

APPLICATION FOR GROUND SERVICE PROVIDER CERTIFICATE & OPERATIONS SPECIFICATIONS (GACAR PART 151)

1. Application Information				2. Reason For Application						
A. Official Name of Ground Service Provider / Commercial Registration (CR) No.				☐ Initial Certification						
				☐ Renewal of Certificate						
B. Accountable Executive (Name)				☐ Addition of New Ground Station						
				☐ Change in Ground Service Privileges						
C. Address of Main Office/Headquarters				☐ Change of Contracted Activities						
Street										
City		Postal Code								
3. Aerodrome Location (provide IATA 3-letter code and airport name)										
4. Ground Service Privileges		5. Type Of Privilege (Refer to Codes at The Back of Application)								
A	☐ Ramp Handling	☐ A1	☐ A2	☐ A3	☐ A4	☐ A5	☐ A6	☐ A7	☐ A8	☐ A9
B	☐ Passenger Handling									
C	☐ Baggage Handling	☐ C1	☐ C2							
D	☐ Freight & Mail Handling	☐ D1	☐ D2	☐ D3	☐ D4					
E	☐ Load Control & Dispatch	☐ E1	☐ E2	☐ E3	☐ E4	☐ E5	☐ E6	☐ E7		
F	☐ Unit Load Device Control	☐ F1	☐ F2							
G	☐ Aircraft Servicing	☐ G1	☐ G2	☐ G3	☐ G4					
H	☐ Into-Plane Fuel Services	☐ H-L1	☐ H-L2	☐ H-L3	☐ H-L4					
I	☐ Representation & Supervision	☐ I1	☐ I2							
J	☐ Surface Transport	☐ J1	☐ J2							
K	☐ Aircraft Catering Services	☐ K1	☐ K2							
L	☐ Any Other Service (Specify)									
6. Name of Postholders										
A. Ground Station Manager										
B1. Operations (Corporate level)										
B2. Operations (Regional level)										
C. Quality Assurance/Compliance (Corporate level)										
D. Training (Corporate level)										
7. Contracted Activities										
A. List of Contracted Activities (at aerodrome applied)						B. Name of Contracted Organization providing such Activities				
8. Application Fee		As per Implementing Regulation of Civil Aviation Tariff Act ☐ I confirm payment of fee (attach relevant evidence)								
9. Declaration										
I hereby certify that I am the authorized representative of the ground service provider to make this application and that the statements and attachments hereto are true and correct to the best of my knowledge.										
A. Signature of Accountable Executive				B. Company Stamp				C. Date		

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Operations Specifications Codification (for completing items 4 and 5)	
Code	Ground Service Privileges / Types
A	Ramp Handling
A1	Marshaling the aircraft on the ground at arrival and departure, assistance to aircraft parking and securing including the provision of suitable devices.
A2	Loading and unloading of the passenger aircraft including the provision and operation of suitable means.
A3	Loading and unloading of cargo aircraft including the provision and operation of suitable means.
A4	Embarkation and disembarkation of passengers and crew including the provision of suitable means or the operation of boarding bridges, where provided.
A5	Transport of crew, passengers and baggage between the aircraft and the airport terminal building including the provision of suitable means.
A6	Provision and operation of suitable ramp equipment for assistance to passengers with reduced mobility.
A7	Provision and operation of suitable means for aircraft engine starting.
A8	Provision and operation of suitable means for the supply of electrical ground power to aircraft.
A9	Provision and operation of suitable means for the towing/push-back of aircraft and the communication with flight crew.
B	Passenger Handling
	Any kind of assistance to and the provision of relevant suitable means for arriving, departing, transfer or transit passengers, the operation of a departure control system, checking tickets and travel documents, registering baggage and carrying it to the designated area(s), and/or escorting passengers for operational reasons.
C	Baggage Handling
C1	Handling and sorting baggage in the designated area(s), loading it on to and unloading it from the relevant devices with the purpose of moving it from the aircraft to the designated area(s) and vice versa, or between designated areas, as well as the transfer of baggage from the designated area(s) to the reclaim area, including the provision and operation of suitable means.
C2	Operation/handling of the baggage reconciliation system.
D	Freight & Mail Handling
D1	For freight: handling of export, transfer and import cargo, processing of related documents, customs procedures and implementation of any security procedures agreed between the parties at the on-aerodrome and/or bonded relevant facilities/cargo warehouses.
D2	For mail: handling of incoming and outgoing mail, processing of related documents and implementation of any security procedures agreed between the parties at the on-aerodrome and/or bonded relevant facilities/cargo warehouses.
D3	Handling of freight or/and mail, whether incoming, outgoing or being transferred, between the on-aerodrome warehouses and/or bonded relevant facilities/cargo and the passenger aircraft, including the provision and operation of suitable means, and/or.
D4	Handling of freight or/and mail, whether incoming, outgoing or being transferred, between the on-aerodrome and/or bonded relevant facilities/cargo warehouses and the cargo aircraft, including the provision and operation of suitable means.
E	Load Control & Dispatch
E1	Load planning.
E2	Aircraft weight & balance calculations.
E3	Issuing loading instruction reports, Notification to Captain (NOTOC) and load sheet.
E4	Loading supervision or/and aircraft turnaround coordination.
E5	Preparation of the flight documentation at the departure airport or at any other point.
E6	Messaging and telecommunications, including communication with the flight crew via means of radio.
E7	Crew administration.
F	Unit Load Device Control
F1	Unit load device serviceability inspection, handling and storage.
F2	Provision of adequate and sufficient infrastructure for proper storing, transporting, moving, transferring, build-up and break down of unit load devices.
G	Aircraft Servicing
G1	External and internal cleaning of the aircraft including the provision and operation of suitable means.
G2	Waste and potable water servicing, including the control of the quality of potable water and the provision and operation of suitable means.
G3	Cooling and heating of the aircraft cabin including the provision and operation of suitable means.
G4	Removal of snow and ice, the de-icing or anti-icing of the aircraft including the provision and operation of suitable means.
H	Into-plane Fuel Services
	Into-plane fuel services include aircraft fueling and de-fueling operations, incorporating the control of the quality and quantity of fuel deliveries and the provision and operation of suitable means for any of the applicable JIG-1/IATA service levels L1, L2, L3 or/and L4.
I	Representation & Supervision
I1	Representation and liaison services with local authorities or any other entity, disbursements on behalf of the customer and provision of office space for its representatives.
I2	Any other supervision service before, during or after the flight and any other administrative service requested by the customer.
J	Surface Transport
J1	Provision and operation of suitable means for the airside transport of crew, passenger, baggage, cargo and mail between different terminals of the same aerodrome, but excluding the transport between the aircraft and any other point within the perimeter of the same aerodrome.
J2	Any special airside transport requested by the customer.
K	Aircraft Catering Services
K1	Transport, loading on to and unloading from the aircraft of catering supplies (food, beverage or other relevant supplies) including the provision and operation of suitable means.
K2	Liaison with suppliers and administration management, storage of food and beverages and of equipment needed for preparation, cleaning of this equipment, preparation of equipment, as well as bar and food supplies preparation.