



Flughafenbenutzungsordnung Airport User Regulations

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Part I Airport Description

1. General information

- 1.1 Name Cologne / Bonn Airport, ICAO code EDDK, IATA: CGN
- 1.2 Airport reference point (ARP)
Latitude: N 50 51 57.30
Longitude: E 007 08 33.88
Location: 4 m (13.1 ft) north of the centreline of Rwy 06/24 and 1469 m (4818 ft) from the threshold 06. Elevation 77 m (252 ft) m.s.l.
- 1.3 Distance and direction from the city: The airport lies 14.8 km (9.25 miles) south-east of the centre of Cologne.
- 1.4 Airport elevation: 302 ft
- 1.5 Airport reference temperature: 23.0° C (73.4°F)
- 1.6 Magnetic deviation: 1.0° E (2013, 01)
- 1.7 Transition altitude: See AIP Germany
- 1.8 Operating times: 24 hours (see point 4)
- 1.9 Airport operator: Flughafen Köln/Bonn GmbH (hereinafter also referred to as "FKB")
- 1.10 Postal address: PO Box 98 01 20
51129 Cologne, Germany
- 1.11 Visiting address: Heinrich-Steinmann-Strasse 12
51147 Cologne, Germany
- 1.12 Contact:
Switchboard: +49 (0)2203/40-0
Information: +49 (0)2203/4001/2
Direct dial: +49 (0)2203-40-4310
Fax: +49 (0)2203-40-2785
Videotext: WDR-West 3 S. 562/3
Teletext: n-tv text S. 620/9
Internet: www.koeln-bonn-airport.de
e-mail: info@koeln-bonn-airport.de
SITA: CGNKBXH
AFTN: EDDKYD
Fax recall: +49 (0)190/21 32 01 00

- 1.13 Accommodation**
Airport hotel, hotels in Cologne and Bonn
- 1.14 Catering outlets**
Restaurants (waiter service, fast food), snack bars
- 1.15 Emergency medical services**
A first-aid station is available at the airport. The airport fire service also has trained emergency medical personnel.
- 1.16 Public transport:**
There is local public transport to and from Cologne, Bonn and the region. Local (S-Bahn), regional and high-speed train (ICE) services are available. Taxis are also available at the airport.
- 1.17 Handling facilities:**
The airport has two passenger terminals (Terminal 1 and Terminal 2). An air cargo centre is available. A General Aviation Terminal (BACC) is available.
- 1.18 Refuelling facilities:**
Details of fuel types available can be obtained from AIP Germany.
- 1.19 Hangar space available for aircraft**
Aircraft hangars available.
- 1.20 Maintenance facilities for aircraft available**
Maintenance hangars with various maintenance companies are available.
- 1.21 Fire service and rescue equipment**
Fire-fighting services available, ICAO Category 10; rescue equipment available.
- 1.22 Seasonal availability and snow clearance equipment**
The airport is continuously operational; snow clearance equipment is available.
- 1.23 Noise abatement system**
The airport has a noise abatement facility for engine test-runs for aircraft up to B-747. Further details are covered in the regulations covering the use of the noise abatement facility ("Benutzungsordnung für die Lärmschutzanlage").
- 1.24 Safety Management System:**
FKB is responsible for ensuring that Cologne/Bonn Airport is maintained in a safe operational condition and is operated in an orderly fashion. For that reason it has introduced a Safety Management System (SMS) for the airport in accordance with ICAO Annex 19. Those companies operating at the airport are obliged to observe the relevant stipulations and guidelines for the safety-relevant tasks and processes they carry out. Among other things, this includes the duty to report all safety-relevant incidents (see 1.2.5) and active assistance in clearing up such incidents within the context of investigations that may be initiated by FKB.
The detailed procedure of the Safety Management system can be found in the Safety Management Manual, which is binding on all companies operating at the airport. The

Safety Management Manual will be provided on request under safety@cgcn.de. FKB may review compliance with the requirements of the Safety Management System.

1.25 Duty to report accidents, near-accidents and dangerous incidents:

If an incident that puts safety at risk occurs during airport operations, which is not reported, this represents a substantial safety risk, as no appropriate countermeasures can be initiated. To counteract that risk, both airside accidents and near-accidents and dangerous incidents that could have caused an accident must be reported to the Safety Management department of Flughafen Köln/Bonn GmbH. That can be done in the following ways:

1. by e-mail to safety@cgcn.de
2. in the internet under www.safety.cgn.de

All reports will be treated strictly confidentially. Information gained will be communicated in anonymous form, which permits no conclusions concerning the persons or companies involved. Investigations initiated based on incidents reported serve only to uphold and improve flight safety. One has ensured that no sanctions or disciplinary measures will be taken against the persons involved except where incidents are the result of intentional or grossly negligent conduct.

2. Meteorological information

See AIP Germany

3. Information on airport operating systems

3.1 Runway gradients

Runway gradient information can be obtained from the runway length profiles in AIP Germany

3.2 Runway 14 L / 32 R

The magnetic direction is 137°/ 317°. The runway length is 3815 m (12517 ft), the width is 60 m (197 ft). Individual information concerning useable runways can be obtained from AIP Germany.

Load classification: 75/F/B/W/T-ASPH

Runway 14 L / 32 R is equipped with two ILS systems (approach sector 14: Cat. III b; approach sector 32 Cat. III b). The runway lighting system is illustrated in AIP Germany.

3.3 Runway 14 R / 32 L

The magnetic direction is 137°/ 317°. The runway length is 1863 m (6112 ft), the width is 45 m (147 ft). Individual information concerning useable runways can be obtained from AIP Germany.

Load classification: 65/F/B/W/T-CONC/ASPH

The runway lighting system is illustrated in AIP Germany.

3.4 Runway 06 / 24

The magnetic direction is 64° / 244°. The runway length is 2459 m (8068 ft), the width is 45 m (147 ft). Individual information concerning useable runways can be obtained from AIP Germany.

Load classification: 49/R/B/W/T-prestressed concrete/ASPH.

The runway is equipped with an ILS system (approach sector 24: CAT. I). The runway lighting system is illustrated in AIP Germany.

3.5 Taxiways

The taxiways have a load bearing capacity corresponding to the runways served. Details can be obtained from AIP Germany, including weight restrictions for taxiways Bravo and Charlie.

3.6 Aprons

Aprons A, B, C, D, V: CONC PCN 65/R/B/W/T

Aprons E, F, U, W: CONC PCN 75/R/B/W/Z

4. Local operating restrictions

Details can be obtained from AIP Germany.

4.1. Operation of unmanned aerial systems (drones)

Operators of unmanned aerial systems must satisfy all legal stipulations. In addition, operation within a distance of less than 1.5 km from the boundaries of airfields and on airfields requires the permission of air traffic control (Luftaufsicht).

Furthermore, an air traffic control clearance must be obtained for the operation from the air traffic control unit responsible (DFS) under §21 of the German Air Traffic Act (LuftVO).

As long as the operator has the necessary permits, the Duty Traffic Manager of the airport operator ultimately decides on the operation of the unmanned aerial system. This is reported under telephone number 02203-405050.

Any publication or use of image material produced with an unmanned aerial system for commercial purposes may only take place with the permission of the Marketing department via fbo@cgn.de.

Part II

Airport User Regulations

1. Applicability of these regulations

- 1.1 Any person using the airport with aircraft, on foot or in a vehicle is subject to the provisions of these regulations and the instructions of FKB.
- 1.2 Insofar as the provisions and instructions refer to registered holders of aircraft, these regulations apply accordingly to the owner of the aircraft, as well as to persons using the aircraft without being the holder or owner of these aircraft.
- 1.3 All FKB services are in principle subject to charges. To the extent the charges are not published in the current Schedule of Charges and Fees (See FKB Website: <http://www.koeln-bonn-airport.de/b2b/vertragsbedingungen-entgelte.html>), they can be requested from the units responsible.

2. Use with aircraft, ground handling services

2.1 Authorisation for take-off and landing

- 2.1.1 The use of the airport by aircraft is permitted against payment of the charges laid down in the airport's fees schedule. In principle, these charges are payable prior to departure.
- 2.1.2 On request, the registered holder of the aircraft must present documents to FKB immediately as necessary to verify his rights of use and for calculation of charges.
- 2.1.3 The operators are required to inform Traffic Control on a timely basis under CGNKBXH of all messages relating to arriving and departing aircraft movements in CGN (mvt, ldm, ptm, dl warnings, etc.)

2.2 Runway facilities

The runways and taxiways or other surfaces specially marked for those purposes are to be used for take-off and landing. Aircraft pilots are bound by the taxiing procedures, except where otherwise instructed by air traffic control (Deutsche Flugsicherung). Further provisions are to be found in AIP Germany. In principle, clearance from DFS must always be obtained by radio (Channel 1) for driving into protection zones for DFS navigation systems. This also applies to protection zones of closed runways.

2.3 Taxiing and towing

- 2.3.1 Aircraft may only be taxied under their own power by personnel authorised to do so. They may not be moved into or out of hangars and maintenance facilities under their own power.
- 2.3.2 Aircraft may only be taxied in the apron area with the minimum necessary engine thrust.
- 2.3.3 As required, aircraft will be towed. They may only be towed by authorised personnel. The commander must give the towing personnel the necessary instructions for towing. In individual cases, the commander is to follow any further instructions of FKB.
- 2.3.4 Grass areas and other unpaved surfaces may not be used for taxiing.
- 2.3.5 Aircraft may in principle not push back under their own power. Deviations are permitted only with permission and under the control of Traffic Management.

2.4 Handling apron

- 2.4.1 The handling apron serves for the handling of aircraft. Other forms of use – e.g. for parking aircraft, for major maintenance work, for static and test-runs – are permitted only with the permission of FKB. Static and test runs require the permission of the Duty Traffic Manager, Tel.: 02203/40-5050, and of Luftaufsicht, Tel: 02203/40-2291.
- 2.4.2 Handling positions will be assigned by FKB. Aircraft will be marshalled into position by FKB's personnel or by means of technical parking aids at the handling positions.
- 2.4.3 Handling organisations are required to leave apron surfaces in an orderly condition following handling.

2.5 Traffic handling (ground services)

- 2.5.1 FKB is entitled to provide ground-handling services (ground services) according to the directory of ground services (Appendix 1 of the ground handling services directive (BADV)). Self-handlers and third-party handling companies are also entitled to provide these services within the scope authorised by FKB. They are required to park their equipment exclusively in the places assigned to them by FKB against payment of charges. The legal provisions covering rents (Articles 535 et al, German Civil Code (BGB)) apply to the parking and storage of handling equipment, under the exclusion of the statutory guarantee liability provided for there. Any obligation on FKB for safekeeping exists only where a specific written agreement has been made for this purpose.
- 2.5.2 FKB may require payment of charges from authorised self-handlers and third-party handling companies in return for use of ground-handling services.
- 2.5.3 Before starting ground-handling operations per Appendix 1 BADV, evidence must be furnished to FKB of conclusion of liability insurance covering the liability of the service provider or self-handler to compensation for damages for such damage inflicted upon another party in provision of the service. The insurer and the party requiring insurance must notify FKB forthwith of any interruption in the insurance cover and any termination of the insurance relationship for the liability insurance of the service provider or self-handler. In the event of termination of the insurance relationship, FKB is obliged to serve notice of termination for cause of its contractual relationships with the service provider or self-handler.
- 2.5.4 The following facilities are central infrastructure facilities as defined by Article 6 BADV:

-  Baggage conveyor systems
-  Passenger loading bridges
-  Stationary 400 Hz ground power supply
-  Stationary systems for cabin air conditioning
-  Systems for fresh water supply, faecal disposal and disposal of solid waste materials in the apron area
-  Communications system and central information technology facilities for the provision of ground services (LAN/WLAN)
-  Handling positions, parking surfaces
-  Traffic control centre, traffic control and planning
-  Tank depot for aviation fuels
-  Tank depot for de-icing fluids
-  Noise abatement facilities

The central infrastructure facilities will be provided, administered and operated exclusively by FKB or by a person or persons empowered by it as defined in Appendix 2. Third-party handling companies and self-handlers are to use the central infrastructure facilities. Payment of charges is associated with their use.

2.5.5 During the active handling process (i.e. with the exception of night stops/daily stops) and, if necessary, until completion of the pushback process, the “Coordinator” appointed by the carrier has powers of instruction for the coordination and orderly execution, and in particular compliance with the safety regulations, of all persons working at the aircraft (i.e. duty to initiate corrective measures in the event of observed misconduct). He must identify himself by high-visibility clothing with the appropriate markings (e.g. Coordinator or Ramp Agent).

2.5.5.1 The Coordinator must complete the handling based on the regulations in force and monitor compliance with them. This includes in particular:

-  keeping the escape route for the fuel truck clear
-  issuing clearance for fuelling (differs depending on the carrier)
-  if necessary, clear access for the fire service to the fuel truck
-  coordination and monitoring of the handling process
-  information to the cockpit crew that the anti-collision lights may only be switched on with “Pushback Ready”.

The final walk-around taking place after completion of the handling must be performed by an appropriately qualified person. FKB shall be entitled to demand evidence of that qualification.

2.5.5.2 Before pushback begins, the pushback driver performs a walk-around to check all the main aspects relating to his work, such as freedom from obstacles, FOD check, removal of chocks, removal of the GPU, steering pin installation and the like. To the extent walkout assistance is needed, the Coordinator handles this. Upon completion of the pushback a hand signal is given to the pilots (with pushback with coordinator by him, otherwise by the pushback driver).

2.5.6 The liability insurance required under the German Ground Handling Services Act (BADV) must be concluded with a licensed insurer and confirmed to FKB by an insurance certificate, which must state the sum insured and the legal regulation requiring insurance (BADV) (§ 113 German Insurance (Policies) Act - Versicherungsvertragsgesetz).

2.5.7 If the boarding or disembarkation process of the passengers is taking place with busses, the carrier or the coordinator appointed by the carrier bears the responsibility for ensuring that the passengers make their way directly from the aircraft to the bus and vice versa and that the risk of a passenger entering areas he is not entitled to enter is ruled out.

2.5.8 If the boarding or disembarkation process of the passengers is taking place via walkways (only in the case of positions close to the terminal as established by FKB), the carrier or the company appointed bears the responsibility for supervising the passengers from leaving the aircraft to entering the terminal and vice versa. Safe guidance in accordance with the valid standards of the regulatory authority responsible and with the current safety instructions must be assured at all times.

2.5.9 All companies are obliged to equip their employees working on the aprons with appropriate protective equipment (PPE) based on the current safety instructions and shall ensure that these are also worn.

2.6 Parking and storage

- 2.6.1 Parking and storage positions are assigned by FKB with due consideration for the planned ground time. Should it not be possible – without FKB being at fault – to conform to these and the aircraft remains at the position for longer than 60 minutes, the holder of the aircraft is to park the aircraft, against a charge, on a position assigned to him at the request of FKB or in a hangar. For safety and operational reasons, FKB may request that the aircraft be moved to another parking or storage position. The pilot in command/holder must ensure that the aircraft can be brought to another position within an hour of being requested to do so by FKB. Should that not be the case, FKB shall be entitled to have the aircraft towed or moved to the newly assigned position by suitable personnel and against a charge. Depending on the regulations of the carrier, the aircraft should always be parked with the parking brake off. If that is not possible, the pilot in command/holder must ensure that the personnel entitled to release the parking brake is on site within the aforementioned period of one hour.
- 2.6.2 The securing of a parked or stored aircraft is the responsibility of the commander/holder of the aircraft. That also applies in the event of storms, thunderstorms and other meteorological hazards. During darkness or poor visibility, he is to mark the aircraft by lights, insofar as this is necessary for safety reasons.
- 2.6.3 The legal provisions covering rents (Articles 535 et al, German Civil Code, (BGB)) apply to the parking and storage of an aircraft under the exclusion of the statutory guarantee liability provided for there. Any obligation on FKB for safekeeping exists only where a specific written agreement has been made for this purpose. In the event of aircraft being parked, Traffic Control must be informed of this in writing. The form necessary for this purpose can be found on the FKB website (<http://www.koeln-bonn-airport.de/b2b/vertragsbedingungen-entgelte.html>)
- 2.6.4 Users are to treat aircraft hangars and their equipment with care and, in particular, to adhere to the following conditions.
- 2.6.4.1 Technical systems, equipment and devices of FKB, especially power supply systems, cranes and scaffolding, may only be used with the prior agreement of FKB (also see 2.11).
- 2.6.4.2 Hangar doors may only be operated by persons authorised by FKB for that purpose; doors are to be closed immediately after the movement of aircraft into or out of the hangar. Doors must remain closed during storm warnings. In the event that the tenant intends to open the doors despite a storm warning, this may only be carried out under the supervision of a specialist employee of FKB. The tenant shall be exclusively liable for any damage arising, in particular storm damage; FKB shall not be liable for damage of any kind. Aircraft may only be moved on the apron or into/out of hangars manually or using suitable towing equipment with a 2nd person (marshaller).
- 2.6.4.3 During work of all kinds on aircraft in hangars or within a radius of 50 m around a hangar, the holder of the aircraft is to provide hand fire-extinguishers in a sufficient quantity and readily accessible.
- 2.6.4.4 Aircraft may only be washed or sprayed in hangars with the permission of FKB.
- 2.6.4.5 The areas in front of hangar doors are to be kept clear.
- 2.6.4.6 The parking, storage and maintenance of aircraft, aviation ground equipment and other objects require the permission of FKB.

2.7 Noise abatement

- 2.7.1 Engine test runs may only be carried out in the noise abatement facility provided for that purpose. Test runs at idle power are not affected by this.

2.7.2 The use of the noise abatement facility is only permitted under the conditions laid down in the regulations covering the use of the facility (Benutzungsordnung für die Lärmschutzanlage) in its current form against payment of charges. The valid version will be sent to the requesting party upon written request under fbo@cgn.de. In individual cases, the holder of the aircraft is to follow further directives of FKB when conducting engine test runs.

2.7.3 To avoid additional ground noise and to reduce further emissions to protect all employees and residents of neighbouring residential areas, the emissions nuisance caused by on-board auxiliary power units (APU) must be reduced to a minimum. Should operation of the APU be required for air conditioning of the cabin, the APU should be activated only at an appropriate time before the passengers and crew board, and/or when air conditioning is required for technical reasons.

2.8 Fuelling

Companies supplying fuel to aircraft must be authorised to do so by the appropriate authorities. These companies and the holder of the aircraft are to comply with safety regulations.

2.9 Maintenance, washing, de-icing

Major maintenance work on aircraft as well as washing, spraying and de-icing of aircraft may only be carried out at the places assigned for this purpose by FKB. Permission must be obtained in advance from Apron Control and their instructions are to be followed. Costs for drainage and treatment of effluent produced by de-icing, which is subject to waste water regulations, will be invoiced by FKB to the companies concerned. Details are covered by the FKB Schedule of Charges and Fees (Sonderleistungsverzeichnis), which is published inter alia on the FKB website (<http://www.koeln-bonn-airport.de/b2b/vertragsbedingungen-entgelte.html>).

2.10 Immobilised aircraft

2.10.1 In the event that an aircraft is immobilised on the airport, FKB may, without being requested by the holder of the aircraft to do so, remove the aircraft from the airport operating surfaces, or commission a competent third party to do so, to the extent this is necessary for airport operational purposes. FKB shall be liable for damage, insofar as it has not violated significant contractual obligations or culpably caused death, physical injury or damage to health, only where it has caused such damage with intent or through gross negligence. Furthermore, liability is limited to damage foreseeable and typical in such cases; the same applies in the event that the holder of the aircraft has requested FKB to remove, or assist in removing, an immobilised aircraft from the operating surfaces.

2.11 Use of cranes or similar construction equipment on the airport

A so-called construction protection zone has been established to protect air traffic. A depiction of the construction protection zone can be provided on request by the Planning/Expansion department. Within this construction protection zone, obstacles such as:

-  Buildings
-  Light masts
-  Telegraph masts
-  Other protruding structures
-  Negative obstacles such as trenches

and temporary obstacles, such as:

-  building cranes, mobile cranes, drilling and piling equipment or the like,
-  other construction facilities, vehicles and equipment

may not be erected without the permission/approval of the aviation authority responsible, the Bezirksregierung Düsseldorf. Applications to that effect must be sent in good time, but at least 9 weeks before the planned erection to:

Bezirksregierung Düsseldorf
 Cecilienallee 2
 40474 Düsseldorf
 GERMANY
 Aviation Section
 Phone +49 (0)211 475-0

- 2.11.1 If the application is filed via FKB, the documents required for the application to the Bezirksregierung Düsseldorf (length, height, boom length of the obstacle) must be provided to FKB via fbo@cgcn.de in good time, but at the latest 9 weeks before the planned commencement of the work. Based on FKB's experience, the processing period is between 6 and 8 weeks after submission of documents suitable for checking.
- 2.11.2 In principle, all obstacles must be situated below the obstacle clearance heights. On request, a corresponding plan with the obstacle clearance heights entered in it will be made available. The user of the plant must observe all stipulations of the permit, especially the requirements for day- and night-time marking at the highest points of the obstacles.

Daytime marking: Wooden board painted in white/orange chequerboard pattern.

Night-time marking: Obstacle flare (luminance at least 10 cd, e.g. 100 watt lamp (further details will be given on request).

- 2.11.3 All costs associated with erecting the obstacle shall be borne by the user of the plant.
- 2.11.4 Erection without an official permit is prohibited.

2.12 Fuel quality

Companies responsible for the storage of fuel, and/or supplying fuel to aircraft on the FKB site, must furnish evidence to FKB in accordance with EU VO 139/2014 ADR.OPS.B055 of a procedure to guarantee that aircraft are supplied with fuel in accordance with the valid specifications

3. Pedestrian or vehicular access

3.1 Roads and entrances

- 3.1.1 The airport's roads, even where not dedicated to public traffic, are subject to the German Road Traffic Act (StVO), except where FKB has otherwise decreed in the traffic and licensing regulations (see traffic regulations for sensitive part of the security zone of the airport), which will be sent to the requesting party upon written request via fbo@cgn.de.
- 3.1.2 The airport may only be accessed through the entrances approved by FKB. Entering the terminals with bicycles, roller or inline skates, scooters etc. is prohibited. The taking of animals into the airport site must take place such that the owner has the animal under his control at all times (dogs must be kept on a leash), persons are not put at risk and the airport operation is neither hampered or put at risk. This applies in particular also to the generally accessible areas inside the airport building. The animal's owner is liable for any disruption to airport operations or soiling by the animal taken with him.
- 3.1.3 Entrance charges may be required for access to catered and non-catered spectator areas; charges are displayed. Access might be restricted if a safe stay in the spectator areas is not possible because of the weather conditions.
- 3.1.4 Companies bringing cargo to and from the airport by road and taking it away again by road are required to report the tonnage to FKB.
- 3.1.5 Parties causing damage to buildings or facilities on the airport site must report same to FKB without delay and can be held liable if at fault.
- 3.1.6 To support security and operating processes, parts of the airport are monitored by CCTV. Use of cameras is identified pursuant to Section 5b of the Federal Data Protection Act (BDSG) by camera symbols on the roads and entrances to the airport and on buildings and rooms.

3.2 Vehicle traffic (general)

- 3.2.1 The driver and holder of any vehicle used on the airport are responsible for roadworthiness and operating safety. Evidence of its roadworthiness and operating safety must be furnished to FKB on request. Vehicles or aviation ground equipment operating on restricted parts of the airport site must, at the request of FKB, be specially marked and provided with safety precautions. Detailed regulations can be found under section 19 of the current version of the "Traffic regulations for the sensitive part of the security area of the airport site" (see 3.1.1. above).
- 3.2.2 Dipped headlights must be switched on even in daytime.
- 3.2.3 Vehicles may pick up or set down passengers and baggage only on the side of the airport building accessible by the public road system. Cargo may only be loaded or unloaded at the cargo terminals.
- 3.2.4 Vehicles may only be parked on marked parking spaces. Illegally parked vehicles, or vehicles remaining parked beyond the maximum permitted parking time, may be removed at the cost and risk of their holder and/or driver.
- 3.2.5 Small vehicles (e.g. mopeds, bicycles etc.) may not be parked in entrance areas, stairways or in corridors.
- 3.2.6 Third-party liability insurance with a sum insured of €100 million must be concluded for vehicles used in the security zone with the maximum possible coverage, which includes operation on the airport site.

3.3 Restricted areas and sensitive part of the security zone

3.3.1 General

3.3.1.1 Areas inside the fenced area of the airport that are not approved for general traffic (“restricted areas”) may only be accessed on foot or in vehicles with the permission of FKB. Such areas include in particular:

-  aircraft operating surfaces (including surfaces intended as runways and taxiing areas).
-  the handling apron and other aprons
-  operating roads, especially after passing the control points
-  hangars
-  boarding gates
-  lounges
-  transit areas
-  baggage claim
-  baggage and cargo buildings
-  premises and operating surfaces used for handling purposes
-  garages and workshops
-  operating and works areas
-  any construction sites

3.3.1.2 FKB may grant general permission per Article 3.3.1.1 or permits for individual cases, and may revoke such permission for important reasons.

3.3.1.3 Restricted areas may only be accessed in the company of a responsible person appointed by FKB, whereby aircraft must not be touched. Persons must not leave the apron in the direction of taxiways under their own responsibility.

3.3.1.4 Persons appointed by the aviation authority, DFS, customs, the police and federal police and other authorities, as well as the Deutsche Wetterdienst (German Meteorological Service) are entitled to access restricted areas on foot or in official vehicles in the exercise of their duties. Access to the areas with official vehicles is subject to the traffic regulations for the restricted area (“Traffic regulations for the sensitive part of the security zone of the airport site”), which will be sent to the requesting party upon written request via fbo@cgcn.de.

3.3.1.5 Persons working in aircraft operating areas, i.e. in the area of the taxiways and runways, the handling apron and other aprons as well as other facilities and areas for aircraft handling accessible from them, are prohibited from consuming intoxicating substances, and the consumption of alcohol and smoking are absolutely forbidden. FKB is entitled at any time to carry out controls to enforce these prohibitions and, in the event of a breach or refusal to undergo a control, may ban persons temporarily or permanently from these areas. Employers of such persons are obliged, as part of their duty of care and supervision, to take appropriate measures to contribute to the enforcement of this prohibition on the airport operating surfaces.

3.3.1.6 Aircraft may only be accessed with the permission of the holder of the aircraft or their legal representative

3.3.1.7 In restricted areas and in security-sensitive areas the airport identity pass is to be worn openly and visibly on the outer clothing.

3.3.1.8 Persons and drivers entering the non-public areas and the sensitive part of the security zone and not in possession of the relevant identification documents must be accompanied at all times by a security-vetted person, who shall support and supervise

those persons during their entire stay. Alternatively, Airport Security may be engaged to take over such escorting tasks.

3.3.1.9 Minors must be properly cared for and supervised by their attendants in the public areas and especially in the security zone and the sensitive part of the security zone.

3.3.1.10 All carriers operating at the airport are required to report incidents involving wild animals to Traffic Control (VVD). This relates especially to incidents involving birds (so-called "bird strikes") in the flight phases "Take-off" (0 – to 500 ft), "Landing (0 – 200 ft) and taxiing (0 ft). In the event of a bird strike, any visible bird remains at the parking position will be recovered, documented and captured statistically by the Bird Control unit, which is notified by VVD. If the aircraft concerned goes into maintenance because of the bird strike, VVD must be informed, so that the Bird Control unit can recover bird and feather remains at the latest in the maintenance hangar. Running over wild animals must also be reported to VVD as quickly as possible so that animal carcasses can be removed from the runway system without delay.

3.3.2 Aircraft manoeuvring areas

3.3.2.1 The permission to access the aircraft manoeuvring areas required under Article 3.1.1 is granted by FKB in agreement with the air traffic control office (DFS) under consideration for the training required (also see 3.3.4). Any person accessing the aircraft manoeuvring areas on foot or in a vehicle may only move according to the instructions of air traffic control, and must comply in particular with its radio instructions, light signals and signs; he is obliged to make himself familiar with their meanings.

3.3.2.2 Any person appointed by the services named in Article 3.3.1.4 intending to access the aircraft manoeuvring areas must obtain the permission of the air traffic control office via the apron control centre of FKB.

3.3.2.3 Vehicles must be lit in such a manner that their movements can be monitored by air traffic control.

3.3.2.4 With runway visual ranges of 1,000 m and below, only those vehicles may access the aircraft manoeuvring areas that

 are in continuous radio contact with air traffic control and equipped with a rotating beacon

or

 are being guided by a marshalling vehicle.
FKB, in agreement with DFS, may permit exceptions. The onset of such weather conditions is indicated by the transparent CAT II / III signs being lit.

3.3.2 Aprons

3.3.3.1 The maximum speed for vehicles on the aprons and operating roads is 30 kph. This speed limit does not apply to marshalling vehicles, fire tenders, ambulances, rescue, traffic control and snow clearance vehicles in operation.

3.3.3.2 The traffic regulations for the restricted areas of the airport in their currently valid version as issued by FKB are binding for all vehicular traffic on the aprons.

3.3.3.3 The handling apron may only be accessed by vehicles licensed by FKB for handling aircraft, as well as fire tenders and ambulances, traffic control and snow clearance vehicles and vehicles used for operational purposes by the responsible authorities. Any other vehicles require special permission by FKB.

3.3.4 Permits required for entering/driving on the aprons and taxiways

Persons who enter or drive on the aprons or parts thereof independently require a permit for that purpose from FKB.

Permits from FKB:

-  Entering the aprons on foot
-  Driving on apron perimeter roads/apron roads
-  Driving on aprons and remote positions
-  Driving on taxiway ring road
-  Driving on runways and taxiways (only with radio certificate)

In addition, an official radio certificate (AZF, BZF) is required for driving on an active runway.

Obtaining the permits requires chargeable training and sitting an examination. More information can be obtained via fbo@cggn.de.

4. Other activities

4.1 Commercial activities not part of ground services

4.1.1 Commercial activities not part of ground services as defined in Article 2.5 require a separate agreement with FKB, which, in principle, is subject to a charge (enquiries on this please via fbo@cggn.de). If the activity is taken up without arrangements of a charge, FKB will set the charge at its discretion. The same applies accordingly to the recording of images or sound as well as to transmission of images or sound. This is covered by the schedule of charges of FKB, published in the internet under <http://www.koeln-bonn-airport.de/b2b/vertragsbedingungen-entgelte.html> (enquiries on this please to the visitors service: Tel. 02203-404389 or via besucherdienst@cggn.de; further information in the internet under <http://www.koeln-bonn-airport.de/b2b/foto-filmaufnahmen.html>).

4.1.2 All companies operating on the airport site and not covered by the liability insurance policies of the BADV must conclude an extensive and appropriate liability insurance policy (including motor vehicle liability) before taking up the activity. To the extent activities are also carried out on the aircraft maneuvering areas, damage to aircraft may not be excluded in the insurance policies. FKB reserves the right to examine policies and, with lacking or inappropriate insurance cover, to withdraw permission to access the operating site immediately for serious reasons or to deny permission for access for new users.

4.2 Collections, advertising; distribution of printed matter

Collections, advertising and the distribution of flyers and other printed matter require the permission of FKB. This also applies to the distribution of advertising items and samples of wares. Enquiries on this please to fbo@cggn.de.

4.3 Public gatherings

Gatherings, and the conduct thereof, may at no time put the safety, security and functional capabilities of the airport operation at risk. Anyone planning to stage a gathering on the airport site/in the terminal areas, must, in addition to the duty to report them to the FKB unit responsible for licensing gatherings http://www.polizei.nrw.de/artikel_58.html, register them in writing with FKB under info@cgn.de no later than 48 hours prior to public announcement of the event. If the reason for a gathering arises at short notice, the gathering must be reported to FKB at the latest when being publicly announced. The report must include the subject of the gathering, names of those responsible and information on the place, time and expected number of participants and proof of registration with the unit responsible for licensing gatherings. With use of whistles, megaphones, drums, public address systems and similar devices, the announcements over the public address system in the terminals must remain clearly audible. Banners and other items brought in may not cover up information boards.

4.4 Storage of dangerous goods and other materials

- 4.4.1 Dangerous goods as defined by Article 27 Par. 1 German Air Traffic Act (LuftVG), Article 2 Par. 1 and 2 German Hazardous Materials Transportation Act (GGBefG) and the directives issued to enforce them, may only be stored and handled with the permission of FKB in warehouse areas licensed for that purpose subject to compliance with the legal requirements.
- 4.4.2 The handling and storage of dangerous goods may only be performed by personnel trained according to the appropriate legal regulations (e.g. ICAO-TI, IATA DGR, ADR, Explosives Act, Nuclear Energy Act, Radiation Protection Order).
- 4.4.3 The airport makes licensed storage and handling areas available for a large part of those dangerous goods transported by air, which can be used on the instructions of the responsible airport staff and against payment of charges according to the schedule of fees of Cologne / Bonn Airport (Sonderleistungsverzeichnis), which is published inter alia on the FKB website (<http://www.koeln-bonn-airport.de/b2b/vertragsbedingungen-entgelte.html>).
- 4.4.4 During the storage or handling of dangerous goods, a representative of the airline or the freight forwarder who can provide all the required information concerning the dangerous goods must be reachable for the fire service. In the event of an accident involving dangerous goods, the airport fire service is to be notified immediately. It is their responsibility, in collaboration with the airport Dangerous Goods Officer, to manage recovery operations and eliminate hazards. The person storing the goods (person responsible) is to provide any information that may serve to prevent hazards and identify causes to FKB, and bears all costs relating to any accident involving dangerous goods.
- 4.4.5 Cargo, crates, building materials, equipment etc. may only be stored outside the surfaces or premises rented for that purpose with the permission of FKB.

4.5 Construction work

Construction work must be notified to FKB with adequate prior notice using the application form "Planung von Bau-/Instandhaltungsmaßnahmen auf den Flugbetriebsflächen". You can obtain this upon written request to FKB via fbo@cgn.de.

Any building or maintenance work may only be carried out after review, receipt of all signatures necessary and permission by e-mail by the department BVR. FKB's requirements, especially those involving the area and timing and in terms of the coordination, security and safety requirements placed on those carrying out the works, are to be adhered to. The special provisions concerning construction work in groundwater protection zones are to be complied with. Construction work on or near aircraft movement areas may not begin without the prior permission of Traffic Management (Duty Traffic Manager). We would refer to the provisions of 2.11 regarding use of cranes or similar construction plant.

4.6 Fire Protection Order

We explicitly point out the requirement to comply with the currently valid Fire Protection Order. The currently valid version will be sent to the requesting party upon written request via fbo@cgnd.de.

4.7 Wireless LAN

Operation of private wireless LANs on the airport site is not permitted. Exceptions can be reviewed on a case by case basis and approved by FKB. Requests for review / permission can be sent via fbo@cgnd.de. FKB reserves the right to withdraw permits already issued for serious reasons.

5. Safety regulations

The safety regulations as laid down in Appendix 1 or based on acts of law or other legal provisions are to be complied with.

6. Lost and found

Articles found in the airport areas are to be handed in to Lost & Found (left luggage, rail level, Terminal 2) of FKB without delay. Articles 978 to 981 German Civil Code (BGB) apply.

7. Environmental protection

With respect to environmental protection, all legal and official regulations & directives and the instructions of FKB are to be complied with.

7.1 Contamination

Any contamination of the airport facilities is to be avoided. Contamination is to be cleaned up by the person(s) responsible; otherwise FKB may perform cleaning at the cost of the person(s) responsible, or arrange to have this carried out. In any event, the person(s) responsible must notify FKB without delay and follow its instructions.

All persons are to collect contamination of any kind on aircraft manoeuvring surfaces (FOD – Foreign Object Debris), irrespective of who was responsible, and to deposit it in the containers provided for that purpose.

7.2 Waste water, groundwater protection

7.2.1 Only water resulting from precipitation may enter the surface drainage system. No contamination by means of washing water, cleaning agents, fuels, faeces or the like may be introduced into the surface drainage. The only exception is de-icing fluid during winter operations (see 7.4).

Only domestic waste water or water changed by commercial use according to the current waste water order of the municipal drainage company (Stadtentwässerungsbetriebe Köln (AöR)) may flow into the drainage system. The limits prescribed in that order are to be complied with.

Without exception, any introduction of fluids containing hazardous materials, as well as any operational changes that significantly affect the type and quantity of waste water produced, require the permission of FKB. To ensure orderly disposal of waste water, FKB may issue further directives and, in particular, regulate the type and quantity of waste water introduced by individual users by means of individual directives.

7.2.2 FKB is to be permitted access at any time to company premises for the purpose of checks and/or for the purpose of eliminating improper discharge.

7.2.3 Any materials endangering water are to be stored, bottled or handled according to the legal and official regulations and directives. Where an official permit is required, the approval of FKB via fbo@cgn.de is required for any application for such permits.

7.2.4 Only separator-compatible washing or cleaning agents that have previously been approved by FKB via fbo@cgn.de may be used.

7.3 Waste

Waste as well as hazardous materials in waste is to be minimised or avoided as far as possible. Different types of waste are to be collected separately according to their method of recycling and disposal. The currently valid legal and official regulations and directives, together with the instructions of FKB covering the placing and disposal of waste, are to be complied with.

Only waste of the type intended may be placed in the waste containers provided by FKB (e.g. FOD, paper, packaging, wood etc.)

The waste disposal regulations of Cologne/Bonn airport (“Abfallbestimmungen des Köln Bonn Airport”) in their currently applicable form, which will be sent to the requesting party upon written request to fbo@cgn.de, are to be complied with.

7.4 De-icing fluids

Aircraft de-icing fluids may only be used with the prior permission of FKB (fbo@cgn.de) and in the areas designated for that purpose. Information on the chemical composition of the de-icing fluid is to be provided together with the application and to be proven by suitable means.

All de-icing activities are to be reported to the control room (verkehrszentrale@cgn.de, tel: 02203/40-4310) in advance, so that the control room can operate the drainage system accordingly.

7.5 Escape of substances endangering water

In the event of an escape of substances endangering water, these are to be bound and collected immediately. Where this is not possible or substances endangering water have escaped in larger quantities, the airport fire service is to be notified immediately. This also applies in the event that substances endangering water have penetrated unpaved ground or the drainage system.

8. Measures in the event of contraventions of the FBO and the traffic regulations for the sensitive part of the security zone of the airport site

To improve operating safety on the airport site, FKB has issued a catalogue of measures. This establishes certain sanctions for contraventions of the traffic regulations. That catalogue of measures will be sent to the requesting party upon written request to FKB via fbo@cgn.de.

9. Permits, licenses and approvals

All consents, permits, licences and approvals required under these regulations are to be obtained in advance.

10. Contraventions, householder rights

Any person contravening these regulations, or failing to comply with the instructions of FKB, may be expelled from the airport grounds by FKB. Begging, peddling and collecting bottles are prohibited in the generally accessible public areas. Overnight stays in the terminal facilities are permitted only for transit passengers holding a valid ticket. Airport Security is responsible for enforcing house rules in cooperation with the law enforcement authorities.

11. Place of fulfilment and jurisdiction

The place of fulfilment and jurisdiction for any obligations or legal disputes arising from these regulations is Cologne.

12. Amendments

Should it become necessary, after the Airport User Regulations go into force, to amend or extend individual rulings for the purpose of maintaining the safe operating condition of the airport pursuant to § 45 LuftVZO, FKB will publish instructions to that effect in the form of a Safety Instruction. Safety Instructions are binding on all companies operating on the operating site of FKB.

13. Service of notice

At the request of the airport operator, holders of aircraft not resident or without a business establishment in Germany are to name a person empowered to receive service of notices.

These Airport User Regulations and the appendices thereto come into effect one month following publication in the Notices to Airmen and supersede the Airport User Regulations in the version of 17 March 2014.

Cologne, 21.09.2016
Flughafen Köln/Bonn GmbH

Athanasios Titonis
Chief Technical Officer
(signed as original)

Cenk Özöztürk
Director Operations and Traffic

Düsseldorf, 20.10.2016
Ministry for Industry, Energy, Housing and Transport of the State of North Rhine-Westphalia
p.p.

Mr Stephan Röhrig
(signed as original)

Appendix 1

Safety Regulations (appendix to the Airport User Regulations for Cologne/Bonn Airport, Part II, Article 5)

1. Handling of fuels

1.1 Aircraft may not be fuelled with engines running.

1.2 Aircraft may not be fuelled or defuelled in a hangar or other enclosed space, but only at the places duly assigned by FKB. In exceptional cases where it is strictly necessary to defuel an aircraft in an enclosed space, this is only permitted with special fire protection provided by the airport fire service.

1.3 Fuelling with passengers on board and during boarding and disembarkation

1.3.1 General conditions

Fuelling of the aircraft with passengers on board and during boarding and disembarkation is in principle only permitted in the presence of the airport fire service.

When fuelling and de-fuelling aircraft, the legal regulations, accident prevention regulations and handling instructions of the carriers must be complied with. In particular, reference is made to the ICAO Airport Services Manual, Part 1, "Rescue and Fire Fighting", Chapter 16, "Aircraft Fuelling Practices".

Under adherence to certain stipulations and regulations, fuelling with passengers on board and/or during boarding or disembarkation also without the presence of the airport fire service is permitted (see 1.4). Otherwise the following applies to fuelling with the presence of the airport fire service:

- ✍ The airport fire service will position a fire tender with at least 1/3 of the firefighting capacity and at least 1/3 of the extinguishing agent output rate for that aircraft (classification of the aircraft per ICAO category) in a position effective for firefighting and will man it ready for operation with the normal duty crew.

The following is also to be assured:

- ✍ One set of stairs or a passenger loading bridge (two escape routes) are positioned at least at the forward door (1L) and the escape chute is operational for evacuation at the rear exit of the aircraft and manned by one crew member each. The doors on the right side of the aircraft may not be used. Should the aircraft have only one normal exit, this must be kept clear. A permit and coordination with the airport fire service is required for regional aircraft with low seating capacity.
- ✍ There is direct voice communication between the cockpit and the ramp agent on the ground during fuelling, via radio, the intercom or other suitable means, but at least an opened cockpit window.



A responsible, qualified and trained person – e.g. ramp agent – is appointed to ensure compliance with all the above conditions.

1.3.2 Carrier's tasks

Furthermore, the carrier must issue instructions to its staff concerning the safety of all passengers during fuelling and ensure that these instructions are strictly adhered to; these instructions must cover the following procedures and provisions:

- a) The crew, other personnel and the passengers must be informed that the aircraft is being fuelled.
- b) The fasten seat belts signs must be switched off.
- c) The no smoking signs must be switched, on as well as the interior lighting so that emergency exits can be recognised.
- d) The passengers must be instructed to unfasten their seat belts and to refrain from smoking.
- e) Trained staff of the carrier must be on board in a sufficient number and prepared for an immediate emergency evacuation.
- f) Fuelling must be aborted immediately if the presence of fuel vapours is detected within the aircraft or another hazard occurs during fuelling.
- g) The areas under the exits designated for emergency evacuation and the area for deployment of emergency slides, as well as the adjacent evacuation area, must be kept clear.
- h) Provisions must be made for safe and rapid evacuation of the aircraft.
- i) Passengers boarding or disembarking from the aircraft must be led by a responsible person via a safe route, whereby they must not smoke or loiter enroute and should be kept at the maximum possible distance from the fuelling operation.
- j) Fuelling must be stopped in the event of a hazardous situation, such as a fuel leak, or if these provisions are breached in such a way that could lead to a dangerous incident.
- k) In the event of simultaneous catering, personnel must ensure that no escape routes are blocked by garbage sacks, trolleys or vehicles.

1.3.3 The carrier is responsible for ensuring compliance with these requirements. Even where it is required to handle certain tasks of other companies, the carrier remains responsible for adherence to safety standards.

1.3.4 The order for so-called "ramp fire protection" (fuelling protection) is the responsibility of the carrier or the handling agent. Fuelling may only begin when the airport fire service is ready for operation at the position. Should the airport fire service be called to an emergency of higher priority, fuelling must be stopped until the fire service returns.

1.3.5 The client bears the costs for ramp fire protection. It will be billed according to the schedule of charges of FKB

1.4 Fuelling with passengers on board and during boarding and disembarkation without the presence of the fire service

In the event of fuelling an aircraft with passengers on board and during boarding and disembarkation **without** the presence of the fire service in exceptional cases, the following rules are to be observed **in addition to** the conditions specified under 1.3:

1.4.1 Fuelling must take place within the area that the airport fire service can reach within the required intervention time (ICAO Annex 14-9.2.19).

1.4.2 When assigning the position, the space required for rescue and firefighting measures in the radius around the aircraft must be adequately dimensioned.

1.4.3 Only JET A1 fuel (flashpoint $\geq 38^{\circ}\text{C}$) may be used.

1.4.4 A suitable fire extinguisher must be at hand close to the aircraft. The extinguishing agent available must consist of at least 50 kg extinguishing powder of fire category BC. The ground personnel of the airline must be trained on and familiar with use of the fire extinguishers.

1.4.5 It must be possible to alert the fire service immediately.

1.4.6 *Defuelling* of aircraft and helicopters with passengers on board is permitted only in the presence of the fire service. (separate point 1.5 – De-fuelling of aircraft)

1.4.7 Fuelling/defuelling of *helicopters* with passengers on board is permitted only in the presence of the fire service. (separate point – 1.3.6)

1.4.8 If the conditions of points 1.4.1 to 1.4.5 are not met, the presence of the fire service is required to protect the passengers. (1.4.6)

1.5 Fuelling and defuelling aircraft

1.5.1 Any aircraft being fuelled or defuelled must have an electrically conductive connection to the fuel supply facilities and be earthed.

1.5.2 During the fuelling and defuelling of an aircraft with fuels with a flashpoint over 35°C , no electricity sources may be connected or disconnected, nor electrical switching devices operated, within 4 metres (14 feet) from tank openings from which gas/air mixtures may emit; this does not apply to the switching devices of explosion-proof construction necessary for fuelling or defuelling, nor to other switching devices of explosion-proof construction.

During fuelling with fuels with a flash point below 0°C (32°F) the safety distance is increased to 10 metres (33 ft) at fuelling rates exceeding 100 l/min, and to 20 metres (66 ft) at a fuelling rate exceeding 600 l/min.

For other conditions relating to flashpoints and fuelling rates other than those named here, the provisions of the technical regulations for flammable liquids (TRbF 30) and the operating safety ordinance (Betriebssicherheitsverordnung) apply.

- 1.5.3. Overflow and spilling of fuels is to be avoided. In the event that fuel has overflowed or been spilt, the provisions of paragraph 1.4, observing a safety distance of 15 metres (50 ft), shall apply until the fuel has been disposed of; in any event, any introduction of fuels into the drainage system is to be avoided. The airport fire service is to be notified without delay. Disposal will be billed according to the schedule of charges of FKB.
- 1.5.4 Unauthorized persons are forbidden from entering the fuel depot site.
- 1.5.5 Fuelling vehicles must carry sufficient quantities of suitable oil binding agents at all times.
- 1.5.6 Fuels and lubricants must be stored in stationary or mobile containers with tap devices according to the regulations.
- 1.5.7 Companies supplying aircraft, vehicles and equipment with operating fluids (e.g. fuel, hydraulic fluid, lubricants, engine oil etc.) must be licensed by FKB. Such companies and the aircraft holder are to comply with the safety regulations and the applicable rules for handling fuels and lubricants. Personnel working during fuelling of the aircraft are to be instructed in the use of fire protection facilities, the emergency-off switches and firefighting, as well as in conduct in the event of fuel spills, and are to be kept in practice on a regular basis.
- 1.5.8 Fuelling and defuelling is not permitted during thunderstorms.
- 1.5.9 Permission of the fire service is required for defuelling.

1.6 Applicable regulations

The following also apply to points 1.3 to 1.5 above:

-  The Fire Protection Order (Brandschutzordnung) of Flughafen Köln/Bonn GmbH,
-  In the security area: The Technical Regulations on Flammable Liquids (technische Regeln brennbare Flüssigkeiten (TRbF)) and the Operating Safety Ordinance (Betriebssicherheitsverordnung (BetrSichV)),
-  The applicable operating regulations of the fuel agencies, especially for fuelling of aircraft with AVGAS.

- 1.7 Fuelling vehicles must be equipped with fire extinguishers according to the regulations and built and operated according to the requirements of the traffic regulations for the sensitive part of the security zone of the airport.
- 1.8 Drain fuels are to be disposed of in an orderly manner in containers provided for this purpose according to the regulations.
- 1.9 **Radiation / X-ray protection**

Anyone operating or using X-ray devices on the airport, such as baggage or cargo scanning systems and mobile testing devices, or providing them to others for use, must be in possession of a valid permit under Section 3 or a confirmation of notification under Section 4 of the German X-ray Order (Röntgenverordnung) by the regional government (Bezirksregierung) in Cologne or the permit authority at the company's principal place of business.

Within the context of occupational safety / radiation protection, the commencement or alteration of any activities falling under the above provisions must be reported to the FKB Fire Service department / WF and Occupational Health & Safety / SAG. On use of mobile radiation testing devices (e.g. for X-ray inspections on aircraft) the time and location of the work must be given.

In co-used facilities of FKB and during handover procedures for facilities of FKB, the FKB representative has the contractually agreed powers to instruct.

2. Operation of aircraft engines

- 2.1 Aircraft engines may not be run in hangars and workshops.
- 2.2 Aircraft engine test runs may only be conducted during the time periods established by the responsible aviation authority, and in the sequence determined by FKB or the operator of the noise abatement facilities.
- 2.3 Before engines are started, the aircraft's undercarriage wheels must be adequately secured by means of wheel blocks or brakes.
- 2.4 To give warning of the danger of running engines, the anti-collision lights of aircraft equipped with jet engines are to be switched on immediately prior to starting engines, and only switched off again after their shutdown. The same procedure is required for propeller aircraft.
- 2.5 Aircraft engines may only be started and run when a pilot or qualified mechanic is present in the aircraft's cockpit.
- 2.6 Any person starting an aircraft's engines, or operating these while running, must ensure that the propellers or the thrust created by the engines cannot injure persons or cause damage to objects.
- 2.7 Aircraft engines may not be operated on the handling aprons at speeds higher than those unavoidable under the circumstances.

3. Smoking prohibition, handling open flames

- 3.1 Smoking and open flames are prohibited in the restricted area of the airport, on the aprons, in aircraft hangars and in those areas marked accordingly. Work requiring open flames may only be performed in premises equipped in accordance with the fire protection provisions and the regulations of the mutual indemnity association (Berufsgenossenschaft) and the State Office for Occupational Safety (Staatliches Amt für Arbeitsschutz), and which have been licensed by FKB. Smoking in the non-public area

is allowed only in the smoking rooms and cabins. The smoking ban also includes use of electronic cigarettes and similar smoking products.

- 3.2 Welding or other work involving a fire hazard outside locations authorised for that purpose may only be commenced when the fire service has issued a permit for work involving a fire hazard. The safety precautions required by the permit must be complied with at all times. The persons performing the work must make themselves familiar with these precautions before commencing with the work. The airport fire service is to be notified on completion of the work.

4. Vehicles and equipment with combustion engines

Vehicles and equipment with combustion engines used on the aprons and in aircraft hangars and aircraft workshops must be equipped with the customary safety devices – such as exhausts with silencers – which prevent the emission of burning exhaust gasses.

5. Working in and use of hangars and workshops

- 5.1 Aircraft must not be cleaned in hangars and workshops with flammable liquids, as defined in the Operating Safety Directive, for which there is a risk that evaporation may cause explosive atmospheres. Highly and slightly flammable liquids may be used to clean de-installed aircraft parts only in separated and well-ventilated rooms.
- 5.2 Volatile, flammable materials (varnish, nitro-cellulose lacquers etc.) may only be used in hangars and workshops if the premises have been equipped in accordance with the fire protection provisions, the regulations of the Mutual Indemnity Associations (Berufsgenossenschaften) and the special provisions for holders of aircraft approved by the State Office for Occupational Safety (Staatliches Amt für Arbeitsschutz).
- 5.3 Residues of lubricants and fuel, as well as other waste, are to be disposed of in an orderly manner.
- 5.4 Hangars and workshops may only be used and operated for the purposes covered by their official permit.

6. Storage of materials, equipment and waste

- 6.1 Materials, equipment and waste are to be stored in such a manner that they do not represent a risk of fire or explosion.
- 6.2 Lubricants within or in close proximity to aircraft hangars or workshops are to be stored in containers with storage and dispenser devices according to the regulations.
- 6.3 Empty fuel and lubricant drums and empty pressurised containers for dangerous materials may not be stored in hangars or workshops.
- 6.4 Flammable waste (lubricant residues, used cleaning materials etc.) are to be collected in appropriately licensed containers with tight-fitting lids. Such containers are to be emptied as necessary to ensure that any self-combustion of the waste can be excluded. Oil drip pans and similar containers are to be emptied and cleaned after use.
- 6.5 All companies shall ensure that waste is disposed of properly.

7. Fire and rescue service

- 7.1 In the event of a fire the following actions must be taken immediately activate the fire alarm and furthermore notify the airport fire service: Phone 112 (fire service emergency number). Pending arrival of the fire service, the fire is to be fought as far as possible with the available fire extinguishing equipment.
- 7.2 In the event of serious injury to persons, the fire service is to be notified immediately: Phone 112
- 7.3 Otherwise, the FKB emergency plan its currently valid form shall apply.
- 7.4 The airport fire service is responsible for fire protection / hazard prevention and rescue services on the site of Flughafen Köln/Bonn GmbH per ICAO regulations and the German Fire Protection and Emergency Assistance Act (FSHG).
- 7.5 We explicitly point out the requirement to comply with the Fire Prevention Directive. Evidence of employee training is to be provided at the request of FKB.
- 7.6 The airport fire service is responsible for emergency planning for FKB.
- 7.7 Stand-alone telephone systems are to be set up in such a way that the emergency number, 112, connects directly to the airport fire service.
- 7.8 In order to avert immediate danger, the Airport Fire Service is entitled to require third parties to provide assistance.
- 7.9 Persons learning of a risk to an aircraft must inform the Airport Fire Service.

Central Infrastructure Facilities (appendix to Airport User Regulations, Part II, no. 2.5.3)

Baggage handling systems

The baggage handling systems include conveyor belts, baggage slides, special baggage handling facilities (bulky baggage) for outgoing baggage, as well as the baggage claim belts for incoming baggage. Multi-stage baggage screening and the Baggage Reconciliation System – where present – form an integrated component.

The interface between baggage handling systems and transport to and from the aircraft is at the building side concerned.

The baggage handling systems are administered and operated by FKB.

Passenger loading bridges

On assignment of a handling position at the passenger terminal, the use of a passenger loading bridge is obligatory, unless the carrier has taken the necessary precautions to secure a walkway. The carrier is responsible for ensuring that the requirements of the relevant Safety Instructions are complied with (also see 2.5.8).

Passenger loading bridges are operated by employees of FKB. In the event of a technical failure, mobile passenger steps will be used, or FKB will permit a safe walkway.

Should an airline use passenger loading bridges for pre-boarding, one should note that, because the glazed passenger loading bridges in Terminal 2 have no air-conditioning, pre-boarding should be stopped at an interior temperature of 30⁰ C. For that purpose, each bridge is equipped with a temperature sensor so the gate agent can read the temperature at his workplace and stop pre-boarding.

Furthermore, one must ensure that pre-boarding is, in any event, completed as quickly as possible.

Use of the service stairs on the passenger loading bridges is prohibited for passengers.

Stationary 400 Hz ground power supply

The provision and operation of the central ground power supply system (400 Hz) during aircraft ground time, including mobile ground power generators in the event of failure of the stationary system.

Systems for fresh water supply, faecal disposal and disposal of solid waste in the apron area

-  Provision and operation of a water processing plant with disinfecting systems and processing of fresh water to supply aircraft.
-  Provision and operation of a faecal disposal plant for the disposal of all faecal material from aircraft.
-  Provision and operation of a specially marked waste collection system for the segregated disposal of solid waste from aircraft.

- ✍ Provision and operation of a waste collection system for the segregated collection of waste requiring controlled disposal from the apron.

Communications network and central information technology facilities for the provision of ground services

- ✍ Preparation, provision, operation and maintenance of an information and communications network (AODB, FIDS, LAN, WLAN, telecommunication systems, cable systems etc.) required for the provision of ground services for the entire airport, up to the user interface.
- ✍ Preparation, provision, operation and maintenance of all gate and check-in counter monitors and all other flexible display devices connected.
- ✍ Processing and provision of any data requested by the individual user.
- ✍ Authorisation and technical licensing of systems/end-devices for users of information and communications services is the responsibility of FKB.
- ✍ As part of the fire prevention concept of FKB, self-installation of cables by third parties is not permitted.

Handling positions, equipment parking surfaces

- ✍ The provision and operation of the surfaces necessary for aircraft handling, within the scope of the airport's current stage of development.
- ✍ The handling positions are marked according to the applicable regulations. They are monitored technically and regularly maintained according to international regulations.
- ✍ Provision of parking surfaces at the aircraft handling positions, which may be used exclusively for the parking of aviation ground equipment for imminent handling of an aircraft.
- ✍ Provision of equipment parking surfaces to be used for longer-term parking of aviation ground equipment

Apron control centre, traffic control, planning

FKB is responsible for orderly movements in the areas that are not part of the aircraft manoeuvring surfaces. The central apron control / traffic control centre of FKB is responsible for directing aircraft and planning handling positions. The marshallers (Follow-me) to assist in parking of aircraft report to the Manager, Apron Area, and in operation are controlled by the German Air Traffic Control Service (DFS).

Depot for aviation fuels

- ✍ Aviation fuels to supply aircraft are stored in a central depot of FKB.
- ✍ FKB has commissioned an operating company to operate the central fuel depot.

Depot for aircraft de-icing fluids

- ✍ Provision and operation of a central depot for aircraft de-icing fluids
- ✍ Monitoring of quantity in storage
- ✍ Ordering of supplies
- ✍ Metering of the quantity drawn in each case
- ✍ Aircraft de-icing may only take place on the handling positions assigned for that purpose.