



WARSAW
CHOPIN
AIRPORT

**RULES OF USE
OF
WARSAW CHOPIN AIRPORT
RE-RULCH-01**



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1. INTRODUCTION

1. The objective of these Rules is to specify the rules of use of Warsaw Chopin Airport, particularly within the scope of providing access to the centralized infrastructure and airport systems and facilities to all aerodrome users, with particular focus on the following:
 - a) ensuring passenger and infrastructure security;
 - b) proper functioning of the airport;
 - c) requirements set out in Warsaw Chopin Airport Operations Manual;
 - d) specified in the Rules and operating manuals of selected centralized infrastructure elements;
 - e) provision of access to the infrastructure on equal basis;
 - f) environment protection;
 - g) ensuring safety of air operations.
2. These Rules are based on the Regulation of the Minister of Transport, Construction and Maritime Economy of 19 November 2013 on ground handling services at airports (JoL of 2018, item 1287) and pursuant to the requirements of relevant documents.

2. GENERAL PROVISIONS

1. Warsaw Chopin Airport is a public aerodrome used for commercial flights.
2. At Warsaw Chopin Airport restrictions apply with respect to aircraft operations performed between 22:00 – 06:00 LT.
3. Details are available in the Aeronautical Information Publication AIP Poland, AD 2 EPWA, item 2.21.4.
4. Warsaw Chopin Airport is a coordinated airport (IATA level 3) 24 hours a day in two scheduled seasons. Slots are allocated in accordance with the Regulation of the Council (EEC) No 95/93 of 18 January 1993 on common rules for the allocation of slots at Community airports (OJ L 14, 22.1.1993 (as amended)) and in accordance with the rules and time limits specified in IATA Worldwide Airport Slot Guidelines.
5. Details are available in the Aeronautical Information Publication AIP Poland, AD 2 EPWA, item 2.23.1.
6. Procedures for night operations and ad hoc flights at Warsaw Chopin Airport (outside the flight schedule coordinator's office hours) and necessary contact details are described in EPWA-1 Local Rule – <https://www.acl-uk.org/airport-info-details/?aid=12>.



7. Warsaw Chopin Airport applies airport collaborative decision making (A-CDM) procedures compliant with European standards.
8. Details are available in the Aeronautical Information Publication AIP Poland, AD 2 EPWA, item 2.20.2.1.
9. 'Polish Airports' State Enterprise – the operator of Warsaw Chopin Airport manages its centralized infrastructure. All aerodrome users whose activity at Chopin Airport requires them to use centralized infrastructure are obliged to use it, with the exception of passenger boarding bridges and parking stands for refuelling vehicles. These users are:
 - a) the Operator of Warsaw Chopin Airport;
 - b) ground handling agents;
 - c) entities performing self-handling;
 - d) air carriers operating at the airport;
 - e) state services;
 - f) public administration bodies;
 - g) other airport users.
10. The centralized infrastructure of Chopin Airport comprises the following:
 - a) passenger and baggage check-in desks in Terminal A, along with equipment,
 - b) computerized passenger and passenger and baggage check-in system – the New APC Open CUPPS & CUSS Platform (Common Use Passenger Processing System & Common Use Self Service Platform), which includes:
 - CUPPS stands with peripheral equipment;
 - computerized self-service passenger and baggage check-in stands – CUSS kiosks;
 - c) baggage sorting area facilities with baggage conveyance system infrastructure used for handling inbound, outbound and transfer baggage;
 - d) parking spaces for ground handling vehicles, excluding refuelling vehicles;
 - e) aprons for aircraft de-icing and external cleaning;
 - f) 115/205V 400 Hz AC or 28V DC Ground Power Units;
 - g) passenger boarding bridges;
 - h) radio-communication trunking system;
 - i) Flight Information System (FIS);
 - j) parking spaces for refuelling vehicles, dedicated to performing ground handling activities with respect to category 7 of ground handling services.



The list of elements of the centralized infrastructure is also published at Warsaw Chopin Airport website in the B2B section > Aviation services > Services subject to infrastructure charges. Direct link – https://www.lotnisko-chopina.pl/uploads/user_files/OH/HSL/nowy_wykaz_elementow_scentralizowanej_infrastruktury.pdf.

11. The Airport operator makes airport infrastructure available to its users, including state services and public administration bodies within the scope necessary to conduct business activity or perform their tasks on the basis of the Infrastructure charges tariff at Warsaw Chopin Airport, contracts and agreements signed with the Airport operator or applicable law provisions.
12. In order to use Chopin Airport infrastructure for the purpose of conducting business activity on its premises, including in particular ground service of aircraft, crews, passengers and cargo, it is necessary to conclude a contract with the Airport operator. It is not required to conclude the contract for using the passenger boarding bridges.
13. The Airport operator provides aerodrome users with possibility of using the drinking water supply and sewage system.

Chopin Airport is supplied with water from the municipal water supply system of Miejskie Przedsiębiorstwa Wodociągów i Kanalizacji (Municipal Water Supply and Waste Water Company in Warsaw). The users supplying waste to Chopin Airport sewerage system are required to deliver waste in compliance with conditions specified in the effective agreements.

14. The Airport operator provides users rendering aircraft external cleaning services with access to dedicated locations (as stipulated in document ZA-ZCSP-01), provided that these entities remove waste generated in the course of cleaning within own resources – in case an entity provides external cleaning service using dry cleaning technology.
15. For the term of the agreement the Airport operator provides users with access to the PPL online document system. Assigning a login and password to a given group of documents requires that the aerodrome user's contact details are submitted to one specific person responsible for receiving documents (full name, position, phone number, company e-mail to for submitting notifications). A person with access to a PPL system is obliged to keep the data made available through the system confidential and distribute documents within own organization only among authorised personnel in the time when such personnel holds the authorisation. An airport user may also request access to the System from the Airport operator on their own. The request, submitted to procedurey@ppl.pl, should contain a justification for use of resources. The Operator assumes that publishing an approved document in the system and sending a notification about the publication to the recipient's provided e-mail address fulfils the obligation to make the document available to aerodrome users for reading and application.



2.1. Security

1. While at Chopin Airport, the airport user personnel is obliged to strictly comply with the instructions of the security services (Border Guard, Police, Airport Security Guard) and emergency services (Airport Medical Rescue and Airport Fire Brigade) that take appropriate action in accordance with applicable procedures.
2. In order to ensure the safety and security of civil aviation and public order at Chopin Airport, all persons staying on its premises are obliged to comply with the provisions set out in the Order of the President of 'Polish Airports' State Enterprise on the safety, security and order regulations at Warsaw Chopin Airport, the content of which is published on Chopin Airport website in the Passenger> Check-in> Order regulations tab. Direct link - <https://www.lotnisko-chopina.pl/en/safety-and-security-regulations.html>
3. Only persons and vehicles that meet the conditions specified in the "Warsaw Chopin Airport Pass Manual" (IN-SKD-01) and have appropriate valid passenger and car passes authorizing access / entry to Chopin Airport will be allowed on airport premises.
4. To prevent unauthorised carriage of prohibited articles (specified in Attachment 1-A to Commission Implementing Regulation (EU) no 2015/1998 of 5 November 2015 laying down detailed measures for the implementation of the common basic standards on aviation security) into the restricted zone of Chopin Airport, the aerodrome user's personnel, items and vehicles are subject to access and security control carried out by an authorised entity.
5. In cases specified by law, non-passengers shall be allowed to bring into the security restricted area items listed in Attachment 1-A of the Annex to Commission Implementing Regulation (EU) 2015/1998, provided that the persons concerned are authorized by the airport operator to bring to the restricted area prohibited articles to perform tasks essential for the operation of objects and equipment of Chopin Airport or aircraft or to perform duties during the flight. Detailed rules for bringing prohibited articles are set out in the "Rules for the introduction and storage of prohibited articles in the restricted area of Warsaw Chopin Airport" (ZA-ITEMS-01).
6. When performing their official duties personnel of the airport user with personal passes may have with them only items used for performing those duties and necessary items of personal use.
7. Airport users supplying articles / goods to the restricted area of Chopin Airport constituting the airport's supplies, and which are difficult to control in terms of security with the available methods at the entrance to the restricted area of the airport, are required to have the status of Known Airport Supplier for the location of Warsaw Chopin Airport. All information on the requirements necessary to obtain the status of a known supplier of Warsaw Chopin Airport Supplies can be obtained at zdzpl@ppl.pl.



8. Air carriers or entities/persons representing the carriers are required to provide the Airport operator with:
 - a) templates of CMC/CIC crew member identity cards to crewid@ppl.pl;
 - b) carrier's phones and addresses and contact details for the Station Manager or the person responsible for security to cka@ppl.pl;
 - c) internal layouts of aircraft operating to/from Chopin Airport to: cka@ppl.pl.
9. It is not allowed to make changes in the airport infrastructure without the consent of the Airport operator.
10. When it is necessary to change the way of closing the occupied premises and install CCTV systems, the entities operating at Chopin Airport must apply to the Airport Security Bureau for issuing the consent to the installation. The cameras must be designed and installed so as to ensure that they observe the premises zone only. Therefore it is unacceptable for any camera to observe the area beyond the premises zone (e.g. security control points, transport routes etc.). After completing the installation and verification of the field of vision, the cameras will be sealed in order to prevent changes in the field of vision. Images from the cameras can be recorded only in the local system, any signal transmission outside the Chopin Airport area is not allowed.

2.2. Safety

1. In accordance with the Commission Regulation (EU) No 139/2014 of 12 February 2014 laying down requirements and administrative procedures related to aerodromes pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council – the Airport operator has implemented the Safety Management System. The details of the functioning of SMS are described in the Chopin Airport Safety Policy and the Chopin Airport Operations Manual (Volume I).
2. In crisis or hazardous situation at Chopin Airport, the aerodrome user's personnel will adhere to Volume II of the Airport Operations Manual, ie. "Warsaw Fryderyk Chopin Contingency Plan" (PDSZ-EPWA) and strictly follow the instructions given by the Airport Duty Officers Shift Manager (KZ-DP), who:
 - a) passes instructions of the head of contingency operations to airport services and entities conducting business activity at Chopin Airport;
 - b) manages the implementation of relevant procedures set out in PDSZ-EPWA.
3. The airport operator ensures medical aid on the premises of Chopin Airport. Medical aid is provided by Airport Medical Rescue team on a stationary basis at:
 - a) the medical facility located in the transit area in the south pier near Gate 34-35 in Terminal A;



- b) the medical facility at the Terminal A arrivals hall.
Mobile teams provide medical services:
 - a) in the case of aviation occurrences – within the current airport operational area;
 - b) in the case of non-aviation occurrences – on the apron, facilities located within the airport apron, in the cargo area, in Terminal A building, Sonata office building, Airport Security Service facility, access roads to the terminal and car parks near Terminal A;
 - c) at other locations in respect of which 'Polish Airports' State Enterprise has signed contracts for provision of medical services.
- 4. In the case of direct threat to life the area of activity can be extended, following the consent from the Airport Duty Officer.

2.3. Training of personnel

- 1. In order to ensure security, safety and proper operation of Chopin Airport the aerodrome user's personnel will attend the following training courses:
 - a) on civil aviation security, as specified in the regulation of the Minister of Transport, Construction and Maritime Economy of 20 September 2013 concerning the National Training Programme in respect of civil aviation security (JoL of 2016, item 1852 as amended) and read the pass manual and reporting procedures applicable at Chopin Airport;
 - b) on fire safety;
 - c) on contingency procedures based on the provision of the Warsaw Chopin Airport Operations Manual – Volume II – Warsaw Chopin Airport Contingency Plan;
 - d) in the rules of movement within Chopin Airport area for persons applying for a Permit entitling them to drive vehicles within aerodrome operational areas without an escort. Permits to drive vehicles are divided into categories authorizing the movement in specific areas:
 - BT + P - Permit authorizing the use of vehicles only from gate 1 to the company petrol station and PPL technical base facilities;
 - PPS+OB - Permit authorizing the use of the Sorting Area, service and access roads within aprons and the perimeter road;
 - PML - Permit to move around the Sorting Area and the entire Movement Area;
 - PRN - Permit to move on foot in designated places in the Sorting Area and in the Movement Area and to access the Movement Area for the purpose of performing official duties.



Airport users are required to organize, conduct and document practical training (visual acquaintance) for hired personnel referred to PPL for completion of preliminary training necessary to obtain a Vehicle permit for BT + P, PPS+OB, PML. The training involves briefing, visual acquaintance with aerodrome infrastructure in the movement area, with particular focus on elements directly impacting traffic safety and air operations, in the area where the given airport user will be moving. The Training Division supervises the correct implementation of the above, through inspections of airport users (if applicable).

- e) on the use of 115V/200V 400Hz AC or 28V DC (GPU) aircraft power supply equipment at Chopin Airport.
2. The above-mentioned trainings are renewable in order to confirm the retention of qualifications of the airport users' personnel.
3. Fees are charged for trainings organized by PPL in accordance with the applicable PPL price list.
4. Completion of the training will be documented by the Airport operator and will be the basis for issuing relevant passes and permits, which the aerodrome user personnel is obliged to hold when performing duties at Chopin Airport.
5. Participants are enrolled into training/exams organized and conducted by PPL in accordance with training programmes approved by PPL. The Operator reserves the right to cancel training, if the number of participants on a given training date does not meet minimum requirements specified in the relevant training programme.
6. Aerodrome users are also required to ensure that hired personnel involved in the operation and maintenance of the aerodrome and its management undergoes relevant training / obtains relevant authorisations, in line with the nature or scope of employees' duties, in accordance with applicable national, EU and international regulations.

2.4. Data recording and processing

1. The Airport operator is required to provide the President of the Civil Aviation Authority, notwithstanding other obligations, information necessary for keeping data records on aircraft traffic, passenger traffic volumes and freight traffic in accordance with the systematics described in Regulation (EC) No 437/2003 of the European Parliament and of the Council of 27 February 2003 on statistical returns in respect of the carriage of passengers, freight and mail by air (OJ EC L 066 of 11.03.2003) and applicable domestic and international regulations.

Data concerning carriers submitted to the Airport operator include in particular:

- a) full name of company;
- b) full registered address;



- c) full mailing address;
 - d) address for submitting invoices and payment documents (if different than specified above);
 - e) taxpayer's identification.
2. Data concerning aircraft submitted to the Operator include in particular:
- a) carrier's current AOC along with operational specification;
 - b) air carrier's codes according to ICAO and IATA classification;
 - c) aircraft type according to ICAO and IATA classification;
 - d) aircraft registration;
 - e) MTOM;
 - f) maximum number of commercial seats;
 - g) valid noise certificate according to EASA 45 template or other official document containing certified noise standard (complying with ICAO standards specified in Annex 16 to the Convention on International Civil Aviation) and certified noise levels – lateral, approach and flyover;
 - h) information about a significant change of features resulting in a change of AC parameters (eg. adding a winglet/sharklet).
3. The data concerning given operations submitted to the Airport operator include in particular:
- a) air carrier's code;
 - b) full flight number (including suffix);
 - c) handling type code;
 - d) reason for flight cancellation;
 - e) date or operating period and days of operations;
 - f) flight route (origin and/or destination) with stopovers;
 - g) scheduled landing and/or take-off times;
 - h) number of passengers broken down by passenger compartments, sex and age groups and by transit and transfer passengers (as per the applicable Tariff of airport charges at Warsaw Chopin Airport, effective as of 30 October 2016);
 - i) number and weight of baggage, mail and cargo carried to final destination, on transit and transfer flights;
 - j) reasons and duration of delays;
 - k) codeshare;
 - l) callsign;



- m) planned daily scheme of fleet utilisation with respect to air carriers based at Warsaw Chopin Airport including changes;
- n) notification of start and completion of towing operations;
- o) noise certificates of aircraft operating at Chopin Airport;
- p) information on checked baggage and passenger-baggage reconciliation;
- q) BHS (baggage Handling System) configuration data; full name of carrier, carrier's ICAO code, carrier's IATA code, BTIC – Baggage Tag Issuer Code, handling agent's name.

The detailed list of data required to charge fees for providing airport users with access to the airport systems and spaces and the use of centralized infrastructure is included in the "Airport charges tariff at Warsaw Chopin Airport" and Part B, item 2.8. of the Chopin Airport Operations Manual, listed, respectively, in:

- a) item 3 letters: a-j should be submitted in MVT, LDM i PTM, BTM, ASM, SSM format through SITA network to: WAWPBXH or, if not possible, to the following e-mail address: aproncontrol@ppl.pl and walid@ppl.pl;
 - b) item 3 letter k-l should be transmitted to acdm@ppl.pl and 2 weeks before the start of the new schedule season and each time in case of a change;
 - c) item 3 letter m should be transmitted via SITA to the address WAWPBXH or, where it is not possible, via e-mail to the following address aproncontrol@ppl.pl;
 - d) item 3 letter n should be transmitted via the radio communication network to the Apron Coordination Section – code word "KOORDYNACJA" on the REKAW group.
 - e) item 3 letter o should be forwarded to PPL's mailing address, fax no: +48 22 650 12 56 or e-mail: aerosales.invoicing@ppl.pl;
 - f) item 3 letter p will be transmitted as BSM messages from the carriers' and handling agents' DCS systems to BagStage; the address for transmitting BSM messages should be determined minimum 2 weeks in advance, sending a query to cupps@ppl.pl.
 - g) item 3 letter q. should be submitted minimum 3 working days prior to the planned check-in to bhsadmin@ppl.pl.
4. To ensure proper handling of aircraft, passenger and baggage, the data submitted to airport services (MVT, LDM, BSM messages, etc.) should comply with schedule data provided by the Flight Schedule Coordinator in the form of SCR messages. Any changes concerning schedule data must be submitted to and approved by the Flight Schedule Coordinator.
5. Operations performed based on slots allocated by the Flight Schedule Coordinator have priority in resource allocation.



6. For cancelled flights, if flights are cancelled less than 7 days before the planned flight date they are displayed on FIS screens in the Terminal as cancelled. Flights cancelled 7 and more days before the planned flight date are not displayed on the FIS screens in the Terminal.
7. Schedule operating times published in FIDS (Flight Information Display System) are times from current allocated slots, confirmed by SCR messages.

3. RIGHTS AND OBLIGATIONS

1. The Operator consents to the use of equipment and vehicles at Chopin Airport area for the purpose of performing ground handling services or other services involving the use of aerodrome infrastructure, provided that the User meets the requirements specified in the effective:
 - a) national, European Community and international regulations;
 - b) Contracts concluded with the Airport operator, agreements;
 - c) orders, manuals, procedures, rules and regulations issued by the Airport operator;
 - d) norms relating to systems implemented at Chopin Airport comprising Integrated Management Systems, including in particular to the Safety Management System.
2. In relation to the airport user, the Airport operator will have the right to:
 - a) supervise and monitor the compliance of the manner of conducting business on Chopin Airport and provision of ground handling services with the law, concluded contracts, orders, manuals, procedures and rules issued by the Airport operator,
 - b) conduct audits of the implemented Management Systems, among other things, and monitoring compliance with applicable regulations and industry standards as well as orders, manuals, procedures or rules established by the Operator (does not apply to air carriers);
 - c) conducting by the authorized security services and internal auditors of the quality control of security control actions within the scope of civil aviation security;
 - d) performing control activities in the scope of internal normative acts regulating the principles of civil aviation security;
 - e) undertake actions aimed at ensuring:
 - safety and security;
 - proper operation of Chopin Airport;
 - maintaining the operational capabilities specified in Warsaw Chopin Operations Manual;
 - environmental protection;



- f) refuse the provision of aerodrome infrastructure in case of its improper use or misuse and failure by the aerodrome user to comply with the law and provisions of contracts concluded with the Airport operator, including orders, manuals and procedures issued by the Airport operator and in the case of overdue payments on account of infrastructure fees and charges or other charges directly connected with conducting business activity at Chopin Airport;
 - g) refuse to make airport infrastructure available, in the case of the principles of safe use of Chopin Airport not being fulfilled by the applicant entity, as described by the Airport operator in the airport's Operations Manual. The entities are responsible for adjusting the internal instructions/procedures binding in their organizations to the requirements of the Chopin Airport Operations Manual. Each entity is obliged to present to the Airport operator, for information and acceptance, the aforementioned instructions/procedures as well as their updates;
 - h) in the winter scheduled season, report to the Carrier or the GHA representing the Carrier, the necessity to tow an AC from deicing aprons to another parking stand in the case of an AC defect or change of rotation after AIBT, resulting in parking time exceeding 24h.
3. Personnel using airport infrastructure, in particular involved in operation, maintenance and technical service of the airport, rescue and firefighting personnel, persons hired directly by the Airport operator and persons hired by other organizations are absolutely forbidden to take into or carry out and consume alcohol, smoke tobacco products (except for dedicated areas) and use psychoactive substances.
4. Personnel using airport infrastructure, in particular involved in operation, maintenance and technical service of the airport, rescue and firefighting personnel, persons hired directly by the Airport operator and persons hired by other organizations, when performing their official duties, are allowed to have with them items used for performing those duties and necessary items of personal use.
5. Movement of personal transporters (Segway, Ninebot, etc.) on the premises of Terminal A and roads adjacent to Terminal A is carried out in accordance with the rules in force at Chopin Airport:
- a) special care should be taken when moving the personal transporter in a place where there is pedestrian traffic,
 - b) when passing near places where many pedestrians are moving, slow down to 5 km / h (walking man speed) or get off the transporter;
 - c) pay attention to the equipment protruding from the vehicle (suitcases, bags, handles) and take them into account when performing maneuvers;
 - d) keep a safe distance from moving vehicles and pedestrians while driving;



- e) particular care should be taken when passing through places with reduced height (suspended installations from the ceiling, doors, etc.);
 - f) it is forbidden to drive the transporter on escalators or moving walkways;
 - g) it is forbidden to eat meals or drinks, as well as to talk on the phone or radio while moving the transporter;
 - h) it is prohibited to transport passengers on a transporter;
 - i) it is forbidden to push or pull while moving the transporter trolleys, suitcases, boxes, etc .;
 - j) it is forbidden to hold objects (bags, documents, tools, etc.) in your hands while moving the transporter;
 - k) it is forbidden to leave the transporter switched on without supervision;
 - l) transporters not equipped with factory lighting and a bell, should be equipped with;
 - at least one white position light on the front of the transporter;
 - at least one red position light at the rear of the transporter;
 - bell or other warning signal.
 - m) when using personal transporters in the sorting area, head protection helmets should be used;
 - n) Vehicle drivers in the airport airside are obliged to carry the required documents and use bright protective clothing with reflective elements, covering the upper torso, or use a safety vest.
6. The Airport operator is obliged to:
- a) provide aerodrome users with copies of relevant procedures, manuals and other documents, which include the rules and terms of access to airport infrastructure, including systems and spaces, and use of the centralised infrastructure, for information purposes and for application;
 - b) train the aerodrome user's personnel, on terms determined by the Operator, with regard to orders, manuals and procedures issued by the Operator;
 - c) ensure that activities aimed at protection from acts of unlawful interference in civil aviation carried out by Chopin Airport stakeholders are organized and coordinated;
 - d) ensure that operations comply with applicable environmental protection requirements.



7. The aerodrome user is required to use the airport infrastructure:
 - a) in a manner compliant with these Rules;
 - b) in accordance with rules concerning handling processes and passenger flow diagrams and in compliance with the rules concerning operational, commercial and service personnel described in the "Passenger, Crew and Baggage Handling Process at Terminal A Departures / Arrivals – Warsaw Chopin Airport" (TT-TECHNOLOGIA-01);
 - c) in the time and scope specified by the Airport operator;
 - d) with due diligence, in a manner preventing damage or devastation of the infrastructure;
 - e) in compliance with the law, relevant manuals, technical and operational conditions.
8. The airport user is in particular required to:
 - a) use the Internet system of access to PPL documents, get acquainted with the documents published in the system on an ongoing basis and provide written confirmation that employees have read the content of the documents that will be verified during audits (does not apply to air carriers) carried out by the Compliance Monitoring Division;
 - b) update the list of vehicles and equipment used to provide services within the area of Chopin Airport at least once every 6 (six) months;
 - c) fulfil the provisions of the Procedure PS-ACDM-EPWA-01 (concerning all ground handling agents), in particular to introduce, update and transfer the times and information defined in PS- ACDM-EPWA-01;
 - d) introduce onto the premises of Chopin Airport only vehicles and equipment necessary, and in the necessary quantity, to provide services within the airport's premises;
 - e) on a mandatory basis, inform the Airport operator in due advance, along with a justification, about the intention to introduce onto the premises of Chopin Airport additional equipment or vehicle used for the provision of ground handling services or other services and to definitely obtain the Operator's consent to the introduction of such equipment/vehicle prior to the submission of a request for the issuance of a temporary vehicle pass – in accordance with the Warsaw Chopin Airport Manual – if required in a given case. Lack of requirement to hold a temporary vehicle pass does not release the aerodrome user from the requirement to obtain a consent of the Airport operator to introduce new equipment or vehicles onto the premises of the airport. The above terms also apply to equipment or vehicles temporarily withdrawn from operation on the premises of Chopin Airport;



- f) obtain the Airport operator's consent for installation and use within the area of Chopin Airport of technical systems of property safeguarding such as access control system, CCTV, intrusion and burglary alarm system;
- g) obtain the Operator's consent for installation and use within the area of Warsaw Chopin Airport of radio transceivers;
- h) employ an appropriate, with respect to handled traffic, number of properly trained and qualified personnel;
- i) refer personnel to the training required by the Airport operator and conducted by the Training Division as per item 3.1.1. of the Chopin Airport Operations Manual and based on relevant Training Programmes. The airport user must submit the full list of training/exam participants no later than until noon on the day preceding the planned date of training/exam;
- j) maintain continuity and validity of training of personnel employed in the field of civil aviation security;
- k) maintain continuity and validity of training of personnel employed in the field of user activities (e.g. training for a given GSE type)
- l) conduct activity in a manner ensuring proper operation and elimination of disturbances at Chopin Airport, including protection from acts of unlawful interference within the scope of the User's activity and ensure adherence to environmental protection requirements;
- m) submit to the Airport operator, within 7 days before the expiry of the validity of the current certificate, a copy of a certificate for ground handling AHAC with respect to handling of hazardous materials as defined by the Convention on international civil aviation of 7 December 1944 (Journal of Laws of 1959, No 35, item 212 (as amended)) and supplying aircraft with propellants and consumables at Chopin Airport, issued by the President of the Civil Aviation Authority, if the ground handling agent conducts activity in the said scope, or immediately notify the Airport operator in the case of changes to the certificate or a loss of certificate;
- n) provide the Airport operator with a copy of a valid insurance policy regarding ground handling services and conducting business activities using the airport infrastructure;
- o) submit to the Airport operator, within 7 days before the expiry of the validity of the permit, a copy of a permit for ground handling for all categories of ground handling services provided to air carriers and other aircraft users at Chopin Airport issued by the President of the CAA, or immediately notify the Operator in the case of changes to the permit involving the scope of permit or a loss of permit. The obligation to submit the said permit does not apply to:



- air carriers performing self-handling of own aircraft, crews, passengers, baggage, freight and mail;
- entities performing ground handling of aircraft, crews, passengers, baggage, freight and mail as part of activity conducted for its own purposes;
- p) submit to the Airport operator copies of internal handling agent manuals and procedures relating to conducted activity, and all the related updates to compliance@ppl.pl;
- q) provide, at the Airport operator's request, copies of any documentation related to the Operator's supervision over the airport users, resulting e.g. from the Regulation of the Commission (EU) no. 139/201 of 12 February 2017 establishing the requirements and administrative procedures concerning airports according to the regulation of the European Parliament and the Council (EC) no. 216/2008, including e.g. copies of technical documentation of vehicles and equipment, copies of any personnel training documentation
- r) have own procedure/manual for operating at Chopin Airport in severe weather conditions posing a threat to aircraft;
- s) ensure continuity of ground handling services within the scope of the Permit for performing ground handling services;
- t) have proof that given personnel knows relevant procedures and regulations of the Airport operator within the scope of performed activities;
- u) bear all responsibility for handling municipal, hazardous and other than hazardous waste generated in connection with own activity at Chopin Airport, in accordance with requirements set out for Producers of waste in the Environmental Protection Law of 27 April 2001 (Journal of Laws of 2020, item 1219 as amended), act on waste of 14 December 2012 (Journal of Laws of 2021, item 779 as amended) and act of 13 September 1996 concerning maintaining cleanness and order in districts (Journal of Laws of 2021, item 888 as amended) and Regulation of 29 December 2016 (Journal of Laws of 2019 item 2028) on the detailed method of selective collection of selected waste fractions, as well as in local legal acts:
- v) if municipal waste is generated by the aerodrome user, gather waste in a manner preventing its impact on the environment and the life and health of people, in designated places and containers, excluding the responsibility for their removal from the Airport operator's premises. An aerodrome user conducting own business in PPL facilities leased on exclusive basis will bear the cost of removal of municipal waste as per a contract with PPL:



- if hazardous and other than hazardous waste is generated by the user, such User will be responsible for organising, within own scope and cost, places for collecting waste in a manner which protects the environment, as well as people's health and life, from impact, and will ensure their regular removal from the Airport operator's premises in accordance with relevant regulations;
- w) provide the Operator, before the start of activity, with a copy of the application for a permit for the production of hazardous and non-hazardous waste or the obtained permit in accordance with the requirements set out in the Act of December 14, 2012 on waste (Journal of Laws of 2021, item 779, as amended), if, in accordance with the regulations, obtaining such a permit will be required and submitting once a year a copy of the annual report on waste generated and on waste management by March 30 for the previous calendar year. This document is kept together with other documentation regarding the airport user in order to confirm the proper management of hazardous and non-hazardous waste at Chopin Airport for the purposes of inspection by external bodies;
- x) provide the Airport operator with information on the impact of the aerodrome user's activity on the environment, as well as input data for assessing the aerodrome user's environmental impact;
- y) immediately report any defects and failures which occurred at Terminal A and failures occurrences impacting safety at Chopin Airport (eg. spills, contamination) to the Airport Duty Officers Shift Manager (phone: (+48) 22 650 15 55, (+48) 22 650 13 43, fax: (+48) 22 650 22 55);
- z) immediately report any APC Open CUPPS & CUSS Platform equipment and system defects and failures to SITA personnel on duty at the airport (tel. (+48) 22 650 31 70);
- aa) not to introduce changes in the technical, operational and aesthetic features of the centralized infrastructure, airport systems and spaces without the written consent of the Operator – the requirement of a written consent will not apply to crisis, hazardous and emergency situations;
- bb) obtain a written consent of the Airport operator for placing advertisements at airport premises, including placing advertisements on elements of centralized infrastructure, systems and spaces owned by the Operator;
- cc) provide the Airport operator with data on aircraft traffic as part of aerodrome traffic and aircraft ground traffic, passenger traffic volume, freight carriage, progress of passenger and baggage handling, fleet management chart and other data required for the calculation of charges in time required by the Airport operator;



- dd) notify the Airport operator of commencement of new ground handling activities that had not been prior performed by the User and for which he obtained a relevant permit or certificate, if the User provides ground handling with respect to supplying aircraft with propellants and consumables and hazardous materials, with specification issued by the President of the Civil Aviation Authority;
 - ee) observe the orders, directions and prohibitions and instructions issued by the Airport operator's services related to ensuring security and safety of flights and order at Chopin Airport;
 - ff) in cooperation with the Operator, launch the change management procedure applicable in PPL - in accordance with the requirements of Commission Regulation (EU) No 139/2014 of 12 February 2014 establishing requirements and administrative procedures for airports in accordance with the Regulation of the European Parliament and of the Council (EC) No. 216/2008
 - gg) obtain the consent of the Airport Manager and the President of the Civil Aviation Authority (in the case of permanent air obstacles) for the creation or extension of a fixed or mobile facility at the airport, which within the meaning of art. 871 paragraph 1 item 1 of the Aviation Law Act will be an aviation obstacle
 - hh) with respect to air obstacles owned by the airport user:
 - perform, update and submit aviation obstacle measurements to the Airport operator in accordance with the provisions on the quality of flight data;
 - prepare, update and forward the required documentation (metadata, security analysis, etc.) to the Airport operator;
 - provide access for the Airport operator to an object constituting an obstacle to verify measurements;
 - ensure adequate marking of day and night air obstacles located at Chopin Airport.
9. Should any damage to the Airport operator's property and/or the property of a third party be sustained due to reasons attributable to the aerodrome user, he will immediately remedy all damage at his own expense. Should the aerodrome user fail to fulfil this obligation, the Airport operator may commission the performance of necessary repairs at the aerodrome user's cost or if the Airport operator bears the costs arising from the removal of damage caused by the User, the User may be required to cover such costs in full. If the injured person or party files a claim related to or resulting from activities performed by airport users, the Operator shall immediately forward the claim to the relevant aerodrome user.
10. The Airport operator is not liable for not executing or improper execution of utility supplies to the aerodrome user s and is not liable for non-fulfilment of contracts concluded between the aerodrome users and sub-recipients of utilities, caused by reasons not attributable to the Operator.



11. The aerodrome user will be liable for any damage to the environment, which occurred as the result of the aerodrome user's activities and will bear the costs of their removal. The aerodrome user will be liable for breaching environmental protection requirements as a result of the aerodrome user's activity and is required to take immediate measures to remove the breach.
12. Vehicle traffic and the use of other equipment of the aerodrome user will be compliant with the rules specified in particular in:
 - a) "Warsaw Chopin Airport Operations Manual";
 - b) "Warsaw Chopin Airport Pass Manual" (IN-SKD-01).
13. All carriers and aircraft users, as Airport users performing air operations, including general aviation operations, are required to use the services of a ground handling agent holding a permit from the President of the Civil Aviation Authority to provide ground handling services at Chopin Airport as part of the service category in accordance with the Regulation Of the Minister of Transport, Construction and Maritime Economy of 25 November 2013 on ground handling at airports (Journal of Laws of 2013, item 1378). The Airport operator allows the use of self-handling provided that the requirements specified in the documents of the Airport operator, made available to the Airport users, including the Operations Manual and these rules, are met.

4. WARSAW CHOPIN AIRPORT INFRASTRUCTURE

4.1. Terminal A

1. Terminal A is dedicated to handling passengers, crews, baggage and A/C in departing, arriving and transfer traffic.
2. Terminal A is used by passengers and crews in Schengen and Non-Schengen traffic. They are subject to passenger and baggage check-in processes at check-in desks operated by GHA, self check-in and web check-in stands, customs clearance processes carried out by UCS, border control performed by the State Border Guard based on relevant regulation on ground handling, border traffic control and customs control and inspection on the territory of the Republic of Poland.
3. Terminal A is available 24 hours a day.
4. Detailed information concerning Terminal A, rules and organization of passenger, crew, baggage, operational personnel and other traffic, organization of movement of baggage in the sorting area and commerce and services is included in "Passenger, Crew and Baggage Handling Process at Terminal A Departures / Arrivals – Warsaw Chopin Airport" (TT-TECHNOLOGIA-01), and in a simplified form on Chopin Airport's website in the Airport >Terminal A section.



4.1.1. Passenger and baggage check-in

1. The GHA is responsible for ensuring proper organization of the queuing area in accordance with Annex 1 "Manual for Ground Handling Agents on the proper use of the queuing system at Terminal A in front of check-in desks".
2. For the purpose of allowing for organizing queuing the Airport operator provides posts with barrier tape, owned by the Operator. The GHA is required to use the posts in accordance with their intended use and follow the applicable queuing system.
3. The GHA may use other equipment than provided by the Airport operator for the purpose of organizing queuing. The GHA is then responsible for placing the Airport operator's posts back to the agreed location (at the walls of check-in islands), with proper care, and after completion of check-in, setting them up again on dedicated spaces according to the initial configuration.
4. The initial configuration of the queuing area is considered to involve a taped off passage to each passenger and baggage check-in desks (so-called straight queuing). The queuing system in the initial configuration is shut off from the front, preventing the access of passengers. It is assumed that the front means access to the queuing area from landside. The initial configuration is configured using only the Airport operator's posts with barrier fence. The diagrams are included as Attachment 1 to the Manual.
5. Configuring the queuing area is considered to involve applying a so-called snake queue, ie. one common queue to a group of check-in desks or a straight ahead queue. The configuration is prepared by GHAs, who takes into account the zone, the available space and the passenger volume on flight. The Airport operator should be consulted on the use of available infrastructure.
6. Upon completion of check-in the GHA is fully responsible for restoring the initial configuration. The tapes should be fixed at the front of the queuing area.
7. The GHA is responsible for undertaking all possible actions to ensure that the queuing does not have negative impact on passenger safety and to organize the queuing in an orderly fashion and without interrupting other check ins and passenger flows.
8. In situations where waiting passengers do not fit in the queuing system during the check-in, the GHA performing check-in is required to direct the queue in accordance with point 7 above.
9. The GHA is responsible for ensuring proper organization of the area through which the passenger proceeds from the gate on board the aircraft or to the bus exit at the connecting area. The passage should be configured taking into account current needs related to the type of operation (arrival/departure, double-stream traffic in case of simultaneous flights) and in an area unavailable to the passenger (closed tape in front of the boarding desks).



10. For the purpose of enabling proper organization of passenger movement, the Airport operator provides a system of retractable barrier tapes, owned by the Operator. The GHA is required to use this system in accordance with its intended use, in configuration allowing also for two-stream service (in case of simultaneous service to/from two passenger bridges, or a passenger bridge and a staircase, in arrivals and departures).
11. The GHA may use different equipment than provided by the Operator for organizing queuing at a gate. The GHA is then responsible for placing the posts back to the agreed location, with proper care.
12. After boarded flight the GHA is required to reconfigure the passage (retract the tapes in the connecting area, close the door) and to close off the boarding desk area using available barrier tape, so that passengers cannot access boarding desks and the gate door without breaching the barrier.
13. Passenger and baggage check-in must be carried out using the carrier's or GHA's DCS system, generating BSM messages compatible with WAW BHS. Notwithstanding the case in which the computer passenger check-in system is out of service, GHAs and self-handlers will not be allowed to perform manual passenger and baggage check-in at check-in stands. In case of problems with the availability of BSM messages (only in the event of failure), fallback tags should be used in coordination with the Operator. The Airport user is required to print fallback tags with the correct number of the baggage chute.
14. The standard times of commencement and completion of passenger and baggage check-in:

Commencement of check-in	specific direction	120 min ⁽¹⁾
	common check-in system	120 min ⁽²⁾
Completion of check-in	specific direction	30 min ⁽¹⁾
	common check-in system	30 min ⁽³⁾
Baggage chute opening		corresponding to the duration of check-in
Baggage chute closure		check-in completion time + 20 minutes



Gate opening	30 min ⁽¹⁾
Gate closure	SOBT

- 1 – before SOBT of the checked-in flight
- 2 – before SOBT of first checked-in flight
- 3 – before SOBT of last checked-in flight

The above check-in position opening/closing times can be changed at the request of the carrier's representative/GHA after obtaining consent from PPL Coordination – phone 650 41 32.

15. The Airport operator reserves the right to plan and introduce changes to airport operational resources assignments, eg. check-in stands, aircraft parking stands, gates, baggage chutes and arriving baggage conveyors depending on the flight schedule and the available infrastructure and current operational situation at Chopin Airport.
16. GHAs and self-handlers are not allowed to use airport operational resources, including check-in stands, aircraft parking stands, gates, baggage chutes and arriving baggage conveyors in violation of the allocation plan and without the Airport operator's consent.
17. Before baggage is injected into the BHS system, bag tags should be fixed to the handle mounted to the longer side of the bag, so that tag surfaces are evenly joined and stuck on a length of at least 8cm of the adhesive surface. If there is no handle (eg. cardboard box), the entire length of the bag tag's adhesive surface should be stuck to the baggage.
18. Before injecting baggage into the BHS system marking at least two adjacent surfaces of the bag is required (main tag and sticker).
19. The airport user is required to thoroughly check/look over the baggage to prevent checking in a bag with old bag tags and/or stickers, not removed by the passenger.
20. The integrated baggage conveyor system in Terminal A is switched-on, switched-off and controlled by the Operator.
21. The Airport operator authorizes check-in desks. Change of time of use of the allocated desk is possible only after obtaining a consent from PPL Coordination, phone 22-650-41-32.
22. If the airport user fails to comply with the requirements described in the item above, the Airport operator will have the right to take steps aimed at limiting the functionality of the stand.
23. An oversized baggage item of a passenger or a crew member is checked in at each of the check-in positions dedicated to a given flight / group of flights or carrier, and then it is transferred to the oversized baggage dispatch stand. After a positive result of the security control performed by the authorized entity, the baggage is transferred on a dedicated conveyor belt to the baggage sorting room, where, collected by the



ground handling agent, it reaches directly the baggage cart, and then the aircraft. Transport of the concerned baggage from the dedicated check-in desk to the oversized baggage dispatch stand (to inside the security control room), and then in the sorting room, and directly to the aircraft hold, is the responsibility of the GHA.

24. Bypassing the system of indicators, locks and sensors blocking the transport of oversized baggage on the belt conveyors is forbidden.
25. The airport user is required to move trays from their storage location in the departures hall to check-in desks.
26. The airport user is required to remove, on a current basis, any empty trays from the arrivals baggage carousels and store them at one designated place in the arriving baggage hall.
27. The airport user is required to report to the Airport operator if bag without a tag is entered into the BHS system. This is necessary for the purpose of identifying baggage and preventing leaving baggage behind.
28. The airport user is required to enter transfer baggage meeting OSS requirements into the BHS via dedicated ramps, so that only baggage requiring security control is screened (reducing baggage handling time in the BHS).
29. The airport user is required to adhere to the rules of movement in Terminal A and GA Terminal and passenger service rules complying with the requirements specified in Processes (TT-TECHNOLOGIA-01 and TT-TECHNOLOGIA-02).
30. After completing the check-in, the airport user is required to provide adequate security against unauthorized access to unnecessary materials of the air carrier, used to process passenger and baggage information, that could be used to facilitate unauthorized access or transfer of baggage to the security restricted area or on board of the aircraft.

4.1.2. Sorting area

1. The Airport operator provides the airport users with the possibility to access facilities and equipment of the baggage sorting for:
 - a) distribution of baggage to individual flights;
 - b) weighing the baggage.
2. The baggage transport system is supervised by the Airport operator.
3. The baggage transport system in arrivals is operated by the aerodrome user.
4. Registered baggage checked-in through a compatible DCS is subject to automated sorting.
5. Oversize baggage is not subject to automated sorting.



6. Sorted baggage is subject to security control carried out by an authorised entity.
7. The sorted baggage loaded in bulk on carts or containers, at the discretion of the GHA, is weighed or counted.
8. Airport users using the baggage sorting area and BHS are required to adhere to the Rules of Use of the Elements of the Baggage Handling System (BHS) and the Warsaw Chopin Airport Baggage Sorting Area (RE-BHS-01) BHS/HBS system, rules of movement and storage of baggage carts as described in the "Passenger, Crew and Baggage Handling Process at Terminal A Departures / Arrivals – Warsaw Chopin Airport" (TT-TECHNOLOGIA-01) and in other manuals.

4.2. General Aviation (GA) Terminal

1. The GA terminal is intended for passengers and crews of aircraft used for purpose other than handling regular and charter air traffic. The terminal is also available for helicopter, air ambulance and air taxi crews.
2. The GA Terminal is available daily between 06:00 - 23:00 or from first to last flight on a given day.
3. Detailed information concerning the GA Terminal, rules and organization of passenger, crew, baggage and operational personnel and other traffic is described in the „Passenger, Crew and Baggage Handling Process at Terminal A Departures / Arrivals – Warsaw Chopin Airport" (TT-TECHNOLOGIA-02) and in a simplified form on Chopin Airport's website in the Airport > General Aviation Terminal section.

4.3. Aprons

4.3.1. Parking stands

1. The Operator, within the managed infrastructure, makes parking stands available to airport users for handling of aircraft.
2. The Operator specifies the following priorities of stand allocation for aircraft, in order:
 - a) requirements and limitations for parking stands;
 - b) requirements and limitations for aircraft;
 - c) operational flight schedule – maximization of the number of operations handled at parking stands.



4.3.2. Parking stands equipped with boarding bridges

1. The Operator, within the managed centralized infrastructure, makes contact parking stands, equipped with boarding bridges and an automatic AC visual docking guidance system, available to airport users.
2. The Operator's personnel is authorized to operate passenger boarding bridges and the automatic AC visual docking guidance system. The permissible time for personnel authorized to operate boarding bridges to reach a parking stand is up to 3 minutes and must be taken into account by the ground handling agent in the aircraft ground handling process.
3. The staff of airport users using boarding bridges for ground handling are obliged to:
 - a) immediately notify the Operator of any irregularities in the operation of the bridge and follow the Operator's instructions;
 - b) maintaining the cleanliness of the bridge.
4. Only the Operator's personnel is authorized to position the aircraft on the stands.

4.3.3. Contact stands allocation priorities for wide-body aircraft

1. The operator will prioritize the **allocation** of wide-body contact stands in the following order:
 - a) requirements and limitations for parking stands;
 - b) requirements and limitations for aircraft;
 - c) operational flight schedule – maximization of the number of operations handled on contact stands;
 - d) operations with the largest number of transfer passengers;
 - e) operations with the largest number of passengers;
 - f) requirements and limitations for carriers.
2. The above assumptions will be executed taking into account the capacity of each element of airport infrastructure.



4.3.4. De-icing aprons

1. In order to ensure safety of aviation traffic and environmental protection, the Operator provides aerodrome users with access to aircraft de-icing aprons equipped with wastewater treatment systems, for treating waste water produced during aircraft de-icing and removing oil-derived substances from the wastewater and systems for storing waste in storage tanks.
2. Airport users using, upon the Airport operator's consent, aircraft de-icing aprons are required to:
 - a) provide the name and chemical composition of applied de-icing liquids;
 - b) submit a monthly report on used de-icing agents to the Aerodrome Infrastructure Maintenance Service at the Technical Bureau;
 - c) provide safety data sheets for de-icing liquids used;
 - d) submit, before October 15, to the Aerodrome Operations Service, information about the declared number of de-icers that can be used simultaneously during the AC de-icing process;
 - e) submit a list of GHA customers (carriers).
3. Only the personnel of the Airport operator is authorized to supervise aircraft parking at de-icing aprons 7A, 10 and 13 according to the instructions from TWR.
4. Conditionally, only subject to the approval of the Airport operator's personnel - the Airport Duty Officers Shift Manager (KZ-DP), the following operations can be performed outside de-icing aprons 7A, 10 and 13:
 - a) mechanical snow removal;
 - b) chemical de-icing.
5. Detailed rules of use of de-icing aprons are specified in the Warsaw Chopin Airport Operations Manual and "Aircraft de-icing coordination procedures at Warsaw Chopin Airport" (PS-ODLADZ-01).

4.3.5. Space for parking equipment and vehicles

1. The Airport operator provides specially marked spaces on the apron for airport users to park equipment and vehicles used for provision of ground handling services. Vehicles and equipment should be parked and placed in an orderly fashion, to allow optimum use of dedicated parking space.
2. The airport user must use the space in line with its dedication to a given type of handling equipment and a given Agency/Organization or Service.



3. The aerodrome user parking equipment and vehicles used for provision of ground handling services at designated spaces is required to protect them against:
 - a) unauthorized access and start-up;
 - b) unintended movement.
4. The aerodrome user must adhere to the ban on parking and/or movement of any vehicles or leaving airport equipment at spaces designated to parking and/or movement of refuelling vehicles.
5. The aerodrome user, if so instructed by:
 - a) the Airport Duty Officer (DP);
 - b) personnel of PPL Coordination;
 - c) personnel of the Airport Security Service;
 - d) personnel of Operational Supervision;
 - e) Follow Me personnel.
6. should immediately re-group or move the ground handling equipment and vehicles into another indicated place in order to enable the airport services to restore the operational capacity of the apron.

4.3.6. Parking space for refuelling vehicles

1. If refuelling vehicles are used, the Operator requires the aerodrome user to adhere to all of the a/m rules and to:
 - a) park refuelling vehicles only on designated parking spaces;
 - b) observe the night ban on stopping and leaving refuelling vehicles outside designated parking spaces and a 24-hour ban on stopping refuelling vehicles within the area of the Airport operator's technical base or fuel depot;
 - c) observe the 24-hour ban on stopping and parking refuelling vehicles without supervision outside designated parking spaces;
 - d) observe the ban on stopping the refuelling vehicle for more than 2 hours at parking spaces outside designated parking spaces;
 - e) observe the ban on fuel re-loading at Chopin Airport
 - f) detailed information is available in chapter 22 of Warsaw Chopin Airport Operations Manual.



4.4. Aircraft power supply equipment

1. In order to ensure safety of aircraft parking at the aircraft parking stands equipped with the 115V/200V 400Hz AC or 28V DC Ground Power Units (GPU) owned by the Airport operator as well as the safety of vehicles on the apron, and to limit the emission of pollutants, the Airport operator requires the aerodrome users to use GPUs.
2. The use by a GHA or a self-handler of aircraft, crews, passengers and cargo of own mobile equipment for electric power supply to aircraft at the parking stands with GPUs owned by the Airport operator is permitted only provided that such GPUs are unavailable.
3. Only the appropriately trained employees of the GHA or self-handler are authorized to connect 15V/200V 400Hz AC or 28V DC GPUs to aircraft.
4. Contingency procedures and the detailed rules of provision of the GPUs are laid down in "The Rules of Use of 115V/200V 400 Hz AC or 28V DC Ground Power Units at Warsaw Chopin Airport" (ZA-GPU-01).

4.5. Systems

4.5.1. Radio communication systems

1. The Airport operator provides the airport users with access to a ground radio communication trunking system with the following functions:
 - a) radio-communication subscription;
 - b) radio-communication calls;
 - c) maintenance and repair of radiotelephones used in the network;
 - d) installation of radiotelephones.
2. Only the Airport operator's personnel is authorized to perform the function of administrator of the trunking system and to programme and install radiotelephones and appliances.
3. The aerodrome user is obliged to use the radio communication trunking system and communicate in compliance with "Rules of Providing Services of Warsaw Chopin Airport Radio Communication System" (RE-RADIOTELEFONY-01).



4.5.2. Flight Information System

1. The Airport operator provides the airport users with access to the IT Flight Information System (FIS) hardware and software.
2. Only authorized Airport operator's personnel have the right to administer FIS and install its hardware and software.
3. The aerodrome user is obliged to use the Flight Information System (FIS) in compliance with the following documents:
 - a) "Rules of use of Flight Information System (FIS) Equipment", (RE-IT-02),
 - b) user manuals and procedures of FIS manufacturer, supplied by the Operator together with the hardware and software.



5. DEFINITIONS AND ABBREVIATIONS

5.1. Definitions

Access control	<p>The application of means by which the entry of unauthorized persons or unauthorized vehicles, or both, may be prevented.</p> <p>Regulation No 300/2008 of the European Parliament and of the Council (EC) of 11 March 2008, on common rules in the field of civil aviation security replacing Regulation (EC) No 2320/2002 (OJ L 97/72 of 9 April 2008 (as amended)).</p>
Aerodrome	<p>A defined area on land, water or other surface intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft, including permanent building structures and equipment located within its boundaries, entered into the aerodrome register.</p> <p>Aviation Law Act of 3 July, 2003 (JoL of 2020, item 1970 as amended)</p>
Aerodrome traffic	<p>All traffic on the manoeuvring area of an aerodrome and all aircraft flying in the vicinity of an aerodrome.</p> <p>(Procedures of Air Navigation Services – Air Traffic Management (PANS-ATM, ICAO Doc 4444) Guidelines no 8 of the President of the Civil Aviation Authority of 26 August 2015 concerning the announcement of requirements set out by the International Civil Aviation Organization (ICAO) – Doc 4444 (CAA Official Journal of 2015, item 43).</p>
Aeronautical Information Publication (AIP)	<p>A publication issued by or on behalf of the State, containing aeronautical information of permanent nature, significant for air transport.</p> <p>Guidelines no 8 of the President of the Civil Aviation Authority of 26 August 2015 concerning the announcement of requirements established by the International Civil Aviation Organization (ICAO) – Doc 4444 (CAA Official Journal of 2015, item 43)</p>
Air accident	<p>An occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:</p> <p>a) a person is fatally or seriously injured as a result of:</p> <ul style="list-style-type: none">- being in the aircraft, or- direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or- direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or

	<p>b) the aircraft sustains damage or structural failure which:</p> <ul style="list-style-type: none"> - adversely affects the structural strength, performance or flight characteristics of the aircraft, and - would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or <p>c) the aircraft is missing or is completely inaccessible.</p> <p>Annex 19 ICAO (CAA Journal of 2017, item 471).</p>
Air carriage	<p>A flight or a series of flights on which passengers, baggage, cargo or mail are carried as a paid service including the services rendered under an agreement for temporary lease of aircraft.</p> <p>Aviation Law Act of 3 July, 2003 (JoL of 2020, item 1970 as amended)</p>
Air carrier	<p>Podmiot uprawniony do wykonywania przewozów lotniczych na podstawie koncesji – w przypadku polskiego przewoźnika lotniczego lub na podstawie odpowiedniego aktu właściwego organu obcego państwa – w przypadku obcego przewoźnika lotniczego. An entity authorized to operate air transport on the basis of a concession - in the case of a Polish air carrier, or on the basis of an appropriate act of a competent authority of a foreign country - in the case of a foreign air carrier.</p> <p>Aviation Law Act of 3 July, 2003 (JoL of 2020, item 1970 as amended).</p>
Air incident	<p>An occurrence other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operations.</p> <p>ICAO Annex 19, Official Announcement No 5 of the President of the Civil Aviation Authority of 28 March 2017 on the announcement of the text of Annex 19 to the Convention on international civil aviation, prepared in Chicago on 7 December 1944 (CAA Journal of 2017, item 471).</p>
Aircraft (AC)	<p>A machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.</p> <p>Commission Regulation (EU) No 139/2014 of 12 February 2014 laying down requirements and administrative procedures related to aerodromes pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ EU L 44/1 of 14.02.2014)</p>



Aircraft stand	<p>A designated area on an apron intended to be used for parking an aircraft.</p> <p>Commission Regulation (EU) No 139/2014 of 12 February 2014 laying down requirements and administrative procedures related to aerodromes pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council – Annex I (EU OJ L. 44/1 of 14.02.2014).</p>
Aircraft towing	<p>The movement of an aircraft which is not a pushback, with or without load on board, performed with the use of special ground handling equipment.</p> <p>Airport Handling Manual – IATA AHM 39th Edition/2019.</p>
Airport	<p>A public use aerodrome used for commercial flights.</p> <p>Aviation Law Act of 3 July, 2003 (JoL of 2020, item 1970 as amended)</p>
Airport restricted area	<p>The part of the airside, in which apart from limited access other means of aviation security are applied.</p> <p>Regulation No 300/2008 of the European Parliament and of the Council (EC) of 11 March 2008, on common rules in the field of civil aviation security replacing Regulation (EC) No 2320/2002 (OJ L 97/72 of 9 April 2008 (as amended)).</p>
Airport Security Service	<p>In this document: Airport Security Guard, Warsaw – Okęcie Border Guard Post, Warsaw – Okęcie Airport Police Station, Armed Security Specialised Squads.</p> <p>PPL own definition.</p>
Airport supplies	<p>All items intended to be sold, used or made available for any purpose or activity in the security restricted area of airports, other than items carried by persons other than passengers.</p> <p>Commission Implementing Regulation (EU) 2015/1998 of 5 November 2015 point 9.0.2, a (EU OJ L 299/1 of 14.11.2015 as amended)</p>
Airport systems and spaces	<p>All equipment, systems and spaces at the airport, except for the centralized infrastructure, made available in order to facilitate the ground handling services.</p> <p>Regulation of the Minister of Transport, Construction and Maritime Economy of 19 November 2013 concerning ground handling at airports (JoL of 2018, item 1287).</p>
Airport user	<p>An air carrier, ground handling agent, government service performing official activities, as well as any other entity authorized to operate at Chopin Airport.</p> <p>PPL own definition.</p>

<p>An act of unlawful interference in civil aviation</p>	<p>An act of unlawful interference in civil aviation is an unlawful and intentional act that involves:</p> <ul style="list-style-type: none"> a) during the flight of the aircraft using force against a person on board the aircraft, if such act may jeopardize the safety of the aircraft, b) destruction of an aircraft or causing damage to the aircraft, making the flight impossible or jeopardizing the safety of the aircraft, c) introduction on board an aircraft or at an airport of an item, device or a substance that may jeopardize the health or life of passengers or crew or destroy the aircraft or cause damage that may make the flight impossible or jeopardize the safety of the aircraft during the flight, d) hijacking the aircraft with or without the crew and passengers on board, including hijacking for the purpose of using the aircraft as an instrument of a terrorist attack from air, e) destruction or damaging aerodrome or on-board equipment, interference with their operation or using force against the person operating such equipment, if such actions cause significant disturbance to air traffic or pose a threat to civil aviation safety, f) communication of false information such as to jeopardize the safety of persons and property in air transport, g) destruction or causing significant damage to equipment at the airport or interference with their operation or using force against the person operating such equipment, if such actions cause significant disturbance to air traffic or pose a threat to civil aviation safety. <p>Aviation Law Act of 3 July, 2003 (JoL of 2020, item 1970 as amended)</p>
<p>Annex</p>	<p>Annex to the Convention on International Civil Aviation.</p> <p>Official Statement of the Government of 20 August 2003 on the binding force of the annexes to the Convention on international civil aviation, signed in Chicago on 7 December 1944 (JoL of 2003, No 146, item 1413 as amended), Official Announcement No 5 of the President of the Civil Aviation Authority of 28 March 2017 on the announcement of the text of Annex 19 to the Convention on international civil aviation, prepared in Chicago on 7 December 1944 (CAA Journal of 2017, item 471).</p>
<p>Apron</p>	<p>A defined area on a land aerodrome intended to accommodate aircraft for the purposes of loading and unloading passengers, mail or cargo, fuelling, parking and maintenance.</p> <p>ICAO Annex 14, Volume 1 (CAA Official Journal of 11 January 2019, item 4).</p>



Centralized infrastructure	<p>The components of the airport infrastructure used for the provision of ground handling services which, due to their complexity, cost or environmental impact, cannot be separated or duplicated.</p> <p>Aviation Law Act of 3 July, 2003 (JoL of 2020, item 1970 as amended)</p>
Commercial flight	<p>A flight related to a commercial landing.</p> <p>Aviation Law Act of 3 July, 2003 (JoL of 2020, item 1970 as amended)</p>
Commercial landing	<p>A landing performed in order to load or unload passengers, baggage, goods or mail, carried against payment.</p> <p>Aviation Law Act of 3 July, 2003 (JoL of 2020, item 1970 as amended)</p>
Crisis situation	<p>A threat to safety of people, property, to a significant extent, or environment, resulting in considerable limitations in the operation of relevant public administration bodies due to inadequateness of means and resources.</p> <p>The Act of 26 April 2007 on crisis management, (JoL of 2019, item 1398 as amended)</p>
Critical parts of the security restricted area	<p>All parts of the airport accessible for departing passengers after security control and all parts of an airport through which the departing hold baggage after security control can be moved or stored which does not apply to secured baggage.</p> <p>Commission (EU) Implementing Regulation (EC) No 2015/1998 of 5 November 2015, laying down detailed measures for the implementation of the common basic standards on aviation security, (Official Journal EU L 299/1 of 14.11.2015 as amended).</p>
Ground handling	<p>Covers the categories of services specified in art. 176 of the Aviation Law Act.</p> <p>Tariff of Infrastructure Fees and Charges at Warsaw Chopin Airport</p>
Ground handling agent (GHA)	<p>Entrepreneur referred to in art. 177 of the Act, providing one or more categories of ground handling services referred to in Art. 176 of the Act to air carriers and other aircraft operators.</p> <p>Regulation of the Minister of Transport, Construction and Maritime Economy of 19 November 2013 concerning ground handling at airports (JoL of 2018, item 1287).</p>
Hazard	<p>A condition or an object with the potential to cause death, injuries to personnel, damage to equipment or structures, loss of material, or reduction of the ability to perform a prescribed function.</p> <p>Safety Management Manual (SMM) ICAO Doc 9859 AN/474 Guidelines no 11 of the President of the Civil Aviation Authority of 24 November 2015 on the implementation of requirements established by the International Civil Aviation Organization (ICAO) – Doc 9859 (CAA Official Journal of 2015, item 64).</p>
Hold baggage	<p>Baggage transported in the baggage hold of an aircraft.</p> <p>Regulation No 300/2008 of the European Parliament and of the Council (EC) of 11 March 2008, on common rules in the field of civil aviation security replacing Regulation (EC) No 2320/2002 (OJ L 97 of 9 April 2008 (as amended)).</p>



Manoeuvring area	<p>Part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.</p> <p>Commission Regulation (EU) No 139/2014 of 12 February 2014 laying down requirements and administrative procedures related to aerodromes pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council – Annex I (EU OJ L. 44/1 of 14.02.2014).</p>
Movement area	<p>Part of an aerodrome to be used for the take-off, landing and taxiing of aircraft consisting of the manoeuvring area and the apron(s).</p> <p>Commission Regulation (EU) No 139/2014 of 12 February 2014 laying down requirements and administrative procedures related to aerodromes pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council – Annex I (EU OJ L. 44/1 of 14.02.2014).</p>
Passenger and baggage check-in	<p>A series of activities performed by passenger and baggage ground handling services in order to admit a passenger and his baggage on a selected flight.</p> <p>Regulation of the Minister of Transport, Construction and Maritime Economy of 31 July 2012 on the National Programme for Civil Aviation Security (JoL of 2018, item 631).</p>
Passenger boarding bridge	<p>A horizontal, roofed, mobile bridge connecting the air terminal to the passenger aircraft standing on the apron.</p> <p>PPL own definition</p>
PPL Coordination	<p>Employees of the Passenger Check-in Coordination and Aircraft Handling Section.</p> <p>PPL own definition</p>
Prohibited articles	<p>Means weapons, explosives or other dangerous devices, articles or substances that may be used to commit an act of unlawful interference that jeopardises the security of civil aviation.</p> <p>Regulation No 300/2008 of the European Parliament and of the Council (EC) of 11 March 2008, on common rules in the field of civil aviation security replacing Regulation (EC) No 2320/2002 (OJ L 97/72 of 9 April 2008 (as amended)).</p>
Public access area	<p>The area of the airport, together with adjacent areas and facilities, which is not part of the airside.</p> <p>Regulation No 300/2008 of the European Parliament and of the Council (EC) of 11 March 2008, on common rules in the field of civil aviation security replacing Regulation (EC) No 2320/2002 (OJ L 97/72 of 9 April 2008 (as amended)).</p>
Refuelling vehicle	<p>A one-piece or a multi-piece aerodrome vehicle used for aircraft handling under category 7 of ground handling services.</p> <p>Tariff of Infrastructure Fees and Charges at Warsaw Chopin Airport</p>
Security control	<p>The application of technical or other means by which prohibited articles may be identified or detected.</p> <p>Regulation No 300/2008 of the European Parliament and of the Council (EC) of 11 March 2008, on common rules in the field of civil aviation security replacing Regulation (EC) No 2320/2002 (OJ L 97/72 of 9 April 2008 (as amended)).</p>

Security services	<p>Border Guard, the Police, the Internal Security Agency, the airport security service performing tasks at the airport.</p> <p>Regulation of the Minister of Transport, Construction and Maritime Economy of 31 July 2012 on the National Programme for Civil Aviation Security, (JoL of 2018, item 631).</p>
Self-handling	<p>Performance by an airport user, within his own scope, of ground handling services in one or more categories, involving the handling of his own aircraft, crews, passengers and cargo without concluding a contract with a third party for the provision of such services, with the reservation that air carriers are not deemed third parties in relation to one another if one of them holds a majority stake in the other or a single entity holds a majority stakes in each of them.</p> <p>Regulation of the Minister of Transport, Construction and Maritime Economy of 19 November 2013 concerning ground handling at airports (JoL of 2018, item 1287).</p>
Taxiway	<p>A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including:</p> <ul style="list-style-type: none"> - aircraft stand taxilane, - apron taxiway, - rapid exit taxiway. <p>Commission Regulation (EU) No 139/2014 of 12 February 2014 laying down requirements and administrative procedures related to aerodromes pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council – Annex I (EU OJ L. 44/1 of 14.02.2014).</p>
the Airport operator	<p>An entity responsible under the provisions of the Act for the administration and management of the airport infrastructure and the coordination and control of the activities of entities operating at a specific airport or within an airport system performed, subject to circumstances, separately or in connection with other activities.</p> <p>Regulation of the Minister of Transport, Construction and Maritime Economy of 19 November 2013 concerning ground handling at airports (JoL of 2018, item 1287).</p>
the Contract	<p>An agreement concluded between the Airport Operator and a ground handling agent or an entity performing self-ground handling or other centralized infrastructure user for the provision of Warsaw Chopin Airport infrastructure or use of aerodrome facilities, expressed as a written declaration of will of the Parties intended to have legal effect specified in the agreement.</p> <p>Tariff of Infrastructure Fees and Charges at Warsaw Chopin Airport</p>
the Directive	<p>In this document Council Directive No 96/67/EC of 15 October 1996, on access to the groundhandling market at Community airports. (OJ EC L 272/36 of 25.10.1996 as amended).</p>



the New APC Open CUPPS & CUSS Platform	The New Airport Connect Open Common Use Passenger Processing System & Common Use Self Service Platform provided by SITA Information Networking Computing USA Inc., which means a computerized passenger check-in system allowing the users to access their own Departure Control Systems for the purpose of providing passenger and baggage handling/check-in to airline passengers. Tariff of Infrastructure Fees and Charges at Warsaw Chopin Airport
the Operator	An entity, which has been entered as the managing authority into the register of civil aerodromes. Aviation Law Act of 3 July, 2003 (JoL of 2020, item 1970 as amended)
Transfer passengers, transfer baggage, transfer freight or transfer mail	Passengers, baggage, cargo or mail departing on a different aircraft than the one on which they/it arrived. Regulation No 300/2008 of the European Parliament and of the Council (EC) of 11 March 2008, on common rules in the field of civil aviation security replacing Regulation (EC) No 2320/2002 (OJ L 97/72 of 9 April 2008 (as amended)).
Transit passengers, transit baggage, transit freight or transit mail	Passengers, baggage, cargo or mail departing on the same aircraft on which they/it arrived. Regulation No 300/2008 of the European Parliament and of the Council (EC) of 11 March 2008, on common rules in the field of civil aviation security replacing Regulation (EC) No 2320/2002 (OJ L 97/72 of 9 April 2008 (as amended)).
Vehicle	A mode of transport intended to move on a road or a machine/equipment used for these purposes. Traffic law act of 20 June 1997 (JoL of 2020, item 110 as amended)

5.2. Abbreviations

AIBT	Actual in-block time
BHS	Baggage Handling System
CMC / CIC	Crew Member Certificate / Crew Identification Card
DCS	Departure Control System
EASA	European Union Aviation Safety Agency
FIS	Flight Information System
GPU	Ground Power Unit
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization



PPL Coordination	Employees of the Passenger Check-in and Aircraft Handling Section
LT	local time
MTOM	maximum take-off mass
PPL	'Polish Airports' State Enterprise
PSG	Border Guard Post
SOBT	Scheduled Off-Block Time
SUFO	Specialized armed security formations
TWR	Wieża kontroli lotniska lub kontrola lotniska
UCS	Customs and Tax Office, Branch Office no 3 "Airport"

6. LIST OF RELEVANT DOCUMENTS

1. Convention on international civil aviation signed in Chicago on 7 December 1944 – the Chicago convention along with annexes (JoL of 1959, No 35, item 214 (as amended));
2. Official Statement of the Government of 20 August 2003 on the binding force of the annexes to the Convention on international civil aviation, signed in Chicago on 7 December 1944 (JoL of 2003, No 146, item 1413 as amended);
3. Official Announcement No 5 of the President of the Civil Aviation Authority of 28 March 2017 on the announcement of the text of Annex 19 to the Convention on international civil aviation, prepared in Chicago on 7 December 1944 (CAA Journal of 2017, item 471)
4. Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency, and amending Regulations (EC) No 2111/2005, (EC) No 1008/2008, (EU) No 996/2010, (EU) No 376/2014 and Directives 2014/30/EU and 2014/53/EU of the European Parliament and of the Council, and repealing Regulations (EC) No 552/2004 and (EC) No 216/2008 of the European Parliament and of the Council and Council Regulation (EEC) No 3922/91 (EU OJ L 212 z 22.08.2018).
5. Commission Regulation (EU) No 139/2014 of 12 February 2014 laying down requirements and administrative procedures related to aerodromes pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council; (OJ EU L. 44/1 of 14.02.2014 as amended);
6. Regulation No 300/2008 of the European Parliament and of the Council (EC) of 11 March 2008, on common rules in the field of civil aviation security and repealing Regulation (EC) No 2320/2002 (OJ L 97/72 of 9 April 2008 (as amended));



7. Commission (EU) Implementing Regulation No 2015/1998 of 5 November 2015, laying down detailed measures for the implementation of the common basic standards on aviation security (OJ L 299/1 of 14 November 2015 (as amended));
8. Council Regulation (EEC) No 95/93 of 18 January 1993, on common rules for the allocation of slots at Community airports (OJ L 14/1 of 22 January 1993 (as amended));
9. Council Directive No 96/67 of 15 October, 1996, on access to the groundhandling market at Community airports (OJ L 272/36 of 25 October, 1996 (as amended));
10. Safety Management Manual (SMM) ICAO Doc 9859 AN/474 Guidelines no 11 of the President of the Civil Aviation Authority of 24 November 2015 on the implementation of requirements established by the International Civil Aviation Organization (ICAO) – Doc 9859 (CAA Official Journal of 2015, item 64)
11. Procedures of Air Navigation Services – Rules of the Air and Air Traffic Services (PANS-ATM, ICAO Doc 4444); Guidelines no 8 of the President of the Civil Aviation Authority of 26 August 2015 concerning the announcement of requirements set out by the International Civil Aviation Organization (ICAO) – Doc 4444 (CAA Official Journal of 2015, item 43);
12. Airport Planning Manual ICAO Doc 9184-AN/902;
13. Airport Handling Manual – IATA AHM 39th Edition/2019;
14. Act of 3 July, 2003, Aviation Law (JoL of 2020, item 1970 as amended);
15. Act of 27 April, 2001, Environmental Protection Law (JoL of 2020, item 1219 as amended);
16. Act of 13 September 1996 concerning maintaining cleanliness and order in municipalities (JoL of 2021, item 888 as amended);
17. Act of 14 December 2012 on waste (JoL of 2021, item 779 as amended);
18. Act of 26 June 1974 Labour code (JoL of 2020 item 1320 as amended);
19. Act of 20 June 1997 road traffic law (JoL of 2021 item 450 as amended);
20. Act of 26 April 2007 on crisis management (JoL of 2020 item 1856 as amended);
21. Regulation of the Minister of Transport, Construction and Maritime Economy of 4 April 2013 on preparation of airports to emergency situations and airport rescue and firefighting services (JoL of 2013, item 487 as amended);
22. Regulation of the Minister of Infrastructure of 2 December 2020 on the National Program for Civil Aviation Security (JoL of 2021, item 17);



23. Regulation of the Minister of Transport, Construction and Maritime Economy of 20 September 2013 concerning the National Training Programme in respect of civil aviation security (JoL of 2016, item 1852 as amended);
24. Regulation of the Minister of Transport, Construction and Maritime Economy of 19 November 2013 on ground handling services at airports (Journal of Laws of 2018, item 1287);
25. Regulation of the Minister of Environment of 29 December 2016 on the detailed method of selective collection of selected waste fractions (JoL of 2019, item 2028).
26. Warsaw Chopin Airport Operations Manual (Volume I);
27. The Warsaw Chopin Airport Operations Manual Volume II: Warsaw Chopin Airport Emergency Plan (PDSZ – EPWA);
28. "Warsaw Chopin Airport Pass Manual" (IN-SKD-01);
29. "Aircraft de-icing coordination procedures at Warsaw Chopin Airport" procedure (PS-ODLADZ-01);
30. „A-CDM milestones at Warsaw Chopin Airport" procedure (PS-ACDM-EPWA-01).
31. "Rules of use of the elements of the Baggage Handling System (BHS) and the Warsaw Chopin Airport Baggage Sorting Area" (RE-BHS-01);
32. "Rules of Provision of Services in the Radiotelephone Network at Warsaw Chopin Airport" (RE-RADIOTELEFONY-01);
33. "Rules of Use of the Flight Information System (FIS) Equipment" (RE-IT-02);
34. "Passenger, Crew and Baggage Handling Process at Terminal A Departures / Arrivals – Warsaw Chopin Airport" (TT-TECHNOLOGIA-01);
35. "Passenger, Crew and Baggage Handling Process at General Aviation Terminal departures and arrivals" (TT-TECHNOLOGIA-02);
36. "Rules of Use of the Apron for External Cleaning of Aircraft at Warsaw Chopin Airport" (ZA-ZCSP-01);
37. "Rules for use of 115V/200V 400 Hz AC or 28V DC Ground Power Units at Warsaw Chopin Airport" (ZA-GPU-01);
38. "Rules for the introduction and storage of prohibited articles in the restricted area of Warsaw Chopin Airport" (ZA-ITEMS-01)
39. Tariff of Infrastructure Fees and Charges at Warsaw Chopin Airport;
40. PPL President's Order no 18 of 5 February 2018 concerning safety, security and order regulations at Warsaw Chopin Airport;



7. LIST OF DOCUMENT USERS

Internal:

1. Internal users:
 - a) President of PPL,
 - b) Director of Warsaw Chopin Airport,
 - c) Director of Commercial Bureau,
 - d) Director of Air Operations Safety Bureau,
 - e) Director of Airport Operations Bureau,
 - f) Director of Technical Bureau,
 - g) Director of Security Bureau,
 - h) Director of IT and Safety Systems Bureau,
 - i) Manager of Training Division,
 - j) Manager of Safety Management Division,
 - k) Manager of Compliance Monitoring Division,
2. External users: all users of Warsaw Chopin Airport.