall not make any claim against the Handling Company and shall indemnify it (subject as hereinafter provided) against any legal liability for claims or suits, including costs and expenses incidental thereto, in respect of:

- (a) delay, injury or death of persons carried or to be carried by the Carrier;
- (b) injury or death of any employee of the Carrier;
- (c) damage to or delay or loss of baggage, cargo or mail carried or to be carried by the Carrier, and
- (d) damage to or loss of property owned or operated by, or on behalf of, the Carrier and any consequential loss or damage;

arising from an act or omission of the Handling Company in the performance of this Agreement unless done with intent to cause damage, death, delay, injury or loss or recklessly and with the knowledge that damage, death, delay, injury or loss would probably result.

Provided that all claims or suits arising hereunder shall be dealt with by the Carrier; and

Provided also that the Handling Company shall notify the Carrier of any claims or suits without undue delay and shall furnish such assistance as the Carrier may reasonably require.

Provided also that where any of the services performed by the Handling Company hereunder relate to the carriage by the Carrier of passengers, baggage or cargo, then if the limitations of liability imposed by the Warsaw Convention and/or the Montreal Convention (1999) as applicable and as amended from time to time would have applied if any such act or omission had been committed by the Carrier but are held by a Court not to be applicable to such act or omission committed by the Handling Company in performing this Agreement then upon such decision of the Court the indemnity of the Carrier to the Handling Company hereunder shall be limited to an amount not exceeding the amount for which the Carrier would have been liable if it had committed such act or omission.

- 8.2 The Carrier shall not make any claim against the Handling Company in respect of damage, death, delay, injury or loss to third parties caused by the operation of the Carrier's Aircraft arising from an act or omission of the Handling Company in the performance of this Agreement unless done with intent to cause damage, death, delay, injury or loss or recklessly and with knowledge that damage, death, delay, injury or loss would probably result.
- 8.3 (a) Notwithstanding the provisions of Sub-Article 8.1, in the case of claims arising out of surface transportation which is provided on behalf of the Carrier and is part of the operation of loading/embarking or unloading/disembarking and/or is covered by the Carrier's Contract of Carriage the indemnity shall not exceed the limits specified in the said Contract of Carriage.
- (b) In the case of claims arising out of surface transportation which is not provided on behalf of the Carrier and/or is not part of the operation of loading/embarking or unloading/disembarking and/or is not covered by the Carrier's Contract of Carriage the waiver and indemnity herein contained shall not apply.



- 8.4 The Handling Company shall not make any claim against the Carrier and shall indemnify it (subject as hereinafter provided) against any legal liability for claims or suits, including costs and expenses incidental thereto, in respect of:
- (a) injury to or death of any employees of the Handling Company, its servants, agents or sub-contractors; and
  - (b) damage to or loss of property owned or operated by, or on behalf of, the Handling Company and any consequential loss or damage;

arising from an act or omission of the Carrier in the performance of this Agreement unless done with intent to cause damage, death, delay, injury or loss or recklessly and with knowledge that damage, death, delay, injury or loss would probably result.

- 8.5 Notwithstanding Sub-Article 8.1(d), the Handling Company shall indemnify the Carrier against any physical loss of or damage to the Carrier's Aircraft caused by the Handling Company's negligent act or omission provided always that the Handling Company's liability shall be limited to any such loss of or damage to the Carrier's Aircraft in an amount not exceeding the level of deductible under the Carrier's Hull All Risk Policy which shall not, in any event, exceed USD 1,500,000 except that loss or damage in respect of any incident below USD 3,000 shall not be indemnified.

For the avoidance of doubt, save as expressly stated, this Sub-Article 8.5 does not affect or prejudice the generality of the provisions of Sub-Article 8.1 including the principle that the Carrier shall not make any claim against the Handling Company and shall indemnify it against any liability in respect of any and all consequential loss or damage howsoever arising.

- 8.6 Furthermore, notwithstanding Sub-Article 8.1(c), the Handling Company shall indemnify the Carrier against direct loss of or damage to the Carrier's cargo (excluding Mail) caused by the negligent act

or omission by or on behalf of the Handling Company in the provision of the services and/or the supply of goods under this Agreement provided always that the Handling Company's liability shall be limited to as set out in article 22.3 of the Montreal Convention 1999 or any amendment to that Convention in force at the time of the loss or damage or to the actual compensation paid out by the Carrier, whichever is less. In any event, the total amount of the claim shall not exceed USD 1,000,000, except that loss or damage in respect of any claim below USD 500 shall not be indemnified. Any claim shall be submitted within the time limits set out in article 31.2 of the Montreal Convention 1999. For the avoidance of doubt, the liability of the Handling Company shall never exceed the liability of the Carrier.

## **Article 9**

### *Arbitration*

- 9.1 In the event of any dispute or claim concerning the scope, meaning, construction or effect of this Agreement, the parties shall make all reasonable efforts to resolve disputes amongst themselves. Failing mutual resolution of the dispute, the parties may elect to resolve the dispute through arbitration (either by a single arbitrator or a panel of arbitrators). In the event that the parties fail to agree to an arbitration process, the dispute shall be settled in accordance with the laws of the state or jurisdiction set out in Annex(es) B, by the courts set out in Annex(es) B without regard to principles of conflict of laws.

## **Article 10**

### *Stamp Duties, Registration Fees*

- 10.1 All stamp duties and registration fees in connection with this Agreement, which may be prescribed under the national law of either Party to this Agreement, are payable by that Party.

- 10.2 All stamp duties and registration fees in connection with this Agreement, which may be prescribed under the national law of the location(s), as mentioned in the Annex(es) B and not being a location situated in the country of either Party to this Agreement will be shared equally between the Parties.

## Article 11

### *Duration, Modification and Termination*

- 11.1 This Agreement shall be effective from the date specified in the respective Annex(es) B. It shall supersede any previous arrangements between the Parties governing the provision of services at locations for which there are valid Annex(es) B to this Agreement.
- 11.2 Modification of, or additions to this Agreement shall be recorded in Annex(es) B.
- 11.3 Any notice referred to under this Article 11 given by one Party under this Agreement shall be deemed properly given if sent by registered letter, or by other means where proof of receipt or acknowledgement is obtained, to the respective office of the other Party as recorded in the Annex(es) B. In the case of a registered letter notice shall be considered to be served on the date of receipt.
- 11.4 This Main Agreement shall continue in force until terminated by either Party giving sixty days prior notice to the other Party.
- 11.5 Termination by either Party of any Annex(es) B to this Agreement of all or any part of the services provided at a specific location requires sixty days prior notice to the other Party. In the event of part termination of services, consideration shall be given to an adjustment of charges.

- 11.6 Any Annex(es) B to this Agreement exceeding a defined period of validity, shall continue in effect until terminated by either party providing sixty days prior notice to the other Party.
- 11.7 In the event of either Parties permit(s) or other authorisation(s) to operate in the agreed location(s), wholly or in part, being revoked, cancelled, or suspended, that Party shall notify the other Party without delay. Thereafter either Party may terminate the Agreement or the relevant Annex(es) B at the effective date of such revocation, cancellation or suspension by giving to the other Party notice within twenty-four hours after such event.
- 11.8 Either Party may terminate this Agreement and its Annexes at any time if the other Party becomes insolvent, makes a general assignment for the benefit of creditors, or commits an act of bankruptcy or if a petition in bankruptcy or for its reorganisation or the readjustment of its indebtedness be filed by or against it, provided the petition is found justified by the appropriate authority, or if a receiver, trustee or liquidator of all or substantially all of its property be appointed or applied for.
- 11.9 Both Parties shall be exempt from obligation if prompt notification is given by either Party in respect of any failure to perform its obligations under this Agreement arising from any of the following causes:
- labour disputes involving complete or partial stoppage of work or delay in the performance of work;
  - force majeure or any other cause beyond the control of either Party.
- 11.10 In the event of the Agreement or part thereof being terminated by notice or otherwise, such termination shall be without prejudice to the accrued rights and liabilities of either Party prior to termination.

- 11.11 The Handling Company shall have the right at any time to vary the charges set out in the Annex(es) B provided, however, that the Handling Company has given notice in writing to the Carrier not less than sixty days prior to the revised charges becoming effective. The notice shall specify the revised charges which the Handling Company proposes to introduce, together with the date on which they are to be brought into effect.
- 11.12 Notwithstanding Article 11.11, when changes occur in the schedule, and/or frequencies and/or types of aircraft, other than those set out in Annex(es) B, which affect the handling costs, either Party shall have the right to request an adjustment to the handling charges as from the date of the change provided that the Party informs the other Party within thirty days of the change.

*New***Article 12***Authorization to contract*

Each party warrants that it has the right to enter into this Agreement and that execution of this Agreement has been signed by authorized representative(s) of each party.

Signed the \_\_\_\_\_

Signed the \_\_\_\_\_

at \_\_\_\_\_

at \_\_\_\_\_

for and on behalf of \_\_\_\_\_

for and on behalf of \_\_\_\_\_

by \_\_\_\_\_

by \_\_\_\_\_

## Annex A – Ground Handling Services

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<i>New</i>	<b>Section 1</b>	
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**Section 4****Load Control, Communications and Flight Operations**

- 4.1 Load Control
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- 4.3 Flight Operations
- 4.4 Crew Administration

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- 5.1 Cargo and Mail Handling – General
- 5.2 Customs Control
- 5.3 Documentation Handling
- 5.4 Physical Handling Outbound/Inbound
- 5.5 Transfer/Transit Cargo
- 5.6 Post Office Mail

*New**New**New**New***Section 6****Support Services**

- 6.1 Accommodation
- 6.2 Automation/Computer Systems
- 6.3 Unit Load Device (ULD) Control
- 6.4 Fuel Farm (Depot)
- 6.5 Ramp Fuelling/Defuelling Operations
- 6.6 Surface Transport
- 6.7 Catering Services – Liaison and Administration

**Section 7****Security**

- 7.1 Passenger and Baggage Screening and Reconciliation
- 7.2 Cargo and Post Office Mail
- 7.3 Catering
- 7.4 Ramp
- 7.5 Additional Security Services

*New***Section 8****Aircraft Maintenance**

- 8.1 Routine Services
- 8.2 Replenishing of Oils and Fluids
- 8.3 Non-routine Services
- 8.4 Material Handling
- 8.5 Parking and Hangar Space

**IATA Standard Ground Handling Agreement****STANDARD GROUND HANDLING AGREEMENT  
Annex A – Ground Handling Services**

To the Standard Ground Handling Agreement

effective from \_\_\_\_\_

between \_\_\_\_\_

hereinafter referred to as “the Carrier” or “the Handling Company”, as the case may be,

and \_\_\_\_\_

hereinafter referred to as “the Handling Company” or “the Carrier”, as the case may be.

This Annex A

is valid from \_\_\_\_\_

and replaces \_\_\_\_\_



## Section 1 Managing Functions

### 1.1 Representation

- 1.1.1 (a) provide  
(b) arrange for
  - 1. guarantee
  - 2. bondto facilitate the Carrier's activities.
- 1.1.2 Liaise with local authorities.
- 1.1.3 Indicate that the Handling Company is acting as handling agent for the Carrier.
- 1.1.4 Inform all interested Parties concerning schedules of the Carrier's aircraft.

### 1.2 Administrative Functions

- 1.2.1 Establish and maintain local procedures.
- 1.2.2 Take action on communications addressed to the Carrier.
- 1.2.3 Prepare, forward, file and retain for a period specified in the Annex B, messages/reports/statistics/documents and perform other administrative duties in the following areas. **(a)** station administration **(b)** passenger services **(c)** ramp services **(d)** load control **(e)** flight operations **(f)** cargo services **(g)** mail services **(h)** support services **(i)** security **(j)** aircraft maintenance **(k)** other, as specified in Annex B
- 1.2.4 Maintain the Carrier's manuals, circulars, and other operational documents connected with the performance of the services.
- 1.2.5 (a) Check  
(b) Sign  
(c) Forward  
on behalf of the Carrier items including, but not limited to, invoices, supply orders, handling charge notes, work orders
- 1.2.6 Effect payment, on behalf of the Carrier, including but not limited to:
  - (a) airport, customs, police and other charges relating to the services performed.
  - (b) out-of-pocket expenses, accommodation, transport.

### **1.3 Supervision and/or Co-ordination**

- 1.3.1 (a) Supervise  
(b) Co-ordinate services contracted by the Carrier with third party(ies)
- New* 1.3.2 Provide Turnaround coordinator (TRC)
- 1.3.3 Ensure that the third party(ies) is(are) informed about operational data and Carrier's requirements in a timely manner.
- 1.3.4 Liaise with the Carrier's designated representative
- 1.3.5 Verify availability and preparedness of personnel, equipment, Loads, documentation of third party(ies).
- 1.3.6 Meet aircraft upon arrival and liaise with crew.
- 1.3.7 Decide on non-routine matters.
- 1.3.8 Verify dispatch of operational messages.
- 1.3.9 Note irregularities and inform the Carrier.

### **1.4 Station Management**

- 1.4.1 Provide representative on behalf of the Carrier to act (a) exclusively (b) non-exclusively
- 1.4.2 The Handling Company is authorised to represent the Carrier's interest with regard to resolving governmental and local authorities matters
- 1.4.3 Attend local airport meetings on behalf of the Carrier  
(a) report to the Carrier results/contents of the meetings  
(b) Act, vote and commit on behalf of the Carrier
- 1.4.4 The Handling Company will be authorised to  
(a) solicit  
(b) negotiate  
(c) commit  
services on behalf of the Carrier, with expenditure/commitment limit to be specified in Annex B
- (1) airport lounges  
(2) baggage delivery services  
(3) janitorial  
(4) newspapers delivery  
(5) laundry services  
(6) porters  
(7) other

- 1.4.5 Negotiate and secure slot(s) and airport facilities, as available, on behalf of the Carrier
- 1.4.6 Liaise with local and Government authorities to ensure that all necessary permits and licenses are applied for, negotiated and secured in advance of each seasonal/operational change.
- 1.4.7 Perform and report quality/performance measurements
- 1.4.8 Handle the contents of Carrier's company mail pouches

## Section 2 Passenger Services

### 2.1 General

- 2.1.1 Inform passengers and/or public about time of arrival and/or departure of Carrier's aircraft and surface transport.
- 2.1.2 Make arrangements for, transfer and transit passengers and their baggage and inform them about services available at the airport.
- 2.1.3 When requested by the Carrier,
- (a) Provide
  - (b) Arrange for special equipment, facilities and specially trained personnel, for assistance to
    - (1) unaccompanied minors.
    - (2) persons with reduced mobility (PRMs).
    - (3) VIPs.
    - (4) transit without visa passengers (TWOVs).
    - (5) deportees.
    - (6) special medical transport
    - (7) others, as specified in Annex B.
- 2.1.4 (a) Provide  
(b) Arrange for passenger assistance when flights are interrupted, delayed or cancelled. Such assistance shall include:
- (1) Meal vouchers
  - (2) Rebooking
  - (3) Transportation
  - (4) Hotel accommodation
  - (5) Personnel
- 2.1.5 Arrange storage of baggage in the bonded store
- 2.1.6 (a) Notify the Carrier of complaints and claims made by the Carrier's passengers.  
(b) Process such claims, as specified in Annex B.
- 2.1.7 Report to the Carrier any irregularities discovered in passenger and baggage handling.

*New*

- 2.1.8 (a) Provide  
 (b) Arrange for  
 (1) check-in counter(s)  
 (2) service counter(s)  
 (3) transfer counter(s)  
 (4) lounge facilities  
 (5) set up of Carrier specific items, such as but not limited to carpets, mobile signage, queuing control stanchions  
 (6) other facilities as specified in Annex B
- 2.1.9 Perform the following ticketing/sales functions  
 (a) reservations  
 (b) issuance of transportation documents  
 (c) ancillary services  
 (d) e-ticketing  
 (e) other as specified in Annex B

## 2.2 **Departure**

2.2.1 Perform pre-flight editing

*New*

2.2.2 Check and ensure

- (a) that tickets are valid for the flight(s). The check shall not include the fare.

At the following locations:

- (1) check-in area  
 (2) lounge  
 (3) transfer counter  
 (4) gate  
 (5) off airport  
 (6) other as specified in Annex B

2.2.3 (a) Check travel documents for the flight(s) concerned. In the event that the Handling Company does not have access to information that verifies visa validities the Handling Company will not have liability. The Handling Company shall not be liable for immigration fines in the event of non-bona fide travel documents or other events which are outside of their control.

*New*

- (b) Enter passenger and/or travel document information into Carrier's and/or government system.

At the following locations:

- (1) check-in area  
 (2) lounge  
 (3) transfer counter

- (5) gate  
(6) off airport  
(7) other as specified in Annex B
- New* 2.2.4 (a) Weigh and/or measure checked and/or cabin baggage,  
(b) Record baggage figures for  
(1) initial flight.  
(2) subsequent flight(s).  
At following locations:  
(a) check-in area  
(b) lounge  
(c) transfer counter  
(d) gate  
(e) off airport  
(f) other as specified in Annex B
- New* 2.2.5 Excess baggage  
(a) determine excess baggage  
(b) issue excess baggage ticket  
(c) collect excess baggage charges  
(d) detach applicable excess baggage coupons  
At the following locations:  
(1) check-in area  
(2) lounge  
(3) transfer counter  
(4) gate  
(5) off airport  
(6) other as specified in Annex B
- New* 2.2.6 Tag  
(a) checked baggage  
(b) cabin baggage  
for  
(1) initial flight.  
(2) subsequent flight(s).  
At the following locations:  
(a) check-in area  
(b) lounge  
(c) transfer counter  
(d) gate  
(e) off airport  
(f) other as specified in Annex B

- New* 2.2.7 Effect conveyance of checked baggage to the baggage sorting area  
At the following locations:  
(a) check-in area  
(b) lounge  
(c) transfer counter  
(d) gate  
(e) other as specified in Annex B
- New* 2.2.8 Effect conveyance of Out of Gauge (OOG) checked baggage to the baggage sorting area  
At the following locations:  
(a) check-in area  
(b) lounge  
(c) transfer counter  
(d) gate  
(e) other as specified in Annex B
- New* 2.2.9 Collect airport and/or any other service charges from departing passengers  
At the following locations:  
(a) check-in area  
(b) lounge  
(c) transfer counter  
(d) gate  
(e) other as specified in Annex B
- New* 2.2.10 (a) Carry out the Carrier's seat allocation or selection system  
(b) Issue boarding pass(es)  
(c) Detach applicable flight coupons for  
(1) initial flight.  
(2) subsequent flight(s)  
At the following locations:  
(a) check-in area  
(b) lounge  
(c) transfer counter  
(d) gate  
(e) off airport  
(f) other as specified in Annex B
- New* 2.2.11 Handle  
(a) Denied Boarding process  
(b) Denied Boarding Compensation

- At the following locations:
- (1) check-in area
  - (2) lounge
  - (3) transfer counter
  - (4) gate
  - (5) other as specified in Annex B
- 2.2.12 Direct passengers
- (a) through controls to departure gate
  - (b) to connecting transport to the airport, in case of off airport services.
- New* 2.2.13 Handle upgrade/downgrade functions At the following locations:
- (a) check-in area
  - (b) lounge
  - (c) transfer counter
  - (d) gate
  - (e) other as specified in Annex B
- New* 2.2.14 Handle standby list
- At the following locations:
- (a) check-in area
  - (b) lounge
  - (c) transfer counter
  - (d) gate
  - (e) other as specified in Annex B
- 2.2.15 At the gate perform
- (a) verification of cabin baggage
  - (b) boarding process
  - (c) reconciliation of passenger numbers with aircraft documents prior to departure
  - (d) other gate functions as specified in Annex B
- 2.2.16
- (a) collect
  - (b) reconcile
  - (c) handle and forward to Carrier transportation documents (flight coupons, or other flight related documents) uplifted from departing passengers
- New* 2.2.17 Perform post-flight editing



**2.3 Arrival**

- 2.3.1** (a) Perform  
or  
(b) Arrange for opening/closing aircraft passenger doors
- New* **2.3.2** Direct passengers  
(a) from aircraft through controls  
(b) arriving from the airport, in case of off airport services.
- New* **2.3.3** (a) Provide  
(b) Arrange for  
(1) Transfer counter  
(2) Connection services  
(3) Baggage recheck
- New* **2.3.4** Handle lost, found and damaged property matters.  
(a) Provide  
(b) Arrange for  
(1) acceptance of baggage irregularity reports  
(2) entering of data into baggage tracing system  
(3) maintaining baggage tracing system files for period specified in Annex B  
(4) making payments for incidental expenses  
(5) delivery of delayed baggage to passengers  
(6) handling of communications with passengers  
(7) repair or replacement of damaged baggage
- New* **2.4 Inter-modal Transportation by Rail, Road or Sea**
- 2.4.1** Carry out passenger and baggage handling as described in Sub-Sections 2.1, 2.2 and 2.3, as stipulated in Annex B, substituting "rail, road or sea transportation" for "aircraft", and "flight(s)", and "terminal" for "airport".
- 2.4.2** Direct departing passengers to connecting transport.
- 2.4.3** Load baggage on connecting transport, as directed by the rail, road or sea transport operator.
- 2.4.4** Handle arriving passengers and baggage from the rail, road or sea transport operator.
- 2.4.5** Direct arriving passengers through controls to the Carrier's flight departure services.
- 2.4.6** Offload baggage from connecting transport, as directed by the rail, road or sea transport operator and transfer it to the Carrier's airport services.

## Section 3 Ramp Services

- New* **3.1 Baggage Handling**
- 3.1.1 Handle baggage in  
(1) baggage sorting area.  
(2) other location(s) as specified in Annex B
- 3.1.2 Prepare for delivery onto flights  
(a) bulk baggage  
(b) ULDs  
(c) baggage accepted at a location as specified in Annex B
- 3.1.3 Establish the number and/or weight of  
(a) bulk baggage  
(b) built – up ULDs  
and provide the load control unit with the information
- 3.1.4 Offload  
(a) bulk baggage  
(b) ULDs.
- 3.1.5 Prioritise baggage delivery to claim area.
- 3.1.6 Deliver to claim area  
(a) baggage  
(b) Out of Gauge (OGG)
- New* 3.1.7 Transfer baggage  
(a) Provide  
(b) Arrange for  
(1) Sortation of transfer baggage.  
(2) Storage of transfer baggage prior to dispatch (storage time limits to be specified in Annex B).  
(3) Transport of transfer baggage to the sorting area of the receiving carrier.
- 3.1.8 Handle crew baggage.
- 3.2 Marshaling**
- 3.2.1 (a) Provide  
or  
(b) Arrange for marshaling at arrival and/or departure.
- New* 3.2.2 Operate automated guidance systems
- 3.3 Parking**
- 3.3.1 (a) Provide  
(b) Position and/or remove wheelchocks.

- 3.3.2 (a) Provide
- (b) Position and/or remove
- (1) Landing gear locks.
- (2) Engine blanking covers.
- (3) Pitot covers.
- (4) Surface control locks.
- (5) Tailstands and/or aircraft tethering.
- (6) Safety cones.
- (7) Other items as specified in Annex B.

**New**    **3.4    Ancillary Items**

- 3.4.1 (a) Provide
- (b) Arrange for
- (c) Operate
- (1) Ground power unit
- (2) Fixed ground power
- (3) Cooling unit
- (4) Heating unit
- (5) Air start unit

**3.5    Ramp to Flight Deck Communication**

- 3.5.1 Provide headsets.
- 3.5.2 Perform ramp to flight deck communication
- (a) during push-back.
- (b) during tow-in.
- (c) during engine starting.
- (d) for other purposes.

*New*

**3.6    Loading and Unloading**

- 3.6.1 (a) Provide
- (b) Arrange for
- (c) Operate
- (1) passenger steps.
- (2) flight deck steps.
- (3) loading bridges
- 3.6.2 (a) Provide or
- (b) Arrange for
- (1) passenger
- (2) crew transport between aircraft and airport terminal(s).
- 3.6.3 (a) Provide
- (b) Arrange for
- (c) Operate
- Equipment for loading and/or unloading.

- 3.6.4 (a) Provide  
(b) Arrange for delivery and pick-up of  
(1) Baggage  
(2) Mobility devices at aircraft doors or other agreed points
- 3.6.5 (a) Provide  
(b) Arrange for assembly and transport of  
(1) Baggage  
(2) General cargo  
(3) Special shipments  
(4) Mail  
(5) Documents  
(6) Company mail between agreed points on the airport
- New* 3.6.6 (a) Unload aircraft, returning lashing materials to the Carrier.  
(b) Load and secure Loads in the aircraft  
(c) Redistribute Loads in aircraft.  
(d) Operate in-plane loading system.  
(e) Report final load distribution to the Load Control unit.
- 3.6.7 Open, close and secure aircraft hold doors.  
(a) aircraft lower deck  
(b) aircraft main deck
- 3.6.8 (a) Provide  
(b) Arrange for ballast
- 3.6.9 (a) Provide  
(b) Arrange for safeguarding of all Loads requiring special handling during  
(1) loading/unloading  
(2) transport between aircraft and designated point on the airport

- New 3.7 Safety Measures**
- 3.7.1 (a) Provide
- (1) portable fire extinguisher on motorized/self-propelled ramp equipment
  - (2) ramp fire extinguisher, if not provided by airport authority
- (b) arrange for
- (1) attendance of airport fire services at aircraft
- 3.7.2 Perform visual external safety/ground damage inspection of
- (a) doors and panels and immediate surroundings
  - (b) Other inspection items as specified in Annex B
- (1) immediately upon arrival
  - (2) immediately prior departure and communicate the results to flight crew or Carrier's representative
- 3.7.3 Check that all doors and access panels are properly closed and locked.
- New 3.8 Moving of Aircraft**
- 3.8.1 (a) Provide
- (b) Arrange for
- (1) Tow-in and/or push-back of aircraft
  - (2) Towing of aircraft between other points
  - (3) Cockpit brake operator in connection with towing
  - (4) Wing-walker(s)
- 3.8.2 (a) Towbar to be provided by the Carrier.
- (b) Towbar to be provided by the Handling Company
- (c) Store and maintain towbar(s) provided by the Carrier
- New 3.9 Exterior Cleaning**
- 3.9.1 Perform cleaning in accordance with Carriers written instructions of
- (a) flight deck windows
  - (b) cabin windows
  - (c) aircraft integral steps
  - (d) slats and leading edges
  - (e) wings
- (1) upper surface
  - (2) lower surface
  - (f) flaps (extended)
- (1) upper surface
  - (2) lower surface

- (g) ailerons
  - (1) upper surface
  - (2) lower surface
- (h) engine nacelles and pylons
- (i) fuselage
  - (1) upper surface
  - (2) lower surface
- (j) horizontal stabiliser
- (k) vertical stabiliser
- (l) landing gear
- (m) wheel well

**New 3.10 Interior Cleaning**

**3.10.1 Clean**

- (a) flight deck, if specified, under the control of a person authorised by the Carrier
- (b) passenger and crew compartments (other than flight deck)
  - (1) empty ash trays.
  - (2) dispose of litter.
  - (3) clear waste from overhead stowage
  - (4) wipe tables
  - (5) seats, seat back pockets and passenger service units
  - (6) floors
  - (7) empty refuse bins
  - (8) surfaces in pantries, galleys (sinks, working surfaces, ovens and surrounds) and toilets (wash basins, bowls, seats, mirrors and surrounds)
  - (9) remove, as necessary, any contamination caused by airsickness, spilled food or drink and offensive stains
  - (10) telephones, screens and other equipment
  - (11) inside windows.

**3.10.2 Remove and dispose of**

- (a) litter/waste
- (b) food and food-related material (galley waste)

**3.10.3 Perform cabin dressing**

- (a) Blankets/duvets (fold/place in designated locations)
- (b) Arrange seat belts
- (c) Make up berths including crew
- (d) Replace head rests
- (e) Replace pillow covers

- (f) Restock toilet items
- (g) Replace/restock seat back pocket items
- (h) Other cabin items as specified in Annex B
- (1) Materials provided by the Carrier
- (2) Materials provided by the Handling Company
- 3.10.4 (a) Disinfect
- (b) Deodorize aircraft with
  - (1) materials provided by Carrier
  - (2) materials provided by Handling Company
- 3.10.5 (a) Provide
- (b) Arrange for laundering of
  - (1) cabin items (blankets/duvets/pillow cases)
  - (2) linen
- 3.10.6 Clean
  - (a) cargo compartments
  - (b) ULDs

**New 3.11 Toilet Service**

- 3.11.1 (a) Provide
- (b) Arrange for
  - (1) Servicing (empty, clean, flush and replenish fluids).
  - (2) triturator/disposal service

**New 3.12 Water Service**

- 3.12.1 (a) Provide
- (b) Arrange for
  - (1) Draining tanks.
  - (2) Replenish tanks (water standard as specified in Annex B)
  - (3) Water quality tests.

**New 3.13 Cabin Equipment**

- 3.13.1 Rearrange cabin by
  - (a) removing
  - (b) installing
  - (c) repositioning
 cabin equipment, for example, seats and cabin divider(s)

- New**    **3.14    Storage of Cabin Material**
- 3.14.1 (a) Provide  
(b) Arrange  
for storage space for the Carrier's cabin material.
  - 3.14.2 Take inventory.
  - 3.14.3 (a) Provide  
(b) Arrange for  
replenishment of stocks.
- New**    **3.15    Catering Ramp Handling**
- 3.15.1 Unload/load and stow catering supplies from/on aircraft.
  - 3.15.2 Transfer catering supplies on aircraft.  
(a) between lower holds and galleys and vice versa  
(b) between galleys
  - 3.15.3 Transport catering supplies between aircraft and designated points.
- 3.16    De-icing/Anti-icing Services and Snow/Ice Removal**
- 3.16.1 Remove snow from aircraft without using de-icing fluid.
  - 3.16.2 Perform "pre" de/anti-icing inspection and advise flight crew or Carrier representative of results.
  - 3.16.3 Perform clear ice check
  - 3.16.4 (a) Provide  
(b) Arrange for  
(1) anti-icing units.  
(2) de-icing units.
  - 3.16.5 Provide de-icing/anti-icing fluids
  - 3.16.6 Remove frost, ice and snow from aircraft using de-icing fluid. Fluids to receive purity and contamination inspection prior to use.
  - 3.16.7 Apply anti-icing fluid to aircraft.
  - 3.16.8 Supervise performance of de-icing/anti-icing operations.
  - 3.16.9 Perform final inspection after de-icing/anti-icing operations and inform flight crew of results.
  - 3.16.10 Complete documentation as per Carrier's instructions



**New** **Section 4**  
**Load Control and Flight Operations**

**4.1 Load Control**

4.1.1 Deliver load control related documents between aircraft and airport buildings and vice versa.

- New** 4.1.2 (a) Process  
(b) Sign documents and information, including but not limited to, loading instructions, load and trim sheets, Captain's load information and manifests where:
- (1) Load Control is performed by the Handling Company
  - (2) Handling Company is performing inputs/updates when Load Control is performed by the Carrier or third party

**4.2 Communications**

**New** 4.2.1 Inform all interested Parties concerning movements of the Carrier's aircraft.

- New** 4.2.2 (a) Compile, receive, process and send all messages in connection with the services performed by the Handling Company. The Handling Company is authorized to use Carrier's originator code or double signature procedure  
(b) Inform the Carrier's representative of the contents of such messages

- New** 4.2.3 (a) Provide  
(b) Operate means of communication between the ground station and the Carrier's aircraft.

**New** **4.3 Flight Operations**

4.3.1 Inform the Carrier of any known project affecting the operational services and facilities made available to its aircraft in the areas of responsibility as specified in Annex B.

- 4.3.2 (a) Provide  
(b) Arrange for meteorological documentation and aeronautical information
- (1) at the airport location as defined in Annex B
  - (2) at different airport location(s)

- 4.3.3 (a) Provide  
(b) Arrange for delivery of flight operations related documentation to the aircraft and obtain signature of the pilot-in-command, where applicable
  - (1) at the airport location as defined in Annex B
  - (2) at different airport location(s)
- 4.3.4 (a) Analyse the operational conditions and prepare  
(b) request  
(c) sign  
make available the operational flight plan according to the instructions and data provided by the Carrier
  - (1) at the airport location as defined in Annex B
  - (2) at different airport location(s)
  - (3) en-route
- 4.3.5 (a) Prepare  
(b) Request  
(c) Sign  
(d) File  
the Air Traffic Services ("ATS") Flight Plan.
  - (1) at the airport location as defined in Annex B
  - (2) at different airport location(s)
- 4.3.6 (a) Request  
(b) Manage  
the Carrier's slot time allocation with the ATS
  - (1) at the airport location as defined in Annex B
  - (2) at different airport location(s)
- 4.3.7 Provide the crew with a briefing
- 4.3.8 (a) Prepare  
(b) Sign  
(c) Deliver
  - (1) the fuel order
  - (2) the fuel distribution form
- 4.3.9 Provide ground handling party(ies) with weight and fuel data
- 4.3.10 Obtain a debriefing from incoming crews, distributing reports or completed forms to offices concerned.

- New**
- 4.4 Crew Administration**
  - 4.4.1 Distribute crew schedule information provided by the Carrier to all parties concerned.
  - 4.4.2 Arrange hotel accommodation for crew layover
    - (a) scheduled
    - (b) non-scheduled
  - 4.4.3 (a) Provide
    - (b) Arrange for crew transportation to/from off airport locations
  - 4.4.4 Direct crews through airport facilities
  - 4.4.5 Liaise with
    - (1) crew layover hotel(s)
    - (2) crew transportation company
    - (3) on crew call and pick-up timings
  - 4.4.6 (a) Prepare crew allowance forms.
    - (b) Pay crew allowances.
  - 4.4.7 Inform the Carrier representative of any crew indisposition or potential absence.

*New*

## **Section 5 Cargo and Mail Warehouse Services**

### **5.1 Cargo and Mail Handling – General**

- 5.1.1 (a) Provide
  - (b) Arrange
    - (1) warehouse and storage facility(ies)
    - (2) warehouse handling equipment
    - (3) warehouse handling services
    - (4) General cargo
    - (5) Special shipments
    - (6) Specialised cargo products
    - (7) Post office mail
    - (8) Diplomatic mail
    - (9) Diplomatic cargo
    - (10) Company cargo/material
- 5.1.2 (a) Issue
  - (b) Obtain
  - (c) Make available to Carrier  
Receipt upon delivery of cargo
- 5.1.3 Take action to
  - (a) prevent theft or damage to the Carrier's cargo and mail in custody of the Handling Company
  - (b) prevent theft or unauthorised use of, or damage to the Carrier's pallets, containers, nets, straps, tie-down rings and other material in the custody of the Handling Company. Notify the Carrier immediately of any damage to or loss of such items.

*New*

### **5.2 Customs Control**

- 5.2.1 (a) Prepare Customs documentation
  - (b) obtain Customs clearance
  - (c) place cargo under Customs control
  - (d) present to Customs cargo for physical examination for
    - (1) Inbound cargo
    - (2) Outbound cargo
    - (3) Transfer cargo

- New** **5.3 Documentation Handling**
- 5.3.1 (a) Prepare airwaybill  
(b) Check all documentation to ensure shipment may be carried. The check shall not include the rates charged.  
(c) Check security status for the shipment(s) concerned and take action as per Carrier's instructions.  
(d) Obtain capacity/booking information for the Carrier's flights.  
(e) Split airwaybill. Forward copies of manifests and air waybills to the Carrier.  
(f) Prepare cargo manifest(s).  
(g) Provide the load control unit with Special Load Notification.  
(h) Return copy of airwaybill to shipper, endorsed with flight details.  
(i) Check and/or enter data into Carrier's and/or government/customs system, as specified in Annex B
- 5.3.2 (a) Notify consignee or agent of arrival of shipments  
(b) Make available cargo documents available to consignee or agent.
- 5.3.3 (a) Provide  
(b) Arrange for  
(1) collection of "Charges Collect" as shown on the air waybill  
(2) collection of other charges and fees as shown on the air waybill  
(3) credit to consignees or agents
- 5.3.4 (a) Provide  
(b) Arrange for  
(1) delivery of Cargo/Mail related documentation from/to agreed points and the aircraft
- New** **5.4 Physical Handling Outbound/Inbound**
- 5.4.1 Accept cargo, ensuring that  
(a) machine-readable cargo labels are affixed and processed  
(b) manual labels are affixed and processed  
(c) shipments are "ready for carriage"  
(d) the weight and volume and number of pieces of the shipments are checked

- (e) the regulations for the carriage of special cargo, particularly the IATA Dangerous Goods Regulations (DGR), IATA Live Animals Regulations (LAR), and others have been complied with.
- 5.4.2 Tally and assemble cargo for dispatch
- 5.4.3 Prepare
  - (a) Bulk cargo
  - (b) ULDs using
  - (c) build up materials provided by Carrier
  - (d) build up materials provided by Handling Company and establish
    1. gross weight
    2. volume
    3. ULD contourand provide the load control unit with the information
- 5.4.4 Perform acceptance check on pre-built ULDs and establish, if accepted
  - (a) gross weight
  - (b) volume
  - (c) ULD contourand provide the load control unit with the information.
- 5.4.5 (a) Load outbound cargo on vehicles
- 5.4.6 (b) Assemble cargo for delivery to the aircraft.
  - (1) Offload bulk cargo from vehicles
  - (2) Break down ULDs
  - (3) Check incoming cargo against air waybills and manifests
  - (4) Release cargo to the consignee or agent
- 5.4.7 Truck service loading/off-loading
  - (a) Check seals are intact on inbound trucks
  - (b) Offload truck prior to acceptance into warehouse
  - (c) Load truck after formal release from warehouse
  - (d) Place sealsTruck operated by/or on behalf of the Carrier
- New 5.5 Transfer/Transit Cargo**
  - 5.5.1 Identify transfer/transit cargo.
  - 5.5.2 Prepare transfer manifests for cargo to be transported by another carrier.

- 5.5.3 (a) Provide
- (b) Arrange for transport to the receiving carrier's warehouse
  - (1) on airport,
  - (2) off airport
- 5.5.4 Accept/prepare
  - (a) transfer cargo
  - (b) transit cargo for onward carriage.

**New 5.6 Post Office Mail**

- 5.6.1 Check
  - (a) incoming
  - (b) outgoingmail against Post Office mail documents.
- 5.6.2 In case of missing documentation, issue substitutes
- 5.6.3 Transport mail from
  - (a) cargo warehouse to postal facility
  - (b) postal facility to cargo warehouse
  - (1) on airport
  - (2) off airporttogether with documents, against receipt from postal authorities.
- 5.6.4 Handle and check transfer mail against accompanying mail documents.
- 5.6.5 Prepare
  - (a) Bulk mail
  - (b) ULDs and establish
    - (a) gross weight
    - (b) volume
    - (c) ULD contourand provide the load control unit with the information
- 5.6.6 Distribute incoming and/or outgoing post office mail documents

## **Section 6**

### **Support Services**

#### **6.1 Accommodation**

- 6.1.1 Provide the Carrier with
- (a) office space
  - (b) storage space
  - (c) other facilities, as specified in Annex B

#### **6.2 Automation/Computer Systems**

- 6.2.1 (a) Provide
- (b) Arrange for
  - (c) Operate
- computer hardware and other equipment (as specified in Annex B) to enable access to
- (1) Carrier's system
  - (2) Handling Company's system
  - (3) other system
- 6.2.2 Perform the following functions in
- (a) Carrier's system
  - (b) Handling Company's system
  - (c) other system for
- (1) Training.
  - (2) Passenger reservations and sales
  - (3) Passenger service
  - (4) Baggage reconciliation.
  - (5) Baggage tracing.
  - (6) Operations, load control.
  - (7) Cargo reservations and sales
  - (8) Cargo handling
  - (9) Post office mail handling
  - (10) Maintenance reporting
  - (11) Other functions
- 6.2.3 Manage Automated Self Check-in device(s) and
- (a) Provide
  - (b) Arrange for
- (1) Stock control
  - (2) Stock replenishment
  - (3) Hosting
  - (4) Routine maintenance
  - (5) Servicing and repair
  - (6) Other, as specified in Annex B



*New***6.3 Unit Load Device (ULD) Control**

- 6.3.1 (a) Provide
  - (b) Arrange for storage space for
    - (1) passenger ULDs
    - (2) cargo ULDs
    - (3) post office mail ULDs
    - (4) other ULDs
- 6.3.2 Take action to prevent damage, theft or unauthorised use of the Carrier's ULDs in the custody of the Handling Company. Notify the Carrier immediately of any damage or loss.
- 6.3.3 (a) Take physical inventory of ULD stock and maintain records.
  - (b) Compile and despatch ULD control messages
- 6.3.4 Prepare ULD exchange control documentation for all transfers of ULDs and obtain signature(s) of the transferring and receiving carrier(s) or approved third parties and distribute copies.
- 6.3.5 Handle lost, found and damaged ULDs and notify the Carrier of such irregularities.

**6.4 Fuel Farm (Depot)**

- 6.4.1 Liaise with fuel farm suppliers.
- 6.4.2 (a) Inspect the Carrier's fuel farm product deliveries for contamination, prior to storage. Notify the Carrier of results.
  - (b) Inspect fuel farm storage and/or appliances. Notify the Carrier of results.

**6.5 Ramp Fuelling/Defuelling Operations**

- 6.5.1 Liaise with ramp fuel suppliers.
- 6.5.2 Inspect fuel vehicles and/or appliances for contamination. Perform water detection checks
- 6.5.3 Supervise fuelling/defuelling operations.
- 6.5.4 Prepare aircraft for fuelling/Defuelling.
- 6.5.5 Drain water from aircraft fuel tanks.
- 6.5.6 (a) Provide
  - (b) Arrange approved fuelling/defuelling equipment.
- 6.5.7 Fuel/defuel aircraft with quantities of products requested by the Carrier's designated representative
- 6.5.8 Check and verify the delivered fuel quantity
- 6.5.9 Deliver the completed fuel order to the Carrier's designated representative.

**6.6 Surface Transport**

- New*
- 6.6.1 (a) Provide  
(b) Arrange for the transport of  
(1) passengers  
(2) baggage  
(3) cargo  
(4) Post office mail  
(5) empty ULDs  
(6) other between  
(a) airport and town terminal  
(b) airport and other agreed points  
(c) separate terminals at the same airport

**6.7 Catering Services – Liaison and Administration**

- 6.7.1 Liaise with the Carrier's catering supplier.  
6.7.2 Handle requisitions made by the Carrier's authorised representative.

## Section 7 Security

### 7.1 Passenger and Baggage Screening and Reconciliation

- 7.1.1 (a) Provide
- (b) Arrange for
  - (1) matching of passengers against established data
  - (2) security questioning
- 7.1.2 (a) Provide
- (b) Arrange for
  - (1) screening of checked baggage.
  - (2) screening of transfer baggage.
  - (3) screening of mishandled baggage.
  - (4) physical examination of checked, transfer and mishandled baggage.
  - (5) identification of security cleared baggage.
- 7.1.3 (a) Provide
- (b) Arrange for
  - (1) screening of passengers.
  - (2) screening of cabin/unchecked baggage.
  - (3) physical examination of passengers and cabin/unchecked baggage.
- 7.1.4 (a) Provide
- (b) Arrange for
  - (1) identification of passengers prior to boarding.
  - (2) reconciliation of boarded passengers with their baggage.
  - (3) positive baggage identification by passengers.
  - (4) offloading of baggage for passengers who fail to board the aircraft.

### 7.2 Cargo and Post Office Mail

- 7.2.1 (a) Provide
- (b) Arrange for
  - (1) control of access to the cargo facilities.
  - (2) screening of cargo and/or mail.
  - (3) physical examination of cargo.
  - (4) holding of cargo and/or mail for variable periods.
  - (5) secure storage of cargo and/or mail.
  - (6) decompression/pressure chamber.

**7.3 Catering**

- 7.3.1 (a) Provide  
(b) Arrange for  
(1) control of access to the catering unit.  
(2) security supervision during food preparation.  
(3) security check of catering uplifts.  
(4) sealing of food and/or bar trolleys/containers.  
(5) physical examination of catering vehicles prior to loading.
- New* (6) sealing of catering vehicles

**New 7.4 Ramp**

- 7.4.1 (a) Provide  
(b) Arrange for control of access to  
(1) aircraft.  
(2) designated areas.
- 7.4.2 (a) Provide  
(b) Arrange for  
(1) searching of  
(2) guarding of  
(3) sealing of  
(a) aircraft  
(b) designated areas  
(c) baggage in the baggage make-up area.
- 7.4.3 (a) Provide  
(b) Arrange for security personnel  
(1) to safeguard all Loads during the transport between aircraft and designated locations.  
(2) during offloading and loading of aircraft.

**7.5 Additional Security Services**

- 7.5.1 (a) Provide or  
(b) Arrange for additional security services

## Section 8 Aircraft Maintenance

### 8.1 Routine Services

- 8.1.1 Maintain the Carrier's technical manuals, handbooks, catalogues, and other operational documents connected with performance of the services as specified in Annex B.
- 8.1.2 Perform line inspection in accordance with Carrier's current instructions.
- 8.1.3 Enter in the aircraft log(s) and sign for the performance of line inspection.
- 8.1.4 Enter remarks in aircraft log(s) regarding defects observed during the inspection.
- 8.1.5 Provide personnel to assist the flight crew or ground staff in the performance of their tasks.

*New*

### 8.2 Replenishing of Oils and Fluids

- 8.2.1 (a) Perform.  
(b) Supervise replenishing operations
- 8.2.2 (a) Provide  
(b) Arrange for  
(c) Operate replenishing equipment.
- 8.2.3 Wipe excess oil from engine nacelles
- 8.2.4 Engine Oil to be provided by the Carrier.
- 8.2.5 Engine Oil to be provided by the Handling Company.
- 8.2.6 Hydraulic fluid to be provided by the Carrier.
- 8.2.7 Hydraulic fluid to be provided by the Handling Company.

*New*

### 8.3 Non-routine Services

- 8.3.1 Rectify defects entered in the aircraft log as reported by the crew or revealed during the inspection, to the extent requested by the Carrier. However, major repairs must be separately agreed upon between the Parties.
- 8.3.2 Enter in aircraft log(s) and sign for the action taken.
- 8.3.3 Report technical irregularities and actions taken to the Carrier's maintenance base.

- 8.3.4 (a) Provide
- (b) Arrange for maintenance facilities, tools and special equipment to the extent available.

8.3.5 Move aircraft under its own power

#### **8.4 Material Handling**

- 8.4.1 (a) Obtain Customs clearance for
- (b) Administer the Carrier's spare parts and/or equipment.
- 8.4.2 Provide periodic inspection of the Carrier's spare parts equipment.
- 8.4.3 Provide storage space for the Carrier's spare parts and/or equipment.

#### **8.5 Parking and Hangar Space**

- 8.5.1 (a) Provide
- (b) Arrange for
  - (1) parking space.
  - (2) hangar space.

**IATA Standard Ground Handling Agreement****STANDARD GROUND HANDLING AGREEMENT  
Annex B – Location(s), Agreed Services and  
Charges**

to the Standard Ground Handling Agreement (SGHA) of  
January 2013

between \_\_\_\_\_

having its principal office at \_\_\_\_\_

and hereinafter referred to as “the Carrier”

and \_\_\_\_\_

having its principal office at \_\_\_\_\_

and hereinafter referred to as “the Handling Company”.  
the Carrier and/or the Handling Company may hereinafter be  
referred to as “the Party(ies)”

effective from \_\_\_\_\_

This Annex B for

the location(s) \_\_\_\_\_

is valid from \_\_\_\_\_

and replaces \_\_\_\_\_

**Paragraph 1. Handling Services and Charges**

- 1.1 For a single ground handling consisting of the arrival and the subsequent departure at agreed timings of the same aircraft, the Handling Company shall provide the following services of Annex A at the following rates.
- 1.1.1 Section(s) \_\_\_\_\_ price \_\_\_\_\_ per (aircraft type, etc.).
- 1.1.2 Section(s) \_\_\_\_\_ price \_\_\_\_\_ per \_\_\_\_\_

*The number of these clauses can be extended as far as necessary.*

- 1.2 Handling in case of technical landing for other than commercial purposes will be charged at \_\_\_\_\_ % of the above rates, provided that a physical change of load is not involved.
- 1.3 Handling in case of return to ramp will not be charged extra, provided that a physical change of load is not involved.
- 1.4 Handling in case of return to ramp involving a physical change of load will be charged as for handling in case of technical landing in accordance with Sub-Paragraph 1.2 of this Annex.

**Paragraph 2. Additional Services and Charges**

- 2.1 All services not included in Paragraph 1 of this Annex will be charged for as follows:

**Paragraph 3. Disbursements**

- 3.1 Any disbursements made by the Handling Company on behalf of the Carrier will be reimbursed by the Carrier at cost price plus an accounting surcharge of \_\_\_\_\_ %.

**Paragraph 4. Limit of Liability**

- 4.1 The limit of liability referred to in Sub-Article 8.5 of the Main Agreement shall be as follows:

Aircraft Type	Limit (per incident)
_____	_____
_____	_____



**Paragraph 5. Area of Responsibility**

- 5.1 The area of responsibility as mentioned in Sub-Sections 4.3 and 4.6 of Annex A is \_\_\_\_\_

**Paragraph 6. Transfer of Services**

- 6.1 In accordance with Sub-Article 3.1 of the Main Agreement, the Handling Company subcontracts the services of Annex A Section(s) \_\_\_\_\_ to \_\_\_\_\_

*The number of these clauses can be extended as far as necessary.*

**Paragraph 7. Payment**

- 7.1 Notwithstanding Sub-Article 7.2 of the Main Agreement, payment of account shall be effected \_\_\_\_\_

With reference to Sub-Article 7.3, the Parties establish the following payment terms:

Handling Company will send invoices to (insert email/physical address). Notwithstanding Sub-Article 7.1 of the Main Agreement, the Handling Company shall submit invoices to the Carrier and the Carrier shall pay the Handling Company within \_\_\_\_\_ days of the invoice. In the event the Carrier disputes any charge or fee set forth in any invoice, Carrier shall pay the undisputed portion and notify the Handling Company of the discrepancy in billing. Both parties shall then seek in good faith to resolve the disputed amount(s). Upon the resolution of any disputed amount the Carrier shall promptly pay the balance due to the Handling Company.

**Paragraph 8. Supervision and Administration**

- 8.1 The services of Annex A, Section 1, Sub-Section 1.3 covered by Sub-Paragraph 1.1 of this Annex B, refer only to the following services of Annex A which are performed for the Carrier by other organisation(s) under cover of separate agreement(s):

Section (s) \_\_\_\_\_

Section (s) \_\_\_\_\_

**Paragraph 9. Duration, Modification and Termination**

Any change to Article 11 of the Main Agreement, in particular to the duration of the Main Agreement, validity of rates or rights of termination shall be recorded below, notwithstanding the corresponding Sub-Articles of the Main Agreement. For example:

- 9.1 Duration  
 9.1.1 Notwithstanding Sub-Article 11.4 and 11.5 of the Main Agreement \_\_\_\_\_  
 9.1.2 Notwithstanding Sub-Article 11.11 of the Main Agreement the rates contained in Paragraph 1 shall be \_\_\_\_\_
- 9.2 Modification  
 9.2.1 Any modification to this Annex B shall be made by a written amendment signed by both Parties.
- 9.3 Termination  
 9.3.1 Notwithstanding Sub-Paragraph 9.1.1 of this Annex B, this Annex B may be terminated on the following terms \_\_\_\_\_

*The number of these clauses can be extended as far as necessary.*

**Paragraph 10. Notification**

- 10.1 I1 In accordance Sub-article 11.3 of the Main Agreement, any notice or communication to be given hereunder shall be addressed to the respective parties as follows:

To Carrier:

Carrier \_\_\_\_\_

Street \_\_\_\_\_

City, Country \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Attn \_\_\_\_\_

To Handling Company:

The Handling Company \_\_\_\_\_

Street \_\_\_\_\_

City, Country \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Attn \_\_\_\_\_

**Paragraph 11. Governing Law**

11.1 In accordance with Article 9 of the Main Agreement, this Annex B shall be governed by and interpreted in accordance with the laws of \_\_\_\_\_.

11.2 In accordance with Article 9 of the Main Agreement, courts for the resolution of disputes shall be the Courts of \_\_\_\_\_.

Signed the \_\_\_\_\_ Signed the \_\_\_\_\_

at \_\_\_\_\_ at \_\_\_\_\_

for and on behalf of \_\_\_\_\_ for and on behalf of \_\_\_\_\_

by \_\_\_\_\_ by \_\_\_\_\_

**IATA Standard Ground Handling Agreement****STANDARD GROUND HANDLING AGREEMENT –  
SIMPLIFIED PROCEDURE Annex B – Location(s),  
Agreed Services and Charges**

to the Standard Ground Handling Agreement (SGHA) of  
January 2013

between \_\_\_\_\_

having its principal office at \_\_\_\_\_

and hereinafter referred to as “the Carrier”

and \_\_\_\_\_

having its principal office at \_\_\_\_\_

and hereinafter referred to as “the Handling Company”  
the Carrier and/or the Handling Company may hereinafter be  
referred to as “the Party(ies)”

effective from \_\_\_\_\_

This Annex B for

the location(s) \_\_\_\_\_

is valid from \_\_\_\_\_

and replaces \_\_\_\_\_

**Preamble:**

This Annex B is prepared in accordance with the simplified procedure whereby the Parties agree that the terms of the Main Agreement and Annex A of the SGHA of January 2013 as published by the International Air Transport Association shall apply to this Annex B as if such terms were repeated here in full. By signing this Annex B, the Parties confirm that they are familiar with the aforementioned Main Agreement and Annex A.

### **Paragraph 1. Handling Services and Charges**

1.1 For a single ground handling consisting of the arrival and the subsequent departure at agreed timings of the same aircraft, the Handling Company shall provide the following services of Annex A at the following rates.

1.1.1 Section(s) \_\_\_\_\_ price \_\_\_\_\_ per (aircraft type, etc.).

1.1.2 Section(s) \_\_\_\_\_ price \_\_\_\_\_ per \_\_\_\_\_

*The number of these clauses can be extended as far as necessary.*

1.2 Handling in case of technical landing for other than commercial purposes will be charged at \_\_\_\_ % of the above rates, provided that a physical change of load is not involved.

1.3 Handling in case of return to ramp will not be charged extra, provided that a physical change of load is not involved.

1.4 Handling in case of return to ramp involving a physical change of load will be charged as for handling in case of technical landing in accordance with Sub-Paragraph 1.2 of this Annex.

### **Paragraph 2. Additional Services and Charges**

2.1 All services not included in Paragraph 1 of this Annex will be charged for as follows:

### **Paragraph 3. Disbursements**

3.1 Any disbursements made by the Handling Company on behalf of the Carrier will be reimbursed by the Carrier at cost price plus an accounting surcharge of \_\_\_\_ %.

### **Paragraph 4. Limit of Liability**

4.1 The limit of liability referred to in Sub-Article 8.5(a) of the Main Agreement shall be as follows:

Aircraft Type

Limit (per incident)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Paragraph 5. Area of Responsibility**

- 5.1 The area of responsibility as mentioned in Sub-Sections 4.3 and 4.6 of Annex A is \_\_\_\_\_

**Paragraph 6. Transfer of Services**

- 6.1 In accordance with Sub-Article 3.1 of the Main Agreement, the Handling Company subcontracts the services of Annex A Section(s) \_\_\_\_\_ to \_\_\_\_\_

*The number of these clauses can be extended as far as necessary.*

**Paragraph 7. Payment**

- 7.1 Notwithstanding Sub-Article 7.2 of the Main Agreement, payment of account shall be effected \_\_\_\_\_

With reference to Sub-Article 7.3, the Parties establish the following payment terms:

Handling Company will send invoices to (insert email/physical address). Notwithstanding Sub-Article 7.1 of the Main Agreement, the Handling Company shall submit invoices to the Carrier and the Carrier shall pay the Handling Company within \_\_\_\_\_ days of the invoice. In the event the Carrier disputes any charge or fee set forth in any invoice, Carrier shall pay the undisputed portion and notify the Handling Company of the discrepancy in billing. Both parties shall then seek in good faith to resolve the disputed amount(s). Upon the resolution of any disputed amount the Carrier shall promptly pay the balance due to the Handling Company.

**Paragraph 8. Supervision and Administration**

- 8.1 The services of Annex A, Section 1, Sub-Section 1.3 covered by Sub-Paragraph 1.1 of this Annex B, refer only to the following services of Annex A which are performed for the Carrier by other organisation(s) under cover of separate agreement(s):

Section (s) \_\_\_\_\_

Section (s) \_\_\_\_\_

**Paragraph 9. Duration, Modification and Termination**

Any change to Article 11 of the Main Agreement, in particular to the duration of the Main Agreement, validity of rates or rights of termination shall be recorded below, notwithstanding the corresponding Sub-Articles of the Main Agreement. For example:

## 9.1 Duration

9.1.1 Notwithstanding Sub-Article 11.4 and 11.5 of the Main Agreement \_\_\_\_\_

9.1.2 Notwithstanding Sub-Article 11.11 of the Main Agreement the rates contained in Paragraph 1 shall be \_\_\_\_\_

## 9.2 Modification

9.2.1 Any modification to this Annex B shall be made by a written amendment signed by both Parties.

## 9.3 Termination

9.3.1 Notwithstanding Sub-Paragraph 9.1.1 of this Annex B, this Annex B may be terminated on the following terms \_\_\_\_\_.

*The number of these clauses can be extended as far as necessary.*

**Paragraph 10. Notification**

10.1 In accordance Sub-article 11.3 of the Main Agreement, any notice or communication to be given hereunder shall be addressed to the respective parties as follows:

To Carrier:

Carrier \_\_\_\_\_

Street \_\_\_\_\_

City, Country \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Attn \_\_\_\_\_

To Handling Company:

The Handling Company \_\_\_\_\_

Street \_\_\_\_\_

City, Country \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Attn \_\_\_\_\_

**Paragraph 11. Governing Law**

11.1 In accordance with Article 9 of the Main Agreement, this Annex B shall be governed by and interpreted in accordance with the laws of \_\_\_\_\_.

In accordance with Article 9 of the Main Agreement, courts for the resolution of disputes shall be the Courts of \_\_\_\_\_.

Signed the \_\_\_\_\_ Signed the \_\_\_\_\_

at \_\_\_\_\_ at \_\_\_\_\_

for and on behalf of \_\_\_\_\_ for and on behalf of \_\_\_\_\_

by \_\_\_\_\_ by \_\_\_\_\_





LEADING AIRPORT  
AND AVIATION  
SERVICE PROVIDER  
IN TERMS OF  
**INNOVATION**



## **Standard Ground Handling Agreement (SGHA), Version 2008**

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## **Standard Ground Handling Agreement (SGHA), Version 2008**

### **STANDARD GROUND HANDLING AGREEMENT (SGHA)**

between \_\_\_\_\_

and \_\_\_\_\_

The agreement consists of \_\_\_\_\_

**MAIN AGREEMENT**, and, as required,

**ANNEX A** (description of services)

**ANNEX(ES) B** (location(s), agreed services and charges)

### **CONTENTS OF MAIN AGREEMENT**

#### **DEFINITIONS AND TERMINOLOGY**

**ARTICLE 1** PROVISION OF SERVICES

**ARTICLE 2** FAIR PRACTICES

**ARTICLE 3** SUBCONTRACTING OF SERVICES

**ARTICLE 4** CARRIER'S REPRESENTATION

**ARTICLE 5** STANDARD OF WORK

**ARTICLE 6** REMUNERATION

**ARTICLE 7** ACCOUNTING AND SETTLEMENT

**ARTICLE 8** LIABILITY AND INDEMNITY

**ARTICLE 9** ARBITRATION

**ARTICLE 10** STAMP DUTIES, REGISTRATION FEES

**ARTICLE 11** DURATION, MODIFICATION AND TERMINATION

## **Definitions and Terminology**

For the sake of clarity, the following definitions and terminology apply to the SGHA:

**AIRPORT TERMINAL** means all buildings used for arrival and departure handling of aircraft.

**ARRANGE (or MAKE ARRANGEMENTS FOR)** implies that the Handling Company may request an outside agency to perform the service in question. The charge of the outside agency shall be paid by the Carrier. The Handling Company assumes no liability toward the Carrier for such arrangements.

**AS MUTUALLY AGREED or BY MUTUAL AGREEMENT or BY THE CARRIER'S REQUEST**, it is recommended that, whenever this terminology is used, such items be supported by specific documentation or reference.

**CARGO** includes the Carrier's service cargo and company mail.

**THE CARRIER'S AIRCRAFT** means any aircraft owned, leased, chartered, hired or operated or otherwise utilised by or on behalf of the Carrier and in respect of which the Carrier has either expressly or implicitly contracted, instructed or otherwise requested the Handling Company to perform or carry out any ground handling service(s).

**DEPARTURE CONTROL SYSTEM (DCS)** means an automated method of performing check-in, capacity and load control and dispatch of flights.

**DIRECT LOSS** means a loss arising naturally or directly from an occurrence and which excludes remote, indirect, consequential, or special losses or damages, such as loss of revenue or loss of profit.

**ELECTRONIC DATA INTERCHANGE (EDI)** means the computer-to-computer (application-to-application program processing) transmission of business data in a standard format.

**LOADS** means baggage, cargo, mail and any aircraft supplies including ballast.

**OWNING CARRIER** means a carrier who is the owner or lessee of a Unit Load Device.

**PASSENGERS** includes the Carrier's service and free passengers.

- PROVIDE* implies that the Handling Company itself assumes responsibility for the provision of the service in question.
- RECEIVING CARRIER* means a carrier who receives a Unit Load Device from a transferring carrier at a transfer point.
- SPECIAL SHIPMENTS* means, for example, perishables, live animals, valuables, vulnerable cargo, news material, dangerous goods etc.
- SPECIALIZED CARGO PRODUCTS* means, for example, express cargo, courier shipments, same day delivery.
- STATION MANAGEMENT* means management of Carriers administrative and/or operational functions within scope defined in the Annex B.
- SUPERVISION* means oversight of services performed by third parties, i.e. companies who have a separate Annex B (or similar contact with the carrier). The term Supervision shall not apply to the Handling Company self-management of own services or oversight of Handling Company's subcontractors (as referenced to in Article 5 of the Main Agreement).
- TECHNICAL LANDING* is a landing for other than commercial reasons where no physical change of load occurs.
- TICKET* means either the document entitled "Passenger Ticket and Baggage Check" or any electronic ticket data held in the Carrier's data base.
- TRANSFERRING CARRIER* means a carrier who transfers a Unit Load Device to a receiving carrier at a transfer point.
- TRANSIT FLIGHT* is an aircraft making an intermediate landing for commercial reasons where a change of load occurs.
- TRUCK HANDLING* means loading and/or unloading a truck operating as a Truck Service.
- TRUCK SERVICE* means a service operated by truck on behalf of an airline carrying loads documented in accordance with the applicable IATA and/or ICAO rules, regulations and procedures. In the Main Agreement and in Annex A, the word "aircraft" will read "truck" and "flight" will read "truck service" when it concerns the handling of a truck as meant under the above definitions. In Section 5, Item 5.5.5 of Annex A, the word "vehicle" means a conveyance of any kind to be used within the ramp area for transport of cargo between warehouse and truck or between two trucks or between two warehouses.

*TURNROUND FLIGHT* is an aircraft terminating a flight and subsequently originating another flight following a complete change of load.

*UNIT LOAD DEVICES (ULDs)* means devices which interface directly with an aircraft restraint system and are registered by the *IATA ULD* Technical Board.

## Standard Ground Handling Agreement 2008

### *Main Agreement*

### **Article 1**

#### *Provision of Services*

#### **1.1 General**

The services will be made available within the limits of possibilities of the Handling Company and in accordance with the applicable IATA and/or ICAO and/or other governing rules, regulations and procedures.

It is not considered necessary or possible to specify every detail of the services it being generally understood what such services comprise and the standards to be attained in their performance.

#### **1.2 Documents for Ground Handling**

Documents used for ground handling will be the Handling Company's own documents, where applicable, provided these documents comply with standardised formats that may apply under IATA and/or ICAO and/or other governing rules, regulations and procedures.

#### **1.3 Scheduled Flights**

The Handling Company agrees to provide for the Carrier's Aircraft for flights operating on an agreed schedule at the location(s) mentioned in the Annex(es) B, those services of Annex A as are listed in the Annex B for the respective locations. The Carrier, in turn, agrees to inform the Handling Company as soon as possible about any changes of schedule and/or frequencies and/or types of aircraft.

#### **1.4 Extra Flights**

The Handling Company will also provide the services to the Carrier's Aircraft for flights in addition to the agreed schedule at the same locations, provided that reasonable prior notice is given and the provision of such additional services will not prejudice commitments already undertaken.



**1.5 Priority**

In case of multiple handling, priority shall, as far as possible, be given to aircraft operating on schedule.

**New 1.6 Emergency Assistance**

It is the responsibility of the Handling Company to participate in local emergency response plan(s) in order to provide support to the Carrier in event of an emergency including but not limited to, forced landings, accidents or acts of violence. Carrier will contact the Handling Company to establish the carrier's needs in an emergency and provide the Handling Company its current emergency procedures. In the absence of Carrier instructions, in part or whole, the Handling Company shall follow its own emergency response plan(s)

In case of an emergency, the Handling Company shall without delay activate its local emergency plan(s) which includes the immediate notification to the Carrier and establish open-line communications with the Carrier. The Handling Company shall take all reasonable measures to assist passengers, crew and family members and to safeguard and protect baggage, cargo and mail carried in the aircraft from loss or damage in co-operation with the relevant local authorities. All documentation and information pertaining to the emergency is the property of the Carrier and shall be held confidential by the Handling Company, unless such documentation and information is specifically required by applicable law or by governmental or local authorities regulations. The Carrier shall reimburse the Handling Company for expenses and disbursements incurred in rendering such assistance.

**1.7 Additional Services**

As far as possible, the Handling Company will, upon request, provide to the Carrier any additional services. Such services may be governed by special conditions to be agreed between the Parties.

### **1.8 Other Locations**

In case of occasional flights of the Carrier's Aircraft at locations which are not designated in the present Agreement, where the Handling Company maintains a ground handling organisation, the Handling Company shall, on request, make every effort, subject to the means locally available, to furnish necessary services.

## **Article 2**

### *Fair Practises*

- 2.1 The Handling Company will take all practicable measures to ensure that sales information contained in the Carrier's flight documents is made available for the purposes of the Carrier only.
- 2.2 Neither Party to this Agreement shall disclose any information contained in Annex(es) B to outside parties without the prior consent of the other Party, unless such information is specifically required by applicable law or by governmental or authorities' regulations, in which case the other Party will be notified accordingly.

## **Article 3**

### *Subcontracting of Services*

- 3.1 The Handling Company is entitled to delegate any of the agreed services to subcontractors with the Carrier's consent, which consent shall not be unreasonably withheld. It is understood that, in this case, the Handling Company shall nevertheless be responsible to the Carrier for the proper rendering of such services as if they had been performed by the Handling Company itself. Any subcontracting of services and the provider(s) thereof, will be recorded in the Annex(es) B.
- 3.2 The Carrier shall not appoint any other person, company or organisation to provide the services which the Handling Company has agreed to provide by virtue of this Agreement, except in such special

cases as shall be mutually agreed between the Parties.

## Article 4

### *Carrier's Representation*

- 4.1 The Carrier may maintain at its own cost, its own representative(s) at the location(s) designated in the Annex(es) B. Such representative(s) and representative(s) of the Carrier's Head Office may inspect the services furnished to the Carrier by the Handling Company pursuant to this Agreement, advise and assist the Handling Company and render to the Carrier's clients such assistance as shall not interfere with the furnishing of services by the Handling Company.
- 4.2 The Carrier may, by prior written notice to the Handling Company and at its own cost, engage an organisation (hereinafter referred to as "the Supervisor") to supervise the services of the Handling Company at the location(s) designated in Annex(es) B. Such notice shall contain a description of the services to be supervised.

The Supervisor shall have the same authority as defined above in Sub-Article 4.1 for the Carrier's own representative.

- 4.3 Such assistance, when performed by the Carrier's representative(s) and/or Supervisor(s) will be the sole responsibility of the Carrier, unless requested by the Handling Company.

## Article 5

### *Standard of Work*

- 5.1 The Handling Company shall carry out all technical and flight operations services as well as other services also having a safety aspect, for example, load control, loading of aircraft and handling of dangerous goods, in accordance with the Carrier's instruc-

tions, receipt of which must be confirmed in writing to the Carrier by the Handling Company.

In the case of absence of instructions by the Carrier, the Handling Company shall follow its own standard practices and procedures provided they comply with the applicable IATA and/or ICAO and/or other governing rules, regulations and procedures.

- 5.2 The Handling Company will carry out all other services in accordance with the Carrier's procedures and instructions, or as mutually agreed. In the case of absence of instructions by the Carrier, the Handling Company shall follow its own standard practices and procedures.
- 5.3 The Handling Company agrees to take all possible steps to ensure that, with regard to contracted services, the Carrier's Aircraft, crews, passengers and load receive treatment not less favourable than that given by the Handling Company to other Carriers or its own comparable operation at the same location.
- 5.4 The Handling Company agrees to ensure that authorisations of specialised personnel performing services for the Carrier are kept up-to-date. If at any time the Handling Company is unable to provide authorised personnel as requested by the Carrier, the Handling Company shall inform the Carrier immediately.
- 5.5 The Carrier shall supply the Handling Company with sufficient information and instructions to enable the Handling Company to perform its handling properly.
- 5.6 In the provision of the services as a whole, due regard shall be paid to safety, security, local and international regulations, applicable IATA and/or ICAO and/or other governing rules, regulations and procedures and the aforementioned request(s) of the Carrier in such a manner that delays and

damage to the Carrier's Aircraft and load are avoided and the general public is given the best impression of air transport.

- 5.7 The Handling Company must report to the Carrier's representative immediately all loss of or damage, threatened or actual, to aircraft and loads noticed in the course of the handling or which in any other way comes to the knowledge of the Handling Company.
- 5.8 The Parties shall reach mutual agreement on the quality standards for any services, not excluding those covered by Sub-Article 5.1 above. Such quality standards for a specific location may form part of the applicable Annex B. The Handling Company agrees to take all possible steps to ensure that, with regard to contracted services, the agreed upon quality standards will be met.
- 5.9 The Carrier may at its own cost, by prior written notice, audit the designated services in the applicable Annex(es) B. Such notice shall contain a description of the area(s) to be audited. The Handling Company shall cooperate with the Carrier and will undertake any corrective action(s) required.
- New* 5.10 In the provision of the Services, the Parties agree to comply with any applicable data protection laws.
- New* 5.11 The Handling Company will supervise and manage its own activities and/or those subcontracted as agreed/covered scope of services with Annex B.
- New* 5.12 The handling Company Shall be able to demonstrate a Safety management System in use following IATA AHM610 and/or ICAO, local and international regulations, or other governing rules.

## Article 6

### *Remuneration*

6.1 In consideration of the Handling Company providing the services, the Carrier agrees to pay to the Handling Company the charges set out in the respective Annex(es) B. The Carrier further agrees to pay the proper charges of the Handling Company and to discharge all additional expenditure incurred for providing the services referred to in Sub-Articles 1.4, 1.6, 1.7 and 1.8.

6.2 The charges set out in Annex(es) B do not include:

- any charges, fees or taxes imposed or levied by the Airport, Customs or other authorities against the Carrier or the Handling Company in connection with the provision of services herein by the Handling Company or in connection with the Carrier's flights.
- expenses incurred in connection with stopover and transfer passengers and with the handling of passengers for interrupted, delayed or cancelled flights.

*New*

Such charges, fees, taxes or other expenses as outlined above shall be borne ultimately by the Carrier;

## Article 7

### *Accounting and Settlement*

7.1 The Handling Company shall invoice the Carrier monthly with the charges arising from the provision of the handling services of Annex A as listed in Annex(es) B at the rates of charges set out in Annex(es) B.

7.2 Settlement shall be effected through the IATA Clearing House unless otherwise agreed in Annex(es) B.

## Article 8

### *Liability and Indemnity*

In this Article, all references to:

- (a) "the Carrier" or "the Handling Company" shall include their employees, servants, agents and subcontractors;
- (b) "ground support equipment" shall mean all equipment used in the performance of ground handling services included in Annex A, whether fixed or mobile, and
- (c) "act or omission" shall include negligence.

8.1 Except as stated in Sub-Article 8.5, the Carrier shall not make any claim against the Handling Company and shall indemnify it (subject as hereinafter provided) against any legal liability for claims or suits, including costs and expenses incidental thereto, in respect of:

- (a) delay, injury or death of persons carried or to be carried by the Carrier;
- (b) injury or death of any employee of the Carrier;
- (c) damage to or delay or loss of baggage, cargo or mail carried or to be carried by the Carrier, and
- (d) damage to or loss of property owned or operated by, or on behalf of, the Carrier and any consequential loss or damage;

arising from an act or omission of the Handling Company in the performance of this Agreement unless done with intent to cause damage, death, delay, injury or loss or recklessly and with the knowledge that damage, death, delay, injury or loss would probably result.

PROVIDED THAT all claims or suits arising hereunder shall be dealt with by the Carrier; and

PROVIDED ALSO THAT the Handling Company shall notify the Carrier of any claims or suits without undue delay and shall furnish such assistance as the Carrier may reasonably require.

*New*

PROVIDED ALSO THAT where any of the services performed by the Handling Company hereunder relate to the carriage by the Carrier of passengers, baggage or cargo, then if the limitations of liability imposed by the Warsaw Convention and/or the Montreal Convention (1999) as applicable and as amended from time to time would have applied if any such act or omission had been committed by the Carrier but are held by a Court not to be applicable to such act or omission committed by the Handling Company in performing this Agreement then upon such decision of the Court the indemnity of the Carrier to the Handling Company hereunder shall be limited to an amount not exceeding the amount for which the Carrier would have been liable if it had committed such act or omission.

- 8.2 The Carrier shall not make any claim against the Handling Company in respect of damage, death, delay, injury or loss to third parties caused by the operation of the Carrier's aircraft arising from an act or omission of the Handling Company in the performance of this Agreement unless done with intent to cause damage, death, delay, injury or loss or recklessly and with knowledge that damage, death, delay, injury or loss would probably result.
- 8.3 (a) notwithstanding the provisions of Sub-Article 8.1, in the case of claims arising out of surface transportation which is provided on behalf of the Carrier and is part of the operation of loading/embarking or unloading/disembarking and/or is covered by the Carrier's Contract of Carriage the indemnity shall not exceed the limits specified in the said Contract of Carriage.
- (b) in the case of claims arising out of surface transportation which is not provided on behalf of the Carrier and/or is not part of the operation of loading/embarking or unloading/disembarking and/or is not covered by the Carrier's Contract of Carriage the waiver and indemnity herein contained shall not apply.



- 8.4 The Handling Company shall not make any claim against the Carrier and shall indemnify it (subject as hereinafter provided) against any legal liability for claims or suits, including costs and expenses incidental thereto, in respect of:
- (a) injury to or death of any employees of the Handling Company, its servants, agents or sub-contractors; and
  - (b) damage to or loss of property owned or operated by, or on behalf of, the Handling Company and any consequential loss or damage; arising from an act or omission of the Carrier in the performance of this Agreement unless done with intent to cause damage, death, delay, injury or loss or recklessly and with knowledge that damage, death, delay, injury or loss would probably result.

- 8.5 Notwithstanding Sub-Article 8.1(d), the Handling Company shall indemnify the Carrier against any physical loss of or damage to the Carrier's Aircraft caused by the Handling Company's negligent act or omission PROVIDED ALWAYS THAT the Handling Company's liability shall be limited to any such loss of or damage to the Carrier's Aircraft in an amount not exceeding the level of deductible under the Carrier's Hull All Risk Policy which shall not, in any event, exceed USD 1,500,000 except that loss or damage in respect of any incident below USD 3,000 shall not be indemnified.

For the avoidance of doubt, save as expressly stated, this Sub-Article 8.5 does not affect or prejudice the generality of the provisions of Sub-Article 8.1 including the principle that the Carrier shall not make any claim against the Handling Company and shall indemnify it against any liability in respect of any and all consequential loss or damage howsoever arising.

- New* 8.6 Furthermore, notwithstanding Sub-Article 8.1.(c), the Handling Company shall indemnify the Carrier against direct loss of or damage to the Carrier's cargo (excluding Mail) caused by the negligent act

or omission by or on behalf of the Handling Company in the provision of the services and/or the supply of goods under this Agreement PROVIDED ALWAYS THAT the Handling Company's liability shall be limited to 17 SDR \*/19 SDR effective from 1 July 2010, per kilo or to the actual compensation paid out by the Carrier, whichever is less. In any event, the total amount of the claim shall not exceed USD 1,000,000, except that loss or damage in respect of any claim below USD500 shall not be indemnified. Any claim shall be submitted within the time limits of the Warsaw convention. For the avoidance of doubt, the liability of the Handling Company shall never exceed the liability of the Carrier."

\*Effective as of 30 December 2009 and in accordance with Article 24 of the 1999 Montreal Convention the International Civil Aviation Organization (ICAO) has decided to increase the liability amount from 17 SDR to 19 SDR per kilogramm. However Article 8.6 of the main agreement of the SGHA of January 2008 has not been adopted to this change yet. If the new Montreal Convention Limitation of 19 SDR per kilogramm shall apply it has to be explicitly stipulated in the Annex B otherwise the old limit would be applicable.

## Article 9

### *Arbitration*

- 9.1 In the event of any dispute or claim concerning the scope, meaning, construction or effect of this Agreement, the parties shall make all reasonable efforts to resolve disputes amongst themselves. Failing mutual resolution of the dispute, the parties may elect to resolve the dispute through arbitration (either by a single arbitrator or a panel of arbitrators). In the event that the parties fail to agree to an arbitration process, the dispute shall be settled in accordance with the laws of the state or jurisdiction set out in Annex(es)B, by the courts set out in Annex(es)B without regard to principles of conflict of laws.

## Article 10

### *Stamp Duties, Registration Fees*

- 10.1 All stamp duties and registration fees in connection with this Agreement, which may be prescribed under the national law of either Party to this Agreement, are payable by that Party.
- 10.2 All stamp duties and registration fees in connection with this Agreement, which may be prescribed under the national law of the location(s), as mentioned in the Annex(es) B and not being a location situated in the country of either Party to this Agreement will be shared equally between the Parties.

## Article 11

### *Duration, Modification and Termination*

- 11.1 This Agreement shall be effective from the date specified in the respective Annex(es) B. It shall supersede any previous arrangements between the Parties governing the provision of services at locations for which there are valid Annex(es) B to this Agreement.
- 11.2 Modification of, or additions to this Agreement shall be recorded in Annex(es) B.
- 11.3 Any notice referred to under this Article 11 given by one Party under this Agreement shall be deemed properly given if sent by registered letter, or by other means where proof of receipt or acknowledgement is obtained, to the respective office of the other Party as recorded in the Annex(es) B. In case of a registered letter notice shall be considered to be served on the date of receipt .
- 11.4 This Main Agreement shall continue in force until terminated by either Party giving sixty days prior notice to the other Party.

- 11.5 Termination by either Party of all or any part of the services to be furnished at a specific location requires sixty days prior notice to the other Party. In the event of part termination of services, consideration shall be given to an adjustment of charges.
- 11.6 Any Annex(es) B to this Agreement exceeding a defined period of validity, shall continue in effect until terminated by either party providing sixty days prior notice to the other Party.
- 11.7 In the event of the Carrier's or the Handling Company's permit(s) or other authorisation(s) to conduct its air transportation services, or to furnish the services provided for in the Annex(es) B, wholly or in part, being revoked, cancelled, or suspended, that Party shall notify the other Party without delay and either Party may terminate the Agreement or the relevant Annex(es) B at the effective date of such revocation, cancellation or suspension by giving to the other Party notice thereof within twenty-four hours after such event.
- 11.8 Either Party may terminate this Agreement and its Annexes at any time if the other Party becomes insolvent, makes a general assignment for the benefit of creditors, or commits an act of bankruptcy or if a petition in bankruptcy or for its reorganisation or the readjustment of its indebtedness be filed by or against it, provided the petition is found justified by the appropriate authority, or if a receiver, trustee or liquidator of all or substantially all of its property be appointed or applied for.
- 11.9 Both Parties shall be exempt from obligation if prompt notification is given by either Party in respect of any failure to perform its obligations under this Agreement arising from any of the following causes;
- labour disputes involving complete or partial stoppage of work or delay in the performance of work;
  - force majeure or any other cause beyond the control of either Party.

- 11.10 In the event of the Agreement or part thereof being terminated by notice or otherwise, such termination shall be without prejudice to the accrued rights and liabilities of either Party prior to termination.
- 11.11 The Handling Company shall have the right at any time to vary the charges set out in the Annex(es) B provided, however, that the Handling Company has given notice in writing to the Carrier not less than sixty days prior to the revised charges becoming effective. The notice shall specify the revised charges which the Handling Company proposes to introduce, together with the date on which they are to be brought into effect.
- 11.12 Notwithstanding Article 11.11, when changes occur in the schedule, and/or frequencies and/or types of aircraft, other than those set out in Annex(es) B, which affect the handling costs, either Party shall have the right to request an adjustment to the handling charges as from the date of the change provided that the Party concerned informs the other Party within thirty days of the change.

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*New*  
*New*

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## Section 1

### Representation, Administration and Supervision

#### 1.1 General

- 1.1.1 (a) provide or  
(b) arrange for guarantee or bond to facilitate the Carrier's activities.
- 1.1.2 Liaise with local authorities.
- 1.1.3 Indicate that the Handling Company is acting as handling agent for the Carrier.
- 1.1.4 Inform all interested Parties concerning movements of the Carrier's aircraft.

#### 1.2 Administrative Functions

- 1.2.1 Establish and maintain local procedures.
- 1.2.2 Take action on communications addressed to the Carrier.
- New* 1.2.3 Prepare, forward, file and retain for a period specified in the Annex B, messages/reports/statistics/documents and perform other administrative duties in the following areas. **(a)** station administration **(b)** passenger services **(c)** ramp services **(d)** load control **(e)** flight operations **(f)** cargo services **(g)** mail services **(h)** support services **(i)** security **(j)** aircraft maintenance **(k)** other, as specified in Annex B
- 1.2.4 Maintain the Carrier's manuals, circulars, and other relevant operational documents connected with the performance of the services.
- 1.2.5 (a) Check  
(b) Sign  
(c) Forward  
on behalf of the Carrier invoices, supply orders, handling charge notes, work orders
- 1.2.6 Effect payment, on behalf of the Carrier, including but not limited to:
  - (a) airport, customs, police and other charges relating to the services performed.
  - (b) cost for provisions of bond guarantee.
  - (c) out-of-pocket expenses, accommodation, transport.

### **1.3 Supervision and/or Co-ordination of Services Contracted by the Carrier with Third Party(ies)**

- 1.3.1 (a) Supervise  
(b) Co-ordinate services contracted by the Carrier with third party(ies)
- 1.3.2 Ensure that the third party(ies) is(are) are informed about operational data and Carrier's requirements in a timely manner.
- 1.3.3 Liaise with the Carrier's designated representative
- 1.3.4 Verify availability and preparedness of staff, equipment, Loads, documentation and services of the third party(ies) to perform the services.
- 1.3.5 Meet aircraft upon arrival and liaise with crew.
- 1.3.6 Decide on non-routine matters
- 1.3.7 Verify despatch of operational messages.
- 1.3.8 Note irregularities and inform the Carrier.

*New*

### **1.4 Station Management**

- 1.4.1 Provide representative on behalf of the Carrier to act (a) exclusively (b) non-exclusively
- 1.4.2 The Handling Company is authorised to represent Carrier's interest with regard to resolving governmental and local authorities matters
- 1.4.3 Attend local airport meetings on behalf of the Carrier
  - (a) report to the Carrier results/contents of the meetings
  - (b) Act, vote and commit on behalf of the Carrier
- 1.4.4 The handling company will be authorised to
  - (a) solicit
  - (b) negotiate
  - (c) commit
    - services on behalf of the Carrier, with expenditure/commitment limit to be specified in Annex B
    - (1) airport lounges
    - (2) baggage delivery services
    - (3) janitorial
    - (4) newspapers delivery
    - (5) laundry services
    - (6) porters
    - (7) other

- 1.4.5 Negotiate and secure slot(s) and airport facilities, as available, on behalf of the Carrier
- 1.4.6 Liaise with relevant local and Government authorities to ensure that all necessary permits and licenses are applied for, negotiated and secured in advance of each seasonal/operational change.
- 1.4.7 Perform and report (KPI – key performance indicators) quality/performance measurements
- 1.4.8 Handle the contents of Carrier's company mail pouches

## Section 2

### Passenger Services

#### 2.1 General

- 2.1.1 Inform passengers and/or public about time of arrival and/or departure of Carrier's aircraft and surface transport.
- 2.1.2 Make arrangements for stopover, transfer and transit passengers and their baggage and inform them about services available at the airport.
- 2.1.3 When requested by the Carrier,
  - (a) provide
  - or
  - (b) arrange for special equipment, facilities and specially trained personnel, for assistance to
    - (1) unaccompanied minors.
    - (2) persons with reduced mobility (PRMs).
    - (3) VIPs.
    - (4) transit without visa passengers (TWOVs).
    - (5) deportees.
    - (6) special medical transport
    - (7) others, as specified in Annex B.
- 2.1.4 Assist passengers when flights are interrupted, delayed or cancelled.
- 2.1.5 If applicable, arrange storage of baggage in the Customs' bonded store (any fees to be paid by the passenger).
- 2.1.6 (a) Notify the Carrier of complaints and claims made by the Carrier's passengers.
  - (b) Process such claims
- 2.1.7 Handle lost, found and damaged property matters.
  - (a) accept baggage irregularity reports
  - (b) enter data into baggage tracing system
  - (c) maintain baggage tracing system files for period specified in Annex B
  - (d) make payments for incidental expenses
  - (e) arrange for delivery of delayed baggage to passengers
  - (f) handle communications with passengers
- 2.1.8 Report to the Carrier any irregularities discovered in passenger and baggage handling.

- 2.1.9 (a) Provide  
or  
(b) Arrange for  
(1) check-in position(s),  
(2) service counter(s)/desk(s) for other purposes,  
(3) lounge facilities,  
(4) porter services,  
(5) other services as specified in Annex B
- 2.1.10 Perform on behalf of the Carrier the following sales functions  
(a) reservations  
(b) issuance of transportation documents  
(c) e-ticketing  
as specified in Annex B
- 2.2 Departure**
- 2.2.1 Perform pre-flight editing
- 2.2.2 Check and ensure  
(a) that tickets are valid for the flight(s) for which they are presented. The check shall not include the fare.  
(b) that tickets presented are not blacklisted in the industry ticket service data base. Blacklisted documents shall not be honoured and immediately reported to the Carrier.
- 2.2.3 (a) Check travel documents for the flight(s) concerned. In the event that the Handling Company does not have access to information that verifies visa validities the Handling Company will not have liability. The Handling Company shall not be liable for immigration fines in the event of non-bona fide travel documents or other events which are outside of their control.  
(b) Enter required passenger and/or travel document information into Carrier's and/or government system.
- 2.2.4 (a) Weigh and/or measure checked and/or cabin baggage,  
(b) Record baggage figures for  
(1) initial flight.  
(2) subsequent flight(s).

- 2.2.5 Excess baggage
  - (a) determine excess baggage
  - (b) issue excess baggage ticket
  - (c) collect excess baggage charges
  - (d) detach applicable excess baggage coupons
- 2.2.6 Tag checked and/or cabin baggage for
  - (a) initial flight.
  - (b) subsequent flight(s).
- 2.2.7 Effect conveyance of checked baggage to the baggage sorting area
- 2.2.8 Effect conveyance of oversized checked baggage to the baggage sorting area
- 2.2.9 Collect airport and/or any other service charges from departing passengers.
- 2.2.10 (a) Carry out the Carrier's seat allocation or selection system
  - (b) Issue boarding pass(es)
  - (c) Detach applicable flight coupons for
    - (1) initial flight.
    - (2) subsequent flight(s).
- 2.2.11 Handle
  - (a) Denied Boarding process
  - (b) Denied Boarding Compensation
- 2.2.12 Direct passengers through controls to departure gate
- 2.2.13 At the gate perform
  - (a) check-in in accordance with item 2.2.3
  - (b) check baggage
  - (c) verification of travel documents
  - (d) upgrades and downgrades
  - (e) handling of stand-by list
  - (f) verification of cabin baggage
  - (g) manage the boarding process
  - (h) reconciliation of passenger numbers with aircraft documents prior to departure
  - (i) other gate functions as specified in Annex B
- 2.2.14 (a) collect
  - (b) reconcile
  - (c) handle and forward to Carrier transportation documents (flight coupons, or other flight related documents) uplifted from departing passengers

**2.3 Arrival**

- 2.3.1 (a) perform  
or  
(b) arrange for opening/closing aircraft passenger doors
- 2.3.2 Direct passengers from aircraft through controls.
- 2.3.3 (a) provide for  
or  
(b) arrange for
  - (1) Transfer desk/connection services
  - (2) Baggage recheck

**2.4 Remote/Off Airport Services**

- 2.4.1 Inform passengers/public about time of arrival/ departure.
- 2.4.2 Handle departing passengers and baggage.
- 2.4.3 Carry out passenger and baggage handling as described in Sub-Sections 2.1, 2.2 and 2.3.
- 2.4.4 Direct departing passengers to connecting transport to the airport.
- 2.4.5 Handle passengers arriving from the airport.
- 2.4.6 Deliver baggage to passengers in accordance with local procedures.

**2.5 Inter-modal Transportation by Rail, Road or Sea**

- 2.5.1 Handle departing passengers and baggage
- 2.5.2 Carry out passenger and baggage handling as described in Sub-Sections 2.1, 2.2 and 2.3, where applicable, substituting "rail, road or sea transportation" for "aircraft", and "flight(s)", and "terminal" for "airport".
- 2.5.3 Direct departing passengers to connecting transport.
- 2.5.4 Load baggage on connecting transport, as directed by the rail, road or sea transport operator.
- 2.5.5 Handle arriving passengers and baggage from the rail, road or sea transport operator.
- 2.5.6 Direct arriving passengers through controls to the Carrier's flight departure services.
- 2.5.7 Offload baggage from connecting transport, as directed by the rail, road or sea transport operator and transfer it to the Carrier's airport services.

## Section 3

### Ramp Services

#### 3.1 Baggage Handling

- 3.1.1 Handle baggage in the baggage sorting area.
- 3.1.2 Prepare for delivery onto flights
  - (a) bulk baggage
  - (b) ULDs
- 3.1.3 Establish the number and/or weight of
  - (a) bulk baggage
  - (b) built - up ULDsand provide the load control unit with the information
- 3.1.4 Offload
  - (a) bulk baggage
  - (b) ULDs.
- 3.1.5 Prioritise baggage delivery to claim area.
- 3.1.6 Deliver to claim area
  - (a) baggage
  - (b) oversize baggage
- 3.1.7 Transfer baggage
  - (a) Provide  
or
  - (b) Arrange for
    - (1) Sortation of transfer baggage.
    - (2) Storage of transfer baggage prior to despatch (storage time limits to be specified in Annex B).
    - (3) transport of transfer baggage to the sorting area of the receiving carrier.
- 3.1.8 Handle crew baggage.

#### 3.2 Marshalling

- 3.2.1 (a) Provide  
or
- (b) Arrange for marshalling at arrival and/or departure.

#### 3.3 Parking

- 3.3.1 (a) Provide
- (b) Position and/or remove wheelchocks.



- 3.3.2 Position and/or remove  
(a) landing gear locks.  
(b) engine blanking covers.  
(c) pitot covers.  
(d) surface control locks.  
(e) tailstands and/or aircraft tethering.  
(f) other items as specified in Annex B (e.g. safety cones)
- New* 3.3.3 (a) Provide  
(b) Arrange for  
(c) Operate  
ground power unit
- 3.4 Cooling and Heating**
- New* 3.4.1 (a) Provide  
(b) Arrange for  
(c) Operate  
cooling unit.
- New* 3.4.2 (a) Provide  
(b) Arrange for  
(c) Operate  
heating unit.
- 3.5 Ramp to Flight Deck Communication**
- 3.5.1 Provide headsets.
- 3.5.2 Perform ramp to flight deck communication  
(a) during tow-in and/or push-back.  
(b) during engine starting.  
(c) for other purposes.
- 3.6 Loading and Unloading**
- New* 3.6.1 (a) Provide  
(b) Arrange for  
(c) Operate  
(1) passenger steps.  
(2) flight deck steps.  
(3) loading bridges
- 3.6.2 (a) Provide  
or  
(b) Arrange for  
(1) passenger  
(2) crew  
transport between aircraft and airport terminals.

- 3.6.3 (a) Provide  
or  
(b) Arrange for equipment for loading and/or unloading.
- 3.6.4 (a) Provide  
or  
(b) Arrange for delivery and pick-up of
- New*  
*New* (1) Baggage  
(2) Mobility devices at aircraft doors or other agreed points to be specified in Annex B
- 3.6.5 (a) Provide  
or  
(b) Arrange for assembly of and transport of
- New* (1) baggage  
(2) cargo  
(3) mail  
(4) documents  
(5) company mail between agreed points on the airport
- 3.6.6 (a) Unload aircraft, returning lashing materials to the Carrier.  
(b) Load and secure Loads in the aircraft  
(c) Operate in-plane loading system.
- 3.6.7 Redistribute Loads in aircraft.
- 3.6.8 Open, close and secure aircraft hold doors.  
(a) aircraft lower deck  
(b) aircraft main deck
- 3.6.9 (a) Provide  
or  
(b) arrange for ballast
- 3.6.10 (a) Provide  
or  
(b) arrange for safeguarding of all Loads requiring special handling ( e.g. valuables ) during  
(1) loading/unloading  
(2) transport between aircraft and designated point on the airport

- New* **3.7 Starting**
- 3.7.1 (a) Provide or  
(b) Arrange for  
(c) Operate  
air start unit.
- New* **3.8 Safety Measures**
- 3.8.1 (a) Provide  
or  
(b) arrange for  
fire-fighting and other protective equipment.
- 3.8.2 Perform safety/ground damage inspection  
(a) immediately upon arrival  
(b) immediately prior departure  
(1) doors and panels  
(2) Other inspection items as specified in Annex B  
And communicate the results to flight crew or  
Carrier's representative
- 3.9 Moving of Aircraft**
- 3.9.1 (a) Provide  
or  
(b) arrange for  
tow-in and/or push-back tractor.
- 3.9.2 (a) Towbar to be provided by the Carrier.  
(b) Towbar to be provided by the Handling Company  
(c) Store and maintain towbar(s) provided by the  
Carrier
- 3.9.3 (a) Tow in and/or push back aircraft.  
(b) Tow aircraft between other agreed points.  
(c) Provide authorised cockpit brake operator in  
connection with towing.  
(d) Provide wing-walker(s)
- New* **3.10 Exterior Cleaning**
- 3.10.1 Perform cleaning in accordance with Carriers writ-  
ten instructions  
(a) flight deck windows.  
(b) cabin windows.  
(c) aircraft integral steps  
(d) slats and leading edges  
(e) wings  
(1) upper surface  
(2) lower surface

- (f) flaps (extended)
  - (1) upper surface
  - (2) lower surface
- (g) ailerons
  - (1) upper surface
  - (2) lower surface
- (h) engine nacelles and pylons
- (i) fuselage
  - (1) upper surface
  - (2) lower surface
- (j) horizontal stabiliser
- (k) vertical stabiliser
- (l) landing gear
- (m) wheel well

### **3.11 Interior Cleaning**

- 3.11.1 Clean flight deck, if specified, under the control of a person authorised by the Carrier
  - (a) empty ash trays.
  - (b) dispose of litter.
  - (c) clear waste from seat back stowage's and racks.
  - (d) wipe crew tables.
  - (e) clean seats.
  - (f) mop floor.
  - (g) clean flight deck inside windows.
- 3.11.2 Clean passenger and crew compartments (other than flight deck)
  - (a) empty ash trays
  - (b) dispose of litter
  - (c) clear waste from overhead stowages
  - (d) wipe tables
  - (e) clean and tidy seats, seat belts, seat back pockets and passenger service units
  - (f) clean floors (carpets and surrounds)
  - (g) empty and clean refuse bins
  - (h) clean surfaces in pantries, galleys (sinks, working surfaces, ovens and surrounds) and toilets (wash basins, bowls, seats, mirrors and surrounds)
  - (i) remove, as necessary, any contamination caused by airsickness, spilled food or drink and offensive stains
  - (j) clean telephones, fax machines, LCD screens and other equipment

- 3.11.3 Clean cabin windows.
- 3.11.4 Clean
  - (a) cargo compartments.
  - (b) ULDs
- 3.11.5 Fold and stow blankets.
- 3.11.6 Make up berths.
- 3.11.7 Change
  - (a) head rest covers.
  - (b) pillow covers.Covers to be supplied by the Carrier.
- 3.11.8 Collect and/or distribute in
  - (a) cabin
  - (b) toiletsitems provided by the Carrier.
- 3.11.9 Disinfect and/or deodorize aircraft with
  - (a) materials provided by Carrier
  - (b) materials provided by Handling Company
- 3.11.10 (a) Remove
  - (b) Destroyfood and material left over from incoming flights.
- 3.11.11 (a) Provide
  - or
  - (b) Arrange for laundering of(1) cabin blankets  
(2) linen

### **3.12 Toilet Service**

- 3.12.1 (a) Provide
  - or
  - (b) Arrange for toilet service

### **3.13 Water Service**

- New*
- 3.13.1 (a) Provide
    - or
    - (b) Arrange for(1) Draining water tanks.  
(2) Replenish of water tanks with drinking water  
(3) Water quality tests

**3.14 Cabin Equipment**

- 3.14.1 Rearrange cabin by
- (a) removing
  - (b) installing
  - (c) repositioning
- cabin equipment, for example, seats and cabin divider(s).

**3.15 Storage of Cabin Material**

- 3.15.1 (a) Provide  
or  
(b) Arrange for suitable storage space for the Carrier's cabin material.
- 3.15.2 Take inventory.
- 3.15.3 (a) Provide  
or  
(b) Arrange for replenishment of stocks.

**3.16 Catering Ramp Handling**

- 3.16.1 Unload/load and stow catering supplies from/on aircraft.
- 3.16.2 Transfer catering supplies on aircraft.
- 3.16.3 Transport catering supplies between aircraft and agreed points.

**3.17 De-icing/Anti-icing Services and Snow/Ice Removal**

- 3.17.1 Remove snow from aircraft without using de-icing fluid.
- New* 3.17.2 Perform "pre" de/anti-icing inspection and advise flight crew or Carrier representative of results.
- 3.17.3 (a) Provide  
or  
(b) Arrange for
- (1) anti-icing units.
  - (2) de-icing units.
- 3.17.4 Provide de-icing/anti-icing fluids
- 3.17.5 Remove frost, ice and snow from aircraft using de-icing fluid. Fluids to receive purity and contamination inspection prior to use.
- 3.17.6 Apply anti-icing fluid to aircraft.

- 3.17.7 Supervise performance of de-icing/anti-icing operations.
- 3.17.8 Perform final inspection after de-icing/anti-icing operations and inform flight crew of results.

## Section 4

### Load Control, Communications and Flight Operations

#### 4.1 Load Control

4.1.1 Convey and deliver flight documents between the aircraft and appropriate airport buildings.

- 4.1.2
- (a) Prepare
  - (b) Sign
  - (c) Distribute
  - (d) Clear/process
  - (e) File

documents, including but not limited to, loading instructions, loadsheets, weight and balance charts, Captain's load information and manifests where:

- (1) Load Control is performed by the Handling Company
- (2) Load Control is performed by the Carrier
- (3) Load Control is performed by a third party

#### 4.2 Communications

4.2.1

- (a) Compile
- (b) Receive, process and send all messages in connection with the services performed by the Handling Company, using the Carrier's originator code or double signature procedure

- (c) perform EDI (electronic data interchange) transactions
- (d) Inform the Carrier's representative of the contents of such messages.

4.2.2

- (a) Provide
- (b) Operate

means of communication between the ground station and the Carrier's aircraft.

#### 4.3 Flight Operations – General

4.3.1 Inform the Carrier of any known project affecting the operational services and facilities made available to its aircraft in the areas of responsibility as specified in Annex B.



- 4.3.2 After consideration of the Carrier's instructions, suggest the appropriate action to pilot-in-command in case of operational irregularities, taking into account the meteorological conditions, the ground services and facilities available, aircraft servicing, possibilities and the overall operational requirements.
- 4.4 Flight Operations – Flight Preparation at the Airport of Departure**
- 4.4.1 (a) Provide  
or  
(b) Arrange for meteorological documentation and aeronautical information for each flight.
- 4.4.2 Deliver documentation to the aircraft
- 4.4.3 Analyse the operational conditions and  
(a) prepare  
(b) request  
(c) sign  
(d) make available  
the operational flight plan according to the instructions and data provided by the Carrier.
- 4.4.4 (a) Prepare  
(b) Request  
(c) Sign  
(d) File  
(e) Monitor  
(1) the Air Traffic Services ("ATS") Flight Plan.  
(2) The Carrier's slot time allocation with the appropriate ATS
- 4.4.5 Provide the crew with the required briefing.
- 4.4.6 (a) Prepare  
(b) Sign  
(c) Deliver  
(1) the fuel order  
(2) the fuel distribution form.
- 4.4.7 Hand out flight operation forms and obtain signature of the pilot-in-command, where applicable.
- 4.4.8 Provide ground handling party(ies) with the required weight and fuel data

**4.5 Flight Operations – Flight Preparation at a Point Different from the Airport of Departure**

- 4.5.1 Arrange for the provision of the meteorological documents and aeronautical information.
- 4.5.2 Analyse the operational conditions and
  - (a) prepare
  - (b) request
  - (c) sign the flight plan.
- 4.5.3 Send to the Carrier or its representative at the airport of departure,
  - (a) the operational flight plan,
  - (b) the ATS Flight Plan,
  - (c) information for crew briefing,

**4.6 Flight Operations – En-route Flight Assistance**

- 4.6.1 Monitor movement of the flight
  - (a) within
  - (b) beyond VHF range and provide all possible assistance as necessary. Inform the Carrier of flight progress, any irregularities and actions taken.

**4.7 Flight Operations – Post-flight Activities**

- 4.7.1 Obtain a debriefing from incoming crews, distributing reports or completed forms to offices concerned, whether governmental or the Carrier's.

**4.8 Flight Operations – En-route Re-despatch**

- 4.8.1 Analyse meteorological information and the operational flight conditions for re-despatch, calculate and plan according to the data provided by the aircraft en-route and inform the pilot-in-command about the results.

**4.9 Flight Operations – Crew Administration**

- 4.9.1 Distribute relevant crew schedule information provided by the Carrier to all parties concerned.
- 4.9.2 Arrange hotel accommodation for crew layover
  - (a) scheduled
  - (b) non-scheduled
- 4.9.3 (a) Provide  
or  
(b) Arrange for crew transportation
- 4.9.4 Direct crews through airport facilities
- 4.9.5 Liaise with hotel(s) on crew call and pick-up timings.
- 4.9.6 (a) Prepare crew allowance forms.  
(b) Pay crew allowances.
- 4.9.7 Inform the designated Carrier representative of any crew indisposition or potential absence.

## Section 5

### Cargo and Mail Services

#### 5.1 Cargo and Mail Handling – General

- 5.1.1 (a) Provide  
or  
(b) Arrange  
warehouse handling and storage facilities for  
(1) General Cargo  
(2) Special Shipments  
(3) Specialised Cargo Products  
(4) Mail  
(c) store cargo  
(d) take appropriate action to prevent theft of, or  
damage to cargo and/or mail
- 5.1.2 (a) Provide  
or  
(b) Arrange for  
equipment for the handling of  
(1) General Cargo  
(2) Special Shipments  
(3) Specialised Cargo Products  
(4) Mail
- 5.1.3 (a) Provide  
or  
(b) Arrange for  
handling services for:  
(1) General Cargo  
(2) Special shipments  
(3) Specialised Cargo Products  
(4) Mail  
(5) Diplomatic Mail  
(6) Diplomatic Cargo  
(7) Company cargo/material
- 5.1.4 (a) Issue  
(b) Obtain  
Receipt upon delivery of cargo
- 5.1.5 Monitor cargo delivery
- 5.1.6 Take action to prevent theft or unauthorised use of,  
or damage to the Carrier's pallets, containers, nets,  
straps, tie-down rings and other material in the  
custody of the Handling Company. Notify the  
Carrier immediately of any damage to or loss of  
such items.

## **5.2 Customs Control**

- 5.2.1 Prepare customs documentation for:
  - (a) Inbound cargo
  - (b) Outbound cargo
  - (c) Transfer cargo
- 5.2.2 Obtain Customs clearance for:
  - (a) Inbound cargo
  - (b) Outbound cargo
  - (c) Transfer cargo
- 5.2.3 Place Cargo under Customs control for:
  - (a) Inbound cargo
  - (b) Outbound cargo
  - (c) Transfer cargo
- 5.2.4 Present to Customs, cargo for physical examination.

## **5.3 Irregularities Handling**

- 5.3.1 Take immediate action in respect of irregularities, damage or mishandling of dangerous goods and other special shipments.
- 5.3.2 Report to the Carrier any irregularities discovered in cargo handling
- 5.3.3 Handle lost, found and damaged cargo
- 5.3.4 (a) Notify the Carrier of complaints and claims  
(b) Process claims.
- 5.3.5 Take action when consignee refuses acceptance and payment.

## **5.4 Document Handling**

- 5.4.1 (a) Prepare air waybill  
(b) Check all documents to ensure shipment may be carried. The check shall not include the rates charged.  
(c) Obtain capacity/booking information for the Carrier's flights.  
(d) Split air waybill. Forward applicable copies of manifests and air waybills to the Carrier.  
(e) Prepare cargo manifest(s)  
(f) Provide the load control unit with Special Load Notification.  
(g) When applicable return copy of air waybill to shipper, endorsed with flight details.

- 5.4.2 (a) Notify consignee or agent of arrival of shipments
- (b) Make available cargo documents to consignee or agent.
- 5.4.3 (a) Provide
- or
- (b) Arrange for
- (1) collection of "Charges Collect" as shown on the air waybill
- (2) collection of other charges and fees as shown on the air waybill
- (3) credit to consignees or agents
- 5.5 Physical Handling Outbound/Inbound**
- 5.5.1 Accept cargo, ensuring that
- (a) machine-readable cargo labels are affixed and processed
- (b) manual labels are affixed and processed
- (c) shipments are "ready for carriage"
- (d) the weight and volume of the shipments are checked
- (e) the regulations for the carriage of special cargo, particularly the IATA Dangerous Goods Regulations (DGR), IATA Live Animals Regulations (LAR), and others have been complied with.
- 5.5.2 Tally and assemble for dispatch cargo for the Carrier's flights
- 5.5.3 Prepare
- (a) Bulk cargo
- (b) ULD'S
- For delivery onto flights.
- 5.5.4 Establish the weight of
- (a) Bulk cargo
- (b) built-up ULD'S
- and provide the load control unit with deadload weights.
- 5.5.5 (a) Offload bulk cargo from vehicles
- (b) Check incoming cargo against air waybills and manifests.
- (c) Break down ULD'S
- 5.5.6 Release cargo to the consignee or agent

**5.6 Transfer / Transit Cargo**

- 5.6.1 Identify transfer/transit cargo.
- 5.6.2 Prepare transfer manifests for cargo to be transported by another carrier.
- 5.6.3 (a) Provide  
or  
(b) Arrange for transport to the receiving carrier's warehouse under cover of Transfer Manifest
  - (1) on airport,
  - (2) off airport
- 5.6.4 Accept/prepare
  - (a) transfer cargo
  - (b) transit cargo for onward carriage.

**5.7 Post Office Mail**

- 5.7.1 Check incoming mail against Post Office mail documents.
- 5.7.2 In case of missing documentation, issue substitutes
- 5.7.3 Deliver inbound mail to
  - (a) on airport postal facility
  - (b) off airport postal facilitytogether with Post Office mail documents, against receipt from postal authorities.
- 5.7.4 Pickup outgoing mail from Postal Facility
  - (a) on airport
  - (b) off airport
- 5.7.5 Check outgoing mail from postal authorities against mail documents. Give receipt of acceptance of mail to postal authorities.
- 5.7.6 Handle and check transfer mail against accompanying mail documents.
- 5.7.7 Prepare  
or  
Arrange for
  - (a) bulk mail
  - (b) ULD'SFor delivery onto flights.
- 5.7.8 Establish the weight of
  - (a) Bulk mail
  - (b) built-up ULD'Sand provide the load control unit with deadload weights.

- 5.7.9 Distribute incoming and/or outgoing post office mail documents
- 5.7.10 Handle lost, found and damaged mail and report all irregularities to the Carrier and postal authorities.



## Section 6 Support Services

### 6.1 Accommodation

- 6.1.1 Provide facilities for the Carrier's representative(s).
- office space
  - storage space
  - other facilities

### 6.2 Automation / Computer Systems

- 6.2.1 (a) Provide  
or  
(b) Arrange for  
and  
(c) Operate  
equipment to enable access to
- Carrier's system
  - Handling Company's system
  - other system
- 6.2.2 Access the following functions in
- Carrier's system
  - Handling Company's system
  - other system
- for
- Training programmes.
  - Passenger reservations and sales
  - Passenger service
  - Baggage reconciliation.
  - Baggage tracing.
  - Operation, weight and balance and load control.
  - Cargo reservations and sales
  - Cargo handling
  - Maintenance
  - Other functions
- New* 6.2.3 Manage Automated Check-in device(s) and
- Provide  
or  
(b) Arrange
  - Stock control
  - Stock replenishment
  - Hosting
  - Routine maintenance
  - Servicing and repair
  - Other, as specified in Annex B

**6.3 Unit Load Device (ULD) Control**

- 6.3.1 (a) Provide  
or  
(b) Arrange for storage space for ULDs
  - (1) passenger ULDs
  - (2) cargo ULDs
- 6.3.2 Take action to prevent damage, theft or unauthorised use of the Carrier's ULDs in the custody of the Handling Company. Notify the Carrier immediately of any damage or loss.
- 6.3.3 (a) Take physical inventory of ULD stock and maintain records.  
(b) Compile and despatch ULD control messages
- 6.3.4 Prepare ULD exchange control documentation for all transfers of ULDs and obtain signature(s) of the transferring and receiving carrier(s) or approved third parties and distribute copies.
- 6.3.5 Handle lost, found and damaged ULDs and notify the Carrier of such irregularities.

**6.4 Fuel Farm (Depot)**

- 6.4.1 Liaise with fuel farm suppliers.
- 6.4.2 (a) Inspect the Carrier's fuel farm product deliveries for contamination, prior to storage. Notify the Carrier of results.  
(b) Inspect fuel farm storage and/or appliances. Notify the Carrier of results.

**6.5 Ramp Fuelling /Defuelling Operations**

- 6.5.1 Liaise with ramp fuel suppliers.
- 6.5.2 Inspect fuel vehicles and/or appliances for contamination. Perform water detection checks
- 6.5.3 Supervise fuelling/defuelling operations.
- 6.5.4 Prepare aircraft for fuelling/defuelling.
- 6.5.5 Drain water from aircraft fuel tanks.
- 6.5.6 (a) Provide  
or  
(b) Arrange for approved fuelling/defuelling equipment.
- 6.5.7 Fuel/defuel aircraft with quantities of products requested by the Carrier's designated representative

- 6.5.8 Check and verify the delivered fuel quantity
- 6.5.9 Deliver the completed fuel order to the Carrier's designated representative.

## **6.6 Surface Transport**

- 6.6.1 (a) Provide  
or  
(b) Arrange for the transport of
  - (1) passengers
  - (2) baggage
  - (3) cargo and/or mail
  - (4) empty ULDs
  - (5) othersbetween
  - (a) airport and town terminal
  - (b) airport and other agreed points
  - (c) separate terminals at the same airport
- 6.6.2 Make all necessary arrangements for special transport within the limit of local possibilities.

## **6.7 Catering Services – Liaison and Administration**

- 6.7.1 Liaise with the Carrier's catering supplier.
- 6.7.2 Handle requisitions made by the Carrier's authorised representative.

## Section 7 Security

### 7.1 Passenger and Baggage Screening and Reconciliation

- 7.1.1 (a) Provide  
or  
(b) Arrange for  
(1) matching of passengers against established profiles  
(2) security questioning
- 7.1.2 (a) Provide  
or  
(b) Arrange for  
(1) screening of checked baggage.  
(2) screening of transfer baggage.  
(3) screening of mishandled baggage.  
(4) physical examination of checked, transfer and mishandled baggage  
(5) identification of security cleared baggage.
- 7.1.3 (a) Provide  
or  
(b) Arrange for  
(1) screening of passengers.  
(2) screening of cabin/unchecked baggage.  
(3) physical examination of passengers and cabin/unchecked baggage
- 7.1.4 (a) Provide  
or  
(b) Arrange for  
(1) identification of passengers prior to boarding.  
(2) reconciliation of boarded passengers with their baggage.  
(3) positive baggage identification by passengers  
(4) offloading of baggage for passengers who fail to board the aircraft.

**7.2 Cargo and Post Office Mail**

- 7.2.1 (a) provide  
or  
(b) arrange for
- (1) control of access to the cargo facilities.
  - (2) screening of cargo and/or mail.
  - (3) physical examination of cargo.
  - (4) holding of cargo and/or mail for variable periods.
  - (5) secure storage of cargo and/or mail.
  - (6) decompression/pressure chamber

**7.3 Catering**

- 7.3.1 (a) Provide  
or  
(b) Arrange for
- (1) control of access to the catering unit.
  - (2) security supervision during food preparation.
  - (3) security check of catering uplifts.
  - (4) sealing of food and/or bar trolleys/containers.
  - (5) physical examination of catering vehicles prior to loading.

**7.4 Aircraft**

- 7.4.1 (a) Provide  
or  
(b) Arrange for  
control of access to
- (1) aircraft.
  - (2) designated areas.
- 7.4.2 (a) Provide  
or  
(b) Arrange for
- (1) search of aircraft.
  - (2) guarding of aircraft.
  - (3) guarding of designated areas.
  - (4) security of baggage in the baggage make-up area.
  - (5) sealing of aircraft.

- 7.4.3 (a) Provide  
or  
(b) Arrange for  
security personnel  
(1) to safeguard all Loads during the transport  
between aircraft and designated locations  
(2) during offloading and loading of aircraft.

**7.5 Additional Security Services**

- 7.5.1 (a) Provide  
or  
(b) Arrange for  
additional security services

## Section 8 Aircraft Maintenance

### 8.1 Routine Services

- 8.1.1 Maintain the Carrier's technical manuals, hand-books, catalogues.
- 8.1.2 Perform line inspection in accordance with Carrier's current instructions
- 8.1.3 Enter in the aircraft log and sign for the performance of line inspection
- 8.1.4 Enter remarks in aircraft log regarding defects observed during the inspection.
- 8.1.5 Provide personnel to assist the flight crew or ground staff in the performance of their tasks.

### 8.2 Replenishing of oils and fluids

- 8.2.1 Liaise with suppliers.
- 8.2.2 (a) Perform.  
or  
(b) Supervise replenishing operations
- 8.2.3 (a) Provide  
or  
(b) Arrange for and  
(c) Operate special replenishing equipment.
- 8.2.4 Wipe excess oil from engine nacelles

*New*

### 8.3 Non-routine Services

- 8.3.1 Rectify defects entered in the aircraft log as reported by the crew or revealed during the inspection, to the extent requested by the Carrier. However, major repairs must be separately agreed upon between the Parties.
- 8.3.2 Enter in aircraft log and sign for the action taken.
- 8.3.3 Report technical irregularities and actions taken to the Carrier's maintenance base.
- 8.3.4 (a) Provide  
or  
(b) Arrange for engineering facilities, tools and special equipment to the extent available.
- 8.3.5 Move aircraft under its own power

**8.4 Material Handling**

- 8.4.1 (a) Obtain Customs clearance for  
(b) Administer the Carrier's spare parts, power plant and/or equipment.
- 8.4.2 Provide periodic inspection of the Carrier's spare parts and/or spare power plant.
- 8.4.3 Provide suitable storage space for the Carrier's spare parts and/or equipment.
- 8.4.4 Provide suitable storage space for the Carrier's spare power plant.

*New***8.5 Parking and Hangar Space**

- 8.5.1 (a) Provide  
or  
(b) Arrange for  
(1) parking space.  
(2) hangar space.

Signed the \_\_\_\_\_

Signed the \_\_\_\_\_

at \_\_\_\_\_

at \_\_\_\_\_

for and on behalf of \_\_\_\_\_

for and on behalf of \_\_\_\_\_

by \_\_\_\_\_

by \_\_\_\_\_



**AHM 810 – Annex B (New)****STANDARD GROUND HANDLING AGREEMENT****ANNEX B – LOCATION(S), AGREED SERVICES AND CHARGES**

To the Standard Ground Handling Agreement (SGHA) of  
January 2008

between \_\_\_\_\_

having its principal office at \_\_\_\_\_

and hereinafter referred to as “the Carrier”

and \_\_\_\_\_

having its principal office at \_\_\_\_\_

and hereinafter referred to as “the Handling Company”  
the Carrier and/or the Handling Company may hereinafter be  
referred to as “the Party(ies)”

effective from \_\_\_\_\_

This Annex B for

the location(s) \_\_\_\_\_

is valid from \_\_\_\_\_

and replaces \_\_\_\_\_

**Paragraph 1. Handling Services and Charges**

1.1 For a single ground handling consisting of the arrival and the subsequent departure at agreed timings of the same aircraft, the Handling Company shall provide the following services of Annex A at the following rates.

1.1.1 Section(s) \_\_\_\_\_ price \_\_\_\_\_ per (aircraft type, etc.).

1.1.2 Section(s) \_\_\_\_\_ price \_\_\_\_\_ per \_\_\_\_\_

*The number of these clauses can be extended as far as necessary*

1.2 Handling in case of technical landing for other than commercial purposes will be charged at \_\_\_\_ % of the above rates, provided that a physical change of load is not involved.

1.3 Handling in case of return to ramp will not be charged extra, provided that a physical change of load is not involved.

1.4 Handling in case of return to ramp involving a physical change of load will be charged as for handling in case of technical landing in accordance with Sub-Paragraph 1.2 of this Annex.

**Paragraph 2. Additional Services and Charges**

2.1 All services not included in Paragraph 1 of this Annex will be charged for as follows:

**Paragraph 3. Disbursements**

3.1 Any disbursements made by the Handling Company on behalf of the Carrier will be reimbursed by the Carrier at cost price plus an accounting surcharge of \_\_\_\_ %.

**Paragraph 4. Limit of Liability**

4.1 The limit of liability referred to in Sub-Article 8.5 of the Main Agreement shall be as follows:

Aircraft Type	Limit (per incident)
_____	_____
_____	_____

**Paragraph 5. Area of Responsibility**

- 5.1 The area of responsibility as mentioned in Sub-Sections 4.3 and 4.6 of Annex A is \_\_\_\_\_

**Paragraph 6. Transfer of Services**

- 6.1 In accordance with Sub-Article 3.1 of the Main Agreement, the Handling Company subcontracts the services of Annex A Section(s) \_\_\_\_\_ to \_\_\_\_\_

*The number of these clauses can be extended as far as necessary.*

**Paragraph 7. Settlement**

- 7.1 Notwithstanding Sub-Article 7.2 of the Main Agreement, settlement of account shall be effected \_\_\_\_\_

**Paragraph 8. Supervision and Administration**

- 8.1 The services of Annex A, Section 2 Sub-Section 2.1, covered by Sub-Paragraph 1.1 of this Annex B, refer only to the following services of Annex A which are performed for the Carrier by other organisation(s) under cover of separate agreement(s):

Section (s) \_\_\_\_\_

Section (s) \_\_\_\_\_

**New Paragraph 9. Duration, Modification and Termination**

Any change to Article 11 of the Main Agreement, in particular to the duration of the Main Agreement, validity of rates or rights of termination shall be recorded below, notwithstanding the corresponding Sub-Articles of the Main Agreement. For example:

**9.1 Duration**

- 9.1.1 Notwithstanding Sub-Article 11.4 and 11.5 of the Main Agreement \_\_\_\_\_

- 9.1.2 Notwithstanding Sub-Article 11.11 of the Main Agreement the rates contained in Paragraph 1 shall be \_\_\_\_\_

**9.2 Modification**

- 9.2.1 Any modification to this Annex B shall be made by a written amendment signed by both Parties.

**9.3 Termination**

9.3.1 Notwithstanding Sub-Paragraph 9.1.1 of this Annex B, this Annex B may be terminated on the following terms

\_\_\_\_\_

The number of these clauses can be extended as far as necessary.

**Paragraph 10. Notification**

10.1 In accordance Sub-article 11.3 of the Main Agreement, any notice or communication to be given hereunder shall be addressed to the respective parties as follows:

To Carrier:

Carrier \_\_\_\_\_

Street \_\_\_\_\_

City, Country \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Attn \_\_\_\_\_

To Handling Company:

The Handling Company \_\_\_\_\_

Street \_\_\_\_\_

City, Country \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Attn \_\_\_\_\_

**Paragraph 11. Governing Law**

- 11.1 In accordance with Article 9 of the Main Agreement, this Annex B shall be governed by and interpreted in accordance with the laws of \_\_\_\_\_.
- 11.2 In accordance with Article 9 of the Main Agreement, courts for the resolution of disputes shall be the Courts of \_\_\_\_\_.

Signed the \_\_\_\_\_ Signed the \_\_\_\_\_  
at \_\_\_\_\_ at \_\_\_\_\_  
for and on behalf of \_\_\_\_\_ for and on behalf of \_\_\_\_\_  
by \_\_\_\_\_ by \_\_\_\_\_

**AHM 810 – Annex B****STANDARD GROUND HANDLING AGREEMENT –  
SIMPLIFIED PROCEDURE****ANNEX B – LOCATION(S), AGREED SERVICES AND CHARGES**

To the Standard Ground Handling Agreement (SGHA) of  
January 2008

between \_\_\_\_\_

having its principal office at \_\_\_\_\_

and hereinafter referred to as “the Carrier”

and \_\_\_\_\_

having its principal office at \_\_\_\_\_

and hereinafter referred to as “the Handling Company”

effective from \_\_\_\_\_

This Annex B for

the location(s) \_\_\_\_\_

is valid from \_\_\_\_\_

and replaces \_\_\_\_\_

**Preamble:**

This Annex B is prepared in accordance with the simplified procedure whereby the Parties agree that the terms of the Main Agreement and Annex A of the SGHA of January 2008 as published by the International Air Transport Association shall apply to this Annex B as if such terms were repeated here in full. By signing this Annex B, the Parties confirm that they are familiar with the aforementioned Main Agreement and Annex A.

**Paragraph 1. Handling Services and Charges**

1.1 For a single ground handling consisting of the arrival and the subsequent departure at agreed timings of the same aircraft, the Handling Company shall provide the following services of Annex A at the following rates.

1.1.1 Section(s) \_\_\_\_\_ price \_\_\_\_\_ per (aircraft type, etc.).

1.1.2 Section(s) \_\_\_\_\_ price \_\_\_\_\_ per \_\_\_\_\_

*The number of these clauses can be extended as far as necessary*

1.2 Handling in case of technical landing for other than commercial purposes will be charged at \_\_\_\_\_ % of the above rates, provided that a physical change of load is not involved.

1.3 Handling in case of return to ramp will not be charged extra, provided that a physical change of load is not involved.

1.4 Handling in case of return to ramp involving a physical change of load will be charged as for handling in case of technical landing in accordance with Sub-Paragraph 1.2 of this Annex.

**Paragraph 2. Additional Services and Charges**

2.1 All services not included in Paragraph 1 of this Annex will be charged for as follows:

**Paragraph 3. Disbursements**

3.1 Any disbursements made by the Handling Company on behalf of the Carrier will be reimbursed by the Carrier at cost price plus an accounting surcharge of \_\_\_\_\_ %.

**Paragraph 4. Limit of Liability**

4.1 The limit of liability referred to in Sub-Article 8.5 of the Main Agreement shall be as follows:

Aircraft Type	Limit (per incident)
_____	_____
_____	_____

**Paragraph 5. Area of Responsibility**

- 5.1 The area of responsibility as mentioned in Sub-Sections 4.3 and 4.6 of Annex A is \_\_\_\_\_

**Paragraph 6. Transfer of Services**

- 6.1 In accordance with Sub-Article 3.1 of the Main Agreement, the Handling Company subcontracts the services of Annex A Section(s) \_\_\_\_\_ to \_\_\_\_\_

*The number of these clauses can be extended as far as necessary.*

**Paragraph 7. Settlement**

- 7.1 Notwithstanding Sub-Article 7.2 of the Main Agreement, settlement of account shall be effected \_\_\_\_\_

**Paragraph 8. Supervision and Administration**

- 8.1 The services of Annex A, Section 2 Sub-Section 2.1, covered by Sub-Paragraph 1.1 of this Annex B, refer only to the following services of Annex A which are performed for the Carrier by other organisation(s) under cover of separate agreement(s):

Section (s) \_\_\_\_\_

Section (s) \_\_\_\_\_

**New Paragraph 9. Duration, Modification and Termination**

Any change to Article 11 of the Main Agreement, in particular to the duration of the Main Agreement, validity of rates or rights of termination shall be recorded below, notwithstanding the corresponding Sub-Articles of the Main Agreement. For example:

9.1 Duration

- 9.1.1 Notwithstanding Sub-Article 11.4 and 11.5 of the Main Agreement \_\_\_\_\_

- 9.1.2 Notwithstanding Sub-Article 11.11 of the Main Agreement the rates contained in Paragraph 1 shall be \_\_\_\_\_

9.2 Modification

- 9.2.1 Any modification to this Annex B shall be made by a written amendment signed by both Parties.



9.3 Termination

9.3.1 Notwithstanding Sub-Paragraph 9.1.1 of this Annex B, this Annex B may be terminated on the following terms

---

*The number of these clauses can be extended as far as necessary.*

**Paragraph 10. Notification**

10.1 In accordance Sub-article 11.3 of the Main Agreement, any notice or communication to be given hereunder shall be addressed to the respective parties as follows:

To Carrier:

Carrier \_\_\_\_\_

Street \_\_\_\_\_

City, Country \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Attn \_\_\_\_\_

To Handling Company:

The Handling Company \_\_\_\_\_

Street \_\_\_\_\_

City, Country \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Attn \_\_\_\_\_

**Paragraph 11. Governing Law**

11.1 In accordance with Article 9 of the Main Agreement, this Annex B shall be governed by and interpreted in accordance with the laws of \_\_\_\_\_.

In accordance with Article 9 of the Main Agreement, courts for the resolution of disputes shall be the Courts of \_\_\_\_\_.

Signed the \_\_\_\_\_ Signed the \_\_\_\_\_

at \_\_\_\_\_ at \_\_\_\_\_

for and on behalf of \_\_\_\_\_ for and on behalf of \_\_\_\_\_

by \_\_\_\_\_ by \_\_\_\_\_

**AHM 810 – Annex B****STANDARD GROUND HANDLING AGREEMENT –  
ANNEX B – SIMPLIFIED PROCEDURE FOR LINE  
MAINTENANCE****ANNEX B – LOCATION(S), AGREED SERVICES AND CHARGES**

On request of members contracting Line Maintenance services, the AGSA working group has developed an Example Annex B-Simplified Procedure for Line Maintenance for inclusion in the 2008 revision of the IATA Standard Ground Handling Agreement. The recommended changes are shown below.

To the Standard Ground Handling Agreement (SGHA) of January 2008

between \_\_\_\_\_

having its principal office at \_\_\_\_\_

and hereinafter referred to as “the Carrier”

and \_\_\_\_\_

having its principal office at \_\_\_\_\_

and hereinafter referred to as “the Handling Company”

holding EASA Part 145 or FAR 145 approval no \_\_\_\_\_

or any other National Airworthiness Authority as the case may be the Carrier and/or the Handling Company may hereinafter be referred to as “the Party(ies)”

effective from \_\_\_\_\_

This Annex B  
for the location(s) \_\_\_\_\_

is valid from \_\_\_\_\_

and replaces \_\_\_\_\_

**Preamble:**

This Annex B is prepared in accordance with the simplified procedure whereby the Parties agree that the terms of the Main Agreement and Annex A of the SGHA of January 2008 as published by the International Air Transport Association shall apply to this Annex B as if such terms were repeated here in full. By signing this Annex B, the Parties confirm that they are familiar with the aforementioned Main Agreement and Annex A.

**Paragraph 1. Scope of Work**

- 1.1 For a single ground handling consisting of the arrival and the subsequent departure at agreed timings of the same aircraft, the Handling Company shall provide the following services of Annex A at the following rates.
- 1.1.1 Section(s) \_\_\_\_\_ price \_\_\_\_\_ per (aircraft type, etc.).
- 1.1.2 Section(s) \_\_\_\_\_ price \_\_\_\_\_ per \_\_\_\_\_

*The number of these clauses can be extended as far as necessary*

- 1.2 No extra charge will be made for providing the services at night or on legal holidays.
- 1.3 Aircraft registration number(s), to Aircraft Type(s) stated in Paragraph 1 of this Annex, which are part of this Agreement, are stated in \_\_\_\_\_. Mentioned Manual/List is placed in hands of the Handling Company.

**Paragraph 2. Additional Charges**

- 2.1 All services not included in Paragraph 1 of this Annex will be charged according to local standard price list. It is recommended to define local as the location and a copy of the local price list attached to the annex as an annex in Annex B

**Paragraph 3. Disbursements**

- 3.1 Any Disbursements made by the Handling Company on behalf of the Carrier will be reimbursed by the Carrier at cost price plus an accounting surcharge of \_\_\_\_%.

**Paragraph 4. Transfer of Services**

- 4.1 In accordance with Sub-Article 3.1 of the Main Agreement, the Handling Company subcontracts the services of Annex A Service to Company using approval certificate no.

Service	to Company using approval certificate no.
_____	_____
_____	_____

- 5.1 The limit of liability referred to in Sub-Article 8.5 of the Main Agreement shall be as follows:

Aircraft	Limit (per incident)	Currency
_____	_____	_____

**Paragraph 6. Settlement**

- 6.1 Notwithstanding Sub-Article 7.2 of the main Agreement, settlement of account shall be effected monthly with copy to following address:

\_\_\_\_\_

**Paragraph 7. Duration, Modification and Termination**

Any change to Article 11 of the Main Agreement, in particular to the duration of the Main Agreement, validity of rates or rights of termination shall be recorded below, notwithstanding the corresponding Sub-Articles of the Main Agreement. For example:

- 7.1 Duration
- 7.1.1 Notwithstanding Sub-Article 11.4 and 11.5 of the Main Agreement \_\_\_\_\_
- 7.1.2 Notwithstanding Sub-Article 11.11 of the Main Agreement the rates contained in Paragraph 1 shall be \_\_\_\_\_

7.2 Modification

7.2.1 Any modification to this Annex B shall be made by a written amendment signed by both Parties.

7.3 Termination

7.3.1 Notwithstanding Sub-Paragraph 7.1.1 of this Annex B, this Annex B may be terminated on the following terms

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*The number of these clauses can be extended as far as necessary.*

**Paragraph 8. Aircraft Maintenance Services**

8.1 “Notwithstanding the second sentence of Sub-Article 5.1. of the Main Agreement insofar as it refers to Services of Section 8 of Annex A. In the absence of Technical instructions from the Carrier, the Handling Company shall promptly seek Technical Instructions from the Carrier but shall take no action pending receipt of such Technical Instructions. The Handling Company will not be held responsible for any flight delay resulting from lack of Technical Instructions from the Carrier”.

8.2 It is the Carriers responsibility to ensure that the conditions of this agreement are acceptable to its appropriate authorities.

8.3 It is understood that the signature of the Handling Companies ground engineer in the technical log of the Carrier’s aircraft only certifies the correct performance of routine checks and rectification of flight and/or ground discrepancies related to the checks performed. The Handling Company assumes no responsibility for the Airworthiness of the Carriers aircraft.

8.4 The Handling Company is using \_\_\_\_\_ approval certificate no. EASA.145 \_\_\_\_\_ or FAR 145 \_\_\_\_\_ as the case must be.

**Paragraph 9. Airworthiness Data**

- 9.1 The airworthiness data supplied by the Carrier deemed necessary to fulfill the Handling Companies responsibility at agreed aircraft type(s) are stated in the documentation stated below. Mentioned documentation is placed in hand of the Handling Company at location(s) in question. Aircraft Airworthiness data

Aircraft

Airworthiness data

_____	_____
_____	_____

- 9.2 It is the responsibility of the Carrier to ensure that the latest and valid revisions of technical documentation and/or check sheets are available to the Handling Company in order to fulfill the technical services agreed in the contract at the location(s) concerned.

**Paragraph 10. Spare and Pool Parts Administration**

- 10.1 The Handling Company is responsible for checking that all spare parts or pool parts, which are to be fitted on the Carriers aircraft, at location in question, are in compliance with the applicable EASA Part 145 or FAR 145 requirements. This requires the Handling Company to ensure that all parts are in satisfactory condition and provided with appropriate documentation. Accordingly, the Handling Company reserves the right to reject a part provided by the Carrier or its pool partner, if compliance with the above cannot be assured.
- 10.2 It is the Carriers responsibility to specify which spare parts/pool parts, the Handling Company shall administer and store. Subject parts are described in \_\_\_\_\_ which are placed at location(s) in question.

**Paragraph 11. Auditing**

- 11.1 The Carrier or its competent authority may, by prior written notice to the Handling Company at its own cost, engage the Handling Company for the purpose of auditing at the location(s) designated in Annex(es) B. Such notice shall contain a description of area(s) to be audited. The total cost of the audit performed by the Carrier or its competent authority shall be born ultimately by the Carrier.

**Paragraph 12. Governing Law**

- 12.1 In accordance with Article 9 of the Main Agreement, this Annex B shall be governed by and interpreted in accordance with the laws of \_\_\_\_\_ .
- 12.2 In accordance with Article 9 of the Main Agreement, courts for the resolution of disputes shall be the Courts of \_\_\_\_\_ .

**Paragraph 13. Notification**

- 13.1 In accordance Sub-article 11.3 of the Main Agreement, any notice or communication to be given hereunder shall be addressed to the respective parties as follows:

To Carrier:

Carrier \_\_\_\_\_

Street \_\_\_\_\_

City, Country \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Attn \_\_\_\_\_



To Handling Company:

The Handling Company \_\_\_\_\_

Street \_\_\_\_\_

City, Country \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Attn \_\_\_\_\_

Signed the \_\_\_\_\_ Signed the \_\_\_\_\_

at \_\_\_\_\_ at \_\_\_\_\_

for and on behalf of \_\_\_\_\_ for and on behalf of \_\_\_\_\_

by \_\_\_\_\_ by \_\_\_\_\_

LEADING AIRPORT  
AND AVIATION  
SERVICE PROVIDER  
IN TERMS OF  
**SAFETY**



## Standard Ground Handling Agreement (SGHA), Version 2004

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## Standard Ground Handling Agreement (SGHA), Version 2004

### ***Definitions and Terminology***

For the sake of clarity, the following definitions and terminology apply to the SGHA:

**AIRPORT TERMINAL** means all buildings used for arrival and departure handling of aircraft.

**ARRANGE (or MAKE ARRANGEMENTS FOR)** implies that the Handling Company may request an outside agency to perform the service in question. The charge of the outside agency shall be paid by the Carrier. The Handling Company assumes no liability toward the Carrier for such arrangements.

**AS MUTUALLY AGREED or BY MUTUAL AGREEMENT or BY THE CARRIER'S REQUEST**, it is recommended that, whenever this terminology is used, such items be supported by specific documentation or reference.

**CARGO** includes the Carrier's service cargo and company mail.

**THE CARRIER'S AIRCRAFT** means any aircraft owned, leased, chartered, hired or operated or otherwise utilised by or on behalf of the Carrier and in respect of which the Carrier has either expressly or implicitly contracted, instructed or otherwise requested the Handling Company to perform or carry out any ground handling service(s).

**DEPARTURE CONTROL SYSTEM (DCS)** means an automated method of performing check-in, capacity and load control and dispatch of flights.

**DIRECT LOSS** means a loss arising naturally or directly from an occurrence and which excludes remote, indirect, consequential, or special losses or damages, such as loss of revenue or loss of profit.

**ELECTRONIC DATA INTERCHANGE (EDI)** means the computer-to-computer (application-to-application program processing) transmission of business data in a standard format.

**LOADS** means baggage, cargo, mail and any aircraft supplies including ballast.

**OWNING CARRIER** means a carrier who is the owner or lessee of a Unit Load Device.

**PASSENGERS** includes the Carrier's service and free passengers.

- PROVIDE** implies that the Handling Company itself assumes responsibility for the provision of the service in question.
- RECEIVING CARRIER** means a carrier who receives a Unit Load Device from a transferring carrier at a transfer point.
- SPECIAL SHIPMENTS** means, for example, perishables, live animals, valuables, vulnerable cargo, news material, dangerous goods etc.
- SPECIALIZED CARGO PRODUCTS** means, for example, express cargo, courier shipments, same day delivery.
- TECHNICAL LANDING** is a landing for other than commercial reasons where no physical change of load occurs.
- TICKET** means either the document entitled "Passenger Ticket and Baggage Check" or any electronic ticket data held in the Carrier's data base.
- TRANSFERRING CARRIER** means a carrier who transfers a Unit Load Device to a receiving carrier at a transfer point.
- TRANSIT FLIGHT** is an aircraft making an intermediate landing for commercial reasons where a change of load occurs.
- TRUCK HANDLING** means loading and/or unloading a truck operating as a Truck Service.
- TRUCK SERVICE** means a service operated by truck on behalf of an airline carrying loads documented in accordance with the applicable IATA and/or ICAO rules, regulations and procedures. In the Main Agreement and in Annex A, the word "aircraft" will read "truck" and "flight" will read "truck service" when it concerns the handling of a truck as meant under the above definitions. In Section 5, Item 5.3.1(a) of Annex A, the word "vehicle" means a conveyance of any kind to be used within the ramp area for transport of cargo between warehouse and truck or between two trucks or between two warehouses.
- TURNROUND FLIGHT** is an aircraft terminating a flight and subsequently originating another flight following a complete change of load.
- UNIT LOAD DEVICES (ULDs)** means devices which interface directly with an aircraft restraint system and are registered by the IATA ULD Technical Board.

## Article 1

### *Provision of Services*



#### **1.1 General**

The services will be made available within the limits of possibilities of the Handling Company and in accordance with the applicable IATA and/or ICAO and/or other governing rules, regulations and procedures.

It is not considered necessary or possible to specify every detail of the services it being generally understood what such services comprise and the standards to be attained in their performance.

#### **1.2 Documents for Ground Handling**

Documents used for ground handling will be the Handling Company's own documents, where applicable, provided these documents comply with standardised formats that may apply under IATA and/or ICAO and/or other governing rules, regulations and procedures.

#### **1.3 Scheduled Flights**

The Handling Company agrees to provide for the Carrier's Aircraft for flights operating on an agreed schedule at the location(s) mentioned in the Annex(es) B, those services of Annex A as are listed in the Annex B for the respective locations. The Carrier, in turn, agrees to inform the Handling Company as soon as possible about any changes of schedule and/or frequencies and/or types of aircraft.

#### **1.4 Extra Flights**

The Handling Company will also provide the services to the Carrier's Aircraft for flights in addition to the agreed schedule at the same locations, provided that reasonable prior notice is given and the provision of such additional services will not prejudice commitments already undertaken.

#### **1.5 Priority**

In case of multiple handling, priority shall, as far as possible, be given to aircraft operating on schedule.

**1.6 Emergency Assistance**

In case of emergency, including but not limited to, forced landings, accidents or acts of violence, the Handling Company shall without delay and without waiting for instructions from the Carrier take all reasonable and possible measures to assist passengers and crew and to safeguard and protect from loss or damage baggage, cargo and mail carried in the aircraft.

The Carrier shall reimburse the Handling Company at cost for any extra expenses incurred in rendering such assistance.

**1.7 Additional Services**

As far as possible, the Handling Company will, upon request, provide to the Carrier any additional services. Such services may be governed by special conditions to be agreed between the Parties.

**1.8 Other Locations**

In case of occasional flights of the Carrier's Aircraft at locations which are not designated in the present Agreement, where the Handling Company maintains a ground handling organisation, the Handling Company shall, on request, make every effort, subject to the means locally available, to furnish necessary services.

**Article 2***Fair Practises*

- 2.1 The Handling Company will take all practicable measures to ensure that sales information contained in the Carrier's flight documents is made available for the purposes of the Carrier only.
- 2.2 Neither Party to this Agreement shall disclose any information contained in Annex(es) B to outside parties without the prior consent of the other Party, unless such information is specifically required by applicable law or by governmental or authorities' regulations, in which case the other Party will be notified accordingly.

### Article 3

#### *Subcontracting of Services*

- 3.1 The Handling Company is entitled to delegate any of the agreed services to subcontractors with the Carrier's consent, which consent shall not be unreasonably withheld. It is understood that, in this case, the Handling Company shall nevertheless be responsible to the Carrier for the proper rendering of such services as if they had been performed by the Handling Company itself. Any subcontracting of services and the provider(s) thereof, will be recorded in the Annex(es) B.
- 3.2 The Carrier shall not appoint any other person, company or organisation to provide the services which the Handling Company has agreed to provide by virtue of this Agreement, except in such special cases as shall be mutually agreed between the Parties.

### Article 4

#### *Carrier's Representation*

- 4.1 The Carrier may maintain at its own cost, its own representative(s) at the location(s) designated in the Annex(es) B. Such representative(s) and representative(s) of the Carrier's Head Office may inspect the services furnished to the Carrier by the Handling Company pursuant to this Agreement, advise and assist the Handling Company and render to the Carrier's clients such assistance as shall not interfere with the furnishing of services by the Handling Company.
- 4.2 The Carrier may, by prior written notice to the Handling Company and at its own cost, engage an organisation (hereinafter referred to as "the Supervisor") to supervise the services of the Handling Company at the location(s) designated in Annex(es) B. Such notice shall contain a description of the services to be supervised.



The Supervisor shall have the same authority as defined above in Sub-Article 4.1 for the Carrier's own representative.

- 4.3 Such assistance, when performed by the Carrier's representative(s) and/or Supervisor(s) will be the sole responsibility of the Carrier, unless requested by the Handling Company.

## Article 5

### *Standard of Work*

- 5.1 The Handling Company shall carry out all technical and flight operations services as well as other services also having a safety aspect, for example, load control, loading of aircraft and handling of dangerous goods, in accordance with the Carrier's instructions, receipt of which must be confirmed in writing to the Carrier by the Handling Company.

In the case of absence of instructions by the Carrier, the Handling Company shall follow its own standard practices and procedures provided they comply with the applicable IATA and/or ICAO and/or other governing rules, regulations and procedures.

- New* 5.2 The Handling Company will carry out all other services in accordance with the Carrier's procedures and instructions, or as mutually agreed. In the case of absence of instructions by the Carrier, the Handling Company shall follow its own standard practices and procedures.

- 5.3 The Handling Company agrees to take all possible steps to ensure that, with regard to contracted services, the Carrier's Aircraft, crews, passengers and load receive treatment not less favourable than that given by the Handling Company to other Carriers or its own comparable operation at the same location.

- 5.4 The Handling Company agrees to ensure that authorisations of specialised personnel performing services for the Carrier are kept up-to-date. If at any time the Handling Company is unable to provide authorised personnel as requested by the Carrier, the Handling Company shall inform the Carrier immediately.
- 5.5 The Carrier shall supply the Handling Company with sufficient information and instructions to enable the Handling Company to perform its handling properly.
- 5.6 In the provision of the services as a whole, due regard shall be paid to safety, security, local and international regulations, applicable IATA and/or ICAO and/or other governing rules, regulations and procedures and the aforementioned request(s) of the Carrier in such a manner that delays and damage to the Carrier's Aircraft and load are avoided and the general public is given the best impression of air transport.
- 5.7 The Handling Company must report to the Carrier's representative immediately all loss of or damage, threatened or actual, to aircraft and loads noticed in the course of the handling or which in any other way comes to the knowledge of the Handling Company.
- 5.8 The Parties shall reach mutual agreement on the quality standards for any services, not excluding those covered by Sub-Article 5.1 above. Such quality standards for a specific location may form part of the applicable Annex B. The Handling Company agrees to take all possible steps to ensure that, with regard to contracted services, the agreed upon quality standards will be met.
- New* 5.9 The Carrier may at its own cost, by prior written notice, audit the designated services in the applicable Annex(es) B. Such notice shall contain a description of the area(s) to be audited. The Handling Company shall cooperate with the Carrier and will undertake any corrective action(s) required.

## Article 6

### *Remuneration*

- 6.1 In consideration of the Handling Company providing the services, the Carrier agrees to pay to the Handling Company the charges set out in the respective Annex(es) B. The Carrier further agrees to pay the proper charges of the Handling Company and to discharge all additional expenditure incurred for providing the services referred to in Sub-Articles 1.4, 1.6, 1.7 and 1.8.
- 6.2 The charges set out in Annex(es) B do not include:
- any charges, fees or taxes imposed or levied by the Airport, Customs or other authorities against the Carrier or the Handling Company in connection with the provision of services herein by the Handling Company or in connection with the Carrier's flights.
  - expenses incurred in connection with stopover and transfer passengers and with the handling of passengers for interrupted, delayed or cancelled flights.
- New* Such charges, fees, taxes or other expenses as outlined above shall be borne ultimately by the Carrier;

## Article 7

### *Accounting and Settlement*

- 7.1 The Handling Company shall invoice the Carrier monthly with the charges arising from the provision of the handling services of Annex A as listed in Annex(es) B at the rates of charges set out in Annex(es) B.
- 7.2 Settlement shall be effected through the IATA Clearing House unless otherwise agreed in Annex(es) B.

## Article 8

### *Liability and Indemnity*

In this Article, all references to:

- (a) "the Carrier" or "the Handling Company" shall include their employees, servants, agents and subcontractors;
- (b) "ground support equipment" shall mean all equipment used in the performance of ground handling services included in Annex A, whether fixed or mobile, and
- (c) "act or omission" shall include negligence.

8.1 Except as stated in Sub-Article 8.5, the Carrier shall not make any claim against the Handling Company and shall indemnify it (subject as hereinafter provided) against any legal liability for claims or suits, including costs and expenses incidental thereto, in respect of:

- (a) delay, injury or death of persons carried or to be carried by the Carrier;
- (b) injury or death of any employee of the Carrier;
- (c) damage to or delay or loss of baggage, cargo or mail carried or to be carried by the Carrier, and
- (d) damage to or loss of property owned or operated by, or on behalf of, the Carrier and any consequential loss or damage;

arising from an act or omission of the Handling Company in the performance of this Agreement unless done with intent to cause damage, death, delay, injury or loss or recklessly and with the knowledge that damage, death, delay, injury or loss would probably result.

PROVIDED THAT all claims or suits arising hereunder shall be dealt with by the Carrier; and

PROVIDED ALSO THAT the Handling Company shall notify the Carrier of any claims or suits without undue delay and shall furnish such assistance as the Carrier may reasonably require.

PROVIDED ALSO THAT where any of the services performed by the Handling Company hereunder relate to the carriage by the Carrier of passengers, baggage or cargo direct to or from a place in the United States of America then if the limitations of liability imposed by Article 22 of the Warsaw Convention would have applied if any such act or omission had been committed by the Carrier but are held by a Court not to be applicable to such act or omission committed by the Handling Company in performing this Agreement then upon such decision of the Court the indemnity of the Carrier to the Handling Company hereunder shall be limited to an amount not exceeding the amount for which the Carrier would have been liable if it had committed such act or omission.

- 8.2 The Carrier shall not make any claim against the Handling Company in respect of damage, death, delay, injury or loss to third parties caused by the operation of the Carrier's aircraft arising from an act or omission of the Handling Company in the performance of this Agreement unless done with intent to cause damage, death, delay, injury or loss or recklessly and with knowledge that damage, death, delay, injury or loss would probably result.
- 8.3 (a) notwithstanding the provisions of Sub-Article 8.1, in the case of claims arising out of surface transportation which is provided on behalf of the Carrier and is part of the operation of loading/embarking or unloading/disembarking and/or is covered by the Carrier's Contract of Carriage the indemnity shall not exceed the limits specified in the said Contract of Carriage.
- (b) in the case of claims arising out of surface transportation which is not provided on behalf of the Carrier and/or is not part of the operation of loading/embarking or unloading/disembarking and/or is not covered by the Carrier's Contract of Carriage the waiver and indemnity herein contained shall not apply.

- 8.4 The Handling Company shall not make any claim against the Carrier and shall indemnify it (subject as hereinafter provided) against any legal liability for claims or suits, including costs and expenses incidental thereto, in respect of:
- (a) injury to or death of any employees of the Handling Company, its servants, agents or sub-contractors; and
  - (b) damage to or loss of property owned or operated by, or on behalf of, the Handling Company and any consequential loss or damage; arising from an act or omission of the Carrier in the performance of this Agreement unless done with intent to cause damage, death, delay, injury or loss or recklessly and with knowledge that damage, death, delay, injury or loss would probably result.
- 8.5 Notwithstanding Sub-Article 8.1(d), the Handling Company shall indemnify the Carrier against any physical loss of or damage to the Carrier's Aircraft caused by the Handling Company's negligent act or omission PROVIDED ALWAYS THAT the Handling Company's liability shall be limited to any such loss of or damage to the Carrier's Aircraft in an amount not exceeding the level of deductible under the Carrier's Hull All Risk Policy which shall not, in any event, exceed USD 1,500,000 except that loss or damage in respect of any incident below USD 3,000 shall not be indemnified.

For the avoidance of doubt, save as expressly stated, this Sub-Article 8.5 does not affect or prejudice the generality of the provisions of Sub-Article 8.1 including the principle that the Carrier shall not make any claim against the Handling Company and shall indemnify it against any liability in respect of any and all consequential loss or damage howsoever arising.

## Article 9

### *Arbitration*

*New*

In the event of any dispute or claim concerning the scope, meaning, construction or effect of this Agreement, the parties shall make all reasonable efforts to resolve disputes amongst themselves. Failing mutual resolution of the dispute, the parties may elect to resolve the dispute through arbitration (either by a single arbitrator or a panel of arbitrators). In the event that the parties fail to agree to an arbitration process, the dispute shall be settled in accordance with the laws of the state or jurisdiction set out in Annex(es)B, by the courts set out in Annex(es)B without regard to principles of conflict of laws.

## Article 10

### *Stamp Duties, Registration Fees*

- 10.1 All stamp duties and registration fees in connection with this Agreement, which may be prescribed under the national law of either Party to this Agreement, are payable by that Party.
- 10.2 All stamp duties and registration fees in connection with this Agreement, which may be prescribed under the national law of the location(s), as mentioned in the Annex(es) B and not being a location situated in the country of either Party to this Agreement will be shared equally between the Parties.

## Article 11

### *Duration, Modification and Termination*

- 11.1 This Agreement shall be effective from the date specified in the respective Annex(es) B. It shall supersede any previous arrangements between the Parties governing the provision of services at locations for which there are valid Annex(es) B to this Agreement.

- 11.2 Modification of, or additions to this Agreement shall be recorded in Annex(es) B.
- 11.3 Any notice referred to under this Article 11 given by one Party under this Agreement shall be deemed properly given if sent by registered letter, or by other means where proof of receipt or acknowledgement is obtained, to the respective office of the other Party as recorded in the Annex(es) B. In case of a registered letter notice shall be considered to be served on the date of receipt .
- 11.4 This Main Agreement shall continue in force until terminated by either Party giving sixty days prior notice to the other Party.
- 11.5 Termination by either Party of all or any part of the services to be furnished at a specific location requires sixty days prior notice to the other Party. In the event of part termination of services, consideration shall be given to an adjustment of charges.
- New* 11.6 Any Annex(es) B to this Agreement exceeding a defined period of validity, shall continue in effect until terminated by either party providing sixty days prior notice to the other Party.
- 11.7 In the event of the Carrier's or the Handling Company's permit(s) or other authorisation(s) to conduct its air transportation services, or to furnish the services provided for in the Annex(es) B, wholly or in part, being revoked, cancelled, or suspended, that Party shall notify the other Party without delay and either Party may terminate the Agreement or the relevant Annex(es) B at the effective date of such revocation, cancellation or suspension by giving to the other Party notice thereof within twenty-four hours after such event.
- 11.8 Either Party may terminate this Agreement and its Annexes at any time if the other Party becomes insolvent, makes a general assignment for the benefit of creditors, or commits an act of bankruptcy or if a petition in bankruptcy or for its reorganisation



or the readjustment of its indebtedness be filed by or against it, provided the petition is found justified by the appropriate authority, or if a receiver, trustee or liquidator of all or substantially all of its property be appointed or applied for.

- 11.9 Both Parties shall be exempt from obligation if prompt notification is given by either Party in respect of any failure to perform its obligations under this Agreement arising from any of the following causes;
- labour disputes involving complete or partial stoppage of work or delay in the performance of work;
  - force majeure or any other cause beyond the control of either Party.
- 11.10 In the event of the Agreement or part thereof being terminated by notice or otherwise, such termination shall be without prejudice to the accrued rights and liabilities of either Party prior to termination.
- 11.11 The Handling Company shall have the right at any time to vary the charges set out in the Annex(es) B provided, however, that the Handling Company has given notice in writing to the Carrier not less than sixty days prior to the revised charges becoming effective. The notice shall specify the revised charges which the Handling Company proposes to introduce, together with the date on which they are to be brought into effect.
- New* 11.12 Notwithstanding Article 11.11, when changes occur in the schedule, and/or frequencies and/or types of aircraft, other than those set out in Annex(es) B, which affect the handling costs, either Party shall have the right to request an adjustment to the handling charges as from the date of the change provided that the Party concerned informs the other Party within thirty days of the change.

## Annex A – Ground Handling Services

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## Section 1 Representation, Administration and Supervision

### 1.1 General

- 1.1.1 (a) provide or  
(b) arrange for guarantee or bond to facilitate the Carrier's activities.
- 1.1.2 Liaise with local authorities.
- 1.1.3 Indicate that the Handling Company is acting as handling agent for the Carrier.
- 1.1.4 Inform all interested Parties concerning movements of the Carrier's aircraft.

### 1.2 Administrative Functions

- 1.2.1 Establish and maintain local procedures.
- 1.2.2 Take action on communications addressed to the Carrier.
- 1.2.3 Prepare, forward and file reports/statistics/documents and perform other administrative duties.
- 1.2.4 Maintain the Carrier's manuals, circulars, etc., connected with the performance of the services.
- 1.2.5 (a) Check  
(b) Sign  
(c) Forward  
on behalf of the Carrier invoices, supply orders, handling charge notes, work orders
- 1.2.6 Effect payment, on behalf of the Carrier, including but not limited to:
  - (a) airport, customs, police and other charges relating to the services performed.
  - (b) cost for provisions of bond guarantee.
  - (c) out-of-pocket expenses, accommodation, transport, etc.

### 1.3 Supervision and/or Co-ordination of Services Contracted by the Carrier with Third Party(ies)

- 1.3.1 (a) Supervise  
(b) Co-ordinate  
services contracted by the Carrier with third party(ies)

- 1.3.2 Ensure that the third party(ies) is(are) are informed about operational data and Carrier's requirements in a timely manner.
- 1.3.3 Liaise with the Carrier's designated representative
- 1.3.4 Verify availability and preparedness of staff, equipment, Loads, documentation and services of the third party(ies) to perform the services.
- 1.3.5 Meet aircraft upon arrival and liaise with crew.
- 1.3.6 Decide on non-routine matters
- 1.3.7 Verify despatch of operational messages.
- 1.3.8 Note irregularities and inform the Carrier.

## Section 2 Passenger Services

### 2.1 General

- 2.1.1 Inform passengers and/or public about time of arrival and/or departure of Carrier's aircraft and surface transport.
- 2.1.2 Make arrangements for stopover, transfer and transit passengers and their baggage and inform them about services available at the airport.
- 2.1.3 When requested by the Carrier,
  - (a) provide
  - or
  - (b) arrange for special equipment, facilities and specially trained personnel, for assistance to
    - (1) unaccompanied minors.
    - (2) disabled passengers.
    - (3) VIPs.
    - (4) transit without visa passengers (TWOVs).
    - (5) deportees.
    - (6) special medical transport
    - (7) others, as specified in Annex B.
- 2.1.4 Assist passengers when flights are interrupted, delayed or cancelled.
- 2.1.5 If applicable, arrange storage of baggage in the Customs' bonded store (any fees to be paid by the passenger).
- 2.1.6 (a) Notify the Carrier of complaints and claims made by the Carrier's passengers.
  - (b) Process such claims
- 2.1.7 Handle lost, found and damaged property matters.
  - (a) accept baggage irregularity reports
  - (b) enter data into baggage tracing system
  - (c) maintain baggage tracing system files for period specified in Annex B
  - (d) make payments for incidental expenses
  - (e) arrange for delivery of delayed baggage to passengers
  - (f) handle communications with passengers
- 2.1.8 Report to the Carrier any irregularities discovered in passenger and baggage handling.

- 2.1.9 (a) Provide  
or  
(b) Arrange for  
(1) check-in position(s),  
(2) service counter(s)/desk(s) for other purposes,  
(3) lounge facilities,  
(4) porter services,  
(5) other services as specified in Annex B
- New* 2.1.10 Perform on behalf of the Carrier the following sales functions  
(a) reservations  
(b) issuance of transportation documents  
(c) e-ticketing  
as specified in Annex B
- 2.2 Departure**
- New* 2.2.1 Perform pre-flight editing
- 2.2.2 Manage Automated Check-in device(s) and  
(1) Provide  
or  
(2) Arrange for  
(a) Stock control  
(b) Stock replenishment  
(c) Hosting  
(d) Routine maintenance  
(e) Servicing and repair  
(f) Other, as specified in Annex B
- 2.2.3 Check and ensure  
(a) that tickets are valid for the flight(s) for which they are presented. The check shall not include the fare.  
(b) check that tickets presented are not blacklisted in the industry ticket service data base. Blacklisted documents shall not be honoured and immediately reported to the Carrier.
- 2.2.4 (a) Check travel documents (passports, visas, vaccination and other certificates) for the flight(s) concerned, but without the Handling Company having any liability.  
(b) Enter required passenger and/or travel document information into Carrier's and/or government system.



- 2.2.5 (a) Weigh and/or measure checked and/or cabin baggage,  
(b) Record baggage figures for
  - (1) initial flight.
  - (2) subsequent flight(s).
- 2.2.6 Excess baggage
  - (a) determine excess baggage
  - (b) issue excess baggage ticket
  - (c) collect excess baggage charges
  - (d) detach applicable excess baggage coupons
- 2.2.7 Tag checked and/or cabin baggage for
  - (a) initial flight.
  - (b) subsequent flight(s).
- 2.2.8 Effect conveyance of checked baggage to the baggage sorting area
- 2.2.9 Effect conveyance of oversized checked baggage to the baggage sorting area
- 2.2.10 Collect airport and/or any other service charges from departing passengers.
- 2.2.11 (a) Carry out the Carrier's seat allocation or selection system
  - (b) Issue boarding pass(es)
  - (c) Detach applicable flight coupons for
    - (1) initial flight.
    - (2) subsequent flight(s).
- 2.2.12 Handle
  - (a) Denied Boarding process
  - (b) Denied Boarding Compensation
- 2.2.13 Direct passengers through controls to departure gate
- 2.2.14 At the gate perform
  - (a) check-in
  - (b) check baggage
  - (c) verification of travel documents
  - (d) upgrades and downgrades
  - (e) handling of stand-by list
  - (f) verification of cabin baggage
  - (g) manage the boarding process
  - (h) reconciliation of passenger numbers with aircraft documents prior to departure
  - (i) other gate functions as specified in Annex B

**2.3 Arrival**

- 2.3.1 (a) perform  
or  
(b) arrange for opening/closing aircraft passenger doors
- 2.3.2 Direct passengers from aircraft through controls.
- 2.3.3 (a) provide for  
or  
(b) arrange for
  - (1) Transfer desk/connection services
  - (2) Baggage recheck

**2.4 Remote/Off Airport Services**

- 2.4.1 Inform passengers/public about time of arrival/ departure.
- 2.4.2 Handle departing passengers and baggage.
- 2.4.3 Carry out passenger and baggage handling as described in Sub-Sections 2.1, 2.2 and 2.3.
- 2.4.4 Direct departing passengers to connecting transport to the airport.
- 2.4.5 Handle passengers arriving from the airport.
- 2.4.6 Deliver baggage to passengers in accordance with local procedures.

**2.5 Inter-modal Transportation by Rail, Road or Sea**

- 2.5.1 Handle departing passengers and baggage
- 2.5.2 Carry out passenger and baggage handling as described in Sub-Sections 2.1, 2.2 and 2.3, where applicable, substituting "rail, road or sea transportation" for "aircraft", and "flight(s)", and "terminal" for "airport".
- 2.5.3 Direct departing passengers to connecting transport.
- 2.5.4 Load baggage on connecting transport, as directed by the rail, road or sea transport operator.
- 2.5.5 Handle arriving passengers and baggage from the rail, road or sea transport operator.
- 2.5.6 Direct arriving passengers through controls to the Carrier's flight departure services.
- 2.5.7 Offload baggage from connecting transport, as directed by the rail, road or sea transport operator and transfer it to the Carrier's airport services.

## Section 3

### Ramp Services

#### 3.1 Baggage Handling

- 3.1.1 Handle baggage in the baggage sorting area.
- 3.1.2 Prepare for delivery onto flights
  - (a) bulk baggage
  - (b) ULDs
- 3.1.3 Establish the number and/or weight of
  - (a) bulk baggage
  - (b) built - up ULDsand provide the load control unit with the information
- 3.1.4 Offload
  - (a) bulk baggage
  - (b) ULDs.
- 3.1.5 Prioritise baggage delivery to claim area.
- 3.1.6 Deliver to claim area
  - (a) baggage
  - (b) oversize baggage
- 3.1.7 Transfer baggage
  - (a) Provide  
or
  - (b) Arrange for
    - (1) Sortation of transfer baggage.
    - (2) Storage of transfer baggage prior to despatch (storage time limits to be specified in Annex B).
    - (3) transport of transfer baggage to the sorting area of the receiving carrier.
- 3.1.8 Handle crew baggage.

#### 3.2 Marshalling

- 3.2.1 (a) Provide  
or
- (b) Arrange for marshalling at arrival and/or departure.

#### 3.3 Parking

- 3.3.1 (a) Provide
- (b) Position and/or remove wheelchocks.
- 3.3.2 Position and/or remove
  - (a) landing gear locks.
  - (b) engine blanking covers.
  - (c) pitot covers.

- (d) surface control locks.
  - (e) tailstands and/or aircraft tethering.
  - (f) other items as specified in Annex B (e.g. safety cones)
- 3.3.3 (a) Provide  
or  
(b) Arrange for ground power
- 3.4 Cooling and Heating**
- 3.4.1 (a) Provide  
or  
(b) Arrange for cooling unit.
- 3.4.2 (a) Provide  
or  
(b) Arrange for heating unit.
- 3.5 Ramp to Flight Deck Communication**
- 3.5.1 Provide headsets.
- 3.5.2 Perform ramp to flight deck communication
- (a) during tow-in and/or push-back.
  - (b) during engine starting.
  - (c) for other purposes.
- 3.6 Loading and Unloading**
- 3.6.1 (a) Provide  
or  
(b) Arrange for
- (1) passenger steps.
  - (2) flight deck steps.
  - (3) suitable loading bridges
- 3.6.2 (a) Provide  
or  
(b) Arrange for
- (1) passenger
  - (2) crew
- transport between aircraft and airport terminals.
- 3.6.3 (a) Provide  
or  
(b) Arrange for equipment for loading and/or unloading.

- 3.6.4 (a) Provide  
or  
(b) Arrange for equipment and personnel to perform baggage delivery and pick-up at aircraft.
- 3.6.5 (a) Provide  
or  
(b) Arrange for equipment for transport and assembly of
  - (1) baggage
  - (2) cargo
  - (3) mail
  - (4) documentsbetween agreed points on the airport
- 3.6.6 (a) Unload aircraft, returning lashing materials to the Carrier.  
(b) Load and secure Loads in the aircraft  
(c) Operate in-plane loading system.
- 3.6.7 Redistribute Loads in aircraft.
- 3.6.8 Open, close and secure aircraft hold doors.
  - (a) aircraft lower deck
  - (b) aircraft main deck
- 3.6.9 (a) Provide  
or  
(b) arrange for ballast
- 3.6.10 (a) Provide  
or  
(b) arrange for safeguarding of all Loads requiring special handling ( e.g. valuables ) during
  - (1) loading/unloading
  - (2) transport between aircraft and designated point on the airport

### **3.7 Starting**

- 3.7.1 (a) Provide  
or  
(b) arrange for air start unit.

**3.8 Safety Measures**

- 3.8.1 (a) Provide  
or  
(b) arrange for  
fire-fighting and other protective equipment.

**3.9 Moving of Aircraft**

- 3.9.1 (a) Provide  
or  
(b) arrange for  
tow-in and/or push-back tractor.
- 3.9.2 (a) Towbar to be provided by the Carrier.  
(b) Towbar to be provided by the Handling  
Company  
(c) Store and maintain towbar(s) provided by the  
Carrier
- 3.9.3 (a) Tow in and/or push back aircraft.  
(b) Tow aircraft between other agreed points.  
(c) Provide authorised cockpit brake operator in  
connection with towing.  
(d) Provide wing-walker(s)

**3.10 Exterior Cleaning**

- 3.10.1 Perform cleaning of  
(a) flight deck windows.  
(b) cabin windows.  
(c) aircraft integral steps
- 3.10.2 Wipe excess oil from engine nacelles and landing  
gear.
- 3.10.3 Clean wings, engine nacelles and landing gear.

**3.11 Interior Cleaning**

- 3.11.1 Clean flight deck, if specified, under the control of  
a person authorised by the Carrier  
(a) empty ash trays.  
(b) dispose of litter.  
(c) clear waste from seat back stowage's and racks.  
(d) wipe crew tables.  
(e) clean seats.  
(f) mop floor.  
(g) clean flight deck inside windows.
- 3.11.2 Clean passenger and crew compartments (other  
than flight deck)  
(a) empty ash trays  
(b) dispose of litter

- (c) clear waste from overhead stowages
  - (d) wipe tables
  - (e) clean and tidy seats, seat belts, seat back pockets and passenger service units
  - (f) clean floors (carpets and surrounds)
  - (g) empty and clean refuse bins
  - (h) clean surfaces in pantries, galleys (sinks, working surfaces, ovens and surrounds) and toilets (wash basins, bowls, seats, mirrors and surrounds)
  - (i) remove, as necessary, any contamination caused by airsickness, spilled food or drink and offensive stains
  - (j) clean telephones, fax machines, LCD screens and other equipment
- 3.11.3 Clean cabin windows.
- 3.11.4 Clean
- (a) cargo compartments.
  - (b) ULDs
- 3.11.5 Fold and stow blankets.
- 3.11.6 Make up berths.
- 3.11.7 Change
- (a) head rest covers.
  - (b) pillow covers.
- Covers to be supplied by the Carrier.
- 3.11.8 Collect and/or distribute in
- (a) cabin
  - (b) toilets
- items provided by the Carrier.
- 3.11.9 Disinfect and/or deodorize aircraft with
- (a) materials provided by Carrier
  - (b) materials provided by Handling Company
- 3.11.10 (a) Remove
- (b) Destroy
- food and material left over from incoming flights.
- 3.11.11 (a) Provide
- or
  - (b) Arrange for laundering of
- (1) cabin blankets
  - (2) linen

**3.12 Toilet Service**

- 3.12.1 (a) Provide  
or  
(b) Arrange for toilet service
- 3.12.2 (a) Empty, clean, flush toilets and replenish fluids.  
(b) Provide the trituator/disposal service

**3.13 Water Service**

- 3.13.1 (a) Provide  
or  
(b) Arrange for water service
- 3.13.2 (a) Drain water tanks.  
(b) Replenish water tanks with drinking water.

**3.14 Cabin Equipment**

- 3.14.1 Rearrange cabin by
  - (a) removing
  - (b) installing
  - (c) repositioningcabin equipment, for example, seats and cabin divider(s).

**3.15 Storage of Cabin Material**

- 3.15.1 (a) Provide  
or  
(b) Arrange for suitable storage space for the Carrier's cabin material.
- 3.15.2 Take inventory.
- 3.15.3 (a) Provide  
or  
(b) Arrange for replenishment of stocks.

**3.16 Catering Ramp Handling**

- 3.16.1 Unload/load and stow catering supplies from/on aircraft.
- 3.16.2 Transfer catering supplies on aircraft.
- 3.16.3 Transport catering supplies between aircraft and agreed points.



**3.17 De-icing/Anti-icing Services and Snow/  
Ice Removal**

- 3.17.1 Remove snow from aircraft without using de-icing fluid.
- 3.17.2 (a) Provide  
or  
(b) Arrange for
  - (1) anti-icing units.
  - (2) de-icing units.
- 3.17.3 Provide de-icing/anti-icing fluids
- 3.17.4 Remove frost, ice and snow from aircraft using de-icing fluid. Fluids to receive purity and contamination inspection prior to use.
- 3.17.5 Apply anti-icing fluid to aircraft.
- 3.17.6 Supervise performance of de-icing/anti-icing operations.
- 3.17.7 Perform final inspection after de-icing/anti-icing operations and inform flight crew of results.

## Section 4

### Load Control, Communications and Flight Operations

#### 4.1 Load Control

4.1.1 Convey and deliver flight documents between the aircraft and appropriate airport buildings.

- 4.1.2
- (a) Prepare
  - (b) Sign
  - (c) Distribute
  - (d) Clear/process
  - (e) File

documents, including but not limited to, loading instructions, loadsheets, weight and balance charts, Captain's load information and manifests where:

- (1) Load Control is performed by the Handling Company
- (2) Load Control is performed by the Carrier
- (3) Load Control is performed by a third party

- 4.1.3
- (a) Compile
  - (b) Analyse
  - (c) Send
  - (d) Maintain statistics and reports.

#### 4.2 Communications

4.2.1

- (a) Compile
- (b) Receive, process and send all messages in connection with the services performed by the Handling Company, using the Carrier's originator code or double signature procedure

- (c) perform EDI (electronic data interchange) transactions

- (d) Inform the Carrier's representative of the contents of such messages.

4.2.2 Maintain a message file containing all above mentioned messages pertaining to each flight for a minimum of 90 ninety days.

- 4.2.3
- (a) Provide
  - (b) Operate means of communication between the ground station and the Carrier's aircraft.

### **4.3 Flight Operations – General**

- 4.3.1 Inform the Carrier of any known project affecting the operational services and facilities made available to its aircraft in the areas of responsibility as specified in Annex B.
- 4.3.2 After consideration of the Carrier's instructions, suggest the appropriate action to pilot-in-command in case of operational irregularities, taking into account the meteorological conditions, the ground services and facilities available, aircraft servicing, possibilities and the overall operational requirements.
- 4.3.3 Maintain a trip file by collecting all documents specified by the Carrier, all messages received or originated in connection with each flight and dispose of this file as instructed by the Carrier.

### **4.4 Flight Operations – Flight Preparation at the Airport of Departure**

- 4.4.1 (a) Provide  
or  
(b) Arrange for meteorological documentation and aeronautical information for each flight.
- 4.4.2 Deliver documentation to the aircraft
- 4.4.3 Analyse the operational conditions and
  - (a) prepare
  - (b) request
  - (c) sign
  - (d) make availablethe operational flight plan according to the instructions and data provided by the Carrier.
- 4.4.4 (a) Prepare  
(b) Request  
(c) Sign  
(d) File  
(e) Monitor
  - (1) the Air Traffic Services ("ATS") Flight Plan.
  - (2) The Carrier's slot time allocation with the appropriate ATS
- 4.4.5 Provide the crew with the required briefing.

- 4.4.6 (a) Prepare
- 4.4.6 (b) Sign
- 4.4.6 (c) Deliver
  - (1) the fuel order
  - (2) the fuel distribution form.
- 4.4.7 Hand out flight operation forms and obtain signature of the pilot-in-command, where applicable.
- 4.4.8 Provide ground handling party(ies) with the required weight and fuel data
  
- 4.5 Flight Operations – Flight Preparation at a Point Different from the Airport of Departure**
- 4.5.1 Arrange for the provision of the meteorological documents and aeronautical information.
- 4.5.2 Analyse the operational conditions and
  - (a) prepare
  - (b) request
  - (c) sign the flight plan.
- 4.5.3 Send to the Carrier or its representative at the airport of departure,
  - (a) the operational flight plan,
  - (b) the ATS Flight Plan,
  - (c) information for crew briefing,
  
- 4.6 Flight Operations – En-route Flight Assistance**
- 4.6.1 Monitor movement of the flight
  - (a) within
  - (b) beyond VHF range and provide all possible assistance as necessary. Inform the Carrier of flight progress, any irregularities and actions taken.
  
- 4.7 Flight Operations – Post-flight Activities**
- 4.7.1 Obtain a debriefing from incoming crews, distributing reports or completed forms to offices concerned, whether governmental or the Carrier's.
  
- 4.8 Flight Operations – En-route Re-despatch**
- 4.8.1 Analyse meteorological information and the operational flight conditions for re-despatch, calculate and plan according to the data provided by the aircraft en-route and inform the pilot-in-command about the results.

**4.9 Flight Operations – Crew Administration**

- 4.9.1 Distribute relevant crew schedule information provided by the Carrier to all parties concerned.
- 4.9.2 Arrange hotel accommodation for crew layover
  - (a) scheduled
  - (b) non-scheduled
- 4.9.3 (a) Provide  
or  
(b) Arrange for crew transportation
- 4.9.4 Direct crews through airport facilities
- 4.9.5 Liaise with hotel(s) on crew call and pick-up timings.
- 4.9.6 (a) Prepare crew allowance forms.  
(b) Pay crew allowances.
- 4.9.7 Inform the designated Carrier representative of any crew indisposition or potential absence.

## Section 5

### Cargo and Mail Services

#### 5.1 Cargo and Mail Handling – General

- 5.1.1 (a) Provide  
or  
(b) Arrange  
warehouse handling and storage facilities for  
(1) General Cargo  
(2) Special Shipments  
(3) Specialised Cargo Products  
(4) Mail  
(c) store cargo  
(d) take appropriate action to prevent theft of, or  
damage to cargo and/or mail
- 5.1.2 (a) Provide  
or  
(b) Arrange for  
equipment for the handling of  
(1) General Cargo  
(2) Special Shipments  
(3) Specialised Cargo Products  
(4) Mail
- 5.1.3 (a) Provide  
or  
(b) Arrange for  
handling services for:  
(1) General Cargo  
(2) Special shipments  
(3) Specialised Cargo Products  
(4) Mail  
(5) Diplomatic Mail  
(6) Diplomatic Cargo  
(7) Company Mail
- 5.1.4 (a) Issue  
(b) Obtain  
Receipt upon delivery of cargo
- 5.1.5 Monitor cargo delivery
- 5.1.6 Take action to prevent theft or unauthorised use of,  
or damage to the Carrier's pallets, containers, nets,  
straps, tie-down rings and other material in the  
custody of the Handling Company. Notify the  
Carrier immediately of any damage to or loss of  
such items.

## **5.2 Customs Control**

- 5.2.1 Prepare customs documentation for:
  - (a) Inbound cargo
  - (b) Outbound cargo
  - (c) Transfer cargo
- 5.2.2 Obtain Customs clearance for:
  - (a) Inbound cargo
  - (b) Outbound cargo
  - (c) Transfer cargo
- 5.2.3 Place Cargo under Customs control for:
  - (a) Inbound cargo
  - (b) Outbound cargo
  - (c) Transfer cargo
- 5.2.4 Present to Customs, cargo for physical examination.

## **5.3 Irregularities Handling**

- 5.3.1 Take immediate action in respect of irregularities, damage or mishandling of dangerous goods and other special shipments.
- 5.3.2 Report to the Carrier any irregularities discovered in cargo handling
- 5.3.3 Handle lost, found and damaged cargo
- 5.3.4 (a) Notify the Carrier of complaints and claims  
(b) Process claims.
- 5.3.5 Take action when consignee refuses acceptance and payment.

## **5.4 Document Handling**

- 5.4.1 (a) Prepare air waybill  
(b) Check all documents to ensure shipment may be carried. The check shall not include the rates charged.  
(c) Obtain capacity/booking information for the Carrier's flights.  
(d) Split air waybill. Forward applicable copies of manifests and air waybills to the Carrier.  
(e) Prepare cargo manifest(s)  
(f) Provide the load control unit with Special Load Notification.  
(g) When applicable return copy of air waybill to shipper, endorsed with flight details.

- 5.4.2 (a) Notify consignee or agent of arrival of shipments
- (b) Make available cargo documents to consignee or agent.
- 5.4.3 (a) Provide
- or
- (b) Arrange for
- (1) collection of "Charges Collect" as shown on the air waybill
- (2) collection of other charges and fees as shown on the air waybill
- (3) credit to consignees or agents
- 5.5 Physical Handling Outbound/Inbound**
- 5.5.1 Accept cargo, ensuring that
- (a) machine-readable cargo labels are affixed and processed
- (b) manual labels are affixed and processed
- (c) shipments are "ready for carriage"
- (d) the weight and volume of the shipments are checked
- (e) the regulations for the carriage of special cargo, particularly the IATA Dangerous Goods Regulations (DGR), IATA Live Animals Regulations (LAR), and others have been complied with.
- 5.5.2 Tally and assemble for dispatch cargo for the Carrier's flights
- 5.5.3 Prepare
- (a) Bulk cargo
- (b) ULD'S
- For delivery onto flights.
- 5.5.4 Establish the weight of
- (a) Bulk cargo
- (b) built-up ULD'S
- and provide the load control unit with deadload weights.
- 5.5.5 (a) Offload bulk cargo from vehicles
- (b) Check incoming cargo against air waybills and manifests.
- (c) Break down ULD'S
- 5.5.6 Release cargo to the consignee or agent



**5.6 Transfer / Transit Cargo**

- 5.6.1 Identify transfer/transit cargo.
- 5.6.2 Prepare transfer manifests for cargo to be transported by another carrier.
- 5.6.3 (a) Provide  
or  
(b) Arrange for transport to the receiving carrier's warehouse under cover of Transfer Manifest
  - (1) on airport,
  - (2) off airport
- 5.6.4 Accept/prepare
  - (a) transfer cargo
  - (b) transit cargo for onward carriage.

**5.7 Post Office Mail**

- 5.7.1 Check incoming mail against Post Office mail documents.
- 5.7.2 In case of missing documentation, issue substitutes
- 5.7.3 Deliver inbound mail to
  - (a) on airport postal facility
  - (b) off airport postal facilitytogether with Post Office mail documents, against receipt from postal authorities.
- 5.7.4 Pickup outgoing mail from Postal Facility
  - (a) on airport
  - (b) off airport
- 5.7.5 Check outgoing mail from postal authorities against mail documents. Give receipt of acceptance of mail to postal authorities.
- 5.7.6 Handle and check transfer mail against accompanying mail documents.
- 5.7.7 Prepare  
or  
Arrange for
  - (a) bulk mail
  - (b) ULD'SFor delivery onto flights.

- 5.7.8 Establish the weight of
  - (a) Bulk mail
  - (b) built-up ULD'Sand provide the load control unit with deadload weights.
- 5.7.9 Distribute incoming and/or outgoing post office mail documents
- 5.7.10 Handle lost, found and damaged mail and report all irregularities to the Carrier and postal authorities.
- 5.7.11 Maintain a file on all mail including irregularities for a period of time to be specified in Annex B

## Section 6 Support Services

### 6.1 Accommodation

- 6.1.1 Provide facilities for the Carrier's representative(s).
- office space
  - storage space
  - other facilities

### 6.2 Automation / Computer Systems

- 6.2.1 (a) Provide  
or  
(b) Arrange for  
and  
(c) Operate  
equipment to enable access to
- Carrier's system
  - Handling Company's system
  - other system
- 6.2.2 Access the following functions in
- Carrier's system
  - Handling Company's system
  - other system
- for
- Training programmes.
  - Passenger reservations and sales
  - Passenger service
  - Baggage reconciliation.
  - Baggage tracing.
  - Operation, weight and balance and load control.
  - Cargo reservations and sales
  - Cargo handling
  - Maintenance
  - Other functions

### 6.3 Unit Load Device (ULD) Control

- 6.3.1 (a) Provide  
or  
(b) Arrange for  
storage space for ULDs
- passenger ULDs
  - cargo ULDs

- 6.3.2 Take action to prevent damage, theft or unauthorised use of the Carrier's ULDs in the custody of the Handling Company. Notify the Carrier immediately of any damage or loss.
- 6.3.3 (a) Take physical inventory of ULD stock and maintain records.  
(b) Compile and despatch ULD control messages
- 6.3.4 Prepare ULD exchange control documentation for all transfers of ULDs and obtain signature(s) of the transferring and receiving carrier(s) or approved third parties and distribute copies.
- 6.3.5 Handle lost, found and damaged ULDs and notify the Carrier of such irregularities.
  
- 6.4 Fuel Farm (Depot)**
- 6.4.1 Liaise with fuel farm suppliers.
- 6.4.2 (a) Inspect the Carrier's fuel farm product deliveries for contamination, prior to storage. Notify the Carrier of results.  
(b) Inspect fuel farm storage and/or appliances. Notify the Carrier of results.
  
- 6.5 Ramp Fuelling / Defuelling Operations**
- 6.5.1 Liaise with ramp fuel suppliers.
- 6.5.2 Inspect fuel vehicles and/or appliances for contamination.
- 6.5.3 Supervise fuelling/defuelling operations.
- 6.5.4 Prepare aircraft for fuelling/defuelling.
- 6.5.5 Drain water from aircraft fuel tanks. Perform water detection checks.
- 6.5.6 (a) Provide  
or  
(b) Arrange for approved fuelling/defuelling equipment.
- 6.5.7 Fuel/defuel aircraft with quantities of products requested by the Carrier's designated representative
- 6.5.8 Check and verify the delivered fuel quantity
- 6.5.9 Deliver the completed fuel order to the Carrier's designated representative.
- 6.5.10 Maintain records of all fuelling/defuelling operations

**6.6 Replenishing of Oils and Fluids**

6.6.1 Liaise with suppliers.

6.6.2 (a) Perform.  
or  
(b) supervise  
replenishing operations

6.6.3 (a) Provide  
or  
(b) Arrange for  
and  
(c) Operate  
special replenishing equipment.

**6.7 Surface Transport**

6.7.1 (a) Provide  
or  
(b) Arrange for  
the transport of  
(1) passengers  
(2) baggage  
(3) cargo and/or mail  
(4) empty ULDs  
(5) others  
between

(a) airport and town terminal  
(b) airport and other agreed points  
(c) separate terminals at the same airport

6.7.2 Make all necessary arrangements for special transport within the limit of local possibilities.

**6.8 Catering Services – Liaison and Administration**

6.8.1 Liaise with the Carrier's catering supplier.

6.8.2 Handle requisitions made by the Carrier's authorised representative.

## Section 7 Security

### 7.1 Passenger and Baggage Screening and Reconciliation

- 7.1.1 (a) Provide  
or  
(b) Arrange for  
(1) matching of passengers against established profiles  
(2) security questioning
- 7.1.2 (a) Provide  
or  
(b) Arrange for  
(1) screening of checked baggage.  
(2) screening of transfer baggage.  
(3) screening of mishandled baggage.  
(4) physical examination of checked, transfer and mishandled baggage  
(5) identification of security cleared baggage.
- 7.1.3 (a) Provide  
or  
(b) Arrange for  
(1) screening of passengers.  
(2) screening of cabin/unchecked baggage.  
(3) physical examination of passengers and cabin/unchecked baggage
- 7.1.4 (a) Provide  
or  
(b) Arrange for  
(1) identification of passengers prior to boarding.  
(2) reconciliation of boarded passengers with their baggage.  
(3) positive baggage identification by passengers  
(4) offloading of baggage for passengers who fail to board the aircraft.

### 7.2 Cargo and Post Office Mail

- 7.2.1 (a) provide  
or  
(b) arrange for  
(1) control of access to the cargo facilities.  
(2) screening of cargo and/or mail.  
(3) physical examination of cargo.

- (4) holding of cargo and/or mail for variable periods.
- (5) secure storage of cargo and/or mail.
- (6) decompression/pressure chamber

### **7.3 Catering**

- 7.3.1 (a) Provide  
or  
(b) Arrange for
  - (1) control of access to the catering unit.
  - (2) security supervision during food preparation.
  - (3) security check of catering uplifts.
  - (4) sealing of food and/or bar trolleys/containers.
  - (5) physical examination of catering vehicles prior to loading.

### **7.4 Aircraft**

- 7.4.1 (a) Provide  
or  
(b) Arrange for control of access to
  - (1) aircraft.
  - (2) designated areas.
- 7.4.2 (a) Provide  
or  
(b) Arrange for
  - (1) search of aircraft.
  - (2) guarding of aircraft.
  - (3) guarding of designated areas.
  - (4) security of baggage in the baggage make-up area.
  - (5) sealing of aircraft.
- 7.4.3 (a) Provide  
or  
(b) Arrange for security personnel
  - (1) to safeguard all Loads during the transport between aircraft and designated locations
  - (2) during offloading and loading of aircraft.

### **7.5 Additional Security Services**

- 7.5.1 (a) Provide  
or  
(b) Arrange for additional security services

## Section 8 Aircraft Maintenance

### 8.1 Routine Services

- 8.1.1 Maintain the Carrier's technical manuals, handbooks, catalogues, etc.
- 8.1.2 Perform line inspection
- 8.1.3 Enter in the aircraft log and sign for the performance of line inspection
- 8.1.4 Enter remarks in aircraft log regarding defects observed during the inspection.
- 8.1.5 Sign Air Worthiness Release (AWR)
- 8.1.6 Perform
  - (a) pre-departure inspection
  - (b) ice-check immediately before aircraft departure.
- 8.1.7 Provide personnel to assist the flight crew or ground staff in the performance of the inspection.

### 8.2 Non-routine Services

- 8.2.1 Rectify defects entered in the aircraft log as reported by the crew or revealed during the inspection, to the extent requested by the Carrier. However, major repairs must be separately agreed upon between the Parties.
- 8.2.2 Enter in aircraft log and sign for the action taken.
- 8.2.3 Report technical irregularities and actions taken to the Carrier's maintenance base.
- 8.2.4 (a) Provide
  - or
  - (b) Arrange for engineering facilities, tools and special equipment to the extent available.
- 8.2.5 Move aircraft under its own power

### 8.3 Material Handling

- 8.3.1 (a) Obtain Customs clearance for
  - (b) Administer the Carrier's spare parts, power plant and/or equipment.
- 8.3.2 Provide periodic inspection of the Carrier's spare parts and/or spare power plant.
- 8.3.3 Provide suitable storage space for the Carrier's spare parts and/or equipment.



**AHM 810 – Annex B****STANDARD GROUND HANDLING AGREEMENT –  
SIMPLIFIED PROCEDURE****ANNEX B – LOCATION(S), AGREED SERVICES AND CHARGES**

To the Standard Ground Handling Agreement (SGHA) of  
January 2004

between \_\_\_\_\_

having its principal office at \_\_\_\_\_

and hereinafter referred to as “the Carrier”

and \_\_\_\_\_

having its principal office at \_\_\_\_\_

and hereinafter referred to as “the Handling Company”

effective from \_\_\_\_\_

This Annex B for

the location(s) \_\_\_\_\_

is valid from \_\_\_\_\_

and replaces \_\_\_\_\_

**Preamble:**

This Annex B is prepared in accordance with the simplified procedure whereby the Parties agree that the terms of the Main Agreement and Annex A of the SGHA of January 2004 as published by the International Air Transport Association shall apply as if such terms were repeated here in full. By signing this Annex B, the Parties confirm that they are familiar with the aforementioned Main Agreement and Annex A.

**Paragraph 1. Handling Services and Charges**

1.1 For a single ground handling consisting of the arrival and the subsequent departure at agreed timings of the same aircraft, the Handling Company shall provide the following services of Annex A at the following rates.

1.1.1 Section(s) \_\_\_\_\_ price \_\_\_\_\_ per (aircraft type, etc.).

1.1.2 Section(s) \_\_\_\_\_ price \_\_\_\_\_ per \_\_\_\_\_

*The number of these clauses can be extended as far as necessary*

1.2 Handling in case of technical landing for other than commercial purposes will be charged at \_\_\_\_\_ % of the above rates, provided that a physical change of load is not involved.

1.3 Handling in case of return to ramp will not be charged extra, provided that a physical change of load is not involved.

1.4 Handling in case of return to ramp involving a physical change of load will be charged as for handling in case of technical landing in accordance with Sub-Paragraph 1.2 of this Annex.

**2.1 Paragraph 2. Additional Services and Charges**

All services not included in Paragraph 1 of this Annex will be charged for as follows:

**Paragraph 3. Disbursements**

3.1 Any disbursements made by the Handling Company on behalf of the Carrier will be reimbursed by the Carrier at cost price plus an accounting surcharge of \_\_\_\_\_ %.

**Paragraph 4. Limit of Liability**

4.1 The limit of liability referred to in Sub-Article 8.5 of the Main Agreement shall be as follows:

Aircraft Type

Limit (per incident)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Paragraph 5. Area of Responsibility**

- 5.1 The area of responsibility as mentioned in Sub-Sections 4.3 and 4.6 of Annex A is \_\_\_\_\_

**Paragraph 6. Transfer of Services**

- 6.1 In accordance with Sub-Article 3.1 of the Main Agreement, the Handling Company subcontracts the services of Annex A Section(s) \_\_\_\_\_ to \_\_\_\_\_

*The number of these clauses can be extended as far as necessary.*

**Paragraph 7. Settlement**

- 7.1 Notwithstanding Sub-Article 7.2 of the Main Agreement, settlement of account shall be effected \_\_\_\_\_

**Paragraph 8. Supervision and Administration**

- 8.1 The services of Annex A, Section 2 Sub-Section 2.1, covered by Sub-Paragraph 1.1 of this Annex B, refer only to the following services of Annex A which are performed for the Carrier by other organisation(s) under cover of separate agreement(s):

Section (s) \_\_\_\_\_

Section (s) \_\_\_\_\_

**Paragraph 9. Notification**

- 9.1 In accordance Sub-article 11.3 of the Main Agreement, any notice or communication to be given hereunder shall be addressed to the respective parties as follows:

To Carrier:

Carrier \_\_\_\_\_

Street \_\_\_\_\_

City, Country \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Attn \_\_\_\_\_

To Handling Company:

The Handling Company \_\_\_\_\_

Street \_\_\_\_\_

City, Country \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Attn \_\_\_\_\_

**Paragraph 10. Governing Law**

10.1 Governing law and courts as per Article 9.1 of the Main Agreement

## Governing Law

This agreement shall be governed by and interpreted in accordance with the laws of \_\_\_\_\_.

Courts for the resolution of disputes:

The Courts of \_\_\_\_\_.

Signed the \_\_\_\_\_ Signed the \_\_\_\_\_

at \_\_\_\_\_ at \_\_\_\_\_

for and on behalf of \_\_\_\_\_ for and on behalf of \_\_\_\_\_

by \_\_\_\_\_ by \_\_\_\_\_











# Calendar 2013

## January

M	D	M	D	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## February

M	D	M	D	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

## March

M	D	M	D	F	S	S
					1	2
					3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## April

M	D	M	D	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## May

M	D	M	D	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## June

M	D	M	D	F	S	S
					1	2
					3	4
					5	6
					7	8
					9	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## July

M	D	M	D	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## August

M	D	M	D	F	S	S
				1	2	3
				4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## September

M	D	M	D	F	S	S
						1
						2
						3
						4
						5
						6
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						30

## October

M	D	M	D	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## November

M	D	M	D	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## December

M	D	M	D	F	S	S
						1
						2
						3
						4
						5
						6
						7
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						29
						30

# Calendar 2014

## January

M	D	M	D	F	S	<b>S</b>
		1	2	3	4	<b>5</b>
6	7	8	9	10	11	<b>12</b>
13	14	15	16	17	18	<b>19</b>
20	21	22	23	24	25	<b>26</b>
27	28	29	30	31		

## February

M	D	M	D	F	S	<b>S</b>
					1	<b>2</b>
3	4	5	6	7	8	<b>9</b>
10	11	12	13	14	15	<b>16</b>
17	18	19	20	21	22	<b>23</b>
24	25	26	27	28		

## March

M	D	M	D	F	S	<b>S</b>
					1	<b>2</b>
3	4	5	6	7	8	<b>9</b>
10	11	12	13	14	15	<b>16</b>
17	18	19	20	21	22	<b>23</b>
24	25	26	27	28	29	<b>30</b>
31						

## April

M	D	M	D	F	S	<b>S</b>
		1	2	3	4	<b>5</b>
6	7	8	9	10	11	<b>12</b>
13	14	15	16	17	18	<b>19</b>
20	21	22	23	24	25	<b>26</b>
27	28	29	30			

## May

M	D	M	D	F	S	<b>S</b>
				1	2	<b>3</b>
4	5	6	7	8	9	<b>10</b>
11	12	13	14	15	16	<b>17</b>
18	19	20	21	22	23	<b>24</b>
25	26	27	28	29	30	<b>31</b>

## June

M	D	M	D	F	S	<b>S</b>
						<b>1</b>
2	3	4	5	6	7	<b>8</b>
9	10	11	12	13	14	<b>15</b>
16	17	18	19	20	21	<b>22</b>
23	24	25	26	27	28	<b>29</b>
30						

## July

M	D	M	D	F	S	<b>S</b>
		1	2	3	4	<b>5</b>
6	7	8	9	10	11	<b>12</b>
13	14	15	16	17	18	<b>19</b>
20	21	22	23	24	25	<b>26</b>
27	28	29	30	31		

## August

M	D	M	D	F	S	<b>S</b>
				1	2	<b>3</b>
4	5	6	7	8	9	<b>10</b>
11	12	13	14	15	16	<b>17</b>
18	19	20	21	22	23	<b>24</b>
25	26	27	28	29	30	<b>31</b>

## September

M	D	M	D	F	S	<b>S</b>
		1	2	3	4	<b>5</b>
6	7	8	9	10	11	<b>12</b>
13	14	15	16	17	18	<b>19</b>
20	21	22	23	24	25	<b>26</b>
27	28	29	30			

## October

M	D	M	D	F	S	<b>S</b>
		1	2	3	4	<b>5</b>
6	7	8	9	10	11	<b>12</b>
13	14	15	16	17	18	<b>19</b>
20	21	22	23	24	25	<b>26</b>
27	28	29	30	31		

## November

M	D	M	D	F	S	<b>S</b>
				1	2	<b>3</b>
4	5	6	7	8	9	<b>10</b>
11	12	13	14	15	16	<b>17</b>
18	19	20	21	22	23	<b>24</b>
25	26	27	28	29	30	<b>31</b>

## December

M	D	M	D	F	S	<b>S</b>
		1	2	3	4	<b>5</b>
6	7	8	9	10	11	<b>12</b>
13	14	15	16	17	18	<b>19</b>
20	21	22	23	24	25	<b>26</b>
27	28	29	30	31		

# Calendar 2015

## January

M	D	M	D	F	S	<b>S</b>
		1	2	3	<b>4</b>	
5	6	7	8	9	10	<b>11</b>
12	13	14	15	16	17	<b>18</b>
19	20	21	22	23	24	<b>25</b>
26	27	28	29	30	31	

## February

M	D	M	D	F	S	<b>S</b>
					<b>1</b>	
2	3	4	5	6	7	<b>8</b>
9	10	11	12	13	14	<b>15</b>
16	17	18	19	20	21	<b>22</b>
23	24	25	26	27	28	

## March

M	D	M	D	F	S	<b>S</b>
					<b>1</b>	
2	3	4	5	6	7	<b>8</b>
9	10	11	12	13	14	<b>15</b>
16	17	18	19	20	21	<b>22</b>
23	24	25	26	27	28	<b>29</b>
30	31					

## April

M	D	M	D	F	S	<b>S</b>
		1	2	3	4	<b>5</b>
6	7	8	9	10	11	<b>12</b>
13	14	15	16	17	18	<b>19</b>
20	21	22	23	24	25	<b>26</b>
27	28	29	30			

## May

M	D	M	D	F	S	<b>S</b>
				1	2	<b>3</b>
4	5	6	7	8	9	<b>10</b>
11	12	13	14	15	16	<b>17</b>
18	19	20	21	22	23	<b>24</b>
25	26	27	28	29	30	<b>31</b>

## June

M	D	M	D	F	S	<b>S</b>
1	2	3	4	5	6	<b>7</b>
8	9	10	11	12	13	<b>14</b>
15	16	17	18	19	20	<b>21</b>
22	23	24	25	26	27	<b>28</b>
29	30					

## July

M	D	M	D	F	S	<b>S</b>
		1	2	3	4	<b>5</b>
6	7	8	9	10	11	<b>12</b>
13	14	15	16	17	18	<b>19</b>
20	21	22	23	24	25	<b>26</b>
27	28	29	30	31		

## August

M	D	M	D	F	S	<b>S</b>
				1	<b>2</b>	
3	4	5	6	7	8	<b>9</b>
10	11	12	13	14	15	<b>16</b>
17	18	19	20	21	22	<b>23</b>
24	25	26	27	28	29	<b>30</b>
31						

## September

M	D	M	D	F	S	<b>S</b>
		1	2	3	4	<b>5</b>
6	7	8	9	10	11	<b>12</b>
13	14	15	16	17	18	<b>19</b>
20	21	22	23	24	25	<b>26</b>
27	28	29	30			

## October

M	D	M	D	F	S	<b>S</b>
		1	2	3	<b>4</b>	
5	6	7	8	9	10	<b>11</b>
12	13	14	15	16	17	<b>18</b>
19	20	21	22	23	24	<b>25</b>
26	27	28	29	30	31	

## November

M	D	M	D	F	S	<b>S</b>
					<b>1</b>	
2	3	4	5	6	7	<b>8</b>
9	10	11	12	13	14	<b>15</b>
16	17	18	19	20	21	<b>22</b>
23	24	25	26	27	28	<b>29</b>
30						

## December

M	D	M	D	F	S	<b>S</b>
		1	2	3	4	<b>5</b>
6	7	8	9	10	11	<b>12</b>
13	14	15	16	17	18	<b>19</b>
20	21	22	23	24	25	<b>26</b>
27	28	29	30	31		

# Calendar 2016

## January

M	D	M	D	F	S	<b>S</b>
				1	2	<b>3</b>
4	5	6	7	8	9	<b>10</b>
11	12	13	14	15	16	<b>17</b>
18	19	20	21	22	23	<b>24</b>
25	26	27	28	29	30	<b>31</b>

## February

M	D	M	D	F	S	<b>S</b>
1	2	3	4	5	6	<b>7</b>
8	9	10	11	12	13	<b>14</b>
15	16	17	18	19	20	<b>21</b>
22	23	24	25	26	27	<b>28</b>
29						

## March

M	D	M	D	F	S	<b>S</b>
	1	2	3	4	5	<b>6</b>
7	8	9	10	11	12	<b>13</b>
14	15	16	17	18	19	<b>20</b>
21	22	23	24	25	26	<b>27</b>
28	29	30	31			

## April

M	D	M	D	F	S	<b>S</b>
				1	2	<b>3</b>
4	5	6	7	8	9	<b>10</b>
11	12	13	14	15	16	<b>17</b>
18	19	20	21	22	23	<b>24</b>
25	26	27	28	29	30	

## May

M	D	M	D	F	S	<b>S</b>
						<b>1</b>
2	3	4	5	6	7	<b>8</b>
9	10	11	12	13	14	<b>15</b>
16	17	18	19	20	21	<b>22</b>
23	24	25	26	27	28	<b>29</b>
30	31					

## June

M	D	M	D	F	S	<b>S</b>
		1	2	3	4	<b>5</b>
6	7	8	9	10	11	<b>12</b>
13	14	15	16	17	18	<b>19</b>
20	21	22	23	24	25	<b>26</b>
27	28	29	30			

## July

M	D	M	D	F	S	<b>S</b>
				1	2	<b>3</b>
4	5	6	7	8	9	<b>10</b>
11	12	13	14	15	16	<b>17</b>
18	19	20	21	22	23	<b>24</b>
25	26	27	28	29	30	<b>31</b>

## August

M	D	M	D	F	S	<b>S</b>
1	2	3	4	5	6	<b>7</b>
8	9	10	11	12	13	<b>14</b>
15	16	17	18	19	20	<b>21</b>
22	23	24	25	26	27	<b>28</b>
29	30	31				

## September

M	D	M	D	F	S	<b>S</b>
				1	2	<b>3</b>
						<b>4</b>
5	6	7	8	9	10	<b>11</b>
12	13	14	15	16	17	<b>18</b>
19	20	21	22	23	24	<b>25</b>
26	27	28	29	30		

## October

M	D	M	D	F	S	<b>S</b>
				1		<b>2</b>
3	4	5	6	7	8	<b>9</b>
10	11	12	13	14	15	<b>16</b>
17	18	19	20	21	22	<b>23</b>
24	25	26	27	28	29	<b>30</b>

## November

M	D	M	D	F	S	<b>S</b>
		1	2	3	4	<b>5</b>
						<b>6</b>
7	8	9	10	11	12	<b>13</b>
14	15	16	17	18	19	<b>20</b>
21	22	23	24	25	26	<b>27</b>
28	29	30				

## December

M	D	M	D	F	S	<b>S</b>
				1	2	<b>3</b>
						<b>4</b>
5	6	7	8	9	10	<b>11</b>
12	13	14	15	16	17	<b>18</b>
19	20	21	22	23	24	<b>25</b>
26	27	28	29	30	31	

**Tasche für  
Visitenkarte**



# FAST GROWING NETWORK

## NETWORK

Countries:	38
Stations:	192

### NORTH AMERICA

Countries:	2
Stations:	39

### EUROPE

Countries:	16
Stations:	64

### CENTRAL AMERICA & CARIBBEAN

Countries:	6
Stations:	18

### AFRICA

Countries:	8
Stations:	33

### SOUTH AMERICA

Countries:	4
Stations:	31

### ASIA & MIDDLE EAST

Countries:	2
Stations:	7

# GET IN TOUCH WITH US

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