

A.8

General Terms and Conditions of Use (FBO)

Contents

0	Modification history of Chapter A.8.....	4
1	General	5
2	Use with Aircraft.....	6
2.1	Take-off and Landing Permission.....	6
2.2	Take-off and Landing Facilities.....	6
2.3	Taxiing and Towing.....	6
2.4	Long-term Parking and Hangars.....	7
2.5	Ground Handling Services	8
2.6	Noise Protection	9
2.7	Supply of Operating Materials.....	10
2.8	Maintenance Work, Washing and De-icing of Aircraft.....	10
2.9	Immobilised Aircraft.....	10
3	Entry of Persons and Vehicles.....	11
3.1	Roads, Areas and Entrances	11
3.2	Motor Vehicle Traffic.....	11
3.3	Airside	12
3.4	Accompanying Animals	14
4	Miscellaneous Activities	14
4.1	Commercial Activities	14
4.2	Assemblies.....	14
4.3	Collections, Advertising, Distribution of Printed Matter and Music Presentations	14
4.4	Storage.....	14
4.5	Construction Work.....	15
4.6	Information and Communications Infrastructure	15
5	Safety and Security Regulations	16
5.1	General Safety and Security Regulations	16
5.2	Handling Fuels	16
5.3	Smoking Prohibition, Handling Open Flame	16
5.4	Working in Hangars and Workshops.....	16
5.5	Safekeeping of Material, Equipment and Wastes	17
5.6	Fire Brigade and Rescue Service	17
5.7	Safety Management System	18
6	Lost Property	18
7	Environmental Protection	18

7.1	Contamination	18
7.2	Wastewater /Water Protection.....	19
7.3	Waste Disposal	20
7.4	Air Pollution	22
8	Violations of the General Terms and Conditions of Use, Permissions	23
9	Authorised Recipient	23
10	Place of Performance and Venue	23
11	Subject to Change Without Notice	23
Annex 1	— (Deleted)	24
Annex 2	— Communication of Data to the Airport for Each Flight (Landing and Take-off)	24
Annex 3	— Description of the Central Infrastructure Facilities.....	26
Annex 4	— (Deleted)	28
Annex 5	— Utilisation of Information and Communications Infrastructures.....	29

0 Modification history of Chapter A.8

Modification history			
Date	Revision	Author	Changes/Comments
29.08.2016	1.2		p. 17, reference to regulation (EU) 2015/1998 p. 27, description of tank storage facility, editorial changes
07.01.2019	2.4	M. Birklein	p. 23: editorial changes
18.03.2019	2.5	C. Ortiz	p. 8, 9, 25, 26

1 General

1.1

This chapter of the aerodrome manual sets forth the terms and conditions of use in accordance with Section 43 LuftVZO and Regulation (EU) 139/2014 (here: AMC3 ADR.OR.E.005).

The description of the airport and changes in the airport description are announced in the *Nachrichten für Luftfahrer* or the Aviation Manual Germany AD 2 EDDT and in the Aerodrome Manual of Berlin Tegel Airport (FPHB).

Anyone using, entering or moving on the airport premises in an aircraft is subject to the provisions of the aerodrome manual and the instructions of the airport operator issued for their execution (especially of the on-duty traffic officer).

The company general rules as most recently revised and issued by Flughafen Berlin Brandenburg GmbH must be observed in this respect as supplementary provisions to the aerodrome manual and to the General Terms and Conditions of Use. These rules include, but are not limited to:

1. Schedule of Charges
2. Fire Protection Ordinance
3. Identity Card Regulations
4. Terminal Rules

The aerodrome manual and other general company rules as most recently revised are published on the extranet of Flughafen Berlin Brandenburg GmbH (<https://extranet.berlin-airport.de>).

Note:

Extranet users can select an option which will automatically send them an email notification whenever there are any changes to the content.

1.2

Airport facilities, areas, rooms and central infrastructure which are only temporarily and not specifically allocated permanently (e.g. check-in counters, gates, parking positions) are assigned by the airport operator in accordance with operational requirements and availability and in observance of the principles of equal treatment. The aforementioned infrastructure must be treated with care; the airport operator must be notified of any damage without delay.

1.3

To the extent that the provisions and instructions affect aircraft operators, they apply mutatis mutandis to the owners of the aircraft and to persons utilising the aircraft who are neither the operators nor the owners of these aircraft.

2 Use with Aircraft

2.1 Take-off and Landing Permission

2.1.1

Use of the airport by airplanes and rotary-wing aircraft is permitted against payment of the fee as established in the Fee Ordinance for the Berlin-Tegel Airport. Airplanes and rotary-wing helicopters that use the airport shall be equipped with an operational radio device for sending and receiving voice messages that enables radio contact with the control tower from a distance of at least 25 NM, provided that such radio communication is possible according to the features of the aircraft, the facilities and systems of the airport and without endangering persons or property.

2.1.2

The aircraft operators or their authorised agents must notify the airport operator of their flight intentions from and to Berlin Tegel well in advance and report the information (such as flight times, type of aircraft being used and the current flight plan) required to assure the scheduling of the proper equipment and personnel. Details can be found in Annex 2 — Communication of Data to the Airport for Each Flight (Landing and Take-off).

2.1.3

The aircraft operators must, at the airport operator's request, present the documents necessary for reviewing the authorisation to use the airport and for the billing of the charges.

2.1.4 Not applicable for the Berlin-Tegel site

2.2 Take-off and Landing Facilities

The specially marked and approved movement areas must be used for take-off and landing and for taxiing. Aircraft operators are obligated to follow the instructions of apron control and air traffic control during the movement.

2.3 Taxiing and Towing

2.3.1

Aircraft may be moved on their own power solely by authorised persons and exclusively on the approved and marked movement areas. They may not be moved into or out of hangars and workshops on their own power.

2.3.2

A radio connection must be established with apron control and approval for the intended movement must be obtained before each and every movement and towing action in the apron areas. Deviating regulations (e.g. for hangar aprons) can be agreed in the form of an operational agreement with the airport operator.

2.3.3

If necessary, aircraft are towed by the airport operator or — pursuant to specific agreement, especially regarding the parking position — by the aircraft operator. Solely trained personnel are permitted to do the towing. The aircraft owner shall furnish required personnel for securing purposes. The aircraft owner shall give the airport operator necessary towing instructions if the airport operator performs towing.

2.3.4

Aircraft engines may be operated solely with the absolutely necessary minimum speed on the aprons (parking positions and taxiways).

2.4 Long-term Parking and Hangars

2.4.1

The apron is used for the handling of passengers and aircraft. Any other use is permitted solely with the consent of the airport operator. The provisions of Chapter “E.7 — Aircraft Operation and Apron Management” apply.

2.4.2

Aircraft stands are assigned by the airport operator as required by operations. The airline is responsible for the safe handling of passengers and aircraft on the aircraft stand.

2.4.3

Long-term parking and hangar positions are assigned by the airport operator. If and when an aircraft remains on the airport for more than one hour without any handling processes being conducted, the aircraft operator must, at the airport operator’s request, move the aircraft to an assigned long-term parking position or into a hangar. For security or operating reasons, the airport operator may order the relocation of the aircraft to a different long-term parking site or hangar or, if the aircraft operator or aircraft owner is not reachable or does not comply with the order in timely fashion, instruct trained personnel to move or tow the aircraft without its own power to the site (subject to charge).

2.4.4

Securing of a parked or sheltered aircraft is incumbent upon the aircraft owner. The aircraft owner is required to identify a parked aircraft by means of lights in the event of darkness or bad weather insofar as necessary for safety reasons.

The airport operator may perform required securing procedures for a fee in lieu of the aircraft owner. The airport operator is entitled to collect fees from the aircraft owner in the event that aprons are lighted and securing of parked aircraft is performed for this reason.

2.4.5

Legal provisions regarding rent apply to the placement of an aircraft on a long-term parking position or in a hangar (§§ 535 following BGB). The airport operator is obligated to safekeeping of the aircraft solely if and when a separate written agreement to this effect has been concluded.

2.4.6

Users are required treat hangers and their facilities with care and are especially required to comply with the following regulations:

- technical systems, facilities and equipment of the airport operator, especially power supply systems, cranes and scaffolds, may only be used after agreement with the airport operator;
- hangar doors may only be operated by persons whom the airport operator has licensed for this purpose;
- aircraft owners are required to keep a sufficient number of easily accessible fire extinguishers on hand when performing work of all and any kind on aircraft in the hangar or within a radius of 50 meters of the hangar;
- the area in front of hangar doors is to be kept clear;
- parking, sheltering and repair of motor vehicles, other ground vehicles and other items requires the approval of the airport operator.

2.4.7

Not applicable for the Berlin-Tegel site.

2.5 Ground Handling Services

2.5.1

Ground handling services in accordance with BADV may be carried out solely on the areas designated for this purpose by the airport operator and solely by self-handlers and third-party handlers who have been approved by the airport operator in form of a “contract for the provision of ground handling services”. The approved handlers must park their ground handling equipment solely on the areas assigned to them by the airport operator, however, the airport operator does not incur any obligation to safeguard the equipment as a consequence of the assignment.

2.5.2

The airline bears comprehensive responsibility for the handling of the aircraft. Airlines that regularly fly to the airport have to contract such a wide range of ground handling services that the handling within the planned turnaround-times can be achieved and also in case of irregularities (delays, etc.) the handling of the aircraft is ensured. The airport operator is entitled to demand information from the airlines on the scope of the ground handling services commissioned in order to ensure compliance with the operational requirements.

2.5.3

The airport operator is allowed to take necessary measures, provided that the operation of the airport is endangered or disturbed, attributable to the behaviour of a service provider or a self-handler or the requirements according to § 8 BADV are not met. The respective service provider or self-handler will be given the opportunity to comment on this beforehand. Not affected the aerodrome operator retains the right to terminate without notice the contract with the service provider or self-handler. The airport operator is entitled to invoice or allocate the resulting costs to the service provider or self-handler in case he needs to take measures to ensure the operation.

2.5.4

The following facilities are central infrastructure facilities within the sense of Section 6 BADV:

1. Systems for the disposal of faecal matter
2. Facilities and equipment for aircraft de-icing
3. Fuel storage
4. Systems for the provision of fresh water
5. Noise protection system for engine test runs
6. Baggage Reconciliation System (BRS)

The central infrastructure facilities are maintained, managed and operated solely and exclusively by the airport operator or by its agent authorised pursuant to Annex 3 — Description of the Central Infrastructure Facilities. The ground handling service providers and self-handlers must use the central infrastructure facilities. Use thereof is linked to a payment of a fee.

2.6 Noise Protection

2.6.1

The local flight restrictions and night-time flight restrictions pursuant to the Aeronautical Information Publication Germany AD 2 EDDT apply.

2.6.2

Aircraft owners are required to keep noise pollution caused by aircraft engines to an unavoidable minimum on the airport premises and in the airport's vicinity. They are especially required to use noise protection systems and ground power generators (400 Hz) when required for protecting the general public from hazards, significant nuisances and considerable pollution caused by noise.

Aircraft owners are required to comply with directives for performing test runs of aircraft engines. They shall release the airport operator from any claims of local residents arising from generation of noise.

Engine test runs required for maintenance may be performed solely at the noise protection system designated for this purpose.

Use of the noise protection system is permissible against payment of a fee and solely in accordance with the provisions of Chapter 7 "E.7 – Aircraft Operation and Apron Management". Aircraft owners

are required in individual cases to follow more extensive directives of the airport operator for performing test runs of aircraft engines.

2.7 Supply of Operating Materials

Companies that provide operating materials to the aircraft must be approved by the airport operator. These companies and the aircraft operators must comply with safety regulations and the relevant applicable rules and guidelines for handling operating materials. Moreover, they are obligated to ensure that the personnel working on the aircraft while it is being supplied with operating materials have been instructed in the use of the fire alert systems, the EMERGENCY OFF switches, fire-fighting and the proper conduct in the event that operating materials leak out and that they regularly participate in related drills. Details are regulated in Chapter "B.9 - Training and Qualification Programme". The provisions of Chapter "E.12 - Airport Emergency Plan" apply. The fuelling and defuelling may be performed solely on the sites approved by the airport operator in accordance with FPHB Chapter "E.7 - Aircraft Operation and Apron Management".

2.8 Maintenance Work, Washing and De-icing of Aircraft

Maintenance work on aircraft as well as the washing, cleaning and de-icing of aircraft may be performed solely on the areas designated by the airport operator or at the central infrastructure facilities. The airport operator must be consulted about the detergents used for this purpose so that problems with separator or emulsion splitting equipment are avoided. Aircraft de-icing agents may not be used without prior consultation with the airport operator. The airport operator must be notified of the chemical composition of the aircraft de-icing agent.

2.9 Immobilised Aircraft

The aircraft owner is fundamentally responsible for the recovery of damaged or immobilised aircraft on the airport premises. The aircraft owner designates an agent to be in charge of the recovery. As necessary, the aircraft owner may utilise the airport's recovery equipment. The Chapter "E.15 - Recovery Plan for Aircraft" regulates the recovery pursuant to ICAO Annex 14 (ICAO DOC 9137 - Airport Services Manual Part 5) and Regulation (EU) 139/2014 (here: ADR.OPS.B.005).

2.9.1

If an aircraft is immobilized at the airport, then the airport operator may remove it from the airport's operational premises at the expense of the aircraft owner, insofar as necessary for handling air traffic, and also without any special order to remove it. The airport operator is liable for losses or damage only if it has caused the losses or damage through wilful intent or gross negligence; this provision also applies if the aircraft owner has engaged the airport operator to remove an immobilised aircraft from the movement areas or to participate in the removal.

2.9.2

If an aircraft is immobilised and the airport operator suffers a pecuniary loss as a consequence, it may request damages from the aircraft owner unless the latter is not at fault or is culpable solely of slight negligence.

3 Entry of Persons and Vehicles

3.1 Roads, Areas and Entrances

3.1.1

The airport's streets and plazas are not designated for use by public traffic. Users are required to observe road traffic regulations, also on the portion of the airport not accessible to public traffic, insofar as the airport operator does not issue any divergent regulations.

3.1.2

The airport may be accessed by vehicle or by foot solely at the entrances that are released/cleared for this purpose.

3.1.3

An admission fee may be charged for entering the Visitors Terrace and other viewing areas. The amount of the fee is displayed on signs.

3.1.4

Anyone transporting freight to or from other airports over land is obligated to notify the airport operator about the load values and the flight data of such freight in accordance with the airport operator's detailed instructions.

3.2 Motor Vehicle Traffic

3.2.1

Whenever motor vehicles are used on the airport premises, the vehicle operator is responsible for their safe use in traffic.

3.2.2

The presentation of an adequate sum insured (liability insurance) and the consent of the airport operator is required for the airside operation of vehicles (motorised and non-motorised) and bikes. Upon request of the airport operator, vehicles operating airside must be marked separately and be equipped with safety features. Details are regulated in Chapter "E.8 - Traffic and Approval Regulations".

3.2.3

Motor vehicles may be parked solely on the designated parking spaces. The right of the airport operator to collect fees for this purpose shall remain unaffected. Illegally parked motor vehicles or motor vehicles remaining on the parking spaces after the lapse of the maximum permissible parking time may be removed at the cost and risk of their operators.

3.2.4

Small vehicles (e.g. mopeds, bicycles) may not be left on forecourts, stairs and in corridors.

3.2.5

Maintenance work on and the fuelling and defuelling of motor vehicles and equipment and other objects as well as their washing and cleaning may be carried out solely on the areas designated by the airport operator. The airport operator must be consulted about the detergents used for this purpose so that problems with separator or emulsion splitting equipment are avoided.

3.2.6

Motor vehicles may pick up and discharge passengers and baggage solely in front of the departure entrance and at the stopping positions demarcated for this purpose. Freight may be loaded and unloaded only in front of freight buildings.

3.3 Airside

The entire airside is a security area or a sensitive part of the security area within the sense of Annex I Chapter 1 of the Regulation (EU) 300/2008.

3.3.1

The airside may be entered solely through the entrances released for this purpose by the airport operator and solely by the groups of persons and vehicles authorised for this purpose. The additional requirements of Chapter "E.2 - Access to Security Area (Airside)" must be observed.

Facilities within the enclosed airport premises which are not open to general traffic may be entered by persons and motor vehicles solely with the consent of the airport operator (or, as appropriate, of other authorised parties). These facilities include in particular:

- The manoeuvring area (including the areas and routes designated for take-off, landing and taxiing)
- The aprons
- The aircraft hangars
- The waiting rooms
- The transit rooms
- The baggage and freight buildings
- The garages and workshops
- The depots and building yards
- The construction sites

This provision applies as appropriate to land areas and facilities outside of the enclosed airport premises (e.g. to flight safety, runway lighting and measuring equipment).

3.3.2

The airport operator may grant consent pursuant to Subsection 3.1.1 generally or for specific cases and revoke the consent for good cause. The wearing of authorisation badges in a visible location while airside is mandatory. The identification regulations are in effect.

3.3.3

Walking and driving on facilities that are not generally accessible shall occur at own risk. They may be visited solely under the responsible supervision of an authorized agent of the airport operator; aircraft may not be touched during any such visit.

3.3.4

The authorised representatives of the aviation, customs, police and health authorities and of the Deutscher Wetterdienst are authorised to enter the facilities which are not generally accessible on foot or in their service vehicles in the performance of their duties; they should notify the airport operator of their actions in advance.

3.3.5

The consumption of alcohol, intoxicating substances and psychoactive substances is absolutely forbidden for persons working on the premises of the movement areas, i.e. of the manoeuvring area, the aprons and the facilities and buildings of the aircraft handling accessible from these areas. The provisions of Chapter "B.6 - Substance Abuse" must be observed.

3.3.6

Aircraft may be entered solely with the consent of the aircraft operator.

3.3.7

Persons who move a ground-based vehicle within the security area of the Berlin-Tegel Airport independently or without guidance of a "Follow-Me" vehicle, are required to possess an authorization (runway driving license/airport driving license) issued by the airport operator. The airport operator shall issue a license upon completion of training and against payment of a fee. The above provisions are without prejudice to the provisions pursuant to 3.2. Details are regulated in Chapter "E.8 — Traffic and Approval Regulations".

3.3.8

Persons or vehicles entering the manoeuvring area may move solely in accordance with instructions from the air traffic control and must comply in particular with the latter's radio messages, light signals and signs; they must obtain information about the meaning of these communications in advance.

3.3.9

The manoeuvring area may be entered solely by vehicles which are either in constant radio contact with air traffic control and which are equipped with a blinking light so that their movements can be tracked by the air traffic control or that are guided by a guide vehicle. The airport operator may allow exceptions in agreement with air traffic control.

3.4 Accompanying Animals

Animals are not allowed on any part of the airport premises unless under secure control. Animals are allowed in the facilities that are not generally accessible solely if they have been transported in the aircraft or are scheduled for transport in the aircraft or are being used in the performance of official tasks.

4 Miscellaneous Activities

4.1 Commercial Activities

4.1.1

Commercial activities aside from the ground handling services in accordance with Section 2.5 are permitted solely on the designated areas and pursuant to an agreement with the airport operator that determines in all instances the charge which must be paid to the operator. The above provision applies as well to recordings on image and audio carriers and for image and audio transmissions. The activities of aircraft operators related directly to the operation of their aircraft do not constitute commercial activities within the sense of this provision.

4.1.2

Every company operating on the airport premises must obtain comprehensive and reasonable liability insurance (including vehicle liability). To the extent that activities are conducted airside, damage to aircraft must not be excluded in the insurance policies. The airport operator reserves the right at all times to review policies and, in the event of inadequate cover or of a lack of any insurance cover, to prohibit access to the airport premises immediately for good cause or to refuse approval for access to new companies.

4.2 Assemblies

Refer to "Terminal Regulations Volume A – Basic Regulations" for specific regulations.

4.3 Collections, Advertising, Distribution of Printed Matter and Music Presentations

Collections, advertising and the distribution of flyers and other printed materials as well as music presentations are subject to the airport operator's consent. This provision applies as well to the distribution of give-aways and product samples.

4.4 Storage

4.4.1

Dangerous goods within the sense of Section 27 (1) LuftVG, Section 2 (1) and (2) Act Regarding the Transport of Dangerous Goods (GGBefG) and of any legal provisions enacted to facilitate the execu-

tion of these acts, in particular nuclear fuels and other radioactive substances and water pollutants within the sense of the Water Resources Act (WHG), may be stored in storage rooms/on storage places and transshipped solely with the airport operator's consent and in compliance with legal provisions. In the period during which the dangerous goods are in transshipment or storage, a contact person from the airline or the shipping agent (dangerous goods or radiation protection officer) who can provide any information about the dangerous goods which may be required must be reachable for the fire brigade. The fire brigade shall be alerted in the event of a hazardous materials accident and the radiation protection officer shall be alerted in the event of radioactive freight. The fire brigade has the authority for operation command and the handling of the defence against the dangers. The party causing the accident must bear any and all costs incurred in relation to the accident involving the dangerous goods. The provisions of Chapter "E.12 - Airport Emergency Plan" apply.

4.4.2

Freight, crates, construction material, equipment etc. may be stored outside of the areas or rooms leased for this purpose solely with the airport operator's consent.

4.5 Construction Work

Construction work must be coordinated with the airport operator in good time before commencement. Stipulations of the airport operator shall be observed especially regarding the spatial and temporal sequence of construction work and regarding the coordination and safety obligations imposed on the party executing the construction work. In particular, the provisions of the Regulation Regarding Safety and Health Protection on Construction Sites (Construction Site Regulations) must be observed. Compliance with the provisions of Chapter "E.6 — Construction Coordination" and the general company rules for employment of third-party companies is mandatory.

4.6 Information and Communications Infrastructure

The utilisation of information and communications infrastructure on the airport is regulated in accordance with Annex 5 — Utilisation of Information and Communications Infrastructures of this document.

5 Safety and Security Regulations

5.1 General Safety and Security Regulations

The safety and security regulations based on law or other legal provisions and set forth in the following sections must be observed. This obligation extends as well to the occupational safety and environmental provisions that a commercial business operating on the airport must observe on its own responsibility during the conduct of its business.

5.2 Handling Fuels

Fuelling and defuelling of aircraft are permitted solely when in compliance with the provisions of Chapter "E.7 - Aircraft Operation and Apron Management".

Operating materials must be stored in permanent or mobile containers equipped with regulation nozzles.

Overflow and spillage of fuels must be avoided. If there has been any overflow or spillage of fuels, a clearance distance of 15 m must be maintained until the fuel has evaporated or been removed; the Airport Fire Brigade must be notified immediately.

Adequate quantities of suitable oil-binding agents must be maintained at fuelling systems and fuelling vehicles.

Special attention must be given to the relevant safety provisions for underground fuelling systems.

5.3 Smoking Prohibition, Handling Open Flame

Provisions regarding the smoking prohibition and for handling open flame are contained in Chapter "E.23 - Smoking Prohibition and Hot Work" and in the Fire Protection Ordinance.

5.4 Working in Hangars and Workshops

Aircraft must not be cleaned using flammable fluids categorised in Group A, Danger Class I according to the Regulations Regarding Flammable Liquids while in hangars and workshops. Flammable liquids categorised in Group A, Danger Class I may be used to clean dismantled aircraft parts solely in separate rooms with adequate ventilation.

Flammable, volatile substances (stretching lacquers, nitrocellulose lacquers etc.) may be processed in hangars and workshops only if the rooms have been equipped for the purpose in accordance with fire protection regulations, the requirements of the trade supervisory authorities and the special provisions for aircraft operators approved by the trade supervisory authorities.

Lubricant and fuel residues must be caught in catch basins and properly emptied into suitable, specially labelled collection containers. Appropriate absorbent material must be maintained with these containers.

Users must keep the floors of hangars, aprons and adjacent areas free of oil, grease and other flammable substances.

5.5 Safekeeping of Material, Equipment and Wastes

Material, equipment and wastes must be stored in such a manner that no risk of fire or explosion can arise.

Lubricants must be stored in containers properly equipped with regulation nozzles when kept in or in the vicinity of aircraft hangars or workshops.

Empty fuel and lubricant containers and empty high-pressure storage vessels for dangerous substances must not be stored in hangars and workshops.

Flammable wastes (lubricant residues, used cleaning material etc.) must be collected in metal containers labelled for this purpose and equipped with tightly sealing lids. The containers must be emptied as frequently as necessary to ensure that the possibility of spontaneous combustion of the wastes is excluded. Oil catch basins and similar containers must be emptied into proper collection containers and cleaned after use.

Water-polluting liquids shall be stored in such a manner that excludes any contamination of ground water. Pursuant to the Federal Water Resources Act (WRA), collecting pans or the likes thereof shall be used.

It is recommended that flammable liquids such as lacquers or oils be stored outside of the buildings in separate steel containers and that only the amount of such substances required for daily use be left in the buildings.

The statutory provisions of Commission Regulation (EU) No 2015/1998 shall additionally be considered, if applicable, for storage sites located within the security area.

5.6 Fire Brigade and Rescue Service

Fire-fighting equipment and escape and rescue routes must unconditionally be kept free of obstacles.

In the event a fire breaks out,

- the fire alarm must be activated and in addition
- The Airport Fire Brigade must be notified using the airport operator's landline, phone number 112, or the mobile telephone number 030/4101-112

immediately.

Rescue measures must be carried out and fire-fighting activities using the available materials and equipment must be initiated until the fire brigade arrives. The airport operator issues an airport emergency plan (see also Chapter "E.12 - Airport Emergency Plan") which is followed when emergencies with consequences for the lives and health of human beings and involving risks to property and the environment occur at the airport.

Fire protection regulations in accordance with DIN 14096 are required for the specific building complexes. The fire protection regulations have three sections. All of the persons working in the utilisation units must be familiar with them as appropriate. The general section as well as the escape and rescue routes must be posted publicly as posters/signs in the area of the rescue routes.

5.7 Safety Management System

The airport operator must maintain the airport in a safe operating condition and operate it properly. The safety of flight operations and consequently of the users is of overriding priority for the airport operator. For this reason, the airport operator maintains a safety management system (SMS) involving the companies working at the commercial airport in accordance with the requirements of ICAO Annex 19, the provisions of Regulation (EU) 139/2014 (here ADR.OR.D.005) and the requirements and orders of the responsible Aviation Authority of the State of Berlin.

Specifics and detailed procedures of the safety management system and the integration of the companies in the safety management system are defined in Chapter “B.2 - Safety Management”.

All persons as well as their employers who use or must enter the airside of the airport are obligated to participate in the safety management system (SMS) of the airport operator. This participation includes compliance with the safety regulations as well as with further measures upon request of the airport operator such as working on ramp safety committees and/or runway safety team and participating in SMS reporting.

The airport operator reserves the right to review the participation in the SMS by conducting inspections and audits.

6 Lost Property

Objects which are found in the airport facilities must be turned in immediately to the airport operator or to an authorised third party. Sections 978 to 981 BGB [German Civil Code] apply.

7 Environmental Protection

7.1 Contamination

Contamination and pollution of airport facilities must be avoided. Environmentally-polluting liquids shall be collected upon escape, and waste of all and any kind in the aircraft operations area shall be collected. Contaminations and soilings shall be removed by the party responsible for them; otherwise the airport operator may remove them at the expense of the responsible party who caused them.

The responsible party is required to notify the airport fire brigade immediately (Tel. 4101-112) if he is unable to collect escaping substances immediately and completely. The provisions of Chapter “E.12 — Airport Emergency Plan” must be observed. The release of any dangerous substances/dangerous products must be reported to the airport operator (operational traffic management) immediately in all cases.

7.2 Wastewater /Water Protection

7.2.1 General

Only common sewage water may be discharged into sewage water intakes (drainage sewers) unless otherwise provided by the airport operator. If suspicion is given that water is contaminated radioactively or by other means, e.g., fuels, flight consumables or oil, then any such water shall be treated in accordance with special instructions of the airport operator.

Drainage of the airport premises transpires via separated systems. This means that sewage water or rain water may only be discharged into the respective drainage systems provided for them. Sewage water is diverted to a public purification plant, and rain water is diverted via a drainage ditch.

7.2.2 Sewage Water

Only water that has sustained modification of its characteristic features via household or industrial use may be discharged into sewage water intakes. The respectively current version of the General Terms for Drainage in Berlin (GTDB) of the Berlin Waterworks apply for discharge. Compliance with limit values specified in the GTDB is required.

7.2.3 Wastewater Registry

The airport operator has compiled a wastewater registry in which all of the data relevant for wastewater, based on the collected information provided by the users themselves, have been compiled. Every user is obligated to notify the airport operator immediately of any and all changes or modifications related to quantity or characteristics of the sewage water directed into the drainage system. Notification of the airport operator shall not release the user from any possible obligation to notify responsible authorities in accordance with the Indirect Discharge Directive of the Berlin Water Act (Section 29a, Berlin Water Act).

All new connections or modifications of existing water drainage systems are subject to the airport operator's prior written consent. The airport operator can also issue more extensive regulations to ensure proper removal of wastewater; it can in particular regulate the type and quantity of wastewater from individual users by issuing specific regulations (product analysis for detergents and cleaning agents, type, quantity, analytical studies etc.).

7.2.4 Water-polluting Substances and facilities handling water-polluting substances

Users must notify the airport operator of any intended storage of water-polluting substances and of the nature and scope of the proposed handling. The user shall assure that contamination of water and ground or other detrimental modification of their characteristic features is excluded by means of compliance with applicable statutory regulations. The user is responsible for approval and notification obligations vis-à-vis responsible authorities after prior agreement with the airport operator. The airport operator must be informed without delay of any approvals for storage or handling of water-polluting substances issued by government authorities.

If the user operates, sets up or maintains one or several systems for handling water-polluting substances at the airport, then any such systems or modifications or expansions of such systems shall be reported immediately to the airport operator. Required approvals in accordance with statutory regulations shall be submitted to the airport operator along with the report. The user is required to observe and comply with the regulations of the Directive on Systems for Handling Water-polluting Substances of the State of Berlin (DswS) as well as other valid regulations. The user is responsible for approval and notification obligations vis-à-vis responsible authorities.

7.2.5 Detergents and Cleaning Agents, Disinfectants, Lubricants

Solely legally approved detergents, cleaning agents, disinfectants and lubricants that do not contain either any organically bound halogens or any PCB, PCP, PCDD/PCDF or CFC may be used.

7.2.6 Precipitation Water

Only water that originates from rain and has not sustained modification of its characteristic features may be discharged into the rain water network. Any contaminations caused, for example, by washing water, cleaning agents, consumable substances, body waste or the likes thereof may not enter into rain water drainage. Surface deicing substances used during winter operations constitute the only exception. Discharge of deicing substances requires prior consultation with the airport operator. Contaminations shall be kept away from surface waters by means of pre-treatment systems.

7.2.7 Access Authorisation

The airport operators' associates and responsible representatives from government authorities must be granted access to the operating facilities at all times for the purpose of inspections.

7.2.8 Indemnification

Parties in violation of regulations shall indemnify and hold harmless the airport operator from and against any and all third-party claims.

7.3 Waste Disposal

7.3.1 Fundamental Principles

Accumulation of waste shall be kept as low as possible. Pollutants in waste shall be reduced in as far as possible or completely avoided. Recyclable materials, e.g., glass, paper, metal, plastic, wood (non-contaminated) and construction rubble shall be separated from waste. The premises of the commercial airport constitutes a uniform territory where the airport operator collects, transports, intermediately stores, recycles and disposes of waste, as set out under No. 7.3.3, himself or has such work performed by his authorized third party. These measures serve the purpose of centrally consolidating quantities of waste prior to transfer to the corporation required to remove it.

Waste is defined as waste for recycling or waste for disposal. Avoidance of waste and waste reduction is the primary objective in this regard. Whoever uses the airport is subject to the regulations under these same waste provisions and to the instructions of the airport operator issued for the sake of executing them.

7.3.2 Waste Prevention

Whoever uses the airport's facilities shall contribute to accumulation of the least amount of waste possible, to avoidance of pollutants in waste, to the ability to recycle unavoidable waste and to disposing of non-recyclable waste in an environmentally friendly manner.

The airport operator shall work, in this regard and within the scope of his options, toward having food and beverages served only in recyclable packaging and containers and only with recyclable tableware and cutlery.

Products that are environmentally incompatible due to their composition, their contents (e.g. CFC) or their origin are principally excluded.

7.3.3 Waste Disposal

The following waste materials on the premises of the commercial airport are subject to removal by the airport operator:

- mixed household waste (rubbish/garbage),
- recyclable materials (glass, cardboard/paper and light packaging materials).

All persons, companies and institutions working on the airport premises are required to use the airport operator for the aforementioned waste materials against payment of a fee. Divergent arrangements are possible in exceptional instances; however, they must be expressly agreed in advance. Other waste materials are excluded from removal by the airport operator. The airport operator may, for waste management or other reasons, exclude individual waste materials of the aforementioned kind from disposal or include additional waste materials in disposal.

The airport operator shall provide the collection receptacles for the aforementioned waste fractions. The user is required to collect and separate waste in accordance with said fractions and to place it exclusively in the respective collection receptacles. Types of waste other than those mentioned above may not be disposed of in said waste receptacles.

The airport operator or his authorized third party shall collect waste at regular intervals. Additional removals are possible upon request if larger quantities accumulate occasionally or for seasonal reasons.

The airport operator shall determine the type, size and number of waste receptacles as well as the location thereof and transport and access routes under respective consideration of the interests of obligated parties. Users are required to notify in due time of the number of required receptacles and of any changes in the quantity of waste. The collection receptacles, their locations and transport routes shall be kept clean; receptacles shall be handled with care, and access routes shall be kept clear. No claim to reduction of the fee or to compensation for damages shall be given in the event that waste disposal is restricted or performed late due to force majeure, official order, disruption of operations, work essential for operations or for other reasons. Omitted measures shall be rectified as soon as possible.

Waste materials not stated above are excluded from disposal by the airport operator. Users are required to organize disposal at their own responsibility and under use of their own receptacle systems.

This especially applies for types of waste that require special monitoring (special or hazardous waste), waste that falls under epidemic hygiene, types of waste, such as construction rubble, bulky refuse, grassland waste and waste materials, that continually accumulate in large quantities within the user's technological process. These kinds of waste shall be recycled or disposed of in observance of federal and state regulations (e.g., obligation to tender delivery of the Special Waste Company Brandenburg/Berlin or of the respectively responsible joint waste management authority).

7.3.4 Cooperation and Toleration Obligations

Whoever uses the airport is required, upon request, to furnish all information especially regarding the type, quantity, composition, origin, recycling and disposal of accumulated waste materials (waste balance).

The airport operator's authorised representatives must be granted access to the operational rooms at all times to check for proper waste management or to carry out maintenance work on the waste management facilities.

Users are liable for damages and expenses that arise due to infringements of the provisions set out under this same Section 7.3.

7.4 Air Pollution

The idling of internal combustion engines must be limited to the absolutely required minimum.

8 Violations of the General Terms and Conditions of Use, Permissions

8.1

Whoever infringes upon the regulations under these Terms of Use or infringes upon the instructions of the airport operator that were issued based on these Terms of Use may be banned from the airport and reported to authorities.

8.2

Any consents, approvals and permissions required in accordance with these General Terms and Conditions of Use must be obtained in good time in each case.

8.3

The airport operator is entitled to request a security deposit for airport IDs and keys that he has issued.

9 Authorised Recipient

Aircraft operators who do not maintain a domicile or branch office in Germany must designate an authorised recipient in Germany to the airport operator upon its request.

10 Place of Performance and Venue

Berlin is the place of performance and venue for any and all obligations and legal disputes pursuant to these General Terms and Conditions of Use.

11 Subject to Change Without Notice

The right to make changes to these terms and conditions, especially owing to the public-law foundation of the airport operation (including airport approval), is reserved.

The German version of the terms and conditions is legally binding.

Annex 1 — (Deleted)

Annex 2 — Communication of Data to the Airport for Each Flight (Landing and Take-off)

Pursuant to Section 2.1.2 of the General Terms and Conditions of Use, aircraft operators or their authorised agents must provide the following data to the airport operator.

1 Report of Passenger Booking Figures

Passenger booking figures must be reported one to eight days before the flight.

Parties who do not maintain a standing online interface may submit the data by email. The data file in CSV format must be attached to the email. A semicolon (;) must be used as the separator. The structure of the file must conform to the following format:

Column	Header	Contents
1	Flight number	XX 9999
2	Registration	optional
3	Arrival/departure ID	A — Arrival D — Departure
4	Date	dd.mm.yy
5	PAX	PAX booked

2 Transmission of IATA-Messages Type B

Messages must be sent in IATA code to the following address: TXLVZXH.

The following IATA-messages must be sent:

MVT, LDM (total passengers, incl. PAD), PTM (number of transit passengers, the number of the transfer flight, number of pieces of baggage), ICL, PAL, CAL, PSM, SSM, ASM.

For a take-off, the transmission of these messages must always take place immediately after off-block, at the latest immediately after take-off.

Baggage Information Messages (BSM, BMM) are to be sent separately for the use of the BRS to the following address: TXLBMXH

The airport operator can process messages in the BRS according to IATA RP1745. The airline or its authorised representative shall submit its Segregation Rules, as well as the Reception address for BPM and BMM by email to: brs@berlin-airport.de

3 Entries in the Operational System

The aircraft operators or their authorised agents must enter the following data in the airport operator's operational system by midnight.

3.1 The following entries must be made for a landing

Passenger entries	Baggage entries	Freight entries	Post entries
Deboarding passengers (PAX + PAD)	Unloaded baggage (local + transfer)	Unloaded freight	Unloaded post
Transit (see footer)	Transit baggage	Transit freight	Transit post
Transfer (see footer)	Transfer baggage	Transfer freight	
Babies			

3.2 The following entries must be made for a take-off

Passenger entries	Baggage entries	Freight entries	Post entries
Boarding passengers (PAX + PAD)	Loaded baggage (local + transfer)	Loaded freight (local + transfer)	Loaded post
Transit (see footer)	Transit baggage	Transit freight	Transit post
Transfer (see footer)	Transfer baggage	Transfer freight (per definition below)	Transfer post (per definition below)
Babies			

Definition: Transfer on inbounds/landings (3.1)

- Transfer loads are loads which interrupt their air travel at Berlin Tegel Airport and continue their onward journeys on the same calendar day in a different aircraft (with a different flight number) than the one they arrived on. Origin and destination must be different.

- A transfer passenger is a passenger who interrupt his or her journey at Berlin Tegel Airport (TXL) and departs for a destination other than the airport of departure of its journey, provided that both flights were booked together in one activity and the period between the planned arrival and the planned departure does not exceed 12 hours. The definition of a transfer passenger does not include a self-organized onward flight.

Definition: Transfer on outbounds/starts (3.2)

- Transfer loads/passengers are loads/passengers which/who interrupt their air travel at the subsequent airport and continue their onward journeys on the same calendar day in a different aircraft (with a different flight number) than the one they arrived on. Subsequent airport and destination must be different.

Definition: Transit

- Transit loads/transit passengers continue their flight with the same flight number and the same aircraft after a stopover at Berlin Tegel Airport (TXL).

3.3 Additional Information

The unloaded freight in kg must be reported for a freight consignment arriving by lorry.

The loaded freight in kg must be reported for a freight consignment departing by lorry.

Annex 3 — Description of the Central Infrastructure Facilities

1 Systems for the Disposal of Faecal Matter

Disposal of board sewage transpires via sewage waste vehicles that pump body waste out of the appropriate receptacles aboard aircraft and transport it to the central unloading site.

The sewage disposal building is directly accessed from the apron. The building is constructed with acid-proof ceramic tiles and has two disposal ports in the floor area. Two vehicles can simultaneously empty sewage waste collected from aircraft directly into the airport's sewage lines via the ports. The building is 84 sq. meters in size and is fitted with water connections.

2 Facilities and Equipment for Aircraft De-icing

The aircraft deicing system at Tegel Airport consists of a central tank storage facility, approx. 416 sq. meters in size, which is essentially located next to the apron. The airport has 15 deicing vehicles available for performing the deicing procedure.

The deicing process occurs peripherally at respective, aircraft parking positions. For the sake of meeting environmental requirements during deicing, all residual quantities of deicing agents for aircraft and apron areas are collected via the rain water disposal system and channeled into buffer pools at the Hohenzollern Canal.

Kerosene and deicing agents are separated at the buffer pool and channeled via a separate line to the central sewage pumping station where they are discharged into the sewer system of the Berlin Waterworks.

3 Tank storage facility

The tank storage facility is stocked and operated by TGT (Tanklager-Gesellschaft Tegel GbR), a consortium of various oil companies on behalf of BFG (Berlin Airport Company). The tank storage facility consists of a tank service building and individual tanks for supplying aircraft fuels. The tanks have a volume capacity of 2,870 cubic meters.

The tanks and their corresponding technical accessories are owned by the tank storage facility shareholders.

4 System for the Provision of Fresh Water

The fresh water building is located next to the sewage disposal building. Fresh water vehicles access it directly from the apron as needed. The walls are tiled from floor to ceiling to assure flawless, hygienic conditions.

The floor is built at a slope to the floor runoff and is also tiled with acid-proof tiles. The room contains a fresh water connection that is furnished with a water meter and serves the purpose of refilling aircraft. The room is approx. 45 sq. meters in size.

5 Noise protection system for engine test runs

The noise protection system for engine test runs is an open structure with an open front side at the north. The shape of the front of the structure is equivalent to an open pyramid. It can hold aircraft at least the size of an A 310. The walls employ a construction method designed for noise insulation.

The apron located in front of the site and traffic areas surrounding it belong to the engine test run site. The engine test run site is located at the West end of the maintenance apron in the Southern Operations Area, and the airport operator manages and runs it.

6 Baggage Reconciliation System (BRS)

The central infrastructure of the Baggage Reconciliation System (BRS) covers supply, operation and maintenance of centralized and decentralized system components.

Servers, interfaces and network components constitute the central components. PC workstations, including printers and hand scanners, constitute the decentralized components.

Annex 4 — (Deleted)

Annex 5 — Utilisation of Information and Communications Infrastructures

The following information and communications facilities on the airport premises are maintained and operated by the airport operator exclusively:

- Passive cable network and lines for communications technology
- Active data network (LAN/WiFi/WAN)
- Voice communications systems (landline telephony, incl. Voice over IP)
- Operating and trunking systems (services)
- Danger alert systems
- Airport information systems (FIDS)
- Terminal announcement facilities (in leased areas as well)
- Access control systems
- Video surveillance equipment and networks
- Data centres/facility engineering rooms
- Television reception equipment

The airport operator makes the above-mentioned information and communications facilities available to all companies and responsible government authorities operating at the airport. The use of the facilities is subject to payment of a charge in accordance with the published schedule of charges of the Berlin Airports, Communications Services.

Own services providing the aforementioned system features and technologies as well as the modification of existing information and communications facilities are subject to approval and will be permitted by the airport operator solely in justified exceptional cases. The approval may be granted if and when the required performance cannot be achieved qualitatively and quantitatively by the existing system.

The installation and marketing of the aforementioned facilities and systems by companies other than the airport operator are prohibited and may be permitted by the airport operator solely in justified exceptional cases.