Düsseldorf International

Airport User Regulations (AUR)

For Flughafen Düsseldorf GmbH (FDG)

Notes and Guidelines for Airlines, Tenants, Lessees, Suppliers and other Users of Düsseldorf International Civil Airport

Düsseldorf International Airport

✈ Operator

Flughafen Düsseldorf GmbH (FDG)

✈ International Designation

ICAO CODE:	EDDL
ICAO CODE:	DUS

✈ Classification

Airport classification:
ICAO - airport reference code 4E

✈ Address

Postal address	Company address
Flughafen Düsseldorf GmbH	Flughafen Düsseldorf GmbH
Postfach 30 03 63	Flughafenstraße 120
D-40403 Düsseldorf	D-40474 Düsseldorf
Germany	Germany

✈ SITA Connection

DUSYFXH (ramp control)
DUSVLXH (Duty Traffic Manager)

✈ Telephone

Airport collective number:	(0211) 421-0
Customer Service Center:	(0211) 421-2000
FDGHG De-Icing/Anti-Icing Manager:	(0211) 421-52222
Air Traffic Management:	(0211) 421-2321/20027
Lost Property & Found Office:	(0211) 421-2515
Duty Traffic Manager (24 h):	(0211) 421-2220/2420
Apron Control:	(0211) 421-2361
Corporate Communications Department:	(0211) 421-50000

✈ Facsimile

Duty Traffic Manager (24 h):	(0211) 421-2735
Administration:	(0211) 421-6666

✈ E-mail

customerservice@dus-int.de
(Duty Traffic Manager)

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I. Part Description of airport

The binding and up-to-date descriptions of the airport are to be gathered from the latest editions of “Notice to Airmen” (NOTAM) and “Aeronautical Information Publication for the Federal Republic of Germany” (AIP).

1. The Airport Facilities and Services

1.1 Situation of the airport and the airport reference point

1.1.1 Geographical situation of the airport reference point (ARP): WGS 84

- ✈ Latitude 51° 16‘ 51.33‘‘ N
- ✈ Longitude 06° 45‘ 26.32“ E
- ✈ Location: in the south western section of the airport site
  287° straight true and 949 m from the control tower

1.1.2 Distance and direction from the city

The airport lies 7.4 km north of the city center of Düsseldorf

1.1.3 Altitude of airport

- ✈ Highest altitude of take-off runway system: 44.83 m above MSL (147 ft)
- ✈ Altitude of the airport reference point (ARP): 36.00 m above MSL (118 ft)
- ✈ Altitude of take-off runway reference point (RRP)
  runway 05R/23L 36.70 m above MSL
  runway 05L/23R 38.00 m above MSL

1.1.4 Meteorological information

- ✈ direction of prevailing winds: south west (SW)
- ✈ average maximum daytime temperature of the warmest month: 23.0 °C (July)
- ✈ average lowest daily temperature of the coldest month: 0.3 °C (January)
- ✈ for further details see AIP (GEN 3.5 – 29)

1.1.5 Airport reference temperature

23.0°C

1.1.6 Magnetic variation:

- ✈ 0° 32‘ East (2009)

1.1.7 Levels of operation

- ✈ runway 05R CAT IIIb
  23L CAT IIIb
- ✈ runway 05L CAT I
  23R CAT IIIa
- ✈ for further details see AIP (AD2 EDDL 4-2-1 to 4-2-3) and NOTAM I 1/99

1.1.8 Operating hours

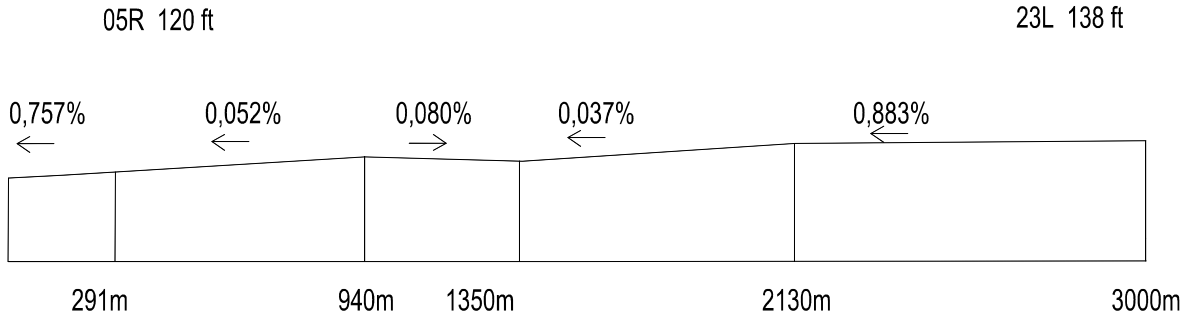
- ✈ 24 hours taking account of the restrictions on night flights to be gathered from the AIP (AD 2 EDDL 1 - 10)

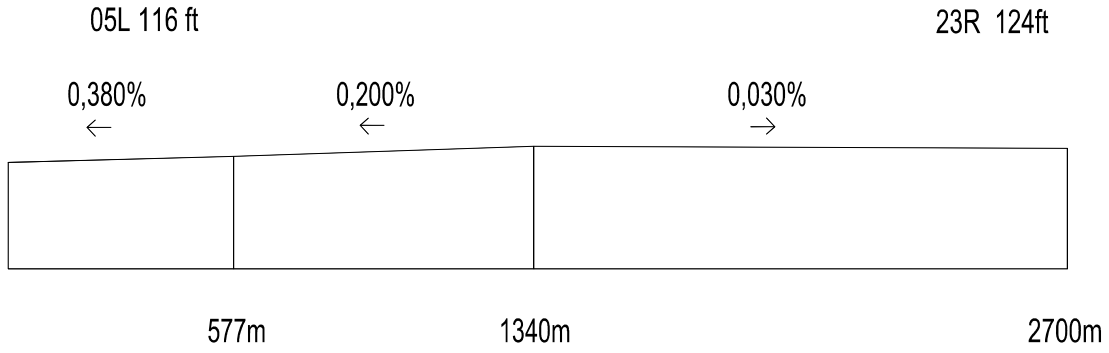
1.2 Airport operations facilities

1.2.1 Take-off and landing runways of the airport

Designation	Straight true direction	length/width m	load capacity PCN value	surface
05R / 23L	52° 45‘ 58“ / 232° 45‘ 58“	3,000 x 45	100/R/B/W/T	concrete
05L / 23R	52° 45‘ 58“ / 232° 45‘ 58“	2,700 x 45	100/R/B/W/T	concrete

1.2.2 Longitudinal tilt of the take-off and landing runways





1.2.3 Taxiways

Designation		width, m	load capacity PCN value	surface
A		23	73/F/C/W/T	asphalt
B	(north)	23	73/F/C/W/T	asphalt and concrete
B	(south)	23	73/F/C/W/T	asphalt
C	between RWY 05R / 23L and TWY M	23	73/F/C/W/T	asphalt
C	between TWY M and freight ramp	23	73/F/C/W/T	asphalt
D		23	73/F/C/W/T	asphalt
E	(north)	23	73/F/C/W/T	concrete
E	(south)	23	73/F/C/W/T	asphalt
F		23	73/F/C/W/T	asphalt and concrete
G		25	73/F/C/W/T	asphalt
M	between TWY X + TWY E	25	100/F/C/W/T	asphalt
M	between TWY E + CAT M II / III	25	100/F/C/W/T	asphalt
M	between CAT II / III + CAT I	25	100/R/B/W/T	concrete
M	between CAT I + RWY 23L	25	73/F/C/W/T	asphalt
L	between TWY E + CAT II / III	25	100/F/C/W/T	asphalt
L	between CAT II / III + CAT I	25	100/R/B/W/T	concrete
L	between CAT I + RWY 23L	25	73/F/C/W/T	asphalt
N		25	100/F/C/W/T	asphalt
P	between TWY M + RWY 05R	25	100/F/C/W/T	asphalt
P	between apron + TWY M	44	76/R/B/W/T	concrete
Q		58	76/R/B/W/T	concrete
R		47	76/R/B/W/T	concrete
S		102	76/R/B/W/T	concrete
T		50	76/R/B/W/T	concrete
V	General Aviation	12.5	51/F/C/W/T	asphalt
W		23	73/F/C/W/T	asphalt
K	General Aviation	12.5	51/F/C/W/T	asphalt
X		50	73/F/C/W/T	asphalt
Y		23	51/F/C/W/T	asphalt
Z		23	51/F/C/W/T	asphalt

1.2.4 Ramps

Surfaces consist mainly of concrete and in some areas of asphalt, in some areas of the Executive Terminal (GAT) of lawn paving blocks. Load capacity is based on the PCN values specified in the AIP.

GAT ramp:	34.683 m²
west ramp:	57.287 m²
main ramp:	415.964 m²
east ramp:	250.713 m²

1.2.5 Helicopter landing pad

Surface: concrete

1.2.6 Handling facilities

The airport has a passenger handling terminal with piers A, B and C and a Executive Terminal (GAT). All the necessary facilities are provided.

The air freight building (DUS Air Cargo Center) is equipped with all facilities necessary for air freight handling.

1.2.7 Available hangar space for aircraft

Hangar	Depth m	Width m	Floor space m²	Height of gate m	Clear space m	Extensions, workshops, storerooms m²	Miscellaneous
1	30	65	1,950.50	8	2 x 31.70	560	heatable
2	35	80	2,791	9.2	60	621	heatable
3	23	100	2,308	6	4 x 23	653	
4	50	72	3,416	8.3		1,347	heatable
5	52.5	82.5	4,331	12	60	1,951	heatable, trav. crane 5 t
6	52.5	82.5	4,331	13.5	60	1,930	heatable; trav. crane 5 t
7	92.5	216.5	20,026.25	21	2 x 70.5 1 x 71	9,610	heatable; floor heating; 2 x trav. crane 5 t
8	65.8	150.4	9,896	20	75	4,500	heatable; 3 trav. cranes 3t
9	82.9	72	552	---	72	---	Noise protection hangar
10	26.5	101.3	2,685	5.9	100	---	heatable; trav. crane 2 t
total			52,286.75			21,172	

1.2.8 Available maintenance and noise protection facilities

Maintenance and overhaul facilities - allowing major repairs and engine changes - are available for the most usual types of aircraft. A noise protection hangar (Hangar 9) is available for ground run-ups (for aircraft up to size B747-400/A340-600).

1.3 Flight operations services

1.3.1 Fire-fighting vehicles and rescue equipment

Fire-fighting vehicles and rescue equipment are available to the extent commensurate with flight operations and in accordance with the ICAO guidelines.

1.3.2 Medical services

Düsseldorf Airport is an airport which provides medical services. It has a First Aid station in the fire service building which is manned by trained medical personnel on standby duty round the clock (0–24 hrs).

Emergency Number 112

The airport fire service is responsible for the transport of the sick or injured persons. Emergency rescue and medical attention of large numbers of injured persons is carried out in cooperation with and is the responsibility of Düsseldorf's professional fire service. The public health department provides doctors for the rescue service and for operations involving the risk of infection. Detailed arrangements are set out in the current version of the FDG's Emergency Response Plan (ERP).

1.3.3 Support of persons requiring assistance

The medical service of the airport fire service is available to assist sick and injured persons. Taking care of unaccompanied minors is within the responsibility and the competence of the airline concerned. The PRM service is available according to EC Regulation No. 1107/2006 to take care of persons with reduced mobility (Tel.: 0211 / 421-25970).

1.3.4 Usability depending on weather and snow clearing equipment

Weather conditions permitting, FDG keeps the airport constantly operational. Snow and ice control equipment is available in line with the seasonal snow plan AIP SUP IFR.

1.3.5 Fuelling facilities

The aviation fuel companies located at the airport keep stocks of all the necessary carburetors and jet fuels as well as oil grades. Further details of the types available, fuelling devices and restrictions or fuelling possibilities can be gathered from the AIP (AD 2 EDDL 1 – 1).

1.3.6 De-icing of aircraft

1.3.6.1 General

At Düsseldorf Airport, aircraft are de-iced at defined, remote positions. The de-icing of jet aircraft is carried out on the areas named below and with running engines. Special regulations apply to propeller aircraft. All further details can be gathered from 'DUS DE-ICING/ANTI-ICING Procedure' published annually by the FDGHG.

1.3.6.2 De-icing areas

The following have been designated as special remote areas for the de-icing of aircraft:

✈ DA WEST positions V61-V71 for take-offs in the direction 05L/05R

✈ DA EAST positions V01-V08 for take-offs in the direction 23L/23R

The location of the remote areas can be gathered from the AIP, maps AD 2 EDDL 2 – 5. FDG reserves the right to allocate other areas for operational reasons.

1.3.6.3 Application for de-icing

Applications for de-icing must be made by telephone with the FDGHG De-icing manager. The requested de-icings at DA WEST/DA EAST will be passed on to the Airport Control Office of the DFS (German Air Navigation Services) and the FDG Apron Control.

1.3.6.4 Order of de-icing

DFS Airport Control specifies the order of de-icing at DA WEST/DA EAST and allocates the appropriate de-icing areas.

1.3.6.5 Taxiing to the de-icing areas

The remote areas are within the responsibility of the FDG. Taxiing is supervised by the DFS Taxiing Control on behalf of the FDG. After start-up approval/push-back, aircraft are guided by the DFS to the vicinity of the de-icing area. An Apron Control vehicle (follow-me) then guides the aircraft to a vacant de-icing position.

1.3.6.6 Ground radio station for the remote aircraft de-icing

After parking the aircraft at the de-icing position the pilot reports on the VHF frequency allocated by Taxiing Control (call sign “Düsseldorf De-Icing”), giving his flight number and the aircraft type, for de-icing to begin. The available VHF frequencies are

121.600 MHz,	122.125 MHz,	122.775 MHz	and	135.225 MHz
PAD 1	PAD 2	PAD 3		PAD 4

1.3.6.7 Taxiing away from remote de-icing areas

When de-icing is completed the pilot reports to DFS DÜSSELDORF GROUND 121.900 MHz that he is ready to taxi away. Taxiing movements must be carried out with the absolute minimum base speed necessary.

1.4 General information

In addition to flight operations facilities, many other services are offered throughout the airport grounds. These include a DUS Air Cargo Center, multi-story car parks, restaurants, shops as well as two hotels. The airport is linked with local and national public transport systems through two railway stations and bus stops and has its own motorway junction. Cars may drive up to the Terminal on the departure level. A taxi rank, three bus-stop bays for alighting from the bus as well as the Valet Parking are located around the access road of the arrivals level. Special rules apply to the access on the arrivals level. Private vehicles are not allowed to use the access road to Arrivals. All other vehicles including busses require a permit by the FDG. A separate area comprising six bays (Bus Terminal) in the access area of Arrivals is available for coaches (with more than 6m in length and/or more than 9 seats). Further information is available from the Customer Service Center.

II. Part Regulations for use

1. Scope of Application of the AUR

1.1 All persons entering the airport by aircraft, on foot, by vehicle or with equipment of any kind or are using the airport in any other way must observe the provisions of the AUR as well as the FDG instructions issued for their implementation. The AUR apply also to all contract parties (e.g. tenants, customers) that receive or render services on the grounds of the airport operator. The provisions of the AUR do not replace any approval and/or permit required according to other legal provisions.

1.2 So far as regulations and instructions apply to aircraft operators they apply accordingly to the owners of aircraft and to persons using the aircraft even if they are not the operator or the owner of the aircraft.

2. Use by Aircraft

2.1 Authorization to take off and land including reporting procedure

2.1.1 Use of the airport by aircraft up to the PCN values published in the AIP (GEN 4.1 Düsseldorf 1 – 4) is permitted against payment of the charges, which are determined in the currently valid scale of charges of Düsseldorf Airport and are generally due before take-off. Restrictions of use and other conditions for flight operations are also published in AIP.

2.1.2 Aircraft operators, pilots or their agents must announce their flight plans to and from Düsseldorf to FDG in time providing all necessary information, such as flight times, aircraft type used, the current course of a particular flight and the carried load, for the proper management of flight operations and of personnel. This also applies to the cancellation of planned flights.

2.1.3 Aircraft operators, pilots or their agents must at any time and on request submit to the FDG the complete documents (including noise certificates) necessary for the verification of the use authorization and the calculation of the charges.

2.1.4 Aircraft operators, pilots or their agents are obliged to fill in a flight report provided by the FDG after landing or before take-off. The data collected thus is meant for the Federal Statistical Office and for the flight operations report at the airport of Düsseldorf. The reporting of flight operations is regulated in Annex 3.

2.2 Take-off and landing facilities

The take-off and landing runways are to be used for take-off and landing, the taxiways or other specially designated areas for taxiing. Pilots must follow the instructions of the DFS Airport Control Office (Airport Control) as well as those of the Apron Supervision (follow-me, light signal system or hand signals). The liability of the FDG for deficiencies the FDG does not take responsibility for and which exist at the time of the conclusion of a contract is ruled out.

2.3 The apron

2.3.1 The apron is used for the ground handling of aircraft. Any other use (e.g. for parking of aircraft, major maintenance work – i.e. all maintenance work taking up longer than two hours and/or holding the danger of any material leaking out, e.g. change of engine – or engine run-ups with idle power) is allowed only with the permission of Apron Control or the Duty Traffic Manager. Engine run-ups to above “idle power” on the ramps are generally prohibited.

2.3.2 Handling positions are allocated by the airport operator. Aircraft is directed in to the handling position by personnel of the airport operator or by means of technical taxi-in aid.

2.4 Taxiing, towing and push-back

2.4.1 Aircraft may be moved by their own power only by persons authorized to do this. They may not taxi into or out of hangars and workshops by their own power.

2.4.2 Aircraft may taxi in the apron area with only the minimum engine speed necessary.

2.4.3 If necessary, aircraft will be towed by the FDG, by a company commissioned by the FDG to do this, or, by special agreement, by the aircraft operator. They may be moved only by persons authorized and trained to do so.

Towing and pushing must be carried out as specified by Apron Control. Unimpaired communication between the towing vehicle and the cockpit, Apron Control and Apron Supervision (follow-me) must be guaranteed.

2.4.4 When using a push-back vehicle with a towing rod a pilot or expert technician must be in the aircraft cockpit. Radio alert of the driver of the push-back vehicle must be given during push-back.

2.4.5 To maintain the necessary safety distance between the engines/propellers and the push-back vehicle in the case of accompanied push-back (WOA – walk out assistance), the WOA must take up a position in or on (standing place) the push-back vehicle during push-back with a push-back vehicle without a tow bar. In the case of push-back with a push back vehicle with a tow bar the WOA must walk beside the push-back vehicle and may not take up a position in or on the push-back vehicle. The aircraft operator is responsible for keeping a stock of suitable tow bars. The WOA must make sure there is no danger to other aircraft, to buildings, equipment, vehicles and persons during push-back.

2.4.6 The headset cable connection between WOA and the aircraft must be at least 5 m long. The speed of push-back operations may not exceed 6 km/h. There may be no stepping over the tow bar or walking under the aircraft fuselage during push-back operations. The aircraft operator is responsible for the availability of suitable tow bars. Reversing (without an aircraft attached) is generally prohibited for push-back vehicles with an attached tow bar. When not towing, tow bars may only be pulled.

2.4.7 After the completion of the push-back operation the WOA is to drive back to his original position or to his next place of duty in the push-back vehicle. Otherwise the WOA must leave the apron on foot by the shortest route. Other vehicles to pick up the WOA are not allowed to the apron.

2.4.8 Only adequately trained personnel may be employed as WOA. The FDG is authorized to check the necessary evidence of training at any time.

2.5 Executive Terminal – operations and Terminal

Passengers and aircraft crews may enter and move about on the Executive Terminal apron only under the immediate supervision of the FDG or a third party commissioned by the FDG in order to avoid mixing of security checked (clean) and unchecked (unclean) passengers. Persons to be supervised will be transported between the Executive Terminal and the aircraft in a vehicle of the FDG or in a vehicle of a company commissioned by the FDG.

2.6 Parking and hangar parking

2.6.1 Parking and hangar places are allocated by the FDG. If an aircraft spends more than one hour at the airport its operator must, on request by the FDG, park it on an allocated parking position or move it into a hangar. The FDG may demand that the aircraft be moved to a different parking or hangar position at any time for security or operational reasons or have the aircraft moved without its own power by trained personnel to the allocated position at the aircraft operator's expense in case the aircraft operator cannot be contacted or does not follow according request in time.

2.6.2 It is the duty of the aircraft operator to make safe parked aircraft and to do this in the time between sunset and sunrise and when visibility is poor. Four safety control cones (so called "Lübecker Hüte"/rubber cones in compliance with BAST registration with a minimum height of 500 mm, Type 2, Class III, foil type B) or, as an alternative, four lights (minimum luminous intensity of 10 candela [cd/m²]) are to be used for making safe an aircraft. If an aircraft is insufficiently made safe, the FDG reserves the right to make safe the aircraft on its own at the aircraft operator's expense. In addition the aircraft operator is responsible for securing his aircraft at all times against rolling away and against storms.

2.6.3 The legal provisions concerning tenancy (articles 535 ff. Civil Code) apply to the parking of aircraft and its storage in hangers. The liability of the airport operator for deficiencies that the FDG does not take responsibility for and which exist at the time of the conclusion of a contract is ruled out. The FDG accepts the duty of keeping aircraft in a safe place only if a special written agreement has been entered.

2.6.4 Users must treat parking positions, particularly the hangars and their equipment, with care and comply with the provisions below.

2.6.4.1 The technical plants, facilities and equipment of the FDG, in particular power supply units, cranes and assembly scaffoldings, may be used only by agreement with the FDG.

2.6.4.2 The aircraft operator must provide handheld fire extinguishers in sufficient numbers and within easy reach during work of all kinds on aircraft in hangars or within a radius of 50 m around the hangars.

2.6.4.3 The areas and places in front of the hangar gates and the noise protection hangar must be kept clear.

2.6.4.4 Hangar gates may only be operated by persons who have received previous instruction from the FDG.

2.6.4.5 Aircraft must be washed and rinsed in the designated hangars only.

2.6.4.6 The approval of the FDG is required for the parking, keeping and repairing of motor vehicles or other vehicles and other objects.

2.7 Engine run-ups

Aircraft operators must observe the regulations on ground run-ups (cf. also Annex 1, item 2 of the AUR). In general, the noise protection hangar (Hangar 9) is to be used against a charge for engine run-ups. Use of this noise protection facility is subject to the terms of the FDG Standard Operating Procedure (SOP) and the scale of charges each in the currently valid version. Engine run-ups may be carried out in the time between 10pm and 6am only if such measure serves to test aircraft safety and in order to adhere to the existing flight schedule. Maintenance work is prohibited in the noise protection hangar. Ground run-up times are to be reported unsolicited to the FDG Apron Control.

After finishing the engine run-up the noise protection hangar must be left in a clean and orderly state. The use of the noise protection hangar for test runs of engines is carried out at the aircraft operator's or the commissioned company's own risk. The user is liable for all damage caused due to non-observance of the SOP or otherwise generally acknowledged rules. The Duty Traffic Manager is to be contacted in case of any questions concerning engine run-ups.

2.8 APU operation

To avoid additional noise on the ground and to reduce further emissions for the protection of all employees and residents of adjacent residential areas, emissions caused by aircraft power units (APU) for which the pilot is responsible are to be kept at a minimum. If it is necessary to operate an APU for cabin air-conditioning, the APU is to be switched on only as soon as appropriate before passengers embarkation.

2.9 Fuel supply

Companies supplying aircraft with fuels must be licensed by the FDG. These companies and the aircraft operators must comply with the Safety Regulations in their own responsibility.

2.10 Maintenance work and washing

Major maintenance work on aircraft (i.e. all maintenance work taking up longer than two hours and/or holding the danger of any material leaking out, e.g. change of engine) may be carried out only in areas or hangars allocated and washing operations only in the designated hangars in the washing hangars and places by arrangement with the FDG.

2.11 Disabled aircraft / deployment of the fire services

2.11.1 If an aircraft breaks down and is immobilized at the airport, the FDG may remove it from the flight operations area without a special commission by the aircraft operator and at his expense if this is necessary for conducting flight operations. If the FDG considers deployment of the fire services necessary for the removal, movement or accompaniment of the immobilized aircraft, the aircraft operator must bear these expenses as well. The FDG shall be liable for damage only if it was caused with intent or through gross negligence.

2.11.2 The regulation of liability of no. 2.11.1 also applies if the aircraft operator and the FDG enter an agreement according to which the FDG is commissioned by the aircraft operator to remove immobilized aircraft from the flight operations area or assist with its removal.

2.11.3 If an aircraft breaks down and is immobilized and the FDG suffers financial damage because of this, this damage is to be covered by the aircraft operator, too.

2.11.4 The aircraft operator bears the costs of a deployment of the fire services of the FDG incurred through the performance of the fire-fighting measures estimated necessary by the FDG. The limitation of liability of no. 2.11.1 accordingly applies for this case, too. If the FDG suffers financial damage through the incident causing the deployment of the fire services, this damage is to be covered by the aircraft operator, too.

3. Ground handling services

3.1 General

The FDG or the company commissioned by the FDG, licensed ground handling services providers and self-handlers may carry out ground handling services in accordance with the Regulation on Ground Handling Services at Airports (BAVD). Licensed ground handlers and self-handlers must store their handling equipment only in the places allocated to them by FDG and against payment of a charge. The legal provisions concerning tenancy (articles 535 ff. Civil Code) apply to the roadworthy storage of ground handling equipment. The liability of the airport operator for deficiencies that the FDG does not take responsibility for and which exist at the time of the conclusion of a contract is ruled out. The FDG accepts the duty of keeping only if a special written agreement has been entered.

3.2 Indemnity insurance

The evidence of an indemnity insurance in the sense of the Regulation on Ground Handling Services at Airports (BAVD) comprises the evidence of the motor insurance, so far as an MOT approved vehicle is employed for the rendering of services.

3.3 Coordinator

For the duration of the handling operations at the aircraft the aircraft operator must appoint a responsible coordinator who may give instructions and who is available as a contact for all persons involved in the handling operations and has the authority to issue instructions. He is responsible for orderly and safe aircraft handling. To facilitate quick identification of the coordinator the FDG can set marking by uniform warning clothing.

3.4 Centralized infrastructure

The following facilities are Centralized Infrastructure (CI) within the sense of Article 6, BADV:

Areas of the Building Facilities	✈ Airbridges ✈ 400 Hz power supply facilities ✈ Baggage handling system
Apron Areas	✈ Aircraft positions ✈ Equipment storage areas ✈ Preparation areas ✈ Container stores ✈ Central aircraft de-icing positions
Areas of the Central Airport Control	✈ Flight Operations/Air Traffic Management ✈ Traffic Management Center/Apron Control ✈ Traffic Management ✈ Flight operations management
Areas of the Communications Systems	✈ Airport information system ✈ Communication networks (wired, wireless) ✈ Trunked radio
Areas of the Airport Services Facilities	✈ Common Use Terminal Equipment (CUTE) ✈ Common Use Self Service Check-in Kiosks (CUSS kiosks) ✈ Toilet waste disposal station ✈ Fresh water supply station ✈ Central waste disposal/recycling yard

Annex 2 contains a detailed description of the scope and contents of the individual CI areas.

CI is provided, administered or operated exclusively by the FDG or one of its agents. If services, which can be provided using these facilities, are within the scope of the AUR, CI may be used for a fee.

4. Vehicular and Pedestrian Entry onto and other Use of the Airport Grounds

4.1 Roads, areas, buildings and entrances

4.1.1 The roads and areas of the airport are not dedicated to public traffic. The FDG may restrict or bar traffic on roads and areas for operational reasons. Users must observe the German Road Regulation (StVO), the AUR and the ID and licensing order issued by the FDG. The Traffic and Safety Regulations issued by the FDG, including the list of measures drawn up by the FDG in the case of breaches of the AUR and against the Traffic and Safety Regulations for the restricted areas of the airport grounds (see AUR Annex 4) must be observed. If demanded by the FDG, drivers of vehicles driving on the apron area must have a company driving license issued by the FDG.

4.1.2 Vehicular and pedestrian access to the airport grounds is permitted only using the roads, entrances and gates approved by the FDG for this purpose.

4.1.3 Movement on the footpaths and inside the buildings of the airport grounds is generally allowed on foot only. Especially the required use of wheelchairs or other medical aids is excluded from this.

4.1.4 Spectators may enter the dedicated facilities for spectators for an admission charge. The level of such charge is announced by public notice.

4.1.5 Persons taking away freight that arrived at the airport of Düsseldorf from the airport by overland route are obligated to report to the airport operator in accordance with the latter’s instructions flight data and/or loading values of such freight.

4.2 Vehicles and equipment

4.2.1 If vehicles and equipment are used at the airport their registered keeper is responsible for their operational safety and roadworthiness.

4.2.2 Commercially used vehicles and equipment operated in the restricted area must carry clearly visible with insoluble font the keeper's name and the head office. The following guidelines with regard to numerals and writing are to be observed in connection with making identifiable the vehicles and equipment:

- ✈ Putting up on four surfaces (at least 3 surfaces when putting up on the roof)
- ✈ Left and right in the rear part of vehicles / equipment
- ✈ Facing forwards at the front left side
- ✈ Facing forwards at the rear left side
- ✈ Alternatively to putting up in the front and in the rear putting up on the roof
- ✈ Color of numerals: black (light-toned vehicles / equipment), white (dark-colored vehicles / equipment)
- ✈ Type: Helvetica / bold
- ✈ Height of numerals: 20 cm (length below 5 m), 40 cm (length above 5 m)

The same guidelines with regard to numerals and writing, taking account of the necessary adjustment of color, are applicable for standard vehicles with official license, which are used commercially in the restricted area.

All vehicles and equipment must be equipped with special safety devices on demand of the FDG.

4.2.3 If vehicles and equipment (with an apron license) are used temporarily or for a limited period only (e.g. as replacement), the vehicle operator in charge must place visibly behind the windshield a DIN A 4 nameplate indicating company data as well as the telephone number of a contact. This also applies to guided vehicles and equipment (without an apron license) used for construction and service measures.

4.2.4 Vehicles and equipment may load or unload passengers, baggage and freight only at the points specified by the FDG. Driving onto the loading ramps of the freight building with vehicles and equipment is not permitted. The direct loading of bulk goods and heavy goods on the apron must be specially agreed in advance with the Duty Traffic Manager.

4.2.5 Vehicles and equipment may be parked only on clearly designated parking and equipment storage areas and must, if necessary, have the necessary park ticket or permit. Vehicles and equipment parked outside these areas, in a way contrary to road traffic regulations, causing an obstruction or without a valid park ticket or permit or vehicles and equipment still parked on the parking space after expiry of the parking time will be towed away at the expense and risk of their operators, drivers or owners.

4.2.6 Maintenance work, fuelling and the washing and cleaning of vehicles and other technical equipment is inadmissible outside allocated areas or CI facilities, especially on the apron areas.

4.2.7 Small vehicles (e.g. motorbikes, mopeds, bicycles) may be parked only in the areas designated and above all may not be locked to the security fence by a padlock. Small vehicles parked incorrectly will be removed at the expense and risk of their operators, drivers or owners and brought to the lost and found office. The plolice will be informed about such movement.

4.3 Restricted facilities

4.3.1 General

4.3.1.1 Vehicular and pedestrian access to facilities within the enclosed airport grounds, which have not been approved for general traffic, is permitted only with the agreement of the FDG or other authorized parties. In particular, these facilities include:

- ✈ take-off and landing runways
- ✈ taxiways and their safety strips
- ✈ aprons and taxiing areas
- ✈ taxiing area ring road
- ✈ waiting areas
- ✈ transit areas
- ✈ baggage and handling areas
- ✈ operations and builders yards
- ✈ fire service buildings
- ✈ hangars for aircraft, maintenance and freight
- ✈ service roads
- ✈ operations headquarters
- ✈ computer centers
- ✈ heating plant
- ✈ power supply plant
- ✈ workshops
- ✈ construction sites
- ✈ supply roads
- ✈ garages and workshops
- ✈ piers

Sentence 1 applies accordingly to the following sites and plants outside the enclosed airport grounds:

- ✈ lighting and stationary flight security facilities.

4.3.1.2 The FDG may grant permission according to paragraph 4.3.1.1 in general or in individual cases and revoke it at any time for serious reason.

4.3.1.3 Restricted facilities may be inspected only when accompanied by a responsible FDG agent. Aircraft may not be touched and the taxiing area may not be entered on the visitor’s own initiative.

4.3.1.4 Officers of the aviation, customs, passport and health authorities, DFS as well as the German Meteorological Service are authorized, by arrangement with the FDG, to enter restricted areas by car or on foot in execution of their duties.

4.3.1.5 Vehicles driving in restricted areas must, at the request of the FDG, be clearly marked with a serial number of a size and shape specified by the FDG.

4.3.1.6 Aircraft may be entered only with the permission of the aircraft operator.

4.3.1.7 In the case of landings of operating category CAT II/III the taxiing area ring road between Hangar 1 and the long-distance train/main-line station (closure through red lights and barriers) may be used only with the special permission of the Duty Traffic Manager.

4.3.2 The taxiing area

4.3.2.1 The FDG issues the permission necessary to enter the taxiing area as described in paragraph 4.3.1.1 by car or on foot by agreement with the DFS Control Office (Air Traffic Control Office). All persons entering the taxiing area by car or on foot may move only according to the instructions of the DFS Control Office (Air Traffic Control Office) and must observe particularly their radio messages, light signals and signs. They must inform themselves in advance about the meaning of these.

4.3.2.2 If an agent of one of the authorities mentioned in paragraph 4.3.1.4 wishes to enter the taxiing area by car or on foot he must – in addition to informing the airport operator – obtain the permission of the DFS Control Office (Air Traffic Control Office) and observe the regulation in paragraph 4.3.2.1 Sentence 2.

4.3.2.3 Vehicles entering the taxiing area in the dark must be lit in such way that their movements can be followed by the DFS Control Office (Air Traffic Control Office) and the FDG Apron Control.

4.3.2.4 The taxiing area may be entered only by vehicles which are constantly linked to the DFS Control Office (Air Traffic Control Office) by radio and are equipped with revolving lights or are guided by a follow-me vehicle. By agreement with the DFS Control Office (Air Traffic Control Office), the FDG may allow exceptions to this.

4.3.3 The apron

4.3.3.1 Maximum speed on the airport grounds and especially on the aprons is 30 km/h. This speed limit does not apply to follow-me vehicles, fire-fighting, medical and rescue vehicles on active service (with blue or red revolving lights switched on) or to Traffic Management vehicles/Head of Flight Operations.

4.3.3.2 The Traffic and Safety Regulations issued by the airport operator are binding for any vehicular trafic on the aprons.

4.3.3.3 The apron may be entered only by vehicles with an FDG issued license to handle aircraft, by fire-fighting and medical vehicles and by the vehicles of the authorities in charge. Other vehicles require a special permission of the FDG.

4.4 Order, cleanliness and safety

4.4.1 FOD

Anyone entering the movement areas of the airport by car or on foot must immediately pick up objects (FOD - foreign object debris/damage) which could damage aircraft, e.g. screws, lugs, case handles, paper or film immediately and dispose of them in the FOD boxes provided. In addition, every person waiting for an aircraft to taxi to or from a handling position must timely check that the area is clear of FOD and obstructions. For cases of violation reference is made to the list of measures in annex 4 of the AUR.

4.4.2 Obstruction of traffic and pollution

The duty traffic manager is generally to be informed immediately about obstacles to traffic, heavy soiling or foreign objects which cannot be removed immediately on ones own. In general, all obstacles to traffic are to be made safe. If the obstacles are in the aircraft taxiing area or the taxiways to and from the handling positions, Apron Control is to be informed in addition.

4.4.3 Wearing reflective clothing

All persons who are on the movement areas in order to carry out activities must wear reflective clothing in compliance with European Standard EN 471 Class 2.

4.5 Carrying animals

Animals may only be carried kept on a lead or in transport boxes.

5. Other Activities

5.1 Commercial activities other than ground handling services

5.1.1 Commercial activities on the entire airport grounds other than ground handling services according to No. 3 are permissible only on the basis of a payable agreement with the FDG. If the activity is taken up without settlement of the fee, the FDG will determine the fee according to reasonable discretion. This also applies to recordings and broadcastings on video and sound carriers.

5.1.2 The staying in the airport buildings is allowed only for purposes to which the particular functional range of the buildings has been dedicated. Especially demonstrations as well as similar actions, staying overnight, begging, roaming around and the like are inadmissible. Outside the buildings demonstrations and similar actions are subject to the airport operator's consent.

Collections, advertising as well as the distribution of leaflets and other printed matter are subject to the consent of the FDG. This also applies to the distribution of promotional articles and samples.

5.1.3 The search, taking or dispersal of items out of waste bins of any kind, collecting tanks for the recovery of raw materials and containers for grit is prohibited.

5.1.4 Photo and film shooting on the airport grounds

In principle, the Corporate Communications Department has to give its prior consent to any photo and film shooting at the airport Düsseldorf International. There is one exception for the journalistic coverage in the public areas of the airport. The general rules for photo and film shooting are available from the Corporate Communications Department. These are binding when shooting photos and films.

5.1.5 Ban of photography in the security area

There is a general ban of photo and film shooting for all persons working in the security area, except for business purposes. The consent is granted only in well-founded exceptions by the Corporate Communications Department, i.e. when a justified interest can be proved and aspects of safety and the undisturbed operation of the airport are reliaby not impaired.

5.2 Indemnity insurance

Every entrepreneur and every company active on the airport premises that do not come under the regulations on indemnity insurance of the Regulation on Ground Handling Services must take out comprehensive and appropriate indemnity insurance (including a motor insurance) before taking up any activity. If activities are carried out on apron areas, the insurance policies may not exclude damage to aircraft. The FDG reserves the right to inspect the policies at any time and, if insurance coverage is not provided or is inadequate, to immediately withdraw the permission to enter the airport premises for a serious reason or to refuse to grant new companies entering permission.

5.3 Storage

5.3.1 Hazardous goods in the sense of paragraph 27, section 1 LuftVG (i.e. Air Transport Law) and the regulations issued for its implementation, in particular nuclear fuels and other radioactive substances, may only be stored and handled in the permitted storage spaces with the permission of FDG's officer for radiation protection or the agent for radiation protection and the hazardous goods agent respectively and in compliance with the legal provisions. The currently valid version of FDG's radiation protection instructions is to be applied.

5.3.2 When storing, filling or handling substances which pose a danger to water unimpeded access to the storage spaces for the purpose of inspections is to be granted to FDG's agents or the agents of the City of Düsseldorf. The operation and the setting up of facilities for the handling of substances which pose a danger to water must be coordinated with FDG. The operation of such facilities is carried out on own authority. All legal regulations must be observed.

5.3.3 Freight, building material, equipment etc. may be parked or stored outside of the areas or rooms rented for this purpose only with the approval of the FDG.

5.4 Construction work

Construction work on or in the vicinity of the movement areas may not commence without the previous approval of the flight operations manager. The guidelines of the air and space law, the FDG's regulations on construction sites and the special provisions concerning construction work in water conservation zones must be observed.

6. Safety Regulations

6.1 General

The safety regulations based on the law, other legal provisions, state of the art, the findings/discoveries of occupational medicine and health care and hygiene as well as other assured findings/discoveries from the areas of ergonomics and safety and the Safety Regulations to be gathered from Annex 1 must be observed. Companies operating on the airport premises must provide FDG with proof of a suitable occupational health & safety organization.

6.2 Emergency Response Plan (ERP)

The currently valid version of FDG's Emergency Response Plan (ERP) lays down course of conduct and procedures for situations of accidents and incidents. German principles of law and international provisions, as inter alia set down in the ICAO Annexes, were taken into account when drawing up and are applied when updating the ERP. The currently valid version of the Emergency Response Plan is to be observed by and binding for users.

6.3 Safety Management System (SMS)

FDG operates a Safety Management System (SMS) in compliance with the specifications of ICAO Annex 14. Material part with this is the inclusion of the companies operating at the airport in a responsible and binding way. Details and the extent of the integration of companies are specified by FDG in particular cases. The regulations of the SMS are binding for all users of the airport of Düsseldorf.

6.4 Transfer and baggage handling

The approved ground handling services providers as well as the self-handling parties must on own authority comply with the officially determined provisions concerning X-Ray checks of transfer baggage from countries by definition regarded as "unclean". The individual companies must guarantee that employed staff is sufficiently acquainted with and is applying these provisions. If CI is caused additional expenditure by disregard of the provisions, FDG is entitled to charge the responsible party for such additional expenditure. Additionally, a report is made to the authority in charge.

6.4.1 Handling of transfer baggage – unclean

Unclean transfer baggage items may only be fed into the sorting facilities at the marked baggage check-in counters. In sorting hall B such baggage check-in counter is located opposite to position B01. It is marked with the lettering “Uncleanband”.

In pier C there are several of these baggage check-in counters for “unclean” baggage items. Small numbers of baggage items can be checked in at the baggage check-in counter between the conveyor belts/carousels 17 and 18. Large numbers of baggage items must be checked in at the transfer follow-up check which is located level with position C06/07. Attention must be paid that the manual transmission is definitely set to “unclean”. The feeding must be coordinated in advance with the supervisor OZE (phone 21254), since the follow-up checkpoint is only manned by the Federal Police if required. Single baggage items with a very short transfer time can be brought by hand to one of the follow-up checkpoints.

6.4.2 Handling of transfer baggage – unclean Special Baggage

Unclean transfer baggage items that can not be fed into the baggage sorting facilities due to their weight or dimensions must be brought to the special baggage items counter 250 (phone 85250), 211 (phone 85211) or 100 (phone 85100) for checking. Single baggage items can be brought by hand to the follow-up check.

6.4.3 Handling of transfer baggage – unclean (here: AVI)

Unclean transfer AVIs must be brought by hand to the relevant follow-up check in pier B or C. The procedure has been issued in the 12/08 edition of the Verkehrsleitung Aktuell magazine.

6.4.4 Baggage handling Rush

All Rush baggage items delivered for handling must first be brought to the baggage check. The Rush baggage items can be checked in into the sorting facilities at the particular airline’s or the airline’s handling partner’s check-in counters. It should be made sure that baggage items carry the BSM required for the sorting.

Rush baggage items can also be checked in at the above mentioned baggage check-in counters for “unclean” baggage items on the apron level. For this purpose baggage items need to be collected from the officially defined delivery zones that are located in the security area of the Arrivals level. Attention is to be paid that the yellow line is not stepped over, since this entails another security check of the employee in question.

Transfer Rush baggage items must pass an X-Ray check if they come from a non-EU airport or have left the sensitive security area (e.g. unloading at the arrivals carousel).

According to effective EU regulations Rush baggage items must be checked once again before continued transport if there are any doubts concerning status of check.

7. Lost Property and Disappearance of Baggage

Property found in the facilities of the airport is to be delivered immediately to the FDG Lost & Found Property office or the office of the company commissioned by FDG. Paragraphs 978 to 981 of the German Civil Code apply.

FDG does not accept liability for baggage items and the content therein that are stolen, miscarried or otherwise lost on the airport grounds.

8. Environmental Protection

The currently valid version of FDG's Environmental Regulations must be observed.

8.1 Soiling

Soiling and dirt on the airport premises must be avoided. Occurring soiling and dirt is to be removed by the initiator. Otherwise FDG may carry out or induce disposal at the expense of the initiator. Accidents must immediately be reported properly to the airport Fire Service as well as the Duty Traffic Manager. When escaping, substances endangering the environment are to be dammed and absorbed as first measures until the Fire Service arrives.

8.2 Effluents

FDG operates a drainage system using separation and mixing processes for the effluent disposal.

As far as FDG does not determine otherwise only unloaded water may be let into the outfalls (drain). On suspicion that water has been contaminated radioactively or otherwise, e.g. through fuels, flight operation supplies or oil, FDG must be informed immediately and FDG's instructions must be followed. Offenders must exempt FDG from third party claims.

In order to meet the relevant legal and official requirements, obligations and limit values at the interconnection point, any change, repair and elimination of drainige systems as well as short-term or temporary discharge must be reported to FDG before commencement of such measure.

Plants through which cleaning water, gasoline, oils, grease or other light-density substances can flow into drain water may be operated only if, in advance, this has been discussed and agreed in written with FDG and appropriate equipment for the separation of such substances is available. The use of chemicals and special cleaning agents must also in advance be discussed and agreed in written with FDG.

For inspection purposes and to prevent improper disposal FDG employees responsible for the operation of effluent treatment plants must be granted access to the plants at any time.

FDG accepts no liability for the costs and damage incurred by the operator's improper operation of a plant.

In the event of faults/incidents that can have an impact on FDG's drainage systems the airport's Fire Service must be alerted immediately.

8.3 Waste

The generation of waste must be kept as low as possible. The collection, provision and disposal of waste at the airport must be carried out according to the guidelines of the Law on Recycling and Waste as well as the according regulations of the legislation on waste.

8.4 Air pollution

The running of motors, engines and other equipment must be limited to the absolutely necessary degree.

9. Authorizations, Approvals and Permits

According to these AUR any required approvals, agreements, licenses and permits must always be obtained in advance. FDG's conditions and instructions must be followed.

10. Breaches of the AUR

FDG may at any time ban from the airport any person breaching the provisions of these AUR or FDG's instructions issued on the basis of these regulations.

11. Place of Fulfillment and Jurisdiction

The place of fulfillment and jurisdiction for legal disputes and obligations arising from the AUR is Düsseldorf.

12. Authorized Recipient

Aircraft operators with no place of residence or business in Germany must, on request, name to FDG an authorized recipient within Germany.

The AUR are subject to alterations, especially such that become necessary because of the public basis of the airport operations including the airport approvals/permissions.

These AUR with the annexes comes into force on 1 April 2010 and replace the AUR of 1May 2008.

Düsseldorf, ……

Flughafen Düsseldorf GmbH

…… ……
Christoph Blume Thomas Schnalke

Ministerium für Bauen und Verkehr
des Landes Nordrhein-Westfalen

(Ministry for Construction and Transport
of the State of North Rhine-Westphalia)

by order

……
Priggemeier

III. Miscellaneous, Part III

1. List of Abbreviations

AD	Aerodrome
AIP	Aeronautical Information Publication
APU	Auxiliary Power Unit
ARP	Airport reference point
AUR	Airport User Regulations
AVI	Live Animals
BADV	Bodenabfertigungsdienstverordnung
BAST	Federal Institute for Road Research
BGB	Civil Code (German Law)
BSM	Baggage Source Message
CAT	Category
cd	candela
cf.	compare
CPM	Container/Palette Message
CUSS	Common Use Self Service Kiosks
CUTE	Common Use Terminal Equipment
DA	De-icing Area
DCS	Departure Control System
DFS	German Air Navigation Services
DHC	Dead Head Crew
DP	Data processing
E	East or eastern longitude
EDDL	Düsseldorf Lohausen Airport
EN	European standard
ERP	Emergency Response Plan
EU-VO	EU Regulation
FDG	Flughafen Düsseldorf GmbH
FDGHG	Flughafen Düsseldorf Ground Handling GmbH
ft.	feet
ff.	following
FOD	Foreign Object Debris/Damage
GAT	General Aviation Terminal
GEN	general
Hz	Herz
IATA	International Airport Transport Association
ICAO	International Civil Aviation Organization
ICL	Inbound Connection List
IFR	Instrument flight rules
ID	identification
l	liter
kg	kilogram
km	kilometer
km/h	kilometers per hour
L	left
LDM	Load Distribution Message
LMC	Last Minute Check-in

LuftVG	Luftverkehrsgesetz (German Law)
LuftVZO	Luftverkehrszulassungsordnung (German Law)
l/min	liters per minute
m	meter
m²	square meter
MHz	Megaherz
min	minute
mm	millimeter
MSL	mean sea level
MVT	Movement Message
N	North or northern latitude
NOTAM	Notice for Airmen
No.	Number
PAD	Passenger out of duty
PCN	Pavement Classification Number
pp	authorized signatory
PTM	Passenger Transfer Message
SLS	Statistical Load Summary
SMS	Safety Management System
StVO	Straßenverkehrsordnung (German Law)
StVZO	Straßenverkehrszulassungsordnung (German Law)
SOP	Standard Operating Procedure
SUP	Supplement
SW	South West (wind direction)
R	right
RWY	Runway
t	tons
Tel.	Telephone
TRP	Take-off runway reference point
TWY	Taxiway
ULD	Unit Load Devices
VAwS	Order on plant for handling substances that could endanger the water supply (German Law)
VHF	very high frequency
VLAN	Virtual Local Area Network
WGS	World Geodetic System
WLAN	Wireless Local Area Network
WOA	Walk out Assistance

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Annex 1 AUR Safety Regulations (AUR, Part II – Nos. 1, 3, 5 and 6)

1. Handling of fuels

1.1 Aircraft may not be fuelled or defuelled while engines are running.

1.2 Aircraft may not be fuelled or defuelled in a hangar or any other enclosed area, but only at the places designated by FDG. If, for urgent reasons, an aircraft has to be defuelled in an enclosed space this is permissible only with special fire protection by the airport's Fire Service. An assessment of the hazard is to be made by the aircraft owner, operator or the person responsible for the defuellling and submitted to FDG and the parties involved in the defuelling.
Aircraft > 20 tons MTOW may generally be moved into hangars only with jet fuel remnants. A deviation from this is only permissible for. FDG decides after notification whether reasons are material. In any case the airport's Fire Service must be informed in advance.

1.3 The fuelling of aircraft with passengers on board is permissible only in the presence of a suitable fire-fighting vehicle of the airport's Fire Service with operating staff (2 persons). In addition either passenger stairs or passenger bridges must be positioned to the aircraft in sufficient numbers in order to make an evacuation of passengers possible in case of emergency or, if passenger stairs or passenger bridges are removed, no vehicles and equipment may be positioned in the area of the emrgency exits of the aircraft to guarantee unobstructed extension of the escape chutes in case of emergency.

1.4 The defuelling of aircraft with passengers on board is not permitted.

1.5 During fuelling and defuelling of an aircraft no power sources may be connected or disconnected and no switching devices for electric current may be operated within a safety zone of 6 m around tank openings from which gas/air mixtures are escaping. This does not apply to the switches necessary for fuelling and defuelling, nor to switching devices in explosion-proof design. Likewise, any acivities in the course of which sparks can fly are prohibited. When filling fuels with an ignition point of below 0° degree Celsius the safety zone increases to 10 m for filling rates of over 100l/min and to 20 m for filling rates of over 600l/min. The escape route of the fuel supply vehicle away from the aircraft must be kept clear in any case.

1.6 The overflow and spillage of fuels is to be avoided. If fuel has flown over or been spilled, section 1.5 applies with a safety zone of 15 m until the fuel has evaporated or been removed. The airport's Fire Service must be informed immediately.

1.7 Fuel supply vehicles must be equipped according to the regulations with fire extinguishers and a sack of binding agent (20 kg).

2. Operation of aircraft engines/propellers

2.1 Aircraft engines/propellers may not run in hangars and workshops. Hangar 9 is an exception here.

2.2 Ground run-ups of engines/propellers may be performed only in the periods specified by the responsible Aviation Authority and in the sequence laid down by FDG.

2.3 Test runs in operation mode "idle power" may last up to a maximum of three minutes.

2.4 Before the engines are started the aircraft's landing gear must be adequately secured through brake chocks or landing gear brakes.

2.5 As a warning of the danger caused by running engines, the aircraft's anti-collision lights are to be switched on before starting the engines/propellers and may not to be switched off until standstill of the latter. This procedure is to be followed by day and by night.

2.6 Engines/propellers may only be started up and run if the cockpit is manned with a pilot or an expert technician. Before starting the engines/propellers the pilot or the expert technician has to check the area of the safety zone around the aircraft for obstructions or FOD and remove such if necessary. This applies in hangars as well as outside hangars.

2.7 Persons starting engines/propellers or in charge of their operation during test runs must make sure that no persons can be injured or objects damaged by the propellers or by the jet blast/prop blast (air flow). The safety zones in front of and behind running engines must be observed.

2.8 On any aprons including at the Executive Terminal engines/propellers may not be operated up to revs higher than inevitable according to the circumstances. Idle power only is allowed for ground run-ups. In principle, only idle power is permitted for static tests. The permission for static tests must be asked for in advance by phone from Apron Control or the Duty Traffic Manager.

3. Ban on smoking, dealing with naked flames and ban on alcohol

In principle, there is a general ban on alcohol, smoking and other drugs as well as a ban on work that can cause sparking and dealing with naked flames throughout the entire operating area of the airport grounds. Smoking is allowed only in the areas designated for it. In case of violation, reference is made to the List of Measures.

4. Vehicles and equipment with combustion engines

Vehicles and equipment used on the aprons and in the aircraft hangars and workshops must comply with the relevant regulations and be in proper, road-worthy condition at all times.

5. Work in hangars and workshops

5.1 In line with the safety regulations for vehicle maintenance, cleaning work may not be carried out with liquids classed in the Order on Hazardous Substances as flammable or highly flammable. Exceptions are permissible in cases in which work is carried out in special, separated rooms which meet the conditions for explosion-proof rooms. The use of carburetor fuels for cleaning is generally forbidden.

5.2 Flammable, highly volatile substances may only be used in hangars and workshops if the rooms are appropriately equipped according to the valid Fire and Labor Protection Regulation.

5.3 Lubricant and fuel residues are to be stored according to VAwS (i.e. Order On Plants For The Handling Of Substances That Could Endanger The Water Supply). Remnants must be disposed of duely and emptied into approved containers designated for this purpose. A suitable binding agent is to be kept in readiness next to these containers.

6. Storage of materials, equipment, fuels and waste

6.1 Material, equipment, fuels as well as waste are to be stored in such way that they pose no danger to persons, assets or the environment.

6.2 Lubricants within or in the vicinity of aircraft hangars or workshops are to be stored in containers with due dispensers. The dispensers must be operated according to the valid provisions of the water regulations as well as according to the currently valid technical guidelines.

6.3 Fuel and lubricant drums free of residues as well as high-pressure storage containers for dangerous substances free of residues may not be stored inside hangars and workshops, but must be kept in the areas designated for this purpose until their collection.

6.4 Flammable waste (lubricant residues, used cleaning material etc.) are to be collected in metal containers marked for this purpose with tightly closing covers. The containers must be emptied as often as necessary to exclude self-ignition of the waste. Oil sumps and similar containers must be emptied and cleaned after their use.

7. Fire Fighting and Rescue Service

7.1 In case of fire:

- ✈ the fire alarms are to be activated at once or
- ✈ the airport's Fire Service (phone 112) is to be informed immediately.

7.2 In case of accidents involving personal injuries (injuries or fatalities) the airport's Fire Service (phone 112) and the Duty Traffic Manager (phone 0211 / 421-2220 or -2420) are to be informed immediately.

7.3 The currently valid version of the Emergency Response Plan for the airport of Düsseldorf applies to rescue and salvage measures in the case of aircraft accidents.

7.4 The provisions of the currently valid version of the FDG Order on Fire Protection must be observed by everyone.

8. Regulations on ID Cards

The currently valid version of the Regulations on ID Cards apply to entering and driving in the restricted areas and the security area. Particular reference is made to the obligation to wear ID cards in the prescribed manner. In addition to this, the insurance provisions and regulations described in Part II, Points 3.2 and 5.2 apply to the issuing of daily/visitor's passes.

Annex 2 Centralized Infrastructure Facilities (AUR, Part II – No. 3.4)

1. Areas of the building facilities

Airbridges and 400 Hz Systems	The operation of airbridges and 400 Hz systems for handling purposes is in the responsibility of the particular ground handler. FDG shall decide on the kind of aircraft positioning and the use of airbridges in conjunction with the 400Hz systems. The use of an airbridge is obligatory when an aircraft is positioned at a terminal position. Airbridges are operated by a company certified by FDG for the operation of airbridges and commissioned by the particular airline. In case of technical failure of the airbridges or the 400 Hz systems the company commissioned by the airline must provide passenger stairs as well as a mobile ground power supply unit. FDG (i.e. the department CI) shall bear the additional costs for the provision of the back-up units demonstrably caused to the company commissioned by the airline
BaggageHandling System	FDG uses a fully automated and EDP-based crossbelt sorters to sort baggage. Baggage items in these sorters are controlled by means of BSMs (i.e. Baggage Source Messages) generated by the check-in systems (DCS) of the airlines. The use of the crossbelt sorters requires an EDP-based check-in. Every airline participating is responsible for the timely leaving and delivery of the BSMs in order to guarantee a smooth operation of the crossbelt sorters. The computer center/rooms of the baggage administration computers on FDG's grounds is/are the interconnection point for the this data. If the BSMs of airlines are not available, FDG is entitled to charge any additional costs thereof in the form of an additional charge to the particular airline. Removing of baggage items from the belts of the baggage handling systems in the baggage handling halls is the responsibility of the ground handler. FDG operates a system (Bag Manager) for the Baggage Reconciliation System (BRS) which must be used for a fee to the extent to be specified by FDG. The operation of an own BRS requires the consent of FDG. The users are free to choose the network and whether to operate BRS handheld computers provided that no additional costs accrue to FDG by this.

	The baggage handling system consists of the following components: - baggage control computers - transport belts - multi-stage baggage control - baggage reconciliation system - last minute baggage handling facilities - handling facilities for special baggage - baggage sorting hall system - baggage reclaim belts

2. Apron Areas

Aircraft Stands	Areas defined in size and position by FDG used exclusively for parking aircraft.
Equipment Storage Areas	Areas defined in size and position by FDG to be used for the long-term storage of GSE (ground handling equipment).
Preparation Areas	Areas at the aircraft positions defined in size and position by FDG exclusively dedicated to the provision of GSE (ground handling equipment) for imminent aircraft handling at this position.
Container Stores	Areas defined in size and location by FDG dedicated exclusively to the storage and administration of aircraft containers.
Central Aircraft De-icing Positions	Areas defined in size and position by FDG to be used exclusively for aircraft de-icing as required.

3. Areas of the Traffic Control Center (Airport Control)

Allocation	Traffic Control Center (Apron Control/News Headquarters) is responsible for the allocation of the check-in counters, gates and departure lounges/waiting rooms, the handling positions as well as the baggage carousels.

Apron Supervision	Apron Supervision is responsible for the control of aircraft on the movement areas, support during parking on the handling positions as well as for ensuring that the Traffic and Safety Regulations are observed.

4. Areas of Communications Systems

Airport Information System	The airport information system, made up of a central database, software, input devices and output devices, is administered and operated by the airport operator or companies authorized by the airport operator to do this. Output devices for displaying available information can be hired as required.
Communications Networks	Extensive, structured cabling is essential for the smooth, trouble-free operation of wired and wireless data and voice communication facilities in compliance with all relevant standards and regulations. These are set up exclusively by FDG or companies authorized by FDG to do so. Wired (VLAN) and wireless (WLAN) data communication networks as well as powerful telecommunications facilities for internal and external voice communication are provided for a monthly fee.
Trunked Radio System	FDG or companies authorized by FDG provide all the necessary facilities (radio connection in every building, network computers, software) and terminal equipment for wireless voice communication on the airport grounds at a monthly fee.

5. Areas of the airport service facilities

CUTE	FDG has uniformly equipped all check-in and gate desks with CUTE equipment for the flexible use of the handling facilities. Airlines are obligated to use CUTE. Airlines may not use their own hardware. Costs/Prices are charged on a per-departing-passenger basis.
CUSS Kiosks	Due to the limited number of floor space for setting up CUSS check-in kiosks and the conditions of the fire protection regulations for check-in kiosks in the terminal, FDG puts CUSS check-in kiosks for the flexible passenger handling at the disposal of all airlines. The setting up of new or the extension of airline-owned vending machine systems is not allowed. Costs are distributed proportionately among CUSS users.
Toilet Waste Disposal Station	Effluents occuring in airplanes are to be disposed of exclusively at the Toilet Waste Disposal Station at Gate 4a.
Central Waste Disposal/Recycling Yard Waste Collection Stations	FDG operates 24 non-central Waste Collection Stations for the collection of waste. Paper, cardboard, residue as well as partly DSD and waste glass can be collected there. FDG operates a Central Recycling Yard behind hangar 1 for the collection of other waste (e.g. construction waste, metal oils, batteries etc.) that cannot be collected at one of the 24 Waste Collection Stations. Occuring waste is to be brought there and will be received there. It will then be fed into correct disposal. The takeover of waste is with costs and is charged to the deliverer according to price list as can be gathered from public notice. Use of the Waste Collection Stations is obligatory. The rules concerning the environment apply when using the Waste Collection Stations. Any waste delivered to the Waste Collection Stations is to be brought there by the deliverer separated exclusively according to the type of waste and in the dedicated containers (containers, refuse press, large-scale waste containers). Fire and explosion hazard due to improper provision of waste until disposal is to be avoided.

	Materials from/for the cleaning of aircraft cabins are subject to the Disposal of Animal By-Product Act and are collected separately from any other type of waste at the disposal yard for the cleaning of aircraft (behind hangar 1). These materials must absolutely be kept separated from all other types of waste and may not, after the cleaning of aircraft cabin, be mixed with other waste or be transported mixed with other waste. The material from/for the cleaning of aircraft cabins is to be delivered exclusively to the disposal station for the cleaning of aircraft cabins behind hangar 1. Four presses in total are available for the collection. The materials from/for the cleaning of aircraft cabins is to be collected in suitable comtainers (non-tear PE-bags). Solid or liquid constituents may not leak freely during transport and may only be transported in sealable containers. The vehicles and trailers provided for the transport are to be equipped in such way that leaking of solid or liquid constituents is impossible. In addition transport vehicles are to cleaned and disinfected regularly. The residues from the catering are subject to the Disposal of Animal By-Product Act, too, and are to be kept separate from any other residues from the cleaning of aircraft cabins, which go back to the catering companies. These residues are to be disposed of by the caterer on his own responsibility in a due way.

	If other waste comes into contact with foodstuff remnants from the cleaning of aircraft cabins or is contaminated by them, it is to be treated as material of Category I and disposed of as described above according to the Disposal of Animal By-Product Act. Paper and cardboard, especially newspapers from the cleaning of aircraft cabins, are to be collected separately in order to avoid mixing with other waste and must be made over to utilization on the service provider's own responsibility. Contamination of these materials with foodstuff remnants or any other material is to be excluded. Transport of the collected materials in loose fill is inadmissible. Any leaking of residues, especially the leaking of liquids when collecting or during transport is to be prevented. Transport on the airport grounds, especially in the apron area, is admitted only in closed transport vehicles. The taking materials from/for the cleaning of aircraft cabins from the aircraft to the transport vehicle must be done in closed, tearproof waste bags or other equivalent containers. The taking of open bags or other containers is inadmissible. Throwing or rolling bags out of an aircraft is also prohibited. Any storage of bags on the apron – even for a short time only – is inadmissible. Any contamination of the transport vehicles is to be avoided or to be eliminated immediately. The transport vehicles and the containers are to be cleaned and disinfected regularly by the service provider. A disinfection-log of the cleaning and the disnfectingmust be kept. The application of detergents and disinfectants as well as the execution of the cleaning and the disinfecting is to be discussed and agreed in advance with the airport operator. The cleaning and the disinfecting may only be carried out at the disposal yard for the cleaning of aircraft. Waste is to be delivered to the places designated by the airport operator. Delivery of bulk of waste in loose fill is inadmissible. The service provider must follow the instructions of the staff at the waste collection stations.

	Delivery of bulk of waste is only permitted at the designated waste collection stations. The service provider is not entitled to set up his own waste collection stations on the airport grounds. The disposal station is to be left in a clean state (swept clean and rinsed with water), leaked quantities of waste are to be collected and taken to the refuse presses. The airport operator reserves the right to unexpectedly check for the observance of the above listed directives in irregular intervals. Complaints/Findings on the part of the airport operator are to be eliminated by the service provider immediately. The disposal of waste that cannot be removed from the operating grounds of FDG by using one of the designated waste collection stations can be carried out by taking it to FDG's central waste collection station.

Annex 3 Registration procedure for passengers, freight and mail (AUR, Part II, No. 2.1.4)

The official flight report is part of the flight operations reporting at the airport of Düsseldorf.

1. Registration of passengers, freight and mail

The number of passengers on board at take-off or landing must be reported. This does not include the aircraft crew on duty as well as children under the age of two who are not entitled to their own seat. The number reported must include last minute passengers (LMC) as well as DHCs and PADs (Passengers Available for Disembarkation).

The weight of freight and mail must also be reported. Freight and mail covers all consignments transported, regardless of whether parts of the consignment are being transported for another airline (joint-venture operation) or for the purposes of the airline itself (duty and service freight/mail). That also includes freight transported by land from and to the airport as a replacement for a flight (cargo trucking). The weights of loading aids (ULD) such as containers, palettes, igloos, nets etc. are not included in the weight of the freight or mail. Weights are to be reported in kilograms (kg).

2. Reporting procedure

The official flight report is a part of the flight operations report at the airport of Düsseldorf. In addition to the information required by law, which is passed on to the Federal Statistical Office exclusively, the flight operations report must contain further information. This includes the flight number, the origin and destination airport, the registration, transit passengers (incl. flight number and origin), the number of seats by class, passenger structure (age and gender), passengers by class and number, weight of baggage items and the address for invoicing.

Flight operations reports are to be transmitted to FDG as a file by data transmission. The structure of the data of this file is specified by FDG and the Federal Office for Statistics. It must contain all the facts of both the flight operations report as well as the official flight report. It will be accepted as a hard copy only in exceptional cases.

The airline or handling agent respectively must ensure the provision and transmission of the inbound and outbound messages necessary for the processing of the flight operations report and the official flight report to FDG. In general, these are messages concerning information such as Load Data Message (LDM), Passenger Transfer Message (PTM), Movement (MVT), Inbound Connection List (ICL), Container Palett Message (CPM), Statistical Load Summary (SLS) etc. The messages for transit passengers must contain the following route information, i.e. airport of origin and airport of destination, and the according flight numbers. Person-related information is not passed on to FDG here.

All relevant data is stored with FDG. The survey and transmission of data for the official statistics to the Federal Statistical Office is regulated by the Verkehrsstatistikgesetz (i.e. Traffic Statistics Act). The flight operations report is to be passed to FDG at the latest on the day after landing or take-off. If the report is not available, airport charges will be calculated on the basis of the possible maximum load quantities.

Where complaints concerning invoices arise, the submission of relevant proof of loading data (LDM, loadsheet etc.) is necessary to ensure speedy processing. FDG reserves the right to charge processing costs if complaints involve missing or incorrect flight operations reports. Complaints will be accepted up to three months after the date of invoice. In the case of questions please contact your handling agent or the FDG Traffic Accounts Department.

The system to be used for the joint preparation of the flight report for the official statistics of the Federal Statistical Office and for the flight operations report for FDG and the flight report is the system used at the airport, the EDP-based Flirt*FRA system for electronic data collection and transmission. The program is made available to all airlines or handling agents operating at DUS.

Annex 4 List of measures in the case of breaches of the AUR and the Traffic and Safety Regulations for the restricted areas of the airport (AUR, Part II, No. 4.1.1)

According to §45 of the Luftverkehrszulassungsordnung (LuftVZO) the airport operator is to maintain the airport in a safe condition and operate it properly. Thus FDG, as the operator of Düsseldorf International Airport, is responsible for safety and order and must induce all necessary measures to prevent incidents that would otherwise impair the safe and proper operation of the airport. Suitable measures are to be taken to this end. The following list of measures supports compliance with the AUR as well as the Traffic and Safety Regulations for the restricted areas of the airport grounds.

1. Aim and purpose

Traffic Management as well as Apron Supervision are responsible for the supervision of flight operations and for safety in the operating areas of the restricted areas of the airport of Düsseldorf. Pedestrian and vehicular traffic must be supervised in order to guarantee observance of the traffic regulations. So far the Airport User Regulations (AUR) only provided the possibility of (completely) expelling persons from the airport grounds in case of breach of the AUR or the Traffic and Safety Regulations for the restricted areas of the airport grounds enacted on the basis of the AUR. In order to provide greater clarity for all persons involved and in the interests of greater justice in every individual case, Traffic Management/Apron Supervision have now been provided with this list of measures applicable to breaches of the regulations.

The aim of the list of measures is to ensure standardized procedures in the case of breaches of the AUR and the traffic safety in the restricted areas of the airport grouds.

The list of measures determines in a binding way sanctions, points and groups of people involved and documentation.

2. Legal basis for the list of measures

- Luftverkehrszulassungsordnung (LuftVZO; i.e. German Air Traffic Licensing Regulations)
- Airport User Regulations (AUR)
- Straßenverkehrsordnung (StVO; i.e. German Road Regulation)
- Straßenverkehrszulassungsordnung (StVO; i.e. German Road Traffic Licensing Regulations)
- Fahrzeug-Zulassungsverordnung (FZV, i.e. Vehicle Registration Law)
- Traffic and Safety Regulations for the restricted areas of the airport grounds
- Licensing regulations for driving vehicles in the restricted areas of the airport grounds
- Fire Protection Regulations
- Safety Management System (SMS)
- Mutual Indemnity Associations Regulations

3. Scope of application

This list of measures applies to all persons entering and moving on and/or driving vehicles in the restricted areas (except passengers).

4. Supervision of the regulations

In the interest of safety all persons are requested to report breaches of the AUR and the Traffic and Safety Regulations to the Traffic Management.

Instructions of Traffic Management and Apron Supervision MUST unconditionally be obeyed!

Traffic Management and Apron Supervision are authorized to carry out checks on persons and traffic as well as to take the necessary measures for the observance of the provisions and regulations.

5. Measures in case of breach

FDG Traffic Management/Apron Supervision is authorized to withdraw the license to drive on the apron if the road user is in breach of the regulations. This applies in particular if the road user has ignored legal regulations and/or company regulations or orders in a particularly dangerous manner. In the case of very serious breaches he can also be forbidden to enter the apron area on foot. This does not affect possible measures which can be imposed according to the AUR. All breaches are immediately followed by a verbal caution by the Traffic Management. The road user's incorrect conduct is explained to him and further measures are initiated:

- ✈ his personal details are ascertained by the Traffic Management
- ✈ his superior is informed in writing
- ✈ the road user is given a written warning
- ✈ the following sanctions/points are imposed:

6. List of points

✈ Disregard of walking pace in the vicinity of an aircraft parked in the security zone.	**1** point
✈ Parking of vehicles outside of the designated markings or allocated areas	**1** point
✈ Crossing the apron areas on foot	**1** point
✈ Driving on the outer ring road without a work order or special permission (security area)	**1** point
✈ Disregard of the permissible number of trailers for tractor vehicles	**1** point
✈ Wearing no yellow warning clothes on the flight operations areas	**1** point
✈ Parking and leaving vehicles in the taxiing areas, restricted areas marked by hatching, in front of bus gates, fire service preparation areas	**2** points
✈ Inadmissible transport of persons / improper transport of freight	**2** points
✈ Driving vehicles with safety deficits or which are not in roadworthy condition	**2** points
✈ Failing to observe the safety distances in the danger zones of aircraft	**2** points
✈ Exceeding the maximum speed limit by up to 15 km/h	**2** points
✈ Exceeding the maximum speed limit by up to 20 km/h	**3** points
✈ Disregard of right of way	**3** points
✈ Driving on aprons outside marked traffic roads	**3** points
✈ Driving on taxiing corridors outside marked traffic roads	**3** points
✈ Soiling manoeuvering areas, airport facilities, causing FOD and not removing it	**3** points
✈ Blocking the escape routes for tanker trucks	**4** points
✈ Driving vehicles/equipment without a valid company driving licence	**4** points
✈ Disregard of the sign “Stop when aircraft is taxiing” when aircraft is approaching	**4** points
✈ Leaving a scene of accident without recording the sequence of events despite possible involvement in the accident	**5** points
✈ Disregard of the ban on smoking	**5** points
✈ Driving through a piloted unit	**6** points
✈ Disregard of special rights for vehicles on duty	**6** points
✈ Exceeding the maximum speed limit by more than 20 km/h	**6** points
✈ Failure to observe activated CAT II/III traffic lights for the outer ring road without a special permission by the Traffic Management	**8** points

If the number of collected points amounts to 10, a renewed chargeable participation in the training course on how to behave on the apron must take place within 14 days. If this deadline is not met, the driving license is withdrawn and a new one must be applied for. In this case a renewed driving test for the apron area must be taken.

If the number of collected points amounts to 15, the driving license is withdrawn and can only be got back after completed apron area training course and driving test.

The driving license is withdrawn immediately or a ban on entering the apron area is imposed in the case of the following breaches:

- Driving on the aprons outside marked traffic roads or in the taxiing corridors in conjunction with obstruction or endangering an aircraft
- Driving on core areas (taxiways and/or landing and take-off runways) without permission
- Driving a vehicle under the influence of alcohol, drugs or other narcotics
- Driving in the restricted area of the airport grounds without a driving license (not a company issued driving license)
- Above breaches in a particularly severe way or with concrete danger to life and limb of other people or other parties' property of significant value
- Other particularly severe breaches, especially with concrete danger to life and limb of other people or other parties' property of significant value

7. Collection of data

Data dedicated to a particular purpose and is used to monitor operational and traffic safety. Data/incidents is/are analyzed statistically. Data protection is taken into account. All data is deleted three years after the last entry. Every concerned person has the right to inspect their data sheet. Such application is to be made in writing and submitted to the Traffic Management. Data can be inspected there.

8. Balance Reduction

When a recorded offender commits no further breaches within a period of 18 months and after the last entry, 4 points are deducted. However, the number of points cannot fall below zero. If no further breaches are recorded within a period of 3 years, the number of points is reduced to zero and all entries are deleted.