

A.3

List of Effective Pages

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0 Modification history of Chapter A.3

Version	Date	Change in chapter	Main Changes/Comments
No separate information on changes incorporated with version numbers 1.0 to 2.1			
2.2	07/05/2018	A.3, A.9, B.5, C.2, E.7 incl. Annex 1, E.8, E.12 incl. Annex 2-5	Editorial corrections, deletion of speed limitation for GPU, occurrence reporting, changed naming for tanker driving lane, special driving lane for positions 17-19, 27-29, airside speed limits, emergency procedures B17 and B19, alarm keywords, usage of positions 01 and 51
2.3	01/10/2018	A.1, A.3, A.4, A.9, B.1, B.2, B.8, C.1 incl. annex 1, E.1, E.3, E.5, E.6, E.7 incl. annex 1, E.8, E.9, E.12 incl. annex 01, 02, 03, 05 & 21, E.13, E.20	Change of Accountable Manager, editorial corrections, FARMS implementation, update of the main aerodrome plan, redesign of the documentation of infrastructural deviations, driving speed on parking positions, change in emergency procedures and emergency drill, push back operations
2.4	07/01/2019	A.3, A.8, B.3, C.1, C.4, D., E.2, E.7, E.8, E.9, E.12, E.13, E.17	Editorial corrections, update of map, addition/deletion of infrastructural deviations, Ps. 25A (positioning of 767 + 787), requirements airside driving permit, update emergency procedure B16, handling of DGR
2.5	06/05/2019	A.2, A.3, A.7-A.10, B.2, E.5, E.7, E.15	Editorial changes, substitute performance of FBB in aircraft handling services in case of endangered or disrupted operations, use of the baggage conveyor system, technical specifications for vehicles and equipment of ground handling service providers, description of the Safety Service Office

1 Part A — General Information

Part	Chapter	Title	Pages	Effective from	Revision
A	1	Declaration of the Accountable Manager	1-1	01/10/2018	2.3
A	2	Using This Manual	1-5	06/05/2019	2.5
A	3	List of Effective Pages	1-10	06/05/2019	2.5
A	4	Updates and Time-limited Changes	1-10	01/10/2018	2.3
A	5	Distribution List	1-5	15/05/2017	1.4
A	6	List of Abbreviations and Definition of Terms	1-12	15/05/2017	1.4
A	7	Scope of Application	1-3	06/05/2019	2.5
A	8	General Terms and Conditions of Use (FBO)	1-29	06/05/2019	2.5
A	9	Special Terms and Conditions of Use (BVD Technical Specifications)	1-23	06/05/2019	2.5
A	10	Rights of Supervisory Authorities and Obligations of Airport Operator	1-4	06/05/2019	2.5

2 Part B — Management and Administration

Part	Chapter	Title	Pages	Effective from	Revision
B	1	Airport Operator's Organisation	1–28	01/10/2018	2.3
B	2	Safety Management	1–17	06/05/2019	2.5
B	2	Safety Management – Annex 1	1-15	15/05/2017	1.4
B	3	Monitoring of Conformity with Requirements	1–9	07/01/2019	2.4
B	4	Quality Management for Aviation Data	1–13	01/07/2016	1.0
B	5	Internal and External Reporting Obligations	1–14	07/05/2018	2.2
B	6	Substance Abuse	1–4	01/07/2016	1.0
B	7	Safety Instructions	1–6	01/07/2016	1.0
B	8	Documentation of Aircraft Movements	1–9	01/10/2018	2.3
B	9	Training and Qualification Programme	1-9	15/05/2017	1.4
B	9	Training and Qualification Programme (Annex 1)	1-10	07/05/2018	2.2
B	9	Training and Qualification Programme (Annex 2)	1–6	01/07/2016	1.0
B	9	Training and Qualification Programme (Annex 3)	1–6	01/07/2016	1.0
B	10	Retention Periods and Data Backup	1–3	01/07/2016	1.0

3 Part C — Airport Premises

Part	Chapter	Title	Pages	Effective from	Revision
C	1	Overviews and Information by Subject	1–10	07/01/2019	2.4
C	1	Overviews and Information by Subject (Annex 1)	1-1	07/01/2019	2.4
C	1	Overviews and Information by Subject (Annex 2)	1-2	01/07/2016	1.0
C	1	Overviews and Information by Subject (Annex 3)	1-10	01/07/2016	1.0
C	1	Overviews and Information by Subject (Annex 4)	1-10	01/07/2016	1.0
C	1	Overviews and Information by Subject (Annex 5)	1-4	01/07/2016	1.0
C	1	Overviews and Information by Subject (Annex 6)	1-8	01/07/2016	1.0
C	1	Overviews and Information by Subject (Annex 7)	1-3	15/05/2017	1.4
C	1	Overviews and Information by Subject (Annex 8)	1-2	01/12/2016	2.0
C	2	Movement Areas	1–51	07/05/2018	2.2
C	3	Coordinates	1–16	01/10/2017	1.5
C	4	Deviations from Approval Specifications	1-12	07/01/2019	2.4
C	5	Approved Types of Operation	1–3	01/07/2016	1.0

4 Part D — Aeronautical Information Publication Requirements

Part	Chapter	Title	Pages	Effective from	Revision
D	--	Aviation Data Publication Requirements	1–12	07/01/2019	2.4

5 Part E — Operating Procedures

Part	Chapter	Title	Pages	Effective from	Revision
E	1	Publication of Aviation Information (incl. Annexes 1 and 2)	1–18	01/10/2018	2.3
E	2	Access to Security Area (Airside)	1–8	07/01/2019	2.4
E	3	Control and Measurement Tours (Inspections)	1–19	01/10/2018	2.3
E	4	Maintenance and Repairs	1–10	01/07/2016	1.0
E	5	Operation and Function of Airport Equipment	1–31	06/05/2019	2.5
E	6	Building Coordination	1–24	01/10/2018	2.3
E	7	Aircraft Operation and Apron Management	1–33	06/05/2019	2.5
E	7	Aircraft Operation and Apron Management (Annex 1)	1-232	07/01/2019	2.4
E	7	Aircraft Operation and Apron Management (Annex 2)	1-12	06/05/2019	2.5
E	8	Traffic and Approval Rules	1–29	07/01/2019	2.4
E	9	Bird Control and Wildlife Management	1–29	07/01/2019	2.4
E	10	Obstacle Monitoring	1-8	15/05/2017	1.4
E	10	Obstacle Monitoring – Annex 1	1-1	30/09/2016	--
E	11	Green Areas	1–6	01/07/2016	1.0
E	12	Aerodrome Emergency Plan	1–111	07/01/2019	2.4
E	12	E.12 Annex 1 Bulletin on Emergencies	1–1	01/07/2016	1.0
E	12	E.12 Annex 2 Work Instructions Alert Checklists Airport Fire Brigade	1–32	07/01/2019	2.4
E	12	E.12 Annex 3 Work Instructions Alert Checklists Aviation Management	1–42	07/01/2019	2.4

Part	Chapter	Title	Pages	Effective from	Revision
E	12	E.12 Annex 4 Work Instructions Alert Checklists Airport Security	1–46	07/01/2019	2.4
E	12	E.12 Annex 5 Work Instructions Alert Checklists Facility Management	1–33	07/01/2019	2.4
E	12	E.12 Annex 6 “EASA Plan”	1–1	07/01/2019	2.4
E	12	E.12 Annex 7 General Plan Fire Brigade	1–6	07/01/2019	2.4
E	12	E.12 Annex 8 Plan of designated assembly points	1–1	07/01/2019	2.4
E	12	E.12 Annex 9 Alert and Operations Record	1-3	07/01/2019	2.4
E	12	E.12 Annex 10 Disembarkation Card for Travellers	1–1	07/01/2019	2.4
E	12	E.12 Annex 11 Recording of Passenger Data	1–1	07/01/2019	2.4
E	12	E.12 Annex 12 (Behaviour in cases of threatening calls)	1-1	07/01/2019	2.4
E	12	E.12 Annex 13 (Behaviour in the event of an attack)	1-1	07/01/2019	2.4
E	12	E.12 Annex 14 Emergency Rooms TXL	1–3	07/01/2019	2.4
E	12	E.12 Annex 15 Operation Log NEZ	1–1	07/01/2019	2.4
E	12	E.12 Annex 16 Order Tracking	1–1	07/01/2019	2.4
E	12	E.12 Annex 17 List of Special Identification Badges	1-1	07/01/2019	2.4
E	13	Preparation, Conduct and Analysis of Drills	1–23	07/01/2019	2.4
E	14	Fire-fighting and Rescue Ser-	1–16	15/05/2017	1.4

Part	Chapter	Title	Pages	Effective from	Revision
		vices			
E	15	Recovery Plan for Aircraft	1–14	06/05/2019	2.5
E	16	Fuel Quality	1–5	01/10/2017	1.5
E	17	Handling of Dangerous Goods	1–6	07/01/2019	2.4
E	17	Handling of Dangerous Goods (Annex 1)	1-4	07/01/2019	2.4
E	17	Handling of Dangerous Goods (Annex 2)	1–1	01/07/2016	1.0
E	17	Handling of Dangerous Goods (Annex 3)	1–3	15/05/2017	1.4
E	17	Handling of Dangerous Goods (Annex 4)	1–6	07/01/2019	2.4
E	18	Low Visibility Procedures (LVP)	1-8	15/05/2017	1.4
E	19	Winter Service Procedures	1-44	01/10/2017	1.5
E	20	Procedures for Thunder- storms, Heavy Rainfall and Strong Winds	1-7	01/10/2018	2.3
E	21	Operation in Darkness	1–5	01/10/2017	1.5
E	22	Protection of Navigation Equipment	1–3	01/07/2016	1.0
E	23	Smoking Prohibition and Hot Work	1–3	01/07/2016	1.0

Annex

This page has been intentionally left blank. Chapter A.3 contains no annexes.