



Application for Ground Handling Permit at TCIAA Aerodrome/s

Ground Handling Requirements

SECTION 1 - GENERAL INFORMATION

Companies are advised to contact the Turks and Caicos Airports Authority (TCIAA) to seek approval for Ground Handling activities. See Section 4 Checklist for TCIAA contact details.

PLEASE COMPLETE THIS SECTION IN BLOCK LETTERS

COMPANY NAME: _____

ADDRESS OF REGISTERED OFFICE:

TELEPHONE: _____ FAX: _____

E-MAIL: _____ WEB SITE: _____

SIGNATORY NAME: _____

POSITION IN COMPANY: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

ADDRESS FOR CORRESPONDENCE (IF DIFFERENT FROM ABOVE):

TELEPHONE: _____ FAX: _____

E-MAIL: _____

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SECTION 2 - GROUND HANDLING CATEGORIES

PLEASE INDICATE THE GROUND HANDLING ACTIVITIES FOR WHICH YOU ARE SEEKING APPROVAL.

SCHEDULE 1			
		SELF	THIRD PARTY
1. GROUND ADMINISTRATION AND SUPERVISION			
1.1	representation and liaison services with local authorities or any other entity, disbursements on behalf of the airport user and provision of office space for its representatives		
1.2	load control, messaging and telecommunications		
1.3	handling, storage and administration of unit load devices		
1.4	any other supervision services before, during or after the flight and any other administrative service requested by the airport user		
2. PASSENGER HANDLING			
	any kind of assistance to arriving, departing, transfer or transit passengers, including checking tickets and travel documents, registering baggage and carrying it to the sorting area		
3. FREIGHT AND MAIL			
3.1	for freight handling or related documents, customs procedures and implementation of any security procedure agreed between the parties or required in the circumstances		
3.2	for mail: handling of related documents and implementation of any security procedure between the parties or required by the circumstances		
4. AIRCRAFT SERVICES			
4.1	the external and internal cleaning of the aircraft and the toilet and water services		
4.2	the cooling and heating of the cabin, of the aircraft		
4.3	the rearrangement of the cabin with suitable cabin equipment, the storage of this equipment		

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		SELF	THIRD PARTY
5. AIRCRAFT MAINTAINANCE			
5.1	routine services performed before flight		
5.2	non-routine services requested by the airport user		
5.3	the provision and administration of spare parts and suitable equipment		
5.4	the request for or reservation of a suitable parking and/or hangar space		
6. FLIGHT OPERATIONS AND CREW ADMINISTRATION			
6.1	preparation of the flight at the departure airport or at any other point		
6.2	in-flight assistance, including re-dispatching if needed		
6.3	post-flight activities		
6.4	crew administration		
7. SURFACE TRANSPORT			
7.1	the organisation and execution of crew, passenger, baggage, freight and mail transport between different terminals of the same airport, but excluding the same transport between the aircraft and any other point within the perimeter of the same airport		
7.2	any special transport requested by the airport user		
8. CATERING SERVICES			
8.1	liaison with suppliers and administrative management		
8.2	storage of food and beverages and of the equipment needed for their preparation		
8.3	cleaning of this equipment		
8.4	preparation and delivery of equipment as well as of bar and food supplies		

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SCHEDULE 2			
		SELF	THIRD PARTY
1. BAGGAGE HANDLING			
	handling baggage in the sorting area, sorting it, preparing it for departure, loading it onto and unloading it from the devices designed to move it from the aircraft to the sorting area and vice versa, as well as transporting baggage from the sorting area to the reclaim area		
2. FREIGHT AND MAIL HANDLING			
	the physical handling of freight and mail whether incoming, outgoing or being transferred, between the air terminal and the aircraft		
3. RAMP HANDLING			
3.1	marshalling the aircraft on the ground at arrival and departure		
3.2	assistance to aircraft parking and provision of suitable devices		
3.3	communication between the aircraft and the airside supplier of services		
3.4	the loading and unloading of the aircraft, including the provision and operation of suitable means, as well as the transport of crew and passengers between the aircraft and the terminal, and baggage transport between the aircraft and the terminal		
3.5	the provision and operation of appropriate units for engine starting		
3.6	the moving of the aircraft at arrival and departure, as well as the provision and operation of suitable devices		
3.7	the transport, loading onto and unloading from the aircraft of food and beverages		
4. FUEL AND OIL HANDLING			
4.1	the organisation and execution of fuelling and defuelling operations, including the storage of fuel and the control of the quality and quantity of fuel deliveries		
4.2	The replenishing of oil and other fluids		

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SECTION 3 - DOCUMENTATION AND INFORMATION REQUIRED

PLEASE NOTE THAT CERTAIN ITEMS ARE REQUIRED IN ACCORDANCE WITH SECTION 3.A)

1. Grant of Approval from Business Licencing Authority, (Business Licence)

Please provide a copy of Grant of Approval/Business Licence issued by Business Licence Authority or other relevant authority to engage in the ground handling services.

2. Ground Handling Requirements Form

Please complete the attached form in full.

3. Administration Charge

All ground handling companies are subject to an administration charge.

Initial Administration Charge	500
Renewal Charge	200

Please forward payment in full for Administration Charges as soon as the invoice is issued

4. Insurance Cover

Please complete the self certification insurance form attached to confirm that Turks and Caicos Islands Airport Authority has been noted as co-insured on your insurance policies.

5. Accident and Emergency Plan

Please provide an Accident and Emergency Plan for the Airport in respect of your operations. You are required to be in a position to implement this plan as required. You shall also be required to provide at your own cost adequate resources for participation in emergency exercise as arranged and co-ordinated by TCIAA and at intervals determined by TCIAA.

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6. Training

Please ensure that your staff undergo appropriate training to ensure the proper and safe discharge of their functions prior to commencing work at the Airport.

To comply with Airside Safety Awareness Training and Airside Driving, if applicable, one of the three options listed below must be completed:

1. Training Manual completed in compliance with checklists provided by TCIAA Airside Training.
2. Train the Trainer - carried out by TCIAA Airside Training Unit
3. Staff Trained by TCIAA Airside Training Unit.

There is a charge associated with options 2 and 3 - details are available from the Finance Department of TCIAA.

7. Vehicles and Equipment

Please provide a detailed list of all equipment proposed in respect of your operation at the Airport. Please ensure that only equipment essential to operations undertaken at the airport be operated on the airside. Please identify the essential equipment which requires airside parking.

A charge is levied for processing airside vehicle permits - details are available at TCIAA

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SELF CERTIFICATION INSURANCE FORM

INSURANCE COVER IN COMPLIANCE WITH RULES OF CONDUCT FOR GROUND HANDLING AT THE AIRPORT

Please confirm that Turks and Caicos Islands Airport Authority has been noted as co- insured on the insurance policies:

Cover		Expiry Date
Public/Products Liability		
The policy shall contain a Cross Liability Clause and have Turks and Caicos Islands Airport Authority, named as a joint insured, but excluding any claims arising from the negligence of Turks and Caicos Islands Airport Authority	YES	

I hereby confirm that the above insurance details are true and correct and are in compliance with insurance requirements as stated in Rules of Conduct for Ground Handling at Turks and Caicos Islands Airport/s.

Ground Handling Company: _____

Address: _____

Signed By: _____

Title: _____ Date: _____

The **insurance broker** of ground handling company should complete this section:

I hereby confirm that the above insurance details are true and correct and are in compliance with insurance requirements as stated in Rules of Conduct for Ground Handling at Airport.

Insurance Broker: _____

Address: _____

Signed By: _____

Title: _____ Date: _____

In the event of the handling company being without cover for any reason, the handler and/or their broker must inform the Ground Handling Unit immediately.

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Ground Handlers - Safety Statement Declaration

Company: _____

	Safety Health And Welfare At Work Requirements	YES	NO
1	Does your Safety Statement comply with current Legislation?		
2	Does it contain the correct Emergency Numbers for Airport?		
3	Does it contain HSA contact numbers?		
4	Does it contain the local company safety contact number?		
5	Does it contain Corporate safety contact number?		
6	Does it refer to Accident reports? (MORs)		
7	Does it Specify the manner in which the safety, health and welfare of persons employed shall be secured at work?		
8	Is it based on an identification of the hazards and an assessment of the risks to safety and health at the place of work to which the safety statement relates?		
9	Does it specify the arrangements made and resources provided for safeguarding the safety, health and welfare of persons employed at a place of work to which the safety statement relates		
10	Does it specify the co-operation required from employees		
11	Does it specify the names, including the names of authorised deputies and job titles where applicable, of the persons responsible for the performance of tasks assigned to them by the safety statement?		
12	Does it specify how the terms of the safety statement are brought to the attention of persons employed by him and to other persons at the place of work who may be affected by the Safety Statement		
13	Have you carried out the Risk Assessment		
	Safety Health And Welfare At Work (General Application)		
14	Have arrangements for cooperation and coordination of action with other employers been put in place?		
15	Does it specify the arrangements you have in place for sharing of information with other employers?		
16	Does it specify the arrangements you have in place for ensuring employees of other employers have received necessary instructions?		

I (Name).....(Position)
of(Company Name) certify that the
answers given above are correct and certify that our Safety Statement Complies with
the Requirements of the Safety Health & Welfare at Work general practises in the
industry and associated Legislation.

Signed: _____

Date: _____

A copy of your company Safety Statement must accompany the signed copy of

this Declaration

GH Requirements

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GH Requirements

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SECTION 4 - CHECK LIST

The following information should be included with your submission.

- Copy of Business Licence
- Ground Handling Requirement Form
- Self Certification Form
- Safety Statement Declaration
- Administration Charge
- Accident & Emergency Plan
- Training
- Vehicles & Equipment Listing
- Receipt of Rules of Conduct
- Receipt of Airside Driving Policy
- Request for access to Aerodrome Manual