

# **Airport User Regulations (AUR)**

**by  
Flughafen Düsseldorf GmbH  
(FDG)**

**Guidelines and Notices  
for  
Airlines, Tenants, Concessionaires, Suppliers  
as well as for all Users  
of the  
Commercial Airport Düsseldorf International**

## Airport Düsseldorf International

### → Operator

Flughafen Düsseldorf GmbH (FDG)

### → International Name

ICAO-CODE	EDDL
IATA-CODE	DUS

### → Classification

Classification of the airport:  
ICAO – aerodrome reference code 4E

### → Address

postal address  
Flughafen Düsseldorf GmbH  
PO box 30 03 63  
40403 Düsseldorf  
Germany

company address  
Flughafen Düsseldorf GmbH  
Flughafenstraße 120  
40474 Düsseldorf  
Germany

### → SITA-connection

DUSYFXH (Apron Control)  
DUSVLXH (Duty Traffic Manager)

### → phone

Switchboard collective number	(0211) 421-0
Extension	(0211) 421-
Duty Traffic Manager (24-hour standby duty)	(0211) 421-2220/2420

### → fax

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(Duty Traffic Manager)

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## I. Part – Airport Description

The binding and current descriptions of the airport are to be gathered both, from the latest publications of the “Nachrichten für Luftfahrer (News for aeronauts)” and from the “Luftfahrthandbuch der Bundesrepublik Deutschland (Aeronautical Information Publication of the Federal Republic of Germany)” (AIP).

### 1. Airport facilities and services

#### 1.1 Position of the airport and of the aerodrome reference point

##### 1.1.1 Geographical position of the airport datum point (ARP, WGS 84)

- Geographical latitude 51° 16' 51,33" N
- Geographical longitude 06° 45' 26,32" E
- position: in the south-western part of the airport grounds, 287° pointing right and 949 m from the control tower

##### 1.1.2 Distance and direction from the city

The airport is located 7.4 km north of the city center of Düsseldorf

##### 1.1.3 Airport elevation above MSL (mean sea level)

- Highest point of the runway system 44.83 m above MSL (147 ft)
- Elevation of the aerodrome reference point (ARP) 36.00 m above MSL (118 ft)
- Height of the take-off runway reference point (RRP)
 

runway South 05R/23L	36.70 m above MSL
runway North 05L/23R	38.00 m above MSL

##### 1.1.4 Meteorological information

- prevailing wind direction: south-west (SW)
- mean maximum temperature of the day of the warmest month: 23.0 °C (July)
- mean lowest temperature of the day of the coldest month: 0.3 °C (January)
- further information may be gathered from the AIP (GEN 3.5 – 29)

##### 1.1.5 Airport reference temperature

23.0 °C

##### 1.1.6 Magnetic declination / Variation

- 0° 16' East (2007)
- 0° 24' East (2008)
- 0° 31' East (2009)

##### 1.1.7 Categories (Levels of operation)

- runway South 05R CAT IIIb  
23L CAT IIIb
- runway North 05L CAT I  
23R CAT IIIa

→ Detailed information may be gathered from the AIP (AD2 EDDL 4-2-1 to 4-2-3) and from the NFL I 1/99

**1.1.8 Operation time**

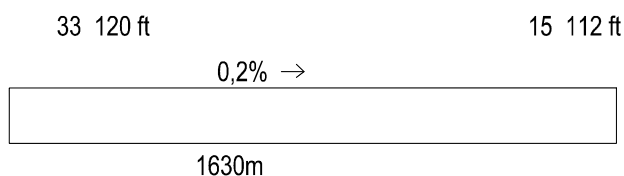
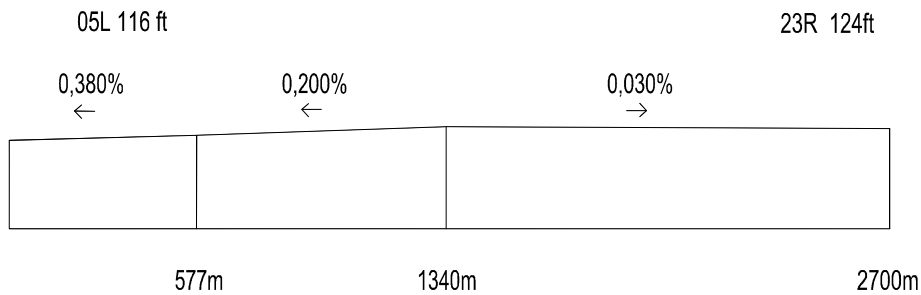
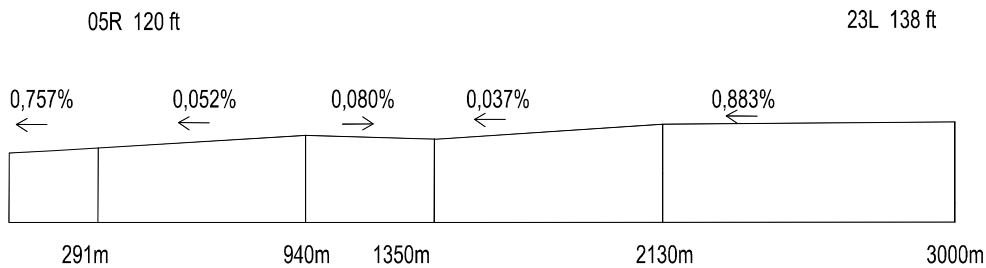
→ 24 hours taking account of the night flight restrictions as can be gathered from the AIP (AD 2 EDDL 1 – 10).

**1.2 Air traffic facilities**

**1.2.1 Airport take-off and landing runways**

Name	direction pointing right	length/width m	maximum load rating 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 grade of the take-off and landing runways**



### 1.2.3 Taxiways

Name	width m	maximum load rating 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 apron	23	73/F/C/W/T	asphalt and concrete
D	23	73/F/C/W/T	asphalt
E (North)	23	73/F/C/W/T	asphalt and 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 and TWY E	50	73/F/C/W/T	asphalt
M between TWY E and RWY 05R/23L	90	73/F/C/W/T	asphalt
N	23	73/F/C/W/T	asphalt
P	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 Aprons

The surfaces are mainly made of concrete and in parts of asphalt. At the Executive Terminal (ET) parts are additionally made of lawn paving blocks. The load rating complies with the PCN values as indicated in the AIP.

Apron ET	34,683 m <sup>2</sup>
Apron West	57,287 m <sup>2</sup>
Main apron	415,964 m <sup>2</sup>
Apron East	250,713 m <sup>2</sup>

### 1.2.5 Helicopter port

Surface: concrete

### 1.2.6 Check-in facilities

The airport has a passenger check-in terminal with three piers, i.e. pier A, pier B and pier C as well as one Executive Terminal (ET). All necessary facilities are available.

The air freight building (DUS Air Cargo Center) is fully equipped for the air freight traffic.

### 1.2.7 Available hangar space for aircraft

hangar	depth m	width m	surface area m <sup>2</sup>	door height m	overall opening m	extensions, workshops, storage space m <sup>2</sup>	misc.
1	30	65	1.957	8.5	2 x 30	545	
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; traveling crane 5 t
6	52.5	82.5	4,331	13.5	60	1,930	heatable; traveling crane 5 t
8	65.8	150.4	9,896	20	75	4,500	heatable; 3 traveling cranes per 3 t
9	82.9	72	552	---	72	---	sound insulation hangar
10	26.5	101.3	2,685	5.9	100	---	heatable; traveling crane 2 t
in all			35,437			14,037	

### 1.2.8 Available repair and noise control facilities

Facilities for repair, overhaul including major repairs and engine exchange are available for the most common aircraft designs. A sound insulation hangar (hangar 9) for engine static tests (for aircraft up to the size of B747-400/A340-600) exists.

## 1.3 Air traffic services

### **1.3.1 Fire engines and rescue equipment**

Fire engines and rescue equipment are available to the extent of the air traffic and in compliance with the regulations of the ICAO.

### **1.3.2 Medical service readiness**

Düsseldorf Airport is an airport which provides medical services. It has a first-aid station in the fire service building with trained medical personnel on call round the clock (24-hour readiness).

## **Emergency number 112**

The airport fire service is responsible for the ambulance transport. Emergency rescue and the care of large numbers of injured persons are handled in cooperation with Düsseldorf's regular fire service, which is in charge. The public health department provides doctors for the emergency service and for employment in cases of infection. Detailed arrangements are set out in the current version of the FDG Danger Prevention Plan (DPP).

### **1.3.3 Support of persons in need of help**

The medical service of the airport fire service is available to assist sick and injured persons. The care of unaccompanied minors is within the responsibility and competence of the particular airline concerned. A wheelchair service according to EU regulation 1107/2006 is available round the clock (24-hour readiness) for persons with restricted mobility (phone number 0211-421-25970).

### **1.3.4 Usability governed by seasonal factors and snow clearing equipment**

The FDG keeps the airport constantly operational if weather conditions permit so. Snow and ice control equipment is available in accordance with the seasonal snow plan AIP SUP IFR.

### **1.3.5 Fueling facilities**

The aviation operating supplies companies located at the airport keep all the necessary carburetor and jet fuels and types of oil in stock. Further details about the available types, fuelling devices and restrictions or fuelling possibilities can be gathered from the AIP (AD 2 EDDL 1 - 1).

### **1.3.6 Aircraft deicing**

#### **1.3.6.1 General information**

Deicing of aircraft at the airport of Düsseldorf takes place at defined remote positions. The deicing of jet-propelled aircraft takes place on the positions listed below and is carried out with running engines. Special rules apply for propeller-driven aircraft. In addition to that all further details may be gathered from the "DUS DE-ICING-/ANTI-ICING-Procedure" which is annually published by the FDGHG.

#### **1.3.6.2 Deicing positions**

Indicated as special remote positions for deicing of aircraft are the following:

→ DA WEST positions V61-V67 for take-offs with direction 05L/05R

→ DA EAST positions V01-V07 for take-offs with direction 23L/23R

The location of the remote positions may be gathered from the AIP, maps AD 2 EDDL 2 - 5.

#### 1.3.6.3 Registration for deicing

Registrations for deicing must be made with the deicing manager of the FDGHG by telephone (phone (0211) 421-52222). Requests for deicing on DA WEST/DA EAST are passed on to the DFS (German Air Traffic Control) aerodrome control and to the FDG apron control.

#### 1.3.6.4 Order of deicing

The DFS aerodrome control determines the order of the deicing on DA WEST/ DA EAST and allocates the corresponding deicing position.

#### 1.3.6.5 Taxiing to the deicing positions

The remote positions are within the responsibility of the FDG. The taxiing is controlled by the DFS taxiing traffic control on behalf of the FDG. Aircraft is led within close range of the deicing position by the DFS after start-up/push-back clearing / permission for start-up/push-back. Afterwards the aircraft is guided by a vehicle of the apron supervision (follow-me) to a vacant deicing position.

#### 1.3.6.6 Ground radio station for remote aircraft deicing

After parking the aircraft at the deicing position the pilot reports on the VHF frequency allocated by the taxiing traffic control (call code "Düsseldorf deicing") for deicing to begin, specifying his flight number and the aircraft type. The available VHF frequencies are 121.600 MHz, 122.125 MHz, 122.775 MHz and 135.225 MHz.

#### 1.3.6.7 Taxiing away from the remote deicing positions

After deicing has been completed the pilot reports stand by for taxiing to DFS DÜSSELDORF GROUND 121.900 MHz. The imperative engine base speed may not be exceeded during taxiing procedures.

### 1.4 General information

In addition to the air traffic facilities there are numerous other services available all over the airport. These include the DUS Air Cargo Center, multi-storey car parks, restaurants, shops as well as two hotels. The airport is linked to the local public transport and long-distance traffic by two railway stations and bus stops and has its own autobahn junction. Driving up to the terminal is permitted on the Departures level. There is a taxi stand, a loading and unloading area for 3 coaches as well as the Valet Parking in the Departures driveway. The approach on the Arrivals is subject to special regulations. The use of the Arrivals driveway is not permitted for private cars. All other vehicles including busses require a permit of the FDG. A separate loading and unloading area comprising 6 positions (Bus Terminal) is available for coaches (exceeding a length of 6 m and/or more than 9 seats) in the Arrivals driveway. For further

information please contact the Customer Service Center [phone number (0211) 421-2000] or send an e-mail to [customerservice@dus-int.de](mailto:customerservice@dus-int.de).

## **II. Part - Rules and conditions of use**

### **1. Scope of application of the AUR**

1.1 All persons entering the airport by aircraft and in order to go about their business, entering on foot or by vehicle of any kind must follow the regulations of the FBO as well as the instructions enacted by the FDG for their implementation.

1.2 Where regulations and instructions apply to aircraft operators they apply accordingly to the owners of the aircraft as well as to persons using aircraft without being the operator or owner of these aircraft.

### **2. Use by aircraft**

#### **2.1 Authorization to take-off and land including reporting procedures**

2.1.1 The use of the airport is permitted for aircraft up to the PCN values published in the AIP (GEN 4.1 Düsseldorf 1 - 4) against payment of the charges in the currently valid scale of charges for Düsseldorf Airport. Usage restrictions and other conditions for air traffic are also published in AIP.

2.1.2 Aircraft operators or their agents must announce their flight plans to and from Düsseldorf in time to the FDG, providing the information necessary for orderly arrangement of flight operations facilities and of personnel such as flight times, aircraft type used and the current course of flight.

2.1.3 On request, aircraft operators or their agents must at any time submit to the FDG the complete documents (including noise certificates) necessary for verifying use authorization.

2.1.4 The aircraft operator, pilot or their agents are obliged to fill in a flight report provided by the FDG before or after take-off. This contains all important data such as flight number, departure aerodrome and destination, registration, number of passengers, freight volume as well as the invoice address. The obligation to provide the FDG with information is based on article 6 paragraph 1 no. 1 of the Law on Aviation Statistics in conjunction with articles 15 and 26, paragraph 4 sentence 1 of the Federal Statistics Law (BStatG). If the data is not provided timely, the FDG calculates fees and charges on the basis of maximum load and maximum take-off weight per aircraft type. Further details on flight operations reporting are provided 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 and the taxiways as well as the other especially designated areas for

taxiing. Pilots must follow the instructions of the DFS ground control (Airport Control) and the apron supervision (follow-me / light signal system or hand signal).

### 2.3 Apron

The apron is used for the ground handling of aircraft. Any other use (e.g. the parking of aircraft, major maintenance or engine run-ups with idle power) requires the permission of the apron control or the duty traffic manager.

### 2.4 Taxiing, towing and push-back

2.4.1 Aircraft may be moved using its own drive only by authorized persons. It may not taxi into or out of hangars and workshops using its own drive unit.

2.4.2 Aircraft may taxi in the apron area only with imperative engine base speed

2.4.3 If necessary, aircraft is towed by the FDG, by a company commissioned by the FDG, or, by special agreement, by the aircraft operator. Aircraft may be moved only by authorized persons. Towing and pushing must be carried out as specified by apron control. Unimpeded communication between the towing vehicle and the cockpit, apron control and apron supervision (follow-me) must be ensured.

2.4.4 A pilot or expert technician must be in the aircraft cockpit when using a push-back vehicle with a tow bar. The two front pilot's seats may not be occupied when using a push-back vehicle without tow bar to avoid any accidental activation of the aircraft brake.

2.4.5 The aircraft operator is responsible for keeping a stock of suitable tow bars.

2.4.6 When using a push-back vehicle without tow bar the WOA (walk out assistance) must take up a position in or on (standing place) the push-back vehicle to ensure that the necessary safety distance between the engines/propellers and the push-back vehicle is maintained during push-back proceedings. When using a push-back vehicle with a tow bar the WOA must walk beside the push-back vehicle and may not take up a place in or on the push-back vehicle. The headset cable connection between WOA and the aircraft must be at least 5 m long. The speed during push-back proceedings may not exceed 6 km/h. It is prohibited to climb over the tow bar or walk under the aircraft fuselage during push-back proceedings.

2.4.7 After the completion of the push-back proceedings, the WOA should return to his original position or to his next place of duty with the push-back vehicle if possible. Otherwise the WOA must leave the apron on foot by the shortest route. Other vehicles are not allowed on the apron to pick up the WOA.

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

2.4.9 Reverse driving (without an aircraft attached) is absolutely forbidden for push-back vehicles with attached tow bar. Tow bars may only be pulled during light running.

## 2.5 **Executive Terminal (GAT) – operation and terminal**

Passengers and aircraft crews may enter and move within the apron area of the Executive Terminal (GAT) only under the direct supervision of the FDG or a third party commissioned by the FDG. This measure prevents breach of the EU regulation 2320/2002, i.e. avoidance of mixing of passengers from “clean” and “unclean” airports. Transport of the persons to be supervised between the Executive Terminal (GAT) and the aircraft is regularly conducted in an FDG vehicle or in a vehicle of a company commissioned by the FDG.

## 2.6 **Parking and hangar parking/keeping**

2.6.1 Parking and hangar places are allocated by the FDG. If an aircraft spends longer than one hour at the airport its operator must, on request of 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 another parking or hangar position at any time for security or operational reasons.

2.6.2 The aircraft operator is responsible for making a parked aircraft safe from sunset to sunrise or in the case of poor visibility. Safety control cones (rubber cones) which are bast (Bundesanstalt für Straßenwesen) certified and have a minimum height of 500 mm, type 2, Class III or alternatively lights with a minimum luminous intensity of 10 candela (cd/m<sup>2</sup>) may be used for this. If an aircraft is inadequately secured, the FDG reserves the right to make it safe at the expense of the owner. The aircraft operator is also responsible for making his aircraft safe, i.e. preventing rolling away and securing it against storms at all times.

2.6.3 The legal provisions for tenancy (articles 535 ff. German Civil Code) apply to the parking of aircraft and its keeping in hangars. The FDG is obliged to keeping only if a special written agreement has been made.

2.6.4 Users must treat hangars and their equipment with care and must in particular observe the following provisions.

2.6.4.1 The technical plants, facilities and devices of the FDG, especially power generating stations, cranes and assembly scaffoldings, may be used only by agreement with FDG.

2.6.4.2 The aircraft owner/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 in front of the hangar gates and the noise control hangar must be kept clear.

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

## **2.7 Engine static tests**

Aircraft operators must observe the regulations on ground engine run-ups (see also annex 1, point 2 of the AUR). The noise control hangar (hangar 9) must be used for ground run-ups (for a fee). Use of this control facility is subject to the terms of the FDG Standard Operating Procedure (SOP) and the currently valid version of the regulations on fees. Ground engine run-ups may be carried out in the time between 10 p.m. and 6 a.m. only if a measure of this kind serves to test aircraft safety in order to adhere to the existing flight schedule. Maintenance of aircraft is prohibited in the noise control hangar.

After finishing the engine test run-up the noise control hangar must be left in a clean and correct condition. The use of the noise control hangar for test run-ups of engines takes place at the aircraft operator's or by him commissioned company's risk. The user is liable for all damage caused through non-observance of the SOP or other generally acknowledged rules. The duty traffic manager should be contacted in all matters concerning ground engine run-ups (phone 0211-421-2220/2420).

## **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 from aircraft power units (APU) for which the pilot is responsible should be kept to a minimum. If it is necessary to operate the APU for cabin air-conditioning, the APU should not be switched on until an appropriate time before passenger boarding.

## **2.9 Fuel supply**

Companies supplying aircraft with fuels must be approved by the FDG.

## **2.10 Maintenance and washing**

Major maintenance work on aircraft may be carried out only in areas or hangars allocated by the FDG.

The washing of aircraft and engines is inadmissible outside the designated washing hangars and washing places and especially on the aprons.

Washing is possible only in the designated washing hangars and may be carried out only in coordination with the FDG.

## **2.11 Immobilized aircraft / fire-brigade deployment**

2.11.1 If an aircraft stands 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 so far as this is necessary for the handling of flight operations. If the FDG considers fire services necessary for salvaging, removal or escort of the immobilized aircraft, the aircraft

operator must bear the costs resulting hereof as well. The FDG shall be liable for damage only if caused intentionally or through gross negligence.

- 2.11.2 The limitation of liability no. 2.11.1 also applies if a salvaging agreement between the aircraft operator and the FDG exists, according to which the FDG has to either remove or collaborate in the removal of the immobilized aircraft from the flight operations areas.
- 2.11.3 If an aircraft breaks down and becomes immobile and the FDG suffers financial loss as a result, the aircraft operator has to cover this financial loss.
- 2.11.4 Even without special order the aircraft operator is committed to cover the cost incurred by the fire service employment, i.e. the execution of the necessary firefighting measures according to the FDG's estimation. The limitation of liability no. 2.11.1 also applies in this case. If the FDG suffers financial loss as a result of the event leading to the fire service employment, the aircraft operator has to cover this financial loss, too.

### **3. Ground Handling Services**

#### **3.1 General information**

The FDG or a company commissioned by the FDG, licensed ground handling services providers and self-handlers may carry out ground handling in accordance with the Regulation of Ground Handling Services at Airports (BAVD). Licensed handling services providers and self-handlers must store their handling equipment for a fee only in the places allocated to them by the FDG. The legal provisions concerning tenancy (articles 535 ff. German Civil Code) apply to the storing of ground handling equipment in a manner which is safe for other traffic. The FDG is only obliged to keep it if a special written agreement has been entered.

#### **3.2 Liability insurance**

Before ground handling services according to annex 1 of BADV commence, FDG must be shown proof, in accordance with the version of BADV dated March 14, 2005, of liability insurance including vehicle indemnity insurance, which covers the services provider's or the self-handler's liability for damages due to damage that might be inflicted to others in performance of the services, provided that vehicles licensed to drive on public roads are used for the performance of these services. If the service provider or self-handler uses the services of another service provider to carry out these tasks he must prove that the other provider also has the necessary liability insurance. If the liability of the service provider or self-handler is already covered by an insurance held by the user, the service provider or self-handler may meet his obligation by showing proof of this insurance. The individual minimum insurance cover is to be gathered from the amending regulation to BADV. Proof of insurance is to be provided to the FDG by January 15 every year without prompting as well as immediate notification of any changes or interruptions. In the case of an insurance be terminated or proof of it not be provided or not provided on time, FDG is obliged to terminate all existing contracts without notice.

### 3.3 Coordinator

For the duration of the handling procedure at the aircraft, the aircraft operator must appoint a responsible coordinator who is available as a contact for all persons involved in handling and is authorized to issue instructions. The coordinator is responsible for correct and safe aircraft handling. For faster identification of the coordinator the FDG may specify uniform marking through warning clothing to be worn by a coordinator.

### 3.4 Centralized Infrastructure

The following facilities are Centralized Infrastructure (CI) in the meaning of article 6, BADV:

Areas of the building facilities	<ul style="list-style-type: none"> <li>→ Passenger bridges and 400 Hz plants</li> <li>→ Baggage handling system</li> </ul>
Apron areas	<ul style="list-style-type: none"> <li>→ Aircraft positions</li> <li>→ Equipment storage areas</li> <li>→ Preparation areas</li> <li>→ Container warehouse</li> <li>→ Central aircraft deicing positions</li> </ul>
Areas of the central airport control	<ul style="list-style-type: none"> <li>→ Air traffic management</li> <li>→ Central office for traffic/apron supervision</li> <li>→ Traffic management</li> <li>→ Disposition</li> </ul>
Communication systems areas	<ul style="list-style-type: none"> <li>→ Airport information system</li> <li>→ Communication networks (wired, wireless)</li> <li>→ Trunked radio</li> </ul>
Areas of the airport service facilities	<ul style="list-style-type: none"> <li>→ Common Use Terminal Equipment (CUTE)</li> <li>→ Common Use Self Service Check-In machines (CUSS kiosks)</li> <li>→ Feces disposal facility</li> <li>→ Fresh water supply station</li> <li>→ Central waste disposal/recycling yard</li> </ul>

A detailed description of the contents and the scope of the particular CI areas may be gathered from annex 2.

CI is maintained, administered or operated exclusively by the FDG or one of its agents. The particular ground handling company, however, is responsible for the operation of passenger bridges and 400Hz plants for handling purposes as well as for taking the items of baggage off the conveyor belts of the baggage handling systems in the baggage sorting shops. If services, which can be provided by using these facilities, are within the scope of the AUR, the FDG may charge the ground handling company.

### 3.5 Baggage handling system

The FDG uses fully automatic and DP-based sorting plants for baggage sorting. Control of the baggage items in these plants is based on BSM

(Baggage Source Message) produced by the check-in systems (DCS) of the airlines. A DP-supported check-in is necessary for the use of the baggage sorting plants. Every participating airline is responsible for the timely provision of the BSM to ensure the smooth operation of the baggage sorting plants. The interconnection point for these data is the computer rooms of the baggage administration on the FDG premises. If the airlines' BSM is not available, the FDG is authorized to charge the airlines an extra fee for the additional work caused.

## **4. Access on foot, by vehicle and other use of the airport grounds**

### **4.1 Roads, areas and entrances**

4.1.1 The airport roads and areas are not meant for the general public traffic. The FDG may restrict or close off roads and areas for traffic for operational reasons. Users must observe the German Road Regulations (StVO), the traffic and safety regulations issued by the FDG, including the FDG list of measures for cases of breach of the AUR and the traffic and safety regulations for the restricted areas of the airport grounds (see AUR annex 4). Persons driving vehicles on the apron area must, if so required by the FDG, produce a company driving license issued by FDG.

4.1.2 The airport grounds may be accessed on foot or by vehicle only through the roads, entrances and gates approved by FDG for this purpose.

### **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. Commercially used vehicles and equipment within the security area must bear the name and business address of the registered keeper in indelible lettering in a clearly visible position. The following guidelines concerning numerals and lettering have to be observed when marking the vehicles and equipment identifiable:

- Attachment on 4 surfaces (at least on 3 surfaces when attaching to the roof):
  - left and right in the back half of the vehicles / equipment
  - facing forwards on the front side – left
  - facing forwards on the back side – left
  - alternatively to attachment on the front and on the back side, attachment on the roof
- Color of numerals: black (light vehicles/equipment), white (dark vehicles/equipment)
- Type: Helvetica bold
- Height of numerals: 20 cm (length under 5 m), 40 cm (length over 5 m)

The specifications concerning the height of type and numerals also apply to standard vehicles with registration number used for commercial

purposes in the security area taking account of the necessary adaptation as regards color.

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

- 4.2.2 If vehicles and equipment (with apron approval) are used temporarily and for a limited period of time only (e.g. as substitution), the responsible driver has to place a nameplate (DIN-A4 size) with data about the company as well as a telephone number visibly behind the windshield.
- 4.2.3 Vehicles and equipment may load or unload passengers and baggage only at the points specified by the FDG. This also applies to the loading and unloading of freight. Vehicles and equipment may not drive onto the loading platforms of the freight building. The direct loading of bulk and cargo freight on the apron requires prior special arrangement with the duty traffic manager (phone number 0211-421-2220/2420).
- 4.2.4 Vehicles and equipment may be parked only on explicitly designated parking and equipment storage areas. Vehicles and equipment parked outside those areas, contrary to road traffic regulations or obstructing traffic or longer than the maximum permissible period of time will be towed away at the owner's cost and risk.
- 4.2.5 Maintenance, fuelling as well as the washing and cleaning of vehicles and other technical equipment is not permitted outside allocated areas and CI facilities, especially not on the apron areas.
- 4.2.6 Small vehicles (e.g. motorbikes, bicycles) may be parked only in the designated areas. Small vehicles parked illegally can be removed at the owner's cost and risk and delivered at the lost and found office. The police have to be notified of the removal. Damage which might be caused to persons, other objects and buildings by the small vehicles falling down can lead to civil consequences and prosecution.

### **4.3 Facilities of restricted access**

#### **4.3.1 General information**

- 4.3.1.1 Facilities which are not approved for general traffic and are within the airport perimeter fence may be accessed on foot or by vehicle only with approval of the FDG or other authorized parties. This applies especially to the following facilities:
  - Take-off/landing runways
  - Taxiways and their shoulder
  - Aprons and taxiing areas
  - Perimeter track
  - Waiting areas
  - Transit area
  - Baggage and handling areas
  - Operation and builders yards

- Fire service building
- Maintenance hangars
- Operations centers
- Data-processing center
- Heating plants
- Power supply plants
- Workshops
- Construction sites
- Supply road.

Sentence 1 applies also to the following sites and plants outside of the fence-enclosed area of the airport:

- lighting and air traffic control facilities.

- 4.3.1.2 The FDG may grant permission according to paragraph 4.3.1.1 generally or in particular cases and revoke it at any time for a serious reason.
- 4.3.1.3 Facilities of restricted access may be inspected only when accompanied by a responsible FDG agent. Aircraft may not be touched and the taxiing area may not be entered unauthorized.
- 4.3.1.4 Officers of the aviation, customs, passport and health authorities, DFS and the German Meteorological Service may, after agreement with the FDG enter the restricted areas by vehicle or on foot in the execution of their duties.
- 4.3.1.5 Vehicles driving in restricted areas must, on request of the FDG, be provided with an order number, the size and shape of which is 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 perimeter track between hangar 1 and the railway station (closing off through red lights and barriers) may be used only with special permission of the duty traffic manager (phone number 0211-421-2220/2420).

## **4.3.2 Taxiing area**

- 4.3.2.1 The FDG issues the permission necessary according to paragraph 4.3.1.1 to enter the taxiing area by car or on foot with the agreement of 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 their radio messages, light signals and signs. They must inform themselves in advance of the meaning of these.
- 4.3.2.2 If a representative 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 – aside from informing the airport operator – obtain the permission of the DFS Control

Office (Air Traffic Control Office) and observe the rule 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 a 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  
 → have a constant radiotelephone communication with the DFS Control Office (Air Traffic Control Office) and are provided with rotating lights or  
 → are guided by a follow-me vehicle.  
 The FDG may allow exceptions to this by agreement with the DFS Control Office (Air Traffic Control Office).

### **4.3.3 Apron**

4.3.3.1 Maximum speed on the aprons, as for the entire airport grounds, is 30 km/h. This speed limit does not apply to follow-me vehicles, fire-fighting vehicles, ambulance and emergency vehicles on duty (with blue or red revolving lights switched on) and to vehicles of the traffic management.

4.3.3.2 The apron may be entered only by vehicles approved for the handling of aircraft by the FDG, by fire-fighting and medical vehicles and by the vehicles of the authorities responsible. Other vehicles require a special permission of the FDG.

## **4.4 Order, cleanness and safety**

### **4.4.1 FOD**

Anyone entering the air traffic 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 and dispose of it in the FOD boxes provided. In addition, anyone waiting at a handling position for an aircraft to taxi to or from it must make sure in time that the area is free of FOD. The list of measures under 4.1.1 accordingly applies to breaches here.

### **4.4.2 Obstruction of traffic and soiling**

The duty traffic manager (phone 0211-421-2220/2420) must in principle and always be informed immediately of obstruction of traffic, great soiling or foreign objects which cannot be removed immediately by the person notifying of them. 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 handling positions, apron control (phone 0211-421-2361) must also be informed.

### **4.4.3 Wearing warning clothing**

All persons carrying out activities on air traffic areas must wear warning clothing in compliance with European standard EN 471 Class 2.

## **4.5 Carrying animals along**

Animals must be secured, kept on a lead or in appropriate transport boxes when carried along.

## **5. Other activities**

### **5.1 Commercial activities outside ground handling services**

Commercial activities other than ground handling services according to No. 3 are permissible only on the basis of an agreement with the FDG (for a fee). This also applies to recording and transmissions on video and sound media (cf. 9.1 and 9.2). Collections, advertising and the distribution of leaflets and other prints require the approval by the FDG. This also applies to the distribution of promotional gifts and samples.

### **5.2 Indemnity insurance**

All companies active on the airport grounds which are not subject to the BADV Regulations on Indemnity Insurance (see 3.2) must take out comprehensive and appropriate indemnity insurance (including indemnity insurance for vehicles). Provided that activities are carried out on air traffic 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 cover is not provided or is inadequate, to withdraw access to the airport grounds immediately for a serious reason or not to grant new companies access permission.

### **5.3 Warehousing**

5.3.1 Hazardous goods according to article 27, paragraph 1 Air Transport Law (LuftVG) and the regulations issued for its implementation, in particular nuclear fuels and other radioactive substances, may only be stored or handled in the permitted storage spaces with the permission of the FDG represented by its officer for radiation protection or for radiological safety and hazardous goods, in compliance with the relevant legislation. The currently valid version of the FDG Radiation Protection Instructions is to be applied.

5.3.2 All legal regulations must be observed when storing, filling or handling substances which could pollute water. Officers of the FDG or the City of Düsseldorf must be granted unimpeded access to the storage spaces for inspection purposes.

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 approval by the FDG.

### **5.4 Construction work**

Construction work on or in the vicinity of air traffic areas may not commence without the prior approval by the flight operations manager. The FDG Regulations on Construction Sites and special provisions concerning construction work in water conservation zones must be observed.

## **6. Safety regulations**

### **6.1 General information**

The safety regulations based on the law, other legal provisions, the state of the art, occupational medicine and health care and hygiene regulations as well as other proven ergonomic and safety research and the safety regulations in annex 1 must be observed. Companies operating on the airport grounds must provide the FDG with proof of a suitable organization for safety at work.

### **6.2 Danger Prevention Plan (GAP)**

The currently valid version of the FDG Danger Prevention Plan lays down behavior and procedures for accident and incident situations. German legal principles as well as international provisions such as set down in the ICAO annexes were applied when drawing up and are applied when updated. The currently valid version of the Danger Prevention Plan must be observed by users and is binding.

### **6.3 Safety Management System (SMS)**

FDG operates a safety management system (SMS) in compliance with the specifications of ICAO annex 14. Essential part of this is the inclusion, in a binding, responsible manner, of the companies operating at the airport. Details and the extent of the integration of the companies are specified by the FDG in particular cases. The regulations of the SMS are binding for all persons subject to the AUR.

## **7. Lost property**

Property found on airport facilities must immediately be delivered over to the FDG Lost Property Office or that of the company commissioned by it (phone 0211-421-2515). Articles 978 to 981 of the German Civil Code apply.

## **8. Environmental protection**

The currently valid version of the FDG environmental regulations must be observed.

### **8.1 Soiling**

Soiling and dirt on airport premises must be avoided. Any soiling and dirt caused is to be removed by the person causing it. Otherwise, the FDG may remove the soiling or have it removed at the expense of the person causing it. At all events an appropriate report must immediately be made to the airport fire service (phone 112) and to the duty traffic manager (phone 0211-421-2220/2420). Environmentally hazardous substances are to be prevented from escaping and are to be wiped up. If the responsible person is unable to immediately and completely wipe up escaping substances, he must immediately inform the airport fire service (phone 112).

### **8.2 Effluents**

The FDG operates a drainage system using separation and mixing processes for the disposal of effluents. In order to comply with the relevant

official requirements, provisions and limit values at the interconnection point, all changes to, maintenance of and removal of drainage plant and short-term or provisional disposal must be reported to the FDG before commencement of the measure. Plants through which cleaning water, gasoline, oils, grease or other light-density substances can enter effluent may be operated only after agreement with the FDG and only if appropriate equipment for separating these substances is available. The use of chemicals and special cleaning agents must also be agreed with the FDG. For inspection purposes and to eliminate improper disposal, FDG employees responsible for the operation of effluent plants must be granted access to operating areas at all times. FDG accepts no liability for the costs and damage caused by improperly operated plants. The airport fire service must be alerted immediately (phone 112) in the case of incidents which could affect the FDG effluent plants.

### **8.3 Waste**

The collection, preparation and disposal of waste at the airport must be carried out according to the provisions of the Law on Recycling and Waste as well as the pertinent regulations of the legislation on waste. The environmental regulations in the tenancy contract shall apply in case of use of the FDG waste collection stations. All waste delivered at the waste collection stations has to be separated according to the type of waste and disposed of in the receptacles (containers, refuse press, big receptacles for waste) intended for that. Any danger of fire and explosion through improper treatment of waste until disposal must be avoided. Empty fuel and lubricant containers and empty high-pressure storage containers for hazardous materials must be stored only in the areas defined for them until disposal. Combustible waste (lubricant and fuel residues, used cleaning material etc.) must be collected in the metal containers with airtight seals designated for it. The containers are to be emptied frequently so as to prevent the self-combustion of the waste. Oil traps and similar containers must be properly emptied and cleaned after use.

Waste which cannot be disposed of, i.e. removed from the FDG operating site, via the assigned waste collection points may be removed from the FDG premises by leaving it at the central FDG waste collection point.

Waste from the cleaning of aircraft is subject not only to the Law on Recycling and Waste, but also to the regulations of the Law on Removal of Animal By-product and is subject to a special supervision by the Department for Consumer Protection for the protection against the spreading of animal epidemics. This waste must be kept absolutely separated and must only be delivered to the waste collection station provided for that. The waste must be collected in unbreakable waste bags, from which waste and liquids can not even escape during transport. The vehicles and trailers provided for the transport of the waste must be equipped to prevent escaping of waste and liquids. The transport vehicles must in addition be regularly cleaned and disinfected.

### **9. Approvals, consents and permissions**

The approvals, consents, licenses and permits required according to these AUR must always be obtained in advance.

**9.1 Photo shooting and filming on airport grounds**

Photo shooting and filming at Düsseldorf International Airport must in principle be approved by the corporate communications. There is an exception for the journalistic coverage for the airport's public sector. The general Rules for Photo Shooting and Filming are obtainable from the corporate communications (phone (0211) 421-50000).

**9.2 Ban on photography in the security area**

There is a general ban on photography and filming for all persons working in the security area, except for business purposes. Approval is granted by corporate communications (phone (0211) 421-50000) only in justified exceptional cases, i.e. when proof of justified interest can be produced and aspects of security and of smooth operation of the airport are definitely not impaired.

**10. Violation of the AUR**

The FDG may expel any person violating these AUR or FDG instructions issued on the basis of these regulations from the airport at any time.

**11. Place of performance and jurisdiction**

The place of performance and jurisdiction for 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, give the name of an authorized recipient within Germany to the FDG.

These AUR together with the annexes shall come into force on May 1, 2008 and replace the AUR of March 15, 2006.

Düsseldorf, March 2008

Flughafen Düsseldorf GmbH

Christoph Blume

pp. Heinz-Willi Verbocket

Ministry for Construction and Traffic  
of the Federal State of North Rhine-Westphalia  
(Ministerium für Bauen und Verkehr des Landes Nordrhein-Westfalen)

The present version has been approved by the Ministry for Construction and Traffic  
of the Federal State of North Rhine-Westphalia on April 23, 2008.

### III. Part - Miscellaneous

#### 1. List of abbreviations

AD	Aerodrome
AIP	Aeronautical Information Publication
APU	Auxiliary Power Unit
RP	Aerodrome Reference Point
AUR	Airport User Regulations
BADV	Regulations on Ground Handling Services (Bodenabfertigungsdienstverordnung)
bast	Federal Highway Research Institute
BGB	German Civil Code
BSM	Baggage Source Message
BStatG	Federal Statistics Law
CAT	Category
cd	Candela (luminous power)
CPM	Container/Palette Message
CUSS	Common Use Self Service kiosk
CUTE	Common Use Terminal Equipment Systems
DA	Deicing Area
DCS	Departure Control System
DFS	German Air Traffic Control (Deutsche Flugsicherung GmbH)
DHC	Dead Head Crew
DP	data processing
E	East or eastern longitude
EDDL	airport Düsseldorf Lohausen
EN	European standard
ET	Executive Terminal
EU-VO	EU Regulation
F/C/W/T	Flexible/low carrying capacity/high tire pressure (unlimited)/ Technology
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	Hertz
IATA	International Air Transport Association
ICAO	International Civil Aviation Organisation
ICL	Inbound Connection List
IFR	Instrument flight rules
l	liter
kg	kilogram
km	kilometer
km/h	kilometer per hour
L	left
LDM	Load Distribution Message
LMC	Last Minute Check-in

LuftVG	Law on Air Traffic (Luftverkehrsgesetz)
LuftVZO	Regulation on Air Traffic Registration (Luftverkehrszulassungsordnung)
l/min	liters per minute
m	meter
m <sup>2</sup>	square meter
m <sup>3</sup>	cubic meter
MHz	megahertz (radio wave)
min	minute
mm	millimeter
msl	mean sea level
MVT	Movement Message
N	North or northern latitude
No.	number
O	East or eastern longitude
PAD	Passenger out of duty
PCN	Pavement Classification Number
pp.	per pro
PRM	Person with Reduced Mobility
PTM	Passenger Transfer Message
RRP	runway reference point
SLS	Statistical Load Summary
SMS	Safety Management System
StVO	German Road Regulation (Straßenverkehrsordnung)
StVZO	German Road Reistration Regulation (Straßenverkehrszulassungsordnung)
SOP	Standard Operating Procedure
SUP	Supplement (Ergänzungsverfahren)
SW	south-west (Windrichtung)
R	right
R/B/W/T	rigid surface/average carrying capacity/high tire pressure (unlimited)/technology
RWY	Runway
t.	ton[s]
TWY	Taxiway
ULD	Unit Load Devices
VAwS	Order on Plants for Handling Substances that Can Endanger Water Supply
VHF	very high frequency
VLAN	Virtual Local Area Network
WGS	World Geodetic System
WLAN	Wireless Local Area Network
WOA	Walk-out-Assistance

## 2. Contact

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## **Annex 1 AUR safety regulations (with AUR, II. part - clause 1, 3, 5 and 6)**

## **1. Handling of fuels**

- 1.1 Aircraft fuel tanks may not be filled or drained while the engines are running.
- 1.2 Aircraft fuel tanks may not be filled or drained in a hangar or other embraced area, but only at the places designated by the FDG. If for imperative reasons aircraft fuel tanks must as an exception be drained inside an embraced space this is permissible only with special fire protection from the airport fire service. An assessment of the hazard is to be drawn up by the person for the aircraft and provided to those concerned.  
Aircraft > 20 t MTOW may taxi into hangars with jet fuel residues only in their fuel tanks. In cases deviating from this for imperative reasons, the airport fire service (phone 112) must be informed immediately.
- 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 fire service with operating personnel (2 persons).
- 1.4 The draining of aircraft fuel tanks is inadmissible when passengers are aboard.
- 1.5 During the fuelling and draining of aircraft fuel tanks no power sources may be connected or disconnected and no electrical switches may be operated within a safety radius of 6 m around tank openings from which gas/air mixtures are escaping. This does not apply to switches necessary for fuelling and draining or to explosion-proof switches. When filling fuels with an ignition temperature of below 0° Celsius the safety distance increases to 10 m for filling rates of over 100l/min. and to 20 m for filling rates of over 600l/min.
- 1.6 The overflow and spillage of fuels is to be avoided. If fuel has overflowed or been spilled, paragraph 1.5 applies with a safety distance of 15 m until the fuel has evaporated or been removed. The airport fire service must be informed immediately.
- 1.7 Fuel supply vehicles must be equipped according to the regulations with fire extinguishers and at least one sack of binding agent (20 kg).

## **2. Operation of aircraft engines/propellers**

- 2.1 Aircraft engines may not run in hangars and workshops. Hangar 9 is an exception here.
- 2.2 Ground run-ups may be performed only at the times specified by the aviation authority responsible in the sequence laid down by the FDG or the operator of the noise control facilities.
- 2.3 Before the engines are started the aircraft's landing gear must be adequately secured through brake blocks or landing gear brakes.

- 2.4 As a warning of the danger from running engines, the aircraft's anti-collision lights must be switched on before starting the engines/propellers and must not be switched off until engines/propellers come to a standstill. This procedure must be observed both day and night.
- 2.5 Engines/propellers may only be started up and run if the cockpit is occupied by a pilot or expert technician.
- 2.6 Anyone starting up engines/propellers or in charge of running them must make sure that no persons can be injured or objects damaged by the jet blast/prop blast.
- 2.7 Engines/propellers may not be operated at high revs on any aprons including at the GAT. Idle power only is allowed for ground run-ups. Engine run-ups are permitted in idle-power only. The permission for idle power is to be obtained in advance from apron control (phone 0211-421-2361) or the duty traffic manager (phone 0211-421-2220/2420).
- 3. Ban on smoking, handling of naked flames, ban on alcohol**  
There is a general ban on smoking and alcohol as well as on works with spark generation and the use of naked flame throughout the entire operating area of the airport. Smoking is allowed only in the designated areas. In case of violation reference is made to the catalog of measures in annex 4 of the AUR and especially to the demerit catalog.
- 4. Vehicles and equipment with IC engines (internal combustion)**  
Vehicles and equipment used on the aprons and in the aircraft hangars and workshops must comply with the relevant regulations and be in safe and roadworthy condition at all times.
- 5. Working in hangars and workshops**
- 5.1 In line with the safety regulations for vehicle maintenance, cleaning may not be carried out with liquids classed as flammable or highly flammable in the Order on Hazardous Substances. Exceptions are permissible in cases in which work is carried out in special, separate rooms which meet the conditions for explosion-proof rooms. The use of carburetor fuel for cleaning is generally forbidden.
- 5.2 Volatile, flammable substances may only be used in hangars and workshops if the rooms are appropriately equipped for this according to the valid Regulations Fire and Industrial Protection.
- 5.3 Lubricant and fuel residues must be treated according to VAWs (Order on Plants for Handling Substances that Can Endanger Water Supply). They must be emptied into containers outside of the hangar. A suitable binding agent must be kept in readiness beside these containers.
- 6. Storage of material, equipment, fuels and waste**

6.1 Materials, equipment, fuels and waste must be kept in such a way that they represent no danger to persons, assets or the environment.

6.2 Lubricants must be kept inside or in the vicinity of aircraft hangars or workshops in containers with proper dispensers.

**7. Fire fighting and rescue service**

7.1 In case of fire you must immediately:  
 → activate the fire alarm or  
 → inform the airport fire service (phone 112)

7.2 In the case of accidents involving injury to persons (injury or death) the airport fire service (phone 112) and the duty traffic manager (phone (0211) 421-2220/2420) must be informed immediately.

7.3 The currently valid version of the Danger Prevention Plan (GAP) for Düsseldorf Airport applies to rescue measures in the case of aircraft accidents.

7.4 The provisions of the currently valid version of the FDG Fire Prevention Regulations must be observed.

**8. Identity Card Regulations**

The currently valid version of the Identity Card Regulations applies to the entering of restricted areas and the security area on foot or by vehicle. Special 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 issue of one-day/visitor's passes.

**Annex 2 Centralized Infrastructure Facilities (AUR, II. Part - no. 3.4)**

**1. Areas of the building facilities**

Passenger bridges and 400 Hz plants	FDG shall decide on aircraft positioning and the use of passenger bridges in conjunction with the 400 Hz plants. The use of a passenger
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	bridge is obligatory when an aircraft is positioned at a terminal position. Passenger bridges are operated by a company certified by the FDG and commissioned by the respective airline. In the case of technical failure of a passenger bridge or the 400 Hz plants steps as well as a mobile ground power supply must be provided, if and when the need arises, by the company commissioned by the airline. The FDG covers the services provider's proven extra costs for the provision of the back-up devices (CI department).
Baggage handling system	The baggage handling system is made up of the following components: <ul style="list-style-type: none"> <li>- baggage control computers</li> <li>- conveyor belts</li> <li>- multi-stage baggage control</li> <li>- Baggage Reconciliation System (BRS)</li> <li>- handling facilities for special baggage</li> <li>- baggage sorting hall system</li> <li>- baggage reclaim belts</li> </ul>
miscellaneous	(is determined if and when the need arises)

## 2. Apron areas

Aircraft positions	Areas defined in size and position by the FDG and used exclusively for parking aircraft.
Equipment storage areas	Areas defined in size and position by the FDG and used for the long-term storage of handling equipment.
Preparation areas	Areas at the aircraft positions defined in size and position by the FDG exclusively for the placing of ground handling equipment for imminent aircraft handling at this position.
Container warehouse	Areas defined in size and position by the FDG which serve exclusively for the storage and administration of aircraft containers.
Central aircraft deicing positions	Areas defined in size and position by the FDG and used exclusively for aircraft deicing if and when the need arises.

## 3. Areas of the central airport control

Disposition	Traffic Headquarters (Apron Control/News Central) is responsible for the management of the check-in desks, gates and departure lounges, the handling positions and baggage reclaim belts.
Apron supervision	Apron Supervision is responsible for the control

	of aircraft on the air traffic areas, support during parking on the handling positions and for ensuring that traffic and safety regulations are observed.
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**4. Communications systems areas**

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.
Communication networks (wired, wireless)	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. This is set up exclusively by the FDG or companies authorized by the FDG to do so. Wired (VLAN) and wireless (WLAN) data communication networks and powerful telecommunications facilities for internal and external voice communication are provided for a monthly fee.
Trunked radio	The FDG or a company authorized by the FDG provide all the facilities necessary for wireless voice communications (radio connection in every building, network computer, software) and terminal devices for a monthly fee for use.

**5. Areas of the airport services facilities**

CUTE	The FDG has equipped all check-in and gate desks uniformly with CUTE equipment for the flexible use of handling facilities. Based on the regulations in Part II, clause 3.4, the airlines must use CUTE; they may not use their own hardware. Costs are calculated on the basis of a charge per departing passenger.
CUSS kiosk	Because of limited space and the fire protection requirements for check-in kiosks in the terminal, the FDG provides CUSS check-in kiosks for flexible passenger handling for use by all airlines. The setting up of new kiosks or an extension of the airline owned systems is not allowed. Costs are distributed proportionately among CUSS users.
Feces disposal facility	Effluents originating through aircraft use must exclusively be disposed of at the feces disposal facility at Gate 4a.
Fresh water supply station	
Central waste disposal/recycling yard	The FDG operates a central waste disposal/recycling yard, which is put at the disposal of all users of the airport grounds, for the collection of waste that can not be collected at one of the other 24 waste stations, e.g. construction waste, metal, oil, batteries etc. The waste delivered there is received by the FDG and is properly disposed of. A fee is charged for the reception of the waste and is settled according to price list with the deliverer.

## 6. Miscellaneous

miscellaneous	(is determined if and when the need arises)
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### **Annex 3 Reporting procedures for passengers, freight and mail (with AUR, II. part - clause. 2.1.4)**

The official flight report is part of the flight operations reporting procedure at Düsseldorf Airport. The system used by Düsseldorf Airport must be used to draw up the flight operations report. The EDP-based Flirt\*FRA system for electronic data collection and transmission is currently used to jointly draw up the flight operations report for the FDG and the flight report for the official statistics of the Federal Office for Statistics. This program is made available to all airlines or handling agents operating at DUS. The collection and transfer of the data in the official flight report to the Federal Office for Statistics is governed by the Law on Aviation Statistics.

#### **1. Reporting 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 and children under the age of two who have no right to their own seat. The number reported must include last minute passengers (LMC), DHC and PAD. The weight of freight and mail must also be reported. 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) are considered freight and mail. It also includes freight transported overland 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 must be reported in kilograms (kg).

#### **2. Reporting procedures**

The official flight report is part of the flight operations reporting procedure at Düsseldorf Airport. In addition to the information required by law, which is passed on to the Federal Office for Statistics exclusively, the flight operations report contains other information. This includes transit passengers (incl. flight number and origin), number of seats broken down by class, passenger structure (age and sex) and passengers broken down by class and the number and weight of the baggage items. Flight operations reports must be transmitted to the FDG by data transmission as a file. The structure of the data in this file is specified by the FDG and the Federal Office for Statistics. It must contain all facts of the flight operations report and the official flight report. The hard copy is accepted in exceptional cases only. The airline or handling agent must ensure the provision and transmission of the inbound and outbound messages to the FDG necessary for the creation of the flight operations report and the official flight report. In general these are messages such as LDM, PTM, MVT, ICL, CPM, SLS and others. The messages for transit passengers must contain the routes from the airport of origin and of destination with the relevant flight numbers. Person related information is not passed on to the FDG here. All relevant data is stored by FDG. The flight operations report must be passed on to the 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 maximum load quantities possible. In case of complaints concerning invoices, the submission of proof of loading data

(LDM, Load Sheet etc.) is necessary to ensure rapid 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 the invoice. In the case of questions please contact your handling agent or the FDG Traffic Accounts Department.

## **Annex 4 Catalog of measures in case of violation of the AUR and the Traffic and Safety Regulations for the restricted area of the airport grounds (with AUR, II. part - clause 4.1.1)**

Article 45 of the Regulation on Air Traffic Registration (Luftverkehrszulassungsordnung – LuftVZO) stipulates that the airport operator must maintain the airport in a safe condition and operate it properly. Thus FDG, as operator of Düsseldorf Airport, is responsible for safety and order and must introduce all the necessary measures to prevent incidents which might impair the safe and proper operation of the airport. Suitable measures must be taken to this end. The following catalog of measures supports compliance with the AUR and the Traffic and Safety Regulations for the restricted areas of the airport grounds.

### **1. Aim and Purpose**

Traffic Management and Apron Supervision are responsible for the supervision of flight operations and for the safety in the operating areas of the restricted area of Düsseldorf Airport. Pedestrian and vehicular traffic must be supervised in order to maintain traffic regulations. Up to now the Airport User Regulations (AUR) only provided the possibility of (completely) expelling persons from the airport grounds if they had committed violation of the AUR or the Traffic and Safety Regulations for the restricted area based on the AUR. In order to create greater clarity for all involved and in the interests of greater justice of sanctions in individual cases, Traffic Management and Apron Supervision have now been provided with this catalog of measures applicable in case of violation of the regulations.

**The aim of the catalog of measures is to ensure standardized procedure in the case of violation of the AUR and traffic safety in the restricted area of the airport grounds.**

The catalog of measures contains information about sanctions, points, the groups of persons involved and documentation.

### **2. Legal basis of the catalog of measures**

- Regulation on Air Traffic Registration (LuftVZO)
- Airport User Regulations (AUR)
- German Road Regulation (StVO)
- German Road Reistration Regulation (StVZO)
- Traffic and Safety Regulations for the restricted area of the airport grounds
- Registration Rules for driving vehicles in the restricted area of the airport grounds
- Fire Prevention Regulations
- Safety Management System (SMS)
- Regulations of the Professional Association

### 3. Scope of application

This catalog of measures applies to all persons entering the restricted area and moving and/or driving inside it (with the exception of passengers).

### 4. Surveillance of the regulations

In the interests of safety all persons are requested to report violation of the AUR and the Traffic and Safety Regulations to the traffic management.

### The instructions of Traffic Management and Apron Supervision **MUST** be obeyed!

Traffic Management and Apron Supervision are authorized to carry out checks on persons and vehicles and to take any measures necessary to enforce observance of the regulations.

### 5. Measures in case of violation

FDG Traffic Management/Apron Supervision is authorized to withdraw permission to drive on the apron if the road user has violated the rules. This is especially the case when the road user has ignored legal regulations and/or company regulations or orders in a particularly dangerous manner. In the case of severe violation he can also be denied access to the apron area. This does not affect possible measures which can be imposed according to the AUR. Any violation will quickly be followed by a verbal caution by the Traffic Management in which the road user is informed about his misconduct and about further measures:

- personal details are taken by the Traffic Management
- superiors are informed in writing
- the road user is given a written warning
- the following sanctions/points are given:

### 6. Demerit Catalog

- |   |          |
|---|----------|
| → Contempt of the walking pace regulation in the vicinity of an aircraft parked in the safety zone  | 1 point  |
| → Parking of vehicles outside the designated markings or allocated areas  | 1 point  |
| → Crossing of the taxiing areas on foot   | 1 point  |
| → Driving on the perimeter track without work order or special permission (security area)   | 1 point  |
| → Exceeding the permissible number of trailers when driving a tow car   | 1 point  |
| → Wearing no yellow warning vest on the air traffic 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 a defective vehicle or a vehicle which is not in a roadworthy condition   | 2 points |
| → Contempt of the safety zone in the danger zone  | 2 points |

of aircrafts	<b>2 points</b>
→ Exceeding of the permissible maximum speed by up to 15 km/h	<b>2 points</b>
→ Exceeding of the permissible maximum speed by up to 20 km/h	<b>3 points</b>
→ Contempt of right of way regulation	<b>3 points</b>
→ Driving on aprons outside of the marked traffic lanes	<b>3 points</b>
→ Driving on taxiing corridors outside of the marked traffic lanes	<b>3 points</b>
→ Soiling of the air traffic areas, airport facilities, causing FOD and not removing it	<b>3 points</b>
→ Obstruction of the escape route for tank trucks	<b>4 points</b>
→ Driving a vehicle/equipment without a valid company company driving license	<b>4 points</b>
→ Contempt of the sign Stop when aircraft are taxiing when an aircraft is approaching	<b>4 points</b>
→ Leaving the site of an accident without taking down the sequence of events despite possible involvement in the accident	<b>5 points</b>
→ Contempt of the ban on smoking	<b>5 points</b>
→ Driving through (interrupting) a piloted unit	<b>6 points</b>
→ Contempt of existing special rights for vehicles on service	<b>6 points</b>
→ Exceeding of the permissible maximum speed by more than 20 km/h	<b>6 points</b>
→ Contempt of the activated CAT II/III traffic lights for the perimeter track without special permission of the traffic management	<b>8 points</b>

When 10 points have been collected, the training course on Behavior on the Apron must be repeated at the participant's cost within 14 days. If this is not done the driving license is withdrawn and a new application must be made. In this case another driving test for the apron area must be taken.

When a level of 15 points has been reached the offender's driving license is withdrawn immediately and can only be regained after the Apron Area Training/driving test.

The offender's driving license is withdrawn immediately or a ban on entering the apron area is imposed in case of the following serious violation:

- Driving on apron areas outside marked traffic lanes or in the taxiing corridors in conjunction with obstructing or endangering aircraft.
- Driving on air traffic areas (taxiways and/or landing and take-off runways) without permission
- Driving a vehicle under the influence of drugs or alcohol
- Driving in the restricted areas of the airport grounds without a driving license (not a company driving license)

- Above listed violations in an especially severe manner involving concrete endangerment of major legal assets
- Other particularly serious offences, which in particular also involve concrete endangerment of major legal assets

### **7. Collection of data**

Data serve a particular purpose and are used to monitor operational and traffic safety. The data/files are analyzed statistically. Attention is paid to data protection. All data is deleted three years after the last entry. All persons concerned have the right to inspect their data sheet. An application of this nature must be made in writing to the Traffic Management. The recorded data can be inspected there.

### **8. Balance reduction**

4 points are deducted if the offender commits no further violation within a period of 18 months after the latest entry. The level of points cannot be lower than 0, however. If there is no further violation within a period of 3 years the number of points is reduced to zero and all entries are deleted.