

Annex 1

PRAGUE AIRPORT ENTRY RULES

1. General provisions

- 1.1. These Entry Rules are issued pursuant to Section 85c of Act No. 49/1997 Sb., on civil aviation, as amended. It is binding on all persons who access airside areas.
- 1.2. Definition of terms
 - 1.2.1. **Letiště Praha, a.s.:** a company with registered offices at Praha 6, K Letišti 6/1019, 160 08, ID no. 282 44 532, registered in the Commercial Register maintained by the Municipal Court in Prague, section B, entry no. 14003, which is the operator of the Prague/Ruzyne International Airport within the meaning of Section 85n of Act No. 49/1997 Sb., on civil aviation, as amended (hereinafter also the “**aerodrome operator**”).
 - 1.2.2. **Vehicle or mechanical equipment** (hereinafter **VME**): Any vehicle and technical equipment, including auxiliary equipment, that are fitted with a drive unit and are capable of independent movement on aerodrome publicly accessible access roads and in airside areas. VME is also considered to include unpowered mechanical equipment that is towed by VME and, when disconnected, is subject to the same conditions for standing, security and repairs as actual VME.
 - 1.2.3. **Airside** is the non-public part of an aerodrome that has been designated by the aerodrome operator and that consists of the movement area, adjacent land and structures (or parts thereof) to which access is controlled. Security restricted areas (SRA) are defined airside, in locations with increased demands on civil aviation security.
 - 1.2.4. **Authorisation to drive VME in airside areas** (hereinafter **A-VME**): A special authorisation issued to VME drivers by the aerodrome operator authorising them to drive VME in airside areas.
 - 1.2.5. **Security restricted area** (hereinafter **SRA**): A part of the airside area that has been designated by the aerodrome operator and that is subject to access control in order to ensure civil aviation protection against acts of unlawful interference. Under normal condition, such an area includes, without limitation, all passenger departure areas between the security checkpoint and the aircraft, aprons, luggage sorting and loading premises, cargo depots, postal centres, airside catering preparation facilities, and cleaning services providing aircraft cleaning.

2. Rules for entry of persons

- 2.1. Airside may only be accessed via points designated for that purpose (service entrances and passenger access points).
- 2.2. Airside may only be accessed by persons who have been issued with:
 - (a) a valid permanent aerodrome identification card (IDC);
 - (b) a valid one-time aerodrome identification card (one-time IDC);
 - (c) a valid boarding pass and a travel document or other identity document.
- 2.3. During their stay in SRA, persons who have been issued a one-time IDC for SRA must be accompanied at all times by an employee who holds a valid IDC (with adequate scope) and wears a GUIDE identification card.

3. Rules for bringing in items

- 3.1. It is prohibited to bring any prohibited articles listed in Commission Implementing Regulation (EU) 2015/1998 into SRA. The list of such articles is available at all manned service entrances, passenger access points and on the Letiště Praha, a.s. website. (www.prg.aero).

Note: As an exception, authorised persons may bring in prohibited articles for work purposes or when the conditions laid down by special regulations have been met.

4. Rules for entry of VME

- 4.1. Airside may only be accessed via appropriate security booths for access of vehicles, and only by VME that have been issued with:
 - (a) a valid vehicle access permit;
 - (b) a valid one-time vehicle access permit.
- 4.2. VME entering the SRA must be equipped with an appropriate fire extinguisher and a reflective vest and/or reflective clothing.

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*

- 4.3. VME drivers who are entering or driving airside must hold A-VME.
4.4. If the VME driver does not hold A-VME, they must be accompanied by a person who holds A-VME and the VME driver must follow that person's instructions.

5. Obligations of persons

- 5.1. Persons who are entering or operating airside must:
- (a) become acquainted with and adhere to these Entry Rules.
 - (b) maintain cleanliness and order.
 - (c) follow the instructions, orders and guidance of the aerodrome operator or a person authorised by the aerodrome operator.
 - (d) IDC holders must wear the assigned card in a visible place and present it for inspection when instructed by the aerodrome operator. When instructed by the aerodrome operator, passengers must present a valid boarding pass and a travel document or other identity document.
 - (e) IDC holders may only move within the zone that is defined by the scope of authorisation of their card, and passengers only within the areas designated for passengers.
 - (f) Holders of one-time IDC must return it to the issue point immediately after leaving airside.
 - (g) IDC holders must only access airside via such points that correspond to their access privileges granted within the electronic access control system (readers, turnstiles).
 - (h) IDC holders must access and exit SRA using an IDC reader that registers SRA entries and exits.
 - (i) Undergo a security check to verify whether they are carrying any prohibited articles.
- 5.2. Follow the aerodrome operator's instructions for the entire duration of their airside stay. Persons who are entering airside in VME must adhere to the provisions of the Entry Rules (they must the same conditions as for the entry of persons), and the drivers of these VME must also adhere to the provisions of the Prague/Ruzyne Airport Traffic Rules.

6. Rights of the aerodrome operator

- 6.1. In order to ascertain compliance with the provisions of the Entry Rules, the aerodrome operator may check – upon entry or exit – whether the holders of IDC or A-VME:
- (a) have a valid IDC or one-time IDC authorising them to pass through a specific location.
 - (b) an entering or exiting vehicle has a valid vehicle access permit or one-time vehicle access permit authorising it to drive through a specific location.
 - (c) a person is not carrying any prohibited articles and does not have any prohibited articles in their luggage or their vehicle when entering SRA.

Note: *The provisions of these Prague/Ruzyne Airport Entry Rules are without prejudice to the powers of the Police of the Czech Republic and customs authorities laid down by relevant laws.*

Prague, date: 1 Jan 2017

Annex 2

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*

Annex 3

POWER OF SIGNATURE FOR

Application for a permanent identification card for airside (ID)

Application for one-time access of persons and vehicles to LKPR airside (OTA)

Application for vehicle access permit / transit permit to airside (AP)

Company:

Last name and first name of authorised person	ID no.	Contact	Signature	ID	OTA	VAP
Position:		E-mail: Tel:		<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
Position:		E-mail: Tel:		<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
Position:		E-mail: Tel:		<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
Position:		E-mail: Tel:		<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
Position:		E-mail: Tel:		<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
Position:		E-mail: Tel:		<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES

First name and last name of a person authorised to act on behalf of the company

Contact data:

Company stamp:

Date and signature:

Report any changes without delay to: karty@prg.aero

Page of

POWER OF SIGNATURE FOR

Application for a permanent identification card for airside (ID)

Application for one-time access of persons and vehicles to LKPR airside (OTA)

Application for vehicle access permit / transit permit to airside (AP)

Company:

- CANCEL A SPECIMEN SIGNATURE (Table 1)
- ESTABLISH A NEW SPECIMEN SIGNATURE (Table 2)
- MODIFY AUTHORISATION (Table 2) WITHDRAW
- ASSIGN
- CHANGING PERSONAL OR CONTACT DATA (Table 2)

Note: Please use a cross to mark the reason for change

1.

Last name and first name of authorised person	ID no.	Name of responsible person taking over obligations towards LP/SSM	Signature
Position:		I agree: <input type="checkbox"/> yes <input type="checkbox"/> no	

2.

Last name and first name of authorised person	ID no.	Contact	Signature	ID	OTA	VAP
				<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
Position:		E-mail: Tel:				

First name and last name of a person authorised to act on behalf of the company

Contact data:

Company stamp:

Date and signature:

Report any changes without delay to: karty@prg.aero

Page of

**RULES FOR AIRSIDE ACCESS AND
STAY OF VEHICLES AND PERSONS
AT THE PRAGUE/RUZYNE AIRPORT**

LP-SM-013E/2010

Annex 4

Specimen no.	Colour	Security restricted area (SRA)						Airside		
		Movement areas (manoeuvring area and aprons)	Transit area T2	Departure waiting rooms past checks	Aircraft decks and boarding bridges	Luggage sorting facilities T2+T1	Technical facilities T2+T1	Transit area T1 + Connecting structure	Customs arrivals T1+T2	Other buildings and commercial zone South
1	yellow-red	Y	Y	Y	N	N	Y	Y	N	Y
1ABC	yellow-red	Y	Y	Y	Y	Y	Y	Y	Y	Y
1A	yellow-red	Y	Y	Y	Y	N	Y	Y	N	Y
1B	yellow-red	Y	Y	Y	N	Y	Y	Y	N	Y
1C	yellow-red	Y	Y	Y	N	N	Y	Y	Y	Y
1AB	yellow-red	Y	Y	Y	Y	Y	Y	Y	N	Y
1AC	yellow-red	Y	Y	Y	Y	N	Y	Y	Y	Y
1BC	yellow-red	Y	Y	Y	N	Y	Y	Y	Y	Y
2	red	N	Y	Y	N	N	Y	Y	N	Y
2C	red	N	Y	Y	N	N	Y	Y	Y	Y
3	yellow	Y	N	N	N	N	Y	N	N	Y
3A	yellow	Y	N	N	Y	N	Y	N	N	Y
3B	yellow	Y	N	N	N	Y	Y	N	N	Y
3AB	yellow	Y	N	N	Y	Y	Y	N	N	Y
4	white	Y	N+	Y	Y	N	Y	N+	N+	Y
5	blue	N	N	N	N	N	N	Y	N	Y
5C	blue	N	N	N	N	N	N	Y	Y	Y
6	white-blue	N	N	N	N	N	Y	N	N	Y

Notes: + = access is only possible in connection with check-in for flight
 Y = Yes – access permitted
 N = No - access not permitted

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
 In print or electronic copy, the document is uncontrolled*

Specification of supplementary letters:

- Letter A - Aircraft - aircraft decks and boarding bridges (part of SRA)
Letter B - Baggage - baggage sorting facilities at both terminals (part of SRA)
Letter C - Customs - customs arrivals area at both terminals (not part of SRA)
Letter D - Dangerous - authorisation to bring prohibited articles that are necessary for carrying out work activities into SRA
- Letter D may be assigned to the following specimens:
1, 1abc, 1a, 1b, 1c, 1ab, 1bc, 1ac, 2, 2c, 3, 3a, 3b, 3ab, 4

Annex 5

PRINT AS ONE TWO-SIDED SHEET

APPLICATION FORM

Application for the issue of an aerodrome identification card for airside access at LKPR

Part I. - to be completed by the applicant (in block letters)

1. First name:
2. Last name:
3. Birth number (for foreign nationals, date of birth):
4. Personal no
5. Permanent residence address: Street, no.: Postcode: City:
6. E-mail:
7. Telephone
8. Previous employer:
9. Current employer: From:
10. Nationality

11. Non-EU nationals only:

Residence permit no.: Validity date:

12. Only for applicants for access to security restricted areas / SRA:

Proof of background check

Certificate ref. no.:

Date issued:

Validity date:

Verification by Security Strategy and Management,
Letiště Praha, a.s.:

Note: as a necessary condition for the issue of an identification card, a Proof of background check must be presented to SSM of Letiště Praha, a.s. no later than the receipt of IDC

► **Only for applicants for access to transit area T1:**

submit an extract from the National Register of Convictions (not older than 3 months) along with the application.

► **Declaration by applicant:**

I declare that all information provided is complete, accurate and true. I consent that Letiště Praha, a.s. may, within the meaning of Act No 101/2000 Sb., process the above personal information for the purpose of managing aerodrome identification cards at the Prague-Ruzyně Airport, for the entire period of validity of the aerodrome identification card, and to keep this information on record for an additional period of 5 years after its expiry. I acknowledge that I have been advised that if I do not consent or if I withdraw my consent to the processing of personal information, access to the airside area of the Prague-Ruzyně Airport will not be permitted.

Upon receipt of IDC, each applicant must present their identity document (national ID card or passport)

.....

Date

.....

Signature of applicant

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*

PRINT AS ONE TWO-SIDED SHEET

APPLICATION FORM

Part II. - to be completed by authorised person

13. Requested validity of ID card for airside:

From: To:

14. Organisational position in CAH (division / basic org. unit / org. unit) / partner / tenant

15. Occupation (in English):

16. Proposed scope of access (ID card specimen):

17. Justification for the proposed scope of access (place of work):

18. Number of reader of specific entrance (locker rooms, relaxation rooms, offices, etc.)

- for new hires, or changes in entrances:

19. Payment: Cash Invoice

20. Authorised person for verification: First name: Last name:

► I confirm that the requested scope of access is justified, and that the applicant's identity has been verified on the basis of national ID card / passport no:

Date: Stamp: Signature:

Telephone:

PART III. - to be completed by the guarantor

Only for entities that do not reside (operate) at the Prague-Ruzyně Airport permanently, but rather on the basis of a contractual relationship with the guarantor.

First and last name of guarantor:

Guarantor's opinion on the application:

Date: Stamp: Signature:

Telephone:

PART IV. - to be completed by Letiště Praha, a.s.

Letiště Praha, a.s. - SSM - opinion on the application:

► **Declaration by card holder:**

I confirm receipt of the card. I acknowledge that I am obligated to become acquainted, through an authorised person, with the management documents of Letiště Praha a.s. that specify the card holder's obligations and the sanctions for violation of the card holder's obligations.

.....
Date

.....
Signature of applicant

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*

Supplement form for employees working simultaneously for multiple companies

Please present the original of the supplement form at the ID card issuing office in the Connecting Structure of Terminal 2 along with the application submitted for the second or, where relevant, further employer.

This supplement to the *Application for the issue of an aerodrome identification card for airside access at LKPR* who intend to perform work or similar activities for more than one company simultaneously in the airside area (hereinafter "MULTI-ID"). The form is attached to the second or other concurrent application form so as to make it clear for which companies the employee is working simultaneously.

Part I. - to be completed by the applicant (in block letters)

First name: Last name:
Personal number Birth number:
current ID: (for foreign nationals, date of birth):

Companies for which I intend to work in the LKPR airside area (empty fields must be struck through):

1. 3.
2. 4.

Declaration by applicant:

I acknowledge that if any of the employments terminates or an additional concurrent employment (or similar activity) commences, I must update the MULTI-ID without delay. In addition, I agree that the ID card issuing office may inform all companies concerned about the current status of my ID card and other security-related facts relevant to my ID card (loss, theft, blocking, etc.).

Date: Signature of applicant

Part II. - to be completed by authorised persons for the company (in block letters)

Declaration by authorised person:

By signing below, I confirm that I have been made aware of the fact that the applicant works for multiple companies in the airside area. In addition, I acknowledge that violations of the security rules by the MULTI-ID holder and, where relevant, termination of its validity will be dealt with in respect of the holder in accordance with the relevant management documents of LP.

Company name: **Date:**
Authorised person Signature and stamp:

First and last name:

Company name: **Date:**
Authorised person Signature and stamp:

First and last name:

Company name: **Date:**
Authorised person Signature and stamp:

First and last name:

Company name: **Date:**
Authorised person Signature and stamp:

First and last name:

PART III. - to be completed by Letiště Praha, a.s.

Letiště Praha, a.s. - SSM - opinion on the application:

Annex 6

The application form must be submitted no less than 24 hours prior to access!
In the event of an emergency the Application is dealt with in an ad-hoc manner!

SECURITY DIVISION – SECURITY STRATEGY AND MANAGEMENT
APPLICATION FOR ONE-TIME ACCESS OF PERSONS AND VEHICLES TO LKPR AIRSIDE

Date of access:
Reason for access:
Specification of area:

Information on persons/vehicles accessing the airside area of LKPR:			
Last name, first name	Date of birth	ID document no.	Vehicle (reg. plate)
Responsible person - name, signature, stamp, telephone:			
Accompanying person:			

TO BE COMPLETED BY LETIŠTĚ PRAHA, a.s. / SAF / SSM!
Opinion:
Access point: IDC specimen:

Contact: Tel: 220 111 741, fax. 220 112 266, e-mail: jednorazove.vstupy@prg.aero after 3 pm, on weekends and public holidays: Tel: 220 117 777, fax. 220 119 137, e-mail: airport.emergency@prg.aero
--

Persons entering the airside area of LKPR must present a valid identity document prior to the issue of a one-time IDC!

ATTENTION! The access permit application form must be properly and legibly completed: name, signature, stamp, telephone! If the application does not contain the information required for access, or the information is illegible, it will not be accepted.

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*

PRINT AS ONE TWO-SIDED SHEET!
PLEASE NOTE THE TERMS AND CONDITIONS ON THE REVERSE!

Application for vehicle access permit for 2018

Part I. - to be completed by the applicant (*in block letters*)

1. Reason for submission of application:

new vehicle changed vehicle changed scope renewal

2. For vehicle:

company private

3. Company / organisational unit:

4. Name of driver, IDC number: _____,

(optional in the case of company vehicles that are used by more than one person)

5. Reg. plate:

6. Make, type, colour of vehicle:

6. Required scope of access:

1-South 4-South 11-North 18-North Road 1 Special

Explanatory notes: security booth no. 1 – SOUTH = commercial zone; security booth no. 4 – SOUTH = SRA; security booth no. 11 – NORTH = ramp T1; security booth no. 18 – NORTH = ramp T2; security booth no. 19 – NORTH = SRA; Road 1 = area in front of T1 and the arrivals part of T2; Special = SRA zone without leaving the area

7. Valid until:

Reason for issue:

Justification for the requested scope of access: possibly name of partner, contract number, description of cooperation.

Parking:

Airside parking arrangements, or vehicle does not need parking. Information on vehicle location during the activities performed.

Payment type:

Cash: Invoice:

Payment by invoice is only possible if the original of the order is submitted.

I apply for the above vehicle access permits and I accept the terms and conditions attached.

Authorised person for the company:

Authorised person for the company of the guarantor
(optional if the applicant is the guarantor)

Name:

Name:

Stamp and signature:

Stamp and signature:

Date:

Date:

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*

PRINT AS ONE TWO-SIDED SHEET!
PLEASE NOTE THE TERMS AND CONDITIONS ON THE REVERSE!

Application for replacement of vehicle access permits for 2018

Part I. - to be completed by the applicant (in block letters)

Company / organisational unit:

Application submitted by / contact:

No.	First and last name (if the vehicle access permit is for a person)	Make + type colour of vehicle	Reg. plate	Valid until	Security booth					
					1	4	11	18	19	Special
1.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reason for issue:

Justification for the requested scope of access: possibly name of partner, contract number, description of cooperation.

Parking:

Airside parking arrangements, or vehicle does not need parking. Information on vehicle location during the activities performed.

Payment type:

Cash: Invoice:

Payment by invoice is only possible if the original of the order is submitted.

I apply for the above vehicle access permits and I accept the terms and conditions attached.

Authorised person for the company:

Authorised person for the company of the guarantor
(optional if the applicant is the guarantor)

Name:

Name:

Stamp and signature:

Stamp and signature:

Date:

Date:

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*

Annex 8

LKPR OPERATOR'S SAFETY MEASURE NO. XX / 20XX

Name of operation:		
<i>Date of implementation of operation:</i>		
<i>Valid from: date of signing by Member of the Board of Directors</i>		<i>Supersedes:</i>
Prepared by	Position	Date / Signature
	Security officer	
Administrator	Position	Date / Signature
	SSM Director	
Approved by	Position	Date / Signature
	Vice Chair of the Board of Directors for SAF	
Approved by	Position	Date / Signature
	Chair of the Board of Directors	

Responsible coordinators of operation:

Safety coordinator		tel: mob. tel.:
Coordinator of operation		tel: mob. tel.:

Distribution list:

Print no.:	Organisational unit / Organisation

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*



Prohlášení / Declaration

Já, velitel níže uvedeného letu tímto potvrzuji, že nepožaduji provedení bezpečnostní kontroly časově kritické zásilky materiálu sloužícího k záchraně života.

As a Commander of the flight stated below I hereby confirm that I don't request a security check of the time-critical consignments of material pertaining to saving lives.

Datum a čas odletu
Date and time of departure

Číslo letu
Flight No.

Jméno, příjmení a podpis velitele letadla
Commander (name, surname, signature)

Jméno, příjmení a podpis zástupce HDG
HDG agent (name, surname, signature)

V Praze, dne
Done in Prague

Jméno, příjmení a podpis pracovníka BZP
Escorting Security Officer (name, surname, signature)

9b) Access of persons and vehicles to general aviation aircraft without undergoing a security check

- i. Handling of flights in a defined area for which alternative security measures are adopted that provide a sufficient level of protection is only permitted for flights meeting one or more of the following conditions:
- Flights of aircraft with a maximum take-off mass of less than 15 000 kg;
 - Flights of aircraft with a maximum take-off mass of less than 45 500 kg that are used for the carriage of own employees and non-paying passengers or goods as part of assisting in the company's business activities;
 - Flights operated by air carriers, aircraft manufacturers or maintenance companies that are not carrying passengers, baggage, cargo or mail;
 - Flights for the purposes of law enforcement bodies.
- The defined area is only designated for a period that is strictly necessary for handling the flight, and it includes:
- the part of the stand that is designated for the boarding of passengers, from the moment it is entered by the first user of the given flight who has not undergone screening, until the moment the aircraft has left the stand in connection with departure;
 - another part of SRA in which the users of the given flight who have not undergone screening are located during their movement, or in which the personnel who came into contact with them as part of their handling within the defined area is located;
- The defined area may only be set up at stands within the South complex in front of terminal buildings T3 and T4.
- ii. The defined area and its edge are at all times under constant surveillance by security officers of Security Inspection or Airport Security Service who prevent any contact between the users of the given flight and other persons in SRA, especially the handing over of prohibited articles.
- iii. The defined area at the stand must not be cancelled until the aircraft has left the stand, all personnel have left the security restricted area under ASE surveillance, and it has been inspected for the presence of prohibited articles.

The alternative security arrangements relating to the defined area are as follows:

- a. The requests for a flight to be handled from a defined area, including information on the identity of the persons carried, must be submitted to SCC no later than 24 hours prior to operation. This handling is only possible on the basis of a positive opinion of the Police of the Czech Republic and the Customs Office. Unless otherwise specified, the persons enter SRA through the security checkpoint at Terminal 3 or through security booth for access of vehicles no. 2.
- b. Before actual entry, a representative of the handling company in the presence of a designated officer of Security Inspection or Airport Security Service positively identifies the persons according to the approved application, and advises the persons of their obligations during handling in this regime. From this point on, they must be under constant surveillance by an officer of Security Inspection or Airport Security Service. When entering a defined area within SRA, the persons listed in the application, including the baggage and items they are bringing in, are not subject to screening.
- c. From the moment of entering SRA, the users of this regime are located in the defined area, and designated officers of Security Inspection or Airport Security Service keep them isolated from the rest of the SRA by means of constant physical surveillance, so that the sterility of SRA is not compromised and so that there is no contact with other persons operating in SRA. When passing through the terminal, it is necessary to ensure surveillance by at least 1 Security Inspection officer per every 5 escorted persons, in the area of the aircraft stand this is combined with a patrol vehicle of Airport Security Service. For the entry of one vehicle, surveillance in the convoy must be performed by one ASE patrol vehicle; for the entry of multiple vehicles, two ASE patrol vehicles (up to a maximum of 3 vehicles).

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*

- d. If the users of this regime come into contact with personnel, including mobile equipment, in the defined area, the personnel will not leave the defined area and, after completion of handling, they will be escorted outside SRA under constant surveillance by SEC or ASE officers; if they return to SRA, they undergo standard screening.
- e. As part of handling a flight from a defined area, a Declaration of departure from defined area is drafted and signed, which contains a joint declaration by a representative of the aircraft operator (or aircraft commander), the handling company and the responsible security officer, attesting that all conditions for departure from the defined area have been met. This document will be handed over to a SEC or ASE officer attending the handling, who will deliver it to the appropriate control centre for archiving.

Annex 10

Rules for withdrawal of Aerodrome Identification Cards and Authorisations to drive vehicles and mobile equipment in SRA

1. System of points

- (1) Offences are classified in three independent categories:
 - Category A - violations of airside security regulations - area of civil aviation security against acts of unlawful interference - security
 - Category B - violations of the Prague Airport Traffic Rules internal standard and related regulations governing road traffic within the airport.
 - Category C - violations of safety regulations (area of operational safety) and violations of OSH rules.
- (2) For each violation of the rules (hereinafter an "offence"), the IDC/A-VME holder receives penalty points. The number of points depends on the seriousness of the offence:
 - minor offence 1 point
 - serious offence 2 points
 - very serious offence 4 points
- (3) The exact classification of offences is provided in the Table of Offences.
- (4) For the person who has been found to have committed an offence (hereinafter the "offender"), the points in the different categories are not added up. They are only added up within each separate category A, B, or C.
- (5) The points received by an offender are maintained even if the offender changes employers operating at the airport.
- (6) Employees of ASE, SEC and SSM are authorised to carry out tasks to implement the point system, including the assignment of points for an offence. The above employees enjoy the status of an inspection body. When carrying out inspection activities, the inspection body must be on duty and must wear the appropriate uniform.
- (7) An inspection body may resolve 1-point offences by giving a warning, in cases where this is the first offence and both the circumstances in which it was committed and the circumstances of the offender provide sufficient guarantee that such a penalty will have an educational effect.
- (8) SSM in cooperation with SCC keeps a single register of all offences identified.

2. Measures according to points assigned

- (1) Measures are based on the points received one-time, or their total for each category A, B, or C, for each person who has been issued an with IDC or/and A-VME.
- (2) Measures for different point totals:
 - Measures when 1 point is reached = Entry in the IDC or A-VME offenders database. Upon reaching one (1) point, SSM informs the superior of the offender in question about the subordinate employee's offence within three working days of the receipt of the point, by e-mail containing a PDF message, by fax or a letter from the SSM Director.
 - Measures when 2 points are reached = Entry in the IDC or A-VME offenders database. The aerodrome operator instructs the offender to complete Special IDC/TR/SAFETY Training. Upon reaching two (2) points, SSM informs the superior of the offender in question about the subordinate employee's offence within three working days of the receipt of the last point(s), by e-mail containing a PDF message, by fax or a letter from the SSM Director, instructing the superior to make sure the offender takes part in Special IDC/TR/SAFETY Training and to take other measures to prevent further offences under this Directive. The offender may continue to use IDC and/or A-VME, but this is without prejudice to Section 6.6.
 - Measures when 3 points are reached = Entry in the IDC or A-VME offenders database. The aerodrome operator instructs the offender to complete Special IDC/TR/SAFETY Training. Upon reaching three (3) points, SSM informs the superior of the offender in question about the subordinate employee's offence within three working days of the receipt of the last point(s), by e-mail containing a PDF message, by fax or a letter from the SSM Director, instructing the superior to make sure the offender takes part in Special IDC/TR/SAFETY Training and to take other measures to prevent further offences under this internal standard. The offender may continue to use IDC and/or A-VME, but this is without prejudice to Section 6.6.
- (3) Measures when 4 points are reached = The offender's IDC and/or A-VME is revoked. Entry in the IDC or A-VME offenders database.
- (4) Reaching 4 points under category A results in revocation of IDC.
- (5) Reaching 4 points under category B results in revocation of A-VME.
- (6) Reaching 4 points under category C results in revocation of IDC.

The inspection body draws up a record of the revocation of IDC and/or A-VME. Information about the revocation is immediately reported by the inspection body to SCC, which usually sends an ASE patrol to the site to address the situation. The revoked IDC and/or A-VME, together with the record of revocation, are handed over by the inspection body or an ASE patrol designated for that purpose to SSM or SCC no later than the end of the work shift.

Within three working days, SSM informs the offender's superior or, where relevant, the guarantor about the revocation of IDC and/or A-VME, by e-mail, fax or any other demonstrable method (e.g. a telephone notification of which magnetic record is made).

In the case of a category B offence, the offender's superior may ask SCC to block or revoke the offender's IDC. SCC informs SSM Director (or Deputy Director) thereof, who will arrange the blocking/revocation of the IDC with the offender's HR department.

3. Removal of points

- (1) If the offender does not receive a new Record in a given category of offences within 12 months of their last offence, all points in that category of offences will be removed for the offender.
- (2) Once the above 12-month condition is met, the points will be removed even if 4 points had been reached and IDC and/or A-VME was subsequently revoked.
- (3) Points will be removed automatically or at the offender's request, even retroactively at any time after the above conditions under paragraph 3.1 have been met.
- (4) Points are removed for the offender pursuant to the conditions specified in paragraph 3.1, even if the offender changes employers operating at the airport.

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*

4. Review of offence by a committee

- (1) The offender may request that the aerodrome operator review an offence that – according to the Record – was caused by the offender, reconsider the points assigned and cancel it, by submitting a written application (hereinafter an “Application”) to SSM.
- (2) The Application for review of offence must be submitted by the offender (also by e-mail or fax) to SSM within 14 days of the date on which the offender or their superior became aware that the Record was made.
- (3) SSM will verifiably acknowledge the receipt of the Application for review of offence (by indicating the calendar day, month and year and affixing the receiving person’s signature and indicating their first name, last name and position).
- (4) Where relevant, the fee to cover the cost of the offence review proceedings – according to the valid Pricelist of LP services – must be deposited with SSM no later than three days from the date of submission of the Application. (hereinafter the “deposit”).
- (5) Unless the offender submits an Application for review of offence within the time limit set out in the previous paragraph and unless the offender also deposits the deposit in the aerodrome operator’s cash office within the above time limit, the nature of the offence and the points assigned remain the same as before submitting the Application. Filing for a review of the revocation of IDC and/or A-VME is only possible by means of lodging an appeal with the Prague Airport Operational and Security Committee (OSC) (see Section V. of this management document).
- (6) For the review of an offence under Article 4.1. (hereinafter “proceedings before a committee”), a committee is set up comprising the following persons:
Manager/Deputy Manager of SSM (chairman of the committee)
 - A representative of ASE or SEC organisational unit, in case of category A offences in the SECURITY area.
 - A representative of QSP organisational unit, in case of category A offences in the SAFETY area.
 - A representative of OSD organisational unit, in case of category B offences.
 - Representatives of organisational units at the discretion of the chair of the committee, in case of category C offences.
- (7) Participants in proceedings before a committee having the right to provide explanations and evidence and comment on the matter may include the following persons:
 - The offender
 - A representative of the offender’s employer
 - An inspection body who was present during the offence
 - A witness who was present during the offence
 - In justified cases, a trade union representative may be invited to participate at the offender’s request.
- (8) The chair of the committee convenes the committee within 14 days of the submission of the Application and the payment of the deposit by the offender.
- (9) After reviewing the case, the committee will issue a written decision. On behalf of the committee, the decision is signed by the chair of the committee.
- (10) If the committee decide that the offence did not take place or that it was not committed by the offender, IDC and/or A-VME is returned to the offender. In such a case, the point total remains the same as it was prior to the alleged offence being reviewed, and the deposit is refundable. In other cases, the deposit is non-refundable and is used to cover the cost of the proceedings.

- (11) In cases where the committee reviews the offence and concludes that the offence was committed but, taking into account the severity of its impact on air traffic safety at the aerodrome, administratively reduces the points total or changes the classification of the offence, the number of points assigned to the offender will be adjusted accordingly in the IDC, VME, SAF offender database. The deposit is non-refundable. After that, the provisions of Article 2 of this internal standard are followed.

5. Review of the revocation of IDC and/or A-VME by Prague Airport Operational and Security Committee.

- (1) The offender may request a review of the revocation of IDC and/or A-VME that took place after reaching four (4) points under Section 2.
- (2) The application for review of the revocation of IDC and/or A-VME must be submitted by the offender (by e-mail, fax) to SSM within 14 days from the date on which IDC and/or A-VME was revoked or from the date on which a written decision on the review of an offence was issued by a committee pursuant to provision IV. of this internal standard.
- (3) SSM will verifiably acknowledge the receipt of the Application for review of revocation of IDC and/or A-VME (by indicating the calendar day, month and year and affixing the receiving person's signature and indicating their first name, last name and position).
- (4) If the offender does not submit the Application within the time limit specified under Section 4.2, the revocation of IDC and/or A-VME becomes binding. It is not possible to appeal a binding revocation of IDC and/or A-VME.
- (5) The review of the revocation of IDC and/or A-VME by OSC is an extraordinary institute in which OSC may decide in favour of the offender and return their IDC and/or A-VME.
- (6) Within three working days of filing the Application for review of revocation of IDC and/or A-VME or, where relevant, in the case of an application for review of an offence by a committee, the SSM Director decides – upon reviewing the seriousness of the offence and other circumstances and facts – whether IDC and/or A-VME will be provisionally returned to the offender until a binding decision is made by the committee as to the permanent revocation/return of IDC and/or A-VME or, where relevant, until a decision on the review of an offence is made by the committee.
- (7) Where this decision is positive, the SSM Director will inform the offender's superior that a decision was made to provisionally revoke/return IDC and/or A-VME (also possible via e-mail, fax, or telephone against call confirmation) and instruct the offender to collect the IDC and/or A-VME.
- (8) Within no more than 30 calendar days of the application for review of revocation of IDC and/or A-VME, OSC will – in its regular or extraordinary meeting – decide on the permanent revocation/return of IDC and/or A-VME and on further steps to be taken in respect of the offender, on measures, possibly on the balance of the state of their points account.
- (9) If OSC decides to return IDC and/or A-VME, the IDC and/or A-VME is returned without delay to the person from whom it was revoked.

6. Special IDC/TR/SAFETY Training

- (1) Special IDC/TR/SAFETY Training is delivered exclusively by SSM instructors.
- (2) Special IDC/TR/SAFETY Training is subject to a fee that is charged by the aerodrome operator according to the valid Pricelist of LP services.
- (3) The offender must pay the fee for Special IDC/TR/SAFETY Training no later than the start of the training. The fee for Special IDC/TR/SAFETY Training is non-refundable.
- (4) The offender must complete Special IDC/TR Training within 14 calendar days of the date on which the offender's superior received notification from SSM, and the training must be successfully completed by passing a written test.
- (5) If the offender fails the test, they may retake the test one more time within 5 working days of the failed attempt.

- (6) If the offender fails to meet the above time limit of 14 days or, where relevant, 5 working days, or if they retake the test with SSM instructors and fail again, IDC and/or A-VME is revoked and temporarily confiscated. The superior of the offender concerned will be informed thereof in writing, or by e-mail, without delay.
- (7) In exceptional cases, SSM Director may extend the time limits referred to in this Section upon written request submitted to SSM by the offender or the offender's superior.
- (8) The offender retains the right to file an appeal with OSC (see Article 5 of this internal standard).
- (9) Special IDC/TR/SAFETY Training has no effect on the time limits specified by the National Programme for Security Training between regular security training sessions.

7. System of procedures and information flow

- (1) The inspection body that deals with offences covered by this internal standard will draw up a Record, allow the offender to comment on it, and instruct them to sign the Record.
- (2) If the offender refuses to sign the Record, the inspection body will make a note in the Record. In such a case, the offender is deemed to agree with the Record.
- (3) In addition, the inspection body will indicate the number points assigned to the offence according to the attached point assignment table; the inspection body will then contact SCC to find out whether the offender is already registered in the database of offences maintained by SSM, and it will also determine the balance of the offender's points account. Depending on the points total, the inspection body will decide whether to revoke/not revoke IDC and/or A-VME, and will inform the offender about the situation and the further course of action.
- (4) In the case of a multiple offence within a given category A, B or C, the inspection body only assigns points to the offender for the most serious offence in the given category.
- (5) Where the inspection body cannot assign points on the spot when the offence is detected, due to the absence of the offender, a Record is made and submitted via SCC to SSM to be resolved. The superior of the offender concerned (when known) is immediately informed by an SSM employee in an appropriate written form (e-mail, fax, letter) of the offence and is instructed to make sure that the offender visits an SSM office where their IDC and/or A-VME will be checked or, if relevant, revoked. After that, the provisions of Article 2 of this internal standard are followed.
- (6) Where A-VME is revoked, the inspection body will prevent the offender from using VME and make sure that the VME is taken over by another person with A-VME. When IDC is revoked, the inspection body accompanies the offender while performing any obligations necessary for leaving airside and informing the offender's superior, but this must not take more than 120 minutes after detecting the offence. In the case of a justified and urgent operational need, ECO SSM may – at the request of the offender's superior and while taking account of the nature of the offence in question – exceptionally decide to extend this time limit (usually until rotation or until the end of the scheduled work shift) and determine the conditions under which this will be allowed. A violation of such specified conditions is understood as a failure to comply with the aerodrome operator's instructions within the meaning of the Civil Aviation Act. Any escort by a security officer is subject to a fee according to the valid Pricelist of LP services. The offender may take advantage of the provisions of paragraph 5.6./7.
- (7) Based on a Record received by SSM, an authorised employee will enter the offence and the offence code in the IDC/VME/SAFETY offenders database, and inform the manager to whom the offender reports about the offender's offence without delay.
- (8) An authorised employee of SSM will evaluate the form of the measure. If the offender meets the conditions for being required to complete Special IDC/TR/SAFETY Training, they will be notified thereof without delay.
- (9) If an entity whose employees operate at the aerodrome expresses an interest in knowing the current numbers of points of its employees who have committed an offence, it may request this information in writing from SSM.

- (10) Category B offences that cannot be traced back to a specific offender, but the operator of the VME in question is known, are registered for that operator; SSM will instruct the operator – by e-mail containing a PDF message, by fax or a letter from the SSM Director – to provide the necessary cooperation in order to investigate the situation, remedy any identified deficiencies without delay, take corrective measures to prevent its recurrence, and keep the operator informed about their implementation. If the entity fails to respond to the instruction within the specified time limit, SSM will request the necessary cooperation again, by means of a formal written request in the form of a registered letter that is subject to a fee according to the valid Pricelist of LP services.

Where a specific vehicle has been repeatedly found to be in violation of the aerodrome operator's instructions and it is not possible to identify any specific offender, the SSM Director may decide to revoke the access permit of the vehicle concerned.

8. Final provisions

- (1) The aerodrome operator has the right to file an offence notification with the competent administrative authority pursuant to Act No. 49/1997 Sb.

<i>Violations of security regulations</i>		
Points	Code	Description
1	IDC-1A	Using an invalid IDC specimen.
1	IDC-1B	Recording the assigned PIN on IDC or the IDC carrier.
1	IDC-1C	Using a damaged IDC (<i>intentionally illegible information, damaged photo</i>).
1	IDC-1D	Operating airside with an intentionally hidden IDC, if the IDC is presented for inspection on-the-spot upon request.
1	IDC-1E	Operating airside outside the zone specified by the scope of access indicated on the IDC.
1	IDC-1F	Failure to meet the obligations related to IDC - GUIDE marking, the rules for surveillance of accompanied persons and/or the obligation to hand in the accompanied person's one-time IDC upon exiting airside.
1	IDC-1G	Failure to close an access door that has been intentionally left/blocked open, which leads airside or within a security zone, and which is controlled by the electronic access control system (ACS). In the case of an access point/vehicle access point that is not followed by a security check, this is IDC-4F.
1	IDC-1H	Intentional failure to undergo a check when a person or VME exits airside.
1	IDC-1I	Inadvertently allowing PAX/arrivals crew into a gate among passengers who have been checked.
1	IDC-J	Misuse of parking cards/vehicle access permits and their scope, or parking in a commercial zone without a proper permit.
1	IDC-1K	Obstructing the check of a person/VME, delaying a security check, verbally assaulting a security officer in connection with the performance of their activities.
1	IDC-1L	Parking outside areas that are designated for that purpose. This concerns parking in zones where the driver is not obligated to hold A-VME, e.g. parking in a commercial zone, loading ramps, etc. If the driver is an A-VME holder, the offence is classified as MMP-1G.
1	IDC-1M	Airside movement of a person without IDC, where the person is an IDC holder but is unable to present the IDC on-the-spot for inspection upon request.
1	IDC-1N	Failure to comply with instructions aimed at ensuring the safe operation of the aerodrome; <i>failure to comply with an explicit order is an offence classified as IDC-4C.</i>
2	IDC-2A	Using or owning an IDC that has previously been reported as lost, stolen or invalidated.
2	IDC-2B	Intentional damage to, unauthorised activation of, or other adverse effect on security systems.
2	IDC-2C	Misusing emergency exits in the airside area, or entering/exiting airside via points other than those designated for that purpose.

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*

2	IDC-2D	Lending IDC to another person who is also the holder of a valid IDC (otherwise classified as IDC-4D, modifying, selling, forging, giving, or using IDC as collateral).
2	IDC-2E	Driving VME by a driver whose A-VME has been revoked, or a driver who does not hold A-VME or has not met item MMP-1E. <i>This does not apply if the driver is currently undergoing practical examination after TR training and is supervised by a TR Examiner in the vehicle, provided that the TR Examiner presents on-the-spot their Authorisation to carry out practical examination after TR training issued by MB SAF and the Examination Record in which the successful completion of the theoretical examination after TR training is confirmed.</i>
2	IDC-2F	Allowing another person or VME unauthorised access to airside, including SRA, as well as the person who has taken advantage of such unauthorised access to airside, including SRA, <i>security check must have been performed – otherwise the offence is classified as IDC-4A, e.g. through doors or turnstiles that are controlled by the electronic access control system (ACS) or operated mechanically.</i>
4	IDC-4A	Allowing another person or VME unauthorised access to SRA without undergoing a security check.
4	IDC-4B	Intentional failure to undergo the security check of a person or VME upon entering airside.
4	IDC-4C	Failure to comply with an order aiming to ensure the safe operation of the aerodrome.
4	IDC-4D	Lending IDC to another person who is not the holder of a valid IDC, modifying, selling, forging, giving, or using IDC as collateral.
4	IDC-4E	Deleted
4	IDC-4F	Intentionally blocking doors/gates in the open position and/or not locking doors/gates at the edge of SRA that are left unattended, unless these are immediately followed by a security checkpoint.
4	IDC-4G	Physically assaulting a security officer in connection with the performance of their activities that can be evidenced by other means (e.g. by confession of the offender, video footage, or a witness statement).

Violations of the Prague-Ruzyně Airport Traffic Rules and the related road traffic regulation		
Points	Code	Description
1	MMP-1A	Violation of VME lighting provisions.
1	MMP-1B	Violation of an obligation resulting from road markings and traffic signs on roads, aprons and service roads, driving through aircraft stands without posing a serious risk to traffic safety.
1	MMP-1C	Driving VME immediately after consuming alcohol, or within such a period of time after consuming alcohol during which the driver is still under its influence, where the amount of alcohol found in the driver's body does not exceed 0.3‰.
1	MMP-1D	Failure to give way in cases where the driver is obligated to give way to other VME.
Warning	MMP-1E	Failure to present a driving licence on-the-spot by a person driving VME, where the person holds a driving licence and presents it for inspection within an additional deadline of 5 working days at the SSM desk, SV1, SV19 or SV21. <i>Note: If this does not happen and the person fails to provide SSM with a proper explanation for driving VME without a driving license, the procedure for offence MMP-2F will be applied where the offence is deemed to have been committed on the date of the expiry of the additional deadline.</i>
1	MMP-1F	Inadequate equipment of VME pursuant to TR – e.g. VME without a fire extinguisher, reflective vest, driving with an intentionally hidden vehicle access permit.
1	MMP-1G	VME parking in SRA in an area that is not intended for that purpose, or is reserved for other users, including an aircraft stand, without posing a significant risk to the safety and flow of air transport. <i>Applies to A-VME holders. With respect to parking in places where the driver does not need to hold A-VME, this offence is classified as IDC-1L.</i>
1	MMP-1H	Failure to give priority to pedestrian passengers when walking from/to an aircraft or a bus.
1	MMP-1I	Failure to secure VME against accidental movement and misuse pursuant to Section 1.2.6. TR: <i>When leaving VME, the driver must take precautions against accidental movement and misuse of the VME.</i> <i>Leaving VME at an aircraft stand with keys in the ignition or with the engine running is possible in the case of VME that must have their engine running in order to carry out their duties in aircraft handling or in order to comply with an obligation under special regulations.</i> <i>VME at an aircraft stand need not be locked as long as the driver of the given VME is carrying out aircraft handling. Taking precautions against misuse (locking) is not required for such VME where this is not technically possible.</i> <i>Securing VME against accidental movement means engaging a hand brake or using other suitable means, e.g. placing wheel chocks.</i>
1	MMP-1J	*When the maximum speed limit has been exceeded by more than 20 km/h

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*

1	MMP-1K	Failure to give way to an aircraft under tow.
1	MMP-1L	Using an invalid A-VME.
1	MMP-1M	Violation of the traffic regime of luggage sorting facilities pursuant to TR.
1	MMP-1N	Failure to mark a traffic obstruction on a road that has been caused by the driver.
1	MMP-1O	*Failure to immediately stop VME or failure to report a traffic accident (PCR, CO, Airport Security Service) or illegal departure from the site of a traffic accident or failure to return to the site of a traffic accident immediately after providing or calling in assistance or after reporting a traffic accident, after causing a traffic accident in which a person has been killed or seriously injured or material damage apparently not exceeding CZK 50 000 has been caused to any of the vehicles involved, including the items carried, or to other things.
1	MMP-1P	Violation the safe zone around a stationary aircraft – 3 m
1	MMP-1Q	Unauthorised driving under movable boarding bridges
1	MMP-1R	Carrying a larger number of persons than that for which the VME is intended
1	MMP-1S	Another offence against TR that poses a risk to safe traffic on aprons
2	MMP-2A	Failure to give way to emergency vehicles that have their warning beacon activated.
2	MMP-2B	Driving VME that are technically unfit for operation on roads in such a serious manner that they directly endanger other road users.
2	MMP-2C	Posing a serious risk to the safety and flow of road and air traffic as a result of parking VME in areas that are not designated for that purpose.
2	MMP-2D	Failure to give way to aircraft taxiing under power (with/without a Follow Me escort).
2	MMP-2E	Driving in front of/behind an aircraft that has its navigation lights on and engines running at a time when the given aircraft may be endangered or hindered.
2	MMP-2F	Driving VME without the documents prescribed for operating VME in SRA.
	MMP-2G	Unauthorised driving outside service roads. (Without posing a risk to traffic safety MMP 1B).
2	MMP-2H	Unauthorised/unpermitted entry of vehicle onto taxiways.
2	MMP-2I	Failure to stop VME at a signal that orders the driver to stop the vehicle, or failure to stop VME after receiving a "Stop" instruction given by a person authorised to control airside traffic.
2	MMP-2J	Using VME in a condition that may result in personal injury or property damage.
4	MMP-4A	*Failure to immediately stop VME or failure to report a traffic accident (PCR, CO, Airport Security Service) or illegal departure from the site of a traffic accident or failure to return to the site of a traffic accident immediately after providing or calling in assistance or after reporting a traffic accident, after causing a traffic accident in which a person has been killed or seriously injured or material damage apparently exceeding CZK 50 000 has been

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*

		caused to any of the vehicles involved, including the items carried, or to other things.
4	MMP-4B	*Driving VME by a driver whose driving licence has been confiscated.
4	MMP-4C	*Driving VME without holding a driving licence for the appropriate category or subcategory of vehicles.
4	MMP-4D	Driving VME immediately after consuming alcohol, or within such a period of time after consuming alcohol during which the driver is still under its influence, where the amount of alcohol found in the driver's breath exceeds 0.3‰, or driving VME immediately after consuming other addictive substance or within such a period of time after consuming other addictive substance during which the driver is still under its influence.
4	MMP-4E	*Driver's refusal to take a breath test to determine whether they are under the influence of alcohol, when instructed to do so.
4	MMP-4F	*Driver's refusal to undergo a medical examination to determine whether they are under the influence of alcohol, when instructed to do so and when a breath test was positive, or by an addictive substance, although this was not associated with any risk to their health.
4	MMP-4G	* Exceeding the maximum speed limit by more than 50 km/h.
4	MMP-4H	Failure to give way as a result of which the driver endangers or hinders a taxiing aircraft, forcing it to brake, decelerate, stop or change direction.
4	MMP-4I	Unauthorised or unpermitted entry of persons or vehicles onto RWY = causing a runway incursion.

<i>Violations of safety regulations</i>		
Points	Code	Description
1	SAF-1A	Smoking outside designated locations (according to the standard entitled Prohibition of smoking in LKPR airside areas and in buildings of Letiště Praha, a.s.).
1	SAF-1B	Producing and subsequently not removing relatively less dangerous FOD, taking into account its possible consequences.
1	SAF-1C	Movement of persons outside the permitted areas, or unauthorised movement of persons in the aircraft safety zone.
1	SAF-1D	Not wearing reflective clothing where prescribed.
1	SAF-1E	Unauthorised bicycle, segway, etc. riding in airside areas and SRA.
2	SAF-2A	Producing and subsequently not removing FOD that poses a serious threat to traffic safety and a risk of major consequences.
2	SAF-2B	Posing a more serious safety risk by smoking in airside areas and SRA outside designated locations.

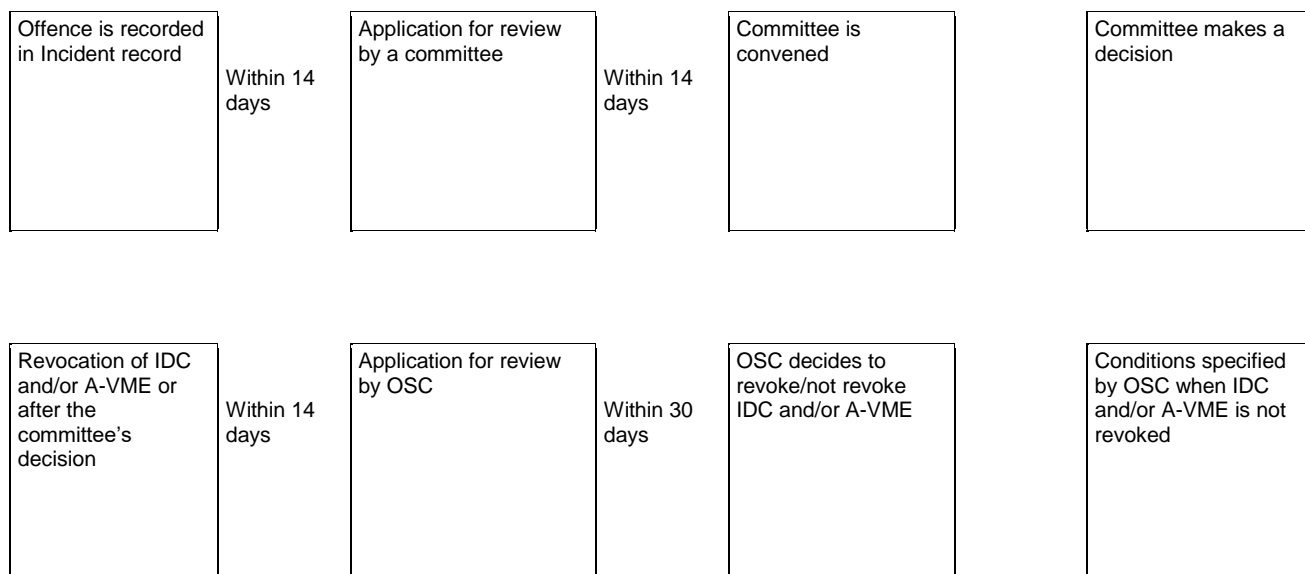
*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*

2	SAF-2C	Failure to report leakage of a hazardous substance within the premises of Letiště Praha, a.s.
2	SAF-2D	Knowingly misrepresenting or concealing information while detecting violations of safety regulations.
4	SAF-4A	Producing and subsequently not removing FOD that resulted in aircraft damage.
4	SAF-4B	Consumption of alcohol or other addictive substances during working hours. Performing work activities under the influence of alcohol (where the amount of alcohol found in the driver's breath exceeds 0.3‰) or other addictive substance.

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*

Appeal Process Diagram



Annex 11

Access of non-aerodrome ambulances with crew, a lying patient or human organs intended for transplantation

- (1) Access of non-aerodrome ambulances with a lying patient to SRA
 - a. Where the transport is being carried out by a non-aerodrome ambulance, this is a situation where one-time entry is requested in advance. The application for one-time access is submitted by a HDG company/contracted company of LP (hereinafter the authorised entity) using the standard procedure, and the note "LYING PATIENT" is clearly marked in the application form.
 - b. The authorised entity is responsible for providing timely information to SCC about the estimated time of arrival, and ECO SSM is responsible for dispatching an ASE vehicle to the place and at the time specified.
 - c. Passport and customs formalities are handled by the authorised entity's representative.
 - d. The access point for entering SRA is SV19. This is where the non-aerodrome ambulance meets the ASE vehicle which will guide it to its destination in a convoy of vehicles, where the driver of the ASE vehicle is responsible for the actions of the driver of the non-aerodrome ambulance (in accordance with the Prague/Ruzyně Airport Traffic Rules). The vehicle of the authorised entity is an additional vehicle in the "train" regime. For the vehicle in the "train", the boom barrier at the FRS is opened by an ASE officer from the guide vehicle.
 - e. The security check of the patient and their luggage is carried out in accordance with the procedures set up for the operator's security services at SEC checkpoint – SV 29, and in the standard manner for the crew and the vehicle. The security check of the vehicle will be carried out by an ASE officer in the area, and the security check of the crew will be carried out by a SEC officer at SV 29. From the access point until the security check is carried out, the non-aerodrome ambulance, crew and material are under the surveillance of the ASE vehicle. After the security check is carried out, the non-aerodrome ambulance is escorted by the authorised entity's vehicle to the appropriate aircraft stand. The ASE vehicle does not take part in the escort to the stand. When exiting, the non-aerodrome ambulance is escorted by the authorised entity's vehicle.
- (2) Access of non-aerodrome ambulances with human organs intended for transplantation into SRA
 - a. Where the transport is being carried out by a non-aerodrome ambulance, this is a situation where one-time entry is requested in advance. The application is submitted by a HDG company using the standard procedure, and the note "ORGANS FOR TRANSPLANTATION" is clearly marked in the application form.
 - b. The HDG company is responsible for providing timely information to SCC about the estimated time of arrival, and ECO SSM is responsible for dispatching an ASE vehicle to the place and at the time specified.
 - c. Passport and customs formalities are handled by a representative of the handling company.
 - d. The access point for entering SRA is SV 19. This is where the non-aerodrome ambulance meets the ASE vehicle which will guide it to its destination in a "train" regime. The HDG company's vehicle is an additional vehicle in the "train" regime. For the vehicle in the "train", the boom barrier at the FRS is opened by an ASE officer from the guide vehicle.
 - Where the departure of the organs takes place using a normal flight of commercial air transport, the security check of the organs is carried out at the designated location (usually directly at the aircraft) without opening the package, solely by visual inspection and with an explosives detector. This check is carried out by a SEC officer who is dispatched on site by a SEC control officer who obtains information about the time and stand from ECO SSM. During their stay in SRA, the non-aerodrome ambulance, material and crew are at all times accompanied by an ASE vehicle under a "constant surveillance" regime.

- Where the departure of the organs takes place using an ad-hoc flight operated for a single consignor, the non-aerodrome ambulance is accompanied by an ASE vehicle to the appropriate stand in a “SRA mobile edge” regime. OLE officers carry out surveillance of the handover of the shipment with organs, wait for the organs to be loaded and the aircraft door closed. After that, they escort the non-aerodrome ambulance back. A standard record of the departure regime without a security check is drawn up on the spot and confirmed by the aircraft commander, a representative of HDG, and a security officer, see Annex 9a.
- (3) The procedures performed by the operator’s security personnel, i.e. the security checks of persons, vehicles and material and the escorting of vehicles in a convoy, are free of charge. Fees for one-time access of persons and vehicle are charged in accordance with the valid Pricelist of LP services.

Annex 12

Field trips and tours of Prague/Ruzyne Airport

To ensure the smooth course of airside tours at the Prague/Ruzyne Airport, the following regime is in place:

1. The guide of the tour (hereinafter the guide) is an authorised person in a contractual relationship with Letiště Praha, a.s.
2. For the duration of the airside tour, the guide is at all times marked with a valid IDC with the appropriate scope of access and, at the same time, with an IDC/GUIDE card.
3. For the duration of the tour, the tour participants (hereinafter the participants) are at all times marked with a valid IDC/EVENT card.
4. The guide informs all participants about the route and the rules of conduct, and the participants must remain within the area of the tour route, any arbitrary deviation from the route is considered a violation of the aerodrome operator's instructions pursuant to Section 31(2) of Act No. 49/1997 Sb. and dealt with by the aerodrome operator's security personnel in accordance with the valid directive Rules for airside access and stay of vehicles and persons at the Prague/Ruzyne Airport, as amended.
5. In the event of an emergency or security incident, or if it is necessary for the guide and the participants to leave the route or the tour, the guide must contact SCC, tel. 1000 and report the situation. ECO SSM will then determine the course of action to address the situation.
6. The course of the tour is governed by the following principles:
 - 6.1. SSM (or ECO SSM) will receive an application for a tour from LOP OU by e-mail or fax.
 - 6.2. Every day before the first tour, the guide collects one IDC/EVENT set, in their name, from a security officer and signs the handover record. The guide is responsible for compliance with the rules for the use of IDC/EVENT cards (pursuant to the Rules for airside access and stay of vehicles and persons at the Prague/Ruzyne Airport) by the participants. After the end of the last tour, the guide returns the complete IDC/EVENT set for safekeeping to a safety officer who checks the set for completeness. The handover is recorded in the handover record. The guide is responsible for the accurate record keeping of each tour (i.e. who used which card and when), checking the identity of entering persons, as well as for returning the complete set. SSM conducts random checks of compliance with the regime and addresses possible violations offences pursuant to the Rules for airside access and stay of vehicles and persons at the Prague/Ruzyne Airport, as amended.
 - 6.3. IDC/EVENT issue points
 - 6.3.1. Terminal 3 SEC point
 - 6.3.1.1. Red set, sequence number 1–50
 - 6.3.1.2. Green set, sequence number 51–100
 - 6.3.1.3. Brown set, sequence number 101–150
 - 6.3.1.4. Purple set – backup, sequence number 151–200

-
- 6.3.2. ASE SV 21 point
- 6.3.2.1. Pink set, sequence number 201–250
 - 6.3.2.2. Orange set – backup, sequence number 251–300
- 6.4. Upon entering SRA, both the guide and the participants must undergo a security check at the same standard as for security checks of employees. This rule does not apply to tours that include the area of the Terminal 2 SRA that is accessible to passengers; there, the security check must be conducted at the standard of a passenger security check, i.e. including a strict restriction on bringing in liquids and gels (only authorised exceptions for medical reasons that have been reported in advance when booking the tour are permitted). A tour that includes Terminal 2 will already be marked by the guide on the application submitted to SSM (see Section 6.1) and announced to a security officer after arrival at the checkpoint before the start of the security check. SSM (or ECO SSM) informs the SEC control centre about the scheduled tour of Terminal 2. Should the guide fail to mark a tour of Terminal 2, it is a gross violation of work discipline and a violation of the Road and Motorway Rules for the Rules for airside access and stay of vehicles and persons at the Prague/Ruzyne Airport, as amended. If the security check finds that a participant is carrying prohibited articles with which SRA access is not allowed, the articles will be temporarily taken and stored at a checkpoint, where they will be collected by the participant after the end of the tour.
- 6.5. The loss of an IDC/GUIDE or IDC/EVENT card during a tour must be reported by the guide immediately to SCC, ext. 1000, which will immediately forward the information to SSM.
- 6.6. The loss of an IDC/GUIDE or IDC/EVENT card that was discovered at the end of a tour must be reported by the guide to a security officer when returning the IDC/EVENT cards. The security officer must immediately forward the information to SCC which forwards it to SSM. In accordance with the valid Pricelist of Letiště Praha, a.s., the loss of an IDC/EVENT card is subject to a fee of CZK 2 000 incl. VAT which will be recovered from the guide.
7. The movement of the tour participants along the route of the tour takes place in part on a bus in the manoeuvring areas, and in part on a walking tour in Terminal 1 and Terminal 2. Tour routes:
- 7.1. **Route 1:** Terminal 3 – manoeuvring area – gallery C – Terminal 1 – SV21.
 - 7.2. **Route 2,4,5:** Terminal 3 – manoeuvring area – Fire Rescue Service of LP (Central Fire Station) – Hangar F building. The routes differ in the order in which the various locations are visited.

- 7.3. **Route 3:** SV 21 (issue of IDC set) – connecting structure SEC checkpoint – Terminal 2 – connecting structure SEC checkpoint – Terminal 1 – SV 21.
- 7.4. **Phototour:** Terminal 3 – manoeuvring area – photo shoot location – Terminal 3.

Notes:

The phototour is always accompanied by an ASE security officer (hereinafter “ASE SO”).

The photo shoot locations are indicated in the figure below. At these locations, participants may get off the bus under the surveillance of ASE SO, and the specific area for their movement will be defined by the ASE SO.

Outside these defined locations, it is possible to exit the bus, in the immediate vicinity of the bus doors and under the direct surveillance of ASE SO, for the purpose of taking photos (about 1–3 participants at a time). Where it is not possible to exit the bus in the above manner for operational or safety reasons, the participants may take photographs through open bus doors under the direct surveillance of ASE SO.

While moving on apron North, the bus must strictly adhere to the TR; the movement of the phototour is randomly monitored by an ASE patrol vehicle and, if necessary, it may assist in securing the defined area for photographers outside the BUS

ECO SSM may restrict or prohibit participants from exiting the bus through ASE SO, based on the assessment of the current safety risk.

- 7.5. Tour routes may be modified and other locations may be visited once they have been approved by the appropriate professional OU and the ASE OU sufficiently in advance.
- 7.6. The route of the tour must be designed in such a way that so that passage through turnstile no. 40 (entrance to the customs area in Terminal 1) and turnstile no. 48 (entrance to the customs area at the arrivals passport counters in Terminal 2) is limited to exceptional and justified cases.

Phototour – photo shoot locations

Annex 13

The regime for verifying the justification of access authorisation for employees entering SRA and specific premises defined on IDC using supplementary letters

In accordance with Section 1.2.2.1 of Commission Regulation No 185/2010, access to SRA must be restricted to persons who have a legitimate reason to be there. Therefore, IDC authorising unaccompanied access to SRA and specific premises defined on IDC using supplementary letters (hereinafter “specific premises”) are therefore issued solely to persons who have a verifiable need to carry out work or similar activities in the given area.

This requirement is fulfilled through the following two complementary processes:

- 1) When proposing the scope of access to SRA or specific premises, the responsible person or guarantor (hereinafter the “responsible person”) authorised to approve Applications for the issue of an aerodrome identification card for airside access at LKPR (hereinafter the “IDC application”) must assess and specifically justify the need for the given scope of access in relation to the performance of activities in the given area. Fulfilment of this requirement is subsequently verified by SSM as part of assessing the application, and in cases where, even upon request, the requested scope of access is not properly justified, the IDC application is rejected.

Note: A detailed justification of the necessity of the requested unaccompanied access is required for the following scopes of access:

- (a) access to SRA of terminals that are accessible to passengers, and technical facilities in SRA of terminals (i.e. red IDC);
 - (b) access to SRA outside terminals including manoeuvring areas (i.e. yellow IDC);
 - (c) access to specific premises defined on IDC using supplementary letters:
 - i. A (Aircraft) – aircraft deck and boarding bridges (SRA)
 - ii. B (Baggage) – baggage sorting facility (SRA)
 - iii. C (Customs) – customs arrivals area (airside)
- 2) On a quarterly basis, SSM verifies the actual usage of IDC for the scope of access that includes SRA and specific premises, based on logs from the ACS system. The verification procedure is as follows:
 - (a) a list of those IDC holders who are authorised to enter SRA or specific premises and who never used an ACS reader at the entrance to the given area in the given quarter, i.e. those who do not really need access authorisation, is compiled for the closed quarter;
 - (b) no later than the 5th working day of the month following the end of the quarter, SSM uses standard e-mail to notify the authorised persons of these IDC holders and request an explanation and a justification for the continued need to provide the defined scope of access;
 - (c) if the responsible person does not provide an acceptable explanation and justification to SSM no later than the 20th day of the month following the end of the quarter, the IDC is blocked electronically with effect from the end of the month, and the IDC holder is informed thereof via the responsible person and is instructed to hand in the IDC to SSM. A blocked IDC may only be kept by the holder and later unblocked after an agreement has been reached between the responsible person and SSM, in which case it is necessary to submit a new IDC application and prove the fulfilment of the requirements for a background check and security training.

Note 1: In the case of persons who clearly need IDC for access to other areas of the aerodrome but who do not use the authorisation for access to SRA or specific premises, the preferred solution is to replace the IDC with another one providing a reduced scope of access, based on an agreement between the responsible person and SSM.

Note 2: The responsible person is always responsible for providing SSM with proper justification of the need for the given scope of access. Justification that is provided directly by the IDC holder in respect of their own person cannot be taken into account.

*The document posted on the Prague Airport INTRANET is controlled by the LP Documentation Manager
In print or electronic copy, the document is uncontrolled*

Annex 14

Specific rules for the airside movement of crews of based carriers

Aircraft crews of based carriers that carry out flights from both terminals 1 and 2 must plan airside movement in such a way as to satisfy standard security, passport and customs procedures. As regards the division of terminal operations for flights within the Schengen area (hereinafter "SCH") and outside the Schengen area (hereinafter "NSCH"), the following rules for the airside movement of crews are in place:

a. Individual flights within SCH only

Crew entry and exit for SCH flights is via departures/arrivals at SCH Terminal 2;

b. Individual flights within NSCH only

Crew entry and exit for NSCH flights is via departures/arrivals at NSCH Terminal 1;

c. A series of flights SCH destinations only

If the crew carries out a series of flights that includes exclusively flights within SCH destinations, without leaving the aircraft, both entry and exit is via departures/arrivals at SCH Terminal 2;

d. A series of flights including a flight in a NSCH destination

If the crew carries out a series of flights that includes only NSCH destinations or a combination of SCH and NSCH destinations, without leaving the aircraft, both entry and exit is via departures/arrivals at NSCH Terminal 1;

If it is desirable for operational reasons, in the case of irregularities, or if it is necessary to pass through SRA of Terminal 2 when boarding/returning from a flight, it is also possible to use the transit link in the Connecting structure between Terminal 1 and Terminal 2 to enter/exit NSCH Terminal 1 (e.g.: boarding a series of SCH flights via departures at Terminal 2, transiting from Terminal 2 to Terminal 1 via the transfer link, continuing with a series of flights that includes a NSCH destination, and finally exiting via arrivals at Terminal 1).

Any operational deviations from the above general rules are only possible in exceptional cases and with the consent of ECO SSM, who will discuss the matter with API and CO and – while taking into account the specific circumstances of the case – determine an appropriate procedure that meets the requirements of the security, passport and customs arrangements.