

**RULES FOR TRAFFIC AREA I REGIME AREA**

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**Purpose**

The purpose of this document is to set operational and security rules for users of Traffic Area I.

**Scope**

This document sets rules for the entry of vehicles and for the behaviour of drivers in Traffic Area I, which is defined as the area in front of Terminal 1, the Connecting Building and Terminal 2 in the Arrivals section.

**Applicability**

On issue, this document is distributed in a controlled manner to all Members of the Board of Directors, executive directors, directors, managers and team heads of all organisational units (OUs) on the Prague Airport ('LP') organisational chart. At the same time, this document is an Airport Operator Directive as set by Section 31(2) of Act No. 49/1997 Coll., on civil aviation (as amended), aimed at operators of aviation activities and other entities/persons involved in the operation of the Praha-Ruzyně Airport and air traffic, to ensure safe and secure operation of the airport and coordination of activities in the Praha-Ruzyně Airport. This document has been published on the LP Intranet for all LP employees.

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## I Abbreviations and glossary of terms

### I.1 Abbreviations

| Abbreviation | Meaning   |
|--------------|---|
| BED          | 'Airport security service control centre' OU                  |
| Č/PŘ         | Member of the Board of Directors in charge of Safety/Security |
| IDC          | Identification badge  |
| KAL          | 'Commercial activities' OU                                    |
| LP           | Letiště Praha, a. s. (Prague Airport)                         |
| NPBV         | National security training programme                          |
| OU           | Prague Airport organisational unit                            |
| OLE          | 'Airport Security' OU   |
| PAR          | 'Parking' OU  |
| PBV          | Operational security committee                                |
| PČR          | Police of the Czech Republic                                  |
| PK/VK        | Parking card / Entry card                                     |
| PV           | 'Legal matters' OU  |
| Ř/KAL        | Director, Commercial activities OU                            |
| CD           | Controlling document  |
| SSB          | 'Strategy and security administration' OU                     |
| VŘ/SSB       | Executive Director, Strategy and security administration OU   |

### I.2 Glossary of terms

| Term                    | Meaning   |
|-------------------------|---|
| Committee               | Committee for reviewing and scoring security incidents  |
| Inspecting person       | OLE security staff with authority to investigate and score security incidents   |
| Urgent operational need | Situation where, in order to ensure airport operation, vehicles not specified herein are permitted to enter/leave the area. |
| Traffic Area I          | Regime area in front of Terminal 1, the connecting building and Terminal 2 in its Arrivals section                          |
| Traffic Area I user     | a) Driver – Traffic Area I user<br>b) Traffic Area I contractual user<br>c) LP employees                                    |

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|                                 |  |
|---------------------------------|--|
| Traffic Area I contractual user | Legal entity – external entity which is in a contractual relationship with LP, based on which the entity's vehicles and drivers – Traffic Area I users have LP's permission to enter a specific Traffic Area I zone. |
| Security incident               | An incident occurring due to violation of some clause of this Directive.   |
| Training                        | Security training for Traffic Area I (in certain situations this training may be replaced by appropriate security training as per the NPBV).   |

## II Responsibilities and competencies

| Role / Position name                             | Description of responsibilities and competencies  |
|--|---|
| Traffic Area I contractual user's contact person | Is responsible for communication between the Traffic Area I contractual user represented by them and the SSB, is responsible for the PK/VK being returned once the justification for entering Traffic Area I has expired.                               |
| SSB trainer                                      | LP employee who trains Traffic Area I users and maintains the lists of Traffic Area I users who have completed the training.  |
| VŘ/SSB   | The VŘ/SSB is the Committee chairperson. The VŘ/SSB is responsible for maintaining the records of users, contact persons, security incidents, identification badges, entry cards to handle the gate and parking cards.                                  |
| KAL OU   | Maintenance of taxi service contracts and taxi driver lists   |
| PBV  | Deals with and makes decisions concerning IDC/IDC-PK/VK withdrawal.   |
| Ř/KAL  | Approves C-D zone users.  |
| Emergency SSB control staff                      | In urgent situations, approves the entering/leaving of Traffic Area I by vehicles of entities that are not on the list of normal users. Electronically blocks IDC/IDC-PK/VK where the card/badge should be withdrawn but this is physically impossible. |
| SSB OU   | The SSB OU, in communication with the contact persons of Traffic Area I contractual users, periodically reviews justifications of approved applications requesting access to Traffic Area I.  |

## III Traffic Area I

*Information which is marked as sensitive in this document is sensitive information as defined by Aviation Regulation L-17 and ICAO Annex 17 (A 2.1.2) and Part V of the National Security Programme for the Protection of Czech Civil Aviation against Unlawful Acts: “Airport operators, air carriers, air traffic service providers, check-in service providers at the airport, approved agents, air traffic work operators, public air show and air competition organisers and other persons and companies involved in civil aviation or having their workplaces on the premises of the airport are obliged, within their competency to ensure that sensitive information regarding the protection of civil aviation against unlawful acts is only available to persons who need to be acquainted with such sensitive information for their job and is not disclosed to any third party”.*

### III.1 Basic provisions and obligations of Traffic Area I users

- III.1.1** Traffic Area I is a traffic area which is subject to traffic rules according to Act No. 361/2000 Coll. on road traffic and amending certain acts.
- III.1.2** Traffic Area I users are obliged to comply with the provisions of this Directive.
- III.1.3** Traffic Area I users are obliged to follow the instructions of LP security staff, Customs Authority staff, the Police of the Czech Republic and the Prague City Police, notably instructions to leave the area and instructions regarding limited entry.
- III.1.4** The ‘no stopping’ and ‘no parking / no waiting’ rules apply across the entire Traffic Area I except for specific places.
- III.1.5** Traffic Area I users are obliged, without delay to inform the BED (tel. 220 111 000) about all incidents that impact or might impact traffic safety in Traffic Area I or in the Praha-Ruzyně Airport.
- III.1.6** Traffic Area I users are obliged to promptly inform SSB staff of any change in the persons in charge, specimen signatures or any other relevant fact.
- III.1.7** Traffic Area I is monitored by LP's security camera system.
- III.1.8** Vehicles entering Traffic Area I must have the specific parking card issued by LP for that area, visibly placed behind the windscreen. LP vehicles without a parking card must display a valid entry permission issued by LP. Such obligations do not apply to taxi cars with a banner with the text “TAXI” when fulfilling their duties or to security corps vehicles.
- III.1.9** Specimens of the identification badge, parking card and entry card for Traffic Area I are reproduced in [Annex 4](#) hereto. Specimen cards will be valid till 31 December 2024. The validity of the issued cards is limited by the validity of the card specimen and/or by the validity of the authorisations maintained by SSB in the electronic system.
- III.1.10** The administrative procedure regarding requests for issue of an IDC, entry permit and parking cards is set in Directive LP-SM-013E/2010 ‘Rules for entry of vehicles and their parking in the non-public area of Praha-Ruzyně Airport’.

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### III.2 Traffic Area I entry only permitted to Traffic Area I users and vehicles

**A/Blue zone** – LP company vehicles that need to enter Traffic Area I within their job duties, must be approved by the VŘ/SSB.

**C/Red zone** – Traffic Area I contractual user (contractual passenger transport, taxi), must be approved by the VŘ/SSB and Ř/KAL.

**D/Green zone** – Traffic Area I contractual user, must be approved by the VŘ/SSB and PAR Manager or Ř/KAL

**E/Green zone** – other entities that are not holders of any of the above permits, based on approval by the VŘ/SSB (particularly vehicles of the Police, governmental bodies and diplomatic missions).

Note: Vehicles may be permitted to enter/leave the area if urgently required to ensure operation in an emergency situation, based on approval by the SSB emergency control staff.

### III.3 A/Blue zone user obligations

**III.3.1 Parking** – is permitted in areas marked as A/Blue Zone, viz. for a time not exceeding 60 minutes or as necessary for them to do a job.

**III.3.2 Training** – drivers are not obliged to complete [Training](#) because they are covered by the principles of security training based on the National Safety/Security Training Programme.

**III.3.3 Identification badge** – no identification badge (IDC-PK) for Traffic Area I is issued to drivers because they are holders of the airport IDC in accordance with the CD “Administration of electronic entry control system”.

**III.3.4 Entry card to control the gate** – drivers are issued a plastic entry card for controlling the gate, with entry/exit pass encoded by the SSB department. This card authorises the driver to enter Traffic Area I. Only a valid card must be used. A lost entry card must be immediately reported to the OLE (staff door No. 21) or, by phone, to the BED, tel. 220 111 000. An entry card need not be issued if the Traffic Area I entry/exist pass has been encoded onto the permanent airport IDC.

**III.3.5 Parking card** – the SSB department issues plastic parking cards for vehicle identification. This card must be visibly placed behind the windscreen. A valid parking card must be used. A lost parking card must be immediately reported to the OLE (staff door No. 21) or, by phone, to the BED, tel. 220 111 000. A parking card need not be issued if the vehicle is equipped with a valid entry card issued by LP.

**III.3.6 Instructions** – drivers must follow instructions from LP security staff, Customs Authority staff and the Police, both in normal and emergency situations or during security training. This particularly concerns instructions to leave the area and area entry limitations.

**III.3.7 Security incidents** – such incidents are addressed in line with the Directive LP-SM-013E/2010 ‘Rules for the entry of persons and vehicles and for parking within the Praha-Ruzyně Airport non-public area’.

**III.3.8 Lists** – current lists of drivers, vehicles and contact persons (A/Blue Zone users) are maintained by the SSB in their electronic system.

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**III.3.9** Contact persons – a list of contact persons is maintained by the SSB. Any request for parking card / entry card modifications or changes must be submitted by the appropriate contact person.

**III.3.10** Job operations termination – once the reasons for which a vehicle needs to enter Traffic Area I have ceased to exist, the contact person of the A/Blue Zone user must immediately return the parking/entry permit.

### **III.4 Obligations of C/Red zone users**

**III.4.1** Parking – parking is permitted in areas marked C/Red Zone. Vehicles equipped with a parking card are permitted to park in areas marked D/Green Zone. The time limit depends on the specific provisions of the contract between the Traffic Area I contractual user and KAL.

**III.4.2** Training – drivers must complete the [Training](#) delivered by SSB trainers and finished with a written test. A trainee who fails this test must pass a second test within 2 weeks. If the trainee also fails the second test, the IDC will not be issued / will be withdrawn. The security training will be valid for 2 years. Drivers must complete re-training before the initial training expires.

**III.4.3** Identification badge - drivers are issued identification badges for Traffic Area I (IDC-PK) based on an application, provided that the driver has passed the Training and has submitted a Criminal Records extract no older than 3 months. If a criminal act is recorded in the Criminal Records extract, the issue or non-issue of the IDC-PK will be at LP's discretion. While present within Traffic Area I, drivers must visibly wear their identification badges. A lost identification badge must be immediately reported to the OLE (staff door No. 21) or, by phone, to the BED, tel. 220 111 000. The driver must use the IDC-PK in accordance with this Directive and must return it to the SSB once their job within Traffic Area I has been finished. The IDC-PK is coded to enable gate control.

**III.4.4** Gate control entry card – this card is not issued to drivers.

**III.4.5** Parking card – no parking card is issued to drivers because their vehicles have characteristic features through which the vehicle of a service provider is uniquely identified. A parking card may be issued to a vehicle of the senior company management.

**III.4.6** Instructions – drivers must follow instructions from LP security staff, Customs Authority staff and the Police, both in normal and emergency situations or during security training. This particularly concerns instructions to leave the area and area entry limitations.

**III.4.7** Security incidents – such incidents are addressed as specified in Section [III.9 below](#).

**III.4.8** Lists – a valid list of drivers and vehicles is maintained by the SSB in their electronic system. The lists are provided by the KAL on request. The most recent monthly taxi driver lists will be obtained by the SSB from the KAL on the 15th day of each month.

### **III.5 Obligations of D/Green Zone users – contractual customers who are permanent airport IDC holders**

**III.5.1** Parking – parking is permitted in areas marked D/Green Zone. The time limit depends on the specific provisions of the contract between the Traffic Area I contractual user and PAR.

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- III.5.2** Training – drivers are not obliged to complete [Training](#) because they are covered by the principles of security training based on the National Safety/Security Training Programme.
- III.5.3** Identification badge – no identification badge (IDC-PK) for Traffic Area I is issued to drivers because they are holders of the airport IDC in accordance with the CD “Administration of electronic entry control system”.
- III.5.4** Entry card to control gate – drivers are issued a plastic entry card for controlling the gate, with an entry/exit pass encoded by the SSB department. The card is issued based on a completed application form signed by the authorised representative of the company, according to the shown (original of the) ‘Traffic Area I entry permit’. The card authorises the driver's vehicle to enter Traffic Area I. Only a valid entry card must be used. A lost entry card must be immediately reported to the OLE (staff door No. 21) or, by phone, to the BED, tel. 220 111 000. An entry card need not be issued if the Traffic Area I entry/exit pass has been encoded onto the permanent airport IDC.
- III.5.5** Parking card – the SSB department issues plastic parking cards for vehicle identification. This card must be visibly placed behind the windscreen. A valid parking card must be used. A lost parking card must be immediately reported to the OLE (staff door No. 21) or, by phone, to the BED, tel. 220 111 000. A parking card need not be issued if the driver is the holder of a gate control card, which must be visibly placed behind the windscreen during parking.
- III.5.6** Instructions – drivers must follow instructions from LP security staff, PAR staff, Customs Authority staff and the Police, both in normal and emergency situations or during security training. This particularly concerns instructions to leave the area and area entry limitations.
- III.5.7** Security incidents – such incidents are addressed as specified in Section [III.9 below](#)
- III.5.8** Lists – current lists of drivers, vehicles and contact persons (D/Green Zone users) are maintained by the SSB in their electronic system. The lists are provided by KAL on request.
- III.5.9** Contact persons – a list of contact persons is maintained by SSB. Any request for parking card / entry card modifications or changes must be submitted by the appropriate contact person.
- III.5.10** Job operations termination – if the job for which a driver or vehicle needed to use the D/Green Zone has been finished, their contact person must immediately inform SSB and return the parking/entry card.
- III.6** **Obligations of D/Green Zone users – contractual customers who are permanent airport IDC holders**
- III.6.1** Parking – parking is permitted in areas marked D/Green Zone. The time limit depends on the specific provisions of the contract between the Traffic Area I contractual user and PAR.
- III.6.2** Training – drivers must complete the [Training](#) delivered by SSB trainers and finished with a written test. A trainee who failed this test must sit for a corrective test within 2 weeks. If the trainee also fails the second test, the IDC will not be issued / will be withdrawn. The security training will be valid for 2 years. Drivers must complete re-training before the initial training expires.

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- III.6.3** Identification badge – drivers are issued identification badges for Traffic Area I (IDC-PK) based on a completed application form, provided that the driver has passed the Training and has submitted a Criminal Records extract not older than 3 months. If a criminal act is recorded in the Criminal Records extract, the issue or non-issue of the IDC-PK will be at the discretion of the operator. While present within Traffic Area I, drivers must visibly wear their identification badges. A lost identification badge must be immediately reported to the OLE (staff door No. 21) or, by phone, to the BED, tel. 220 111 000.
- III.6.4** Entry card to control gate – drivers are issued a plastic entry card for controlling the gate, with an entry/exit pass encoded by the SSB department. The card is issued based on a completed application form signed by the authorised representative of the company, according to the shown (original of the) 'Traffic Area I entry permit'. This card authorises the driver to enter Traffic Area I. Only a valid entry card must be used. A lost entry card must be immediately reported to the OLE (staff door No. 21) or, by phone, to the BED, tel. 220 111 000. An entry card need not be issued if the Traffic Area I entry/exit pass has been encoded onto the permanent airport IDC.
- III.6.5** Parking card – no parking cards for vehicle identification are issued to D/Green Zone users. The vehicle is identified by means of the Gate control card, which must be visibly placed behind the windscreen for parking.
- III.6.6** Instructions – drivers must follow instructions from LP security staff, PAR staff, Customs Authority staff and the Police, both in normal and emergency situations or during security-related training. This particularly concerns instructions to leave the area and instructions regarding area entry limitations.
- III.6.7** Security incidents – such incidents are addressed as specified in Section [III.9 below](#).
- III.6.8** Lists: A valid list of all users, vehicles and contact persons (D/Green Zone users) is maintained by the SSB in their electronic system. The lists are provided by KAL on request.
- III.6.9** Contact persons – a list of contact persons is maintained by SSB. Any request for parking card / entry card modifications or changes must be submitted by the appropriate contact person.
- III.6.10** Job operations termination – if the job for which a driver or vehicle needed to use the D/Green Zone has been finished, their contact person must immediately inform SSB and return the badge and the parking/entry card.

### III.7 Obligations of E/Green Zone users

- III.7.1** Parking - parking is permitted at places marked E/Green Zone. The parking time must not exceed 120 minutes. The vehicle driver must identify the parking start time on the parking clock and visibly place it behind the vehicle windscreen. The parking time limitation does not apply to security corps vehicles.
- III.7.2** Training – contact persons of the entities using the E/Green Zone must complete [Training](#), which is delivered by SSB trainers and is finished with a written test. Contact persons who pass the test are given a certificate which obliges them to train all drivers within their organisation who would enter Traffic Area I. The security training will be valid 2 years. Before the validity date elapses, the contact persons must complete update training at SSB and

subsequently deliver this updated training to drivers within their organisation who enter Traffic Area I and whose certificates have expired.

- III.7.3** Identification badge – no identification badge (IDC-PK) for Traffic Area I is issued to E/Green Zone users.
- III.7.4** Entry card to control gate – drivers are issued a plastic entry card for controlling the gate, with an entry/exit pass encoded by the SSB department. The card is issued based on a completed application form signed by the authorised representative of the company, according to the shown (original of the) 'Traffic Area I entry permit'. This card authorises the driver to enter Traffic Area I. Only a valid entry card must be used. A lost entry card must be immediately reported to the OLE (staff door No. 21) 21) or, by phone, to the BED, tel. 220 111 000. An entry card need not be issued if the Traffic Area I entry/exit pass has been encoded onto the Parking Card.
- III.7.5** Parking card – no parking cards for vehicle identification are issued to D/Green Zone users. The vehicle is identified by means of the Gate control card, which must be visibly placed behind the windscreen for parking.
- III.7.6** Instructions drivers must follow instructions from LP security staff, Customs Authority staff and the Police, both in normal and emergency situations or during security training. This particularly concerns instructions to leave the area and area entry limitations.
- III.7.7** Security incidents – such incidents are addressed as specified in Section [III.9 hereof](#).
- III.7.8** Lists – current lists of contact persons (D/Green Zone users) are maintained by the SSB in their electronic system.
- III.7.9** Contact persons – a list of contact persons is maintained by SSB. Any request for parking card / entry card modifications or changes must be submitted by the appropriate contact person.
- III.7.10** Job operations termination – if the job for which a driver or vehicle needed to use the D/Green Zone has been finished, their contact person must immediately inform SSB and return the parking/entry card.

### **III.8 Working procedures of SSB staff**

- III.8.1** SSB employees must duly maintain the electronic Traffic Area I user/vehicle database, including all the mandatory VŘ/SSB and/or Ř/KAL approvals and administration of issued/returned cards.
- III.8.2** Among the SSB jobs are the printing of parking cards and coding the Traffic Area I entry cards and badges.
- III.8.3** Periodically **once a year**, SSB staff must (in cooperation with the Traffic Area I contractual users' contact persons) check the justifications of the approved applications requesting access to Traffic Area I.

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### III.9 Addressing security incidents

**III.9.1** Any violation of of rules set herein is considered a security incident. Security incidents are divided into 3 classes, which are scored based on the nature and seriousness of the incident. Each class encompasses equally scored violations:

|            |                            |         |
|------------|----------------------------|---------|
| ▪ Class 1: | Not very serious violation | Score 1 |
| ▪ Class 2: | Serious violation          | Score 2 |
| ▪ Class 3: | Very serious violation     | Score 4 |

**III.9.2** A score assigned to a person who caused a security incident (by act or omission) remains valid even if the person has a new employer that uses Praha-Ruzyně Airport areas.

**III.9.3** Addressing security incidents, including the assignment of scores for violating the rules set herein, is the responsibility of the OLE security staff. When investigating a security incident, the security staff must be on duty and must wear their security service uniform.

**III.9.4** Provisions based on the incident score:

**III.9.4.1** Measures taken after 1 point allocation – the offender is entered into the rule violation database.

The offender's manager or contact person within the offender's organisation will be informed about the matter by the VŘ/SSB within 3 working days. If the offender is a driver of a C/Red Zone user, the Ř/KAL must also be informed about the incident.

**III.9.4.2** Measures taken after 2 point allocation – the offender is entered into the rule violation database and is obliged to complete Special security training.

The offender's manager or contact person within the offender's organisation will be informed in writing by the VŘ/SSB within 3 working days and will be requested to ensure the offender's attendance at Special security training and to take measures to prevent any future violation of the rules set herein. Without prejudice to the provision of Section [III.9.8.6](#) below, the offender is free to continue to use their IDC/IDC-PK/VK to control the gate. If the offender is a driver of a C/Red Zone user, the Ř/KAL must also be informed about the incident.

**III.9.4.3** Measures taken after 3 point allocation – the offender is entered into the rule violation database and is obliged to complete Special security training.

The offender's manager or contact person within the offender's organisation will be informed in writing by the VŘ/SSB within 3 working days and will be requested to ensure the offender's attendance at Special security training and to take measures to prevent any future violation of the rules set herein. Without prejudice to the provision of Section [III.9.8.6](#) below, the offender is free to continue to use their IDC/IDC-PK/VK to control the gate.

If the offender is a driver of a C/Red Zone user, the Ř/KAL must also be informed about the incident.

- III.9.4.4 Measures taken after 4 point allocation – the IDC/IDC-PK/VK will be withdrawn from the offender (or electronically blocked if physical withdrawal is impossible). The offender is entered into the rule violation database.
- An IDC/IDC-PK/VK withdrawal report must be elaborated by the investigating staff. The BED must be immediately informed by the investigating staff. The withdrawn IDC/IDC-PK/VK along with the withdrawal report must be transferred by the investigating staff to the SSB or BED by no later than the end of the investigating staff's shift.
- If the IDC/IDC-PK/VK cannot be physically withdrawn, the investigating staff must write a report and submit it to the BED. The BED supervisor must block the IDC/IDC-PK/VK electronically and inform the appointed SSB staff by e-mail.
- The VŘ/SSB must inform the offender's manager or contact person in the offender's organisation or the guarantor about the blocked IDC/IDC-PK/VK by e-mail, fax or by any other demonstrable means (such as a magnetic record of a phone call) the following day, and must obtain acknowledged receipt of the information in the same manner.
- If the rule-violating person is a driver of a C/Red Zone user, the Ř/KAL must also be informed about the incident.

### III.9.5 Point deduction and IDC/IDC-PK/VK return to an offender

- III.9.5.1 All allocated points will be erased if the driver causes no new security incident within 12 months from the last security incident.
- III.9.5.2 The requirements set in Section [III.9.5.1](#) above must be met for the points to be erased. This also applies to an allocation of 4 points associated with IDC/IDC-PK/VK withdrawal.
- III.9.5.3 The points will also be erased (provided that the provisions of Section [III.9.5.1](#) above are met) if the driver's employer is different from that at the time of the security incident.
- III.9.5.4 The points will be automatically erased or on notice from the driver, also retrospectively at any later time, provided that the provisions of Section [III.9.5.1](#) above are met.
- III.9.5.5 Before the IDC/IDC-PK/VK is returned/re-issued, the driver must complete training as described herein.

### III.9.6 Security incident review by Committee

- III.9.6.1 The offender has the right to request LP to review a security incident and its point allocation. The offender also has the right to request the point allocation be cancelled. For this, they must submit a written request for review of the security incident ("Request") to the SSB.
- III.9.6.2 The written Request must be submitted by the offender to the SSB department within 14 days of the date the incident, occurred or of the date the offender or their manager has learned about the incident.

- III.9.6.3 The delivery of the Request will be demonstrably acknowledged by SSB (by identifying the day, month and year and by signature of the SSB staff who received the Request, completed with their legible first name, last name and position).
- III.9.6.4 Within three (3) days of the day the offender submitted the Request, the offender must pay a Fee to cover the cost of the review of the Request by the Committee. The amount of the Fee can be found in the LP Service Price List. If the Request is granted, the Fee will be returned to the offender. If the Request is not granted, the Fee will serve to cover the cost of the review.
- III.9.6.5 If the Request is not submitted within the time specified in Section [III.9.6.2](#) above, or the Fee is not paid to the LP pay office within the specified time, the nature and point allocation of the incident remain as before.
- III.9.6.6 A Committee is established to review the security incident pursuant to Section [III.9.6.1](#) above. The Committee members are as follows:
- SSB executive director or their deputy (Committee chairperson)
  - SSB representative
  - KAL or PAR representative
  - A PV representative may be invited as an advisor.
- III.9.6.7 The following persons may provide an explanation and evidence and express their opinion on the matter before the Committee:
- The offender
  - A representative of the offender's employer or contact person in the offender's organisation
  - The inspecting person who was present during the security incident
  - Witness(es) present during the security incident
  - A trade union representative may be invited to attend the meeting at the request of the offender in justified situations if the offender is an LP employee.
- III.9.6.8 The Committee meeting will be convened by the chairperson within 14 days of the date the Request was submitted and the Fee paid.
- III.9.6.9 The Committee will investigate the matter and issue its opinion. The opinion will be signed by the Committee chairperson.
- III.9.6.10 If the Committee concludes that no security incident occurred, the IDC/IDC-PK/VK will be returned to the person from whom it was withdrawn. The Fee will also be returned, the receipt of which must be acknowledged to an SSB representative. The person's allocated points will remain as before the incident.
- III.9.6.11 If the Committee concludes that the security incident caused by the offender occurred but was not very serious as regards the impacts on air traffic safety, the Committee will review or change the allocated points of the incident, and the offender's allocated points will be appropriately changed in the rule violation database. The Fee will not be returned. Further procedures will be as specified in Section [III.9.4](#). above.

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### III.9.7 Review of the decision to withdraw the IDC/IDC-PK/VK PBV

- III.9.7.1 The offender has the right to request the BPV to review the decision to withdraw the IDC/IDC-PK/VK after attaining 4 allocated points as per Section [III.9.4.4](#) above. Review of the IDC/IDC-PK/VK withdrawal by the PBV is not a standard LP procedure. The PBV will not review the security incident as such or the point allocation: instead, it will only discuss and take a decision regarding withdrawal or return of the withdrawn IDC/IDC-PK/VK pursuant to Section [III.9.7.7](#) below.
- III.9.7.2 The Request for review of the IDC/IDC-PK/VK withdrawal (“Request for review”) must be submitted by the offender in writing to the SSB within 14 days of the date the IDC/VK was withdrawn or of the date the Committee issued its opinion regarding the security incident pursuant to Section [III.9.6](#) above.
- III.9.7.3 The receipt of the Request for review will be acknowledged by the SSB staff (by inserting the day, month and year and the receiving staff’s signature completed by their first name and last name and position on the applicant’s copy of the Request for review, or by some other demonstrable method).
- III.9.7.4 If the Request for review is not submitted within the time specified in Section [III.9.6.2](#) above, the IDC/IDC-PK/VK withdrawal remains valid.
- III.9.7.5 Within three (3) working days of the date the Request for review was submitted, the VŘ/SSB will decide if the IDC/IDC-PK/VK is temporarily returned to the offender for the time before the PBV takes a final decision regarding the IDC/IDC-PK/VK withdrawal/return.
- III.9.7.6 After discussion with the PBV, the VŘ/SSB or their deputy will inform the offender’s manager or contact person in the offender’s organisation in writing that the PBV decided to temporarily withdraw or return the IDC/IDC-PK/VK and will call on the offender to return the IDC/IDC-PK/VK or to take it back if withdrawn.
- III.9.7.7 The PBV will take a decision at its planned or unplanned meeting within thirty (30) calendar days of the receipt of the Request for review. The PBV decides if the IDC/IDC-PK/VK will be permanently withdrawn or will be returned. The decision also concerns further action to be taken towards the offender and the provisions or status of the offender’s points account.
- III.9.7.8 If the PBV decided that the IDC/IDC-PK/VK should be returned, the withdrawn item will be immediately returned to the offender.

### III.9.8 Special security training

- III.9.8.1 Special security training is organised by the SSB based on procedures specified in the ‘Security training’ directive.
- III.9.8.2 Special security training of offenders is a paid event, the fees for which can be found in the LP Service Price List.
- III.9.8.3 The offender must pay the special training fee (“Fee”) no later than the day before the date of the start of the training. The fee for the Special security training will not be returned.

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- III.9.8.4 The offender must complete the Special security training within 15 working days of the date the offender's manager or contact person in the offender's organisation was notified by the VŘ/SSB, and must pass the final written test.
- III.9.8.5 If the offender fails the test, they have the opportunity to sit for a new test within 5 working days of the failed test.
- III.9.8.6 If the offender does not come to complete the training within the time set in Section [III.9.8.4](#) above, or if the offender failed the final test and does not sit the repeated test within the time set in Section [III.9.8.5](#) above, the IDC/IDC- PK/VK will be withdrawn by the SSB. The offender's manager or contact person in the offender's organisation will be notified of this fact in writing or by e-mail.
- III.9.8.7 Exceptionally, the VŘ/SSB is authorised to extend the time frames specified in this chapter based on a written request submitted to the SSB by the offender or by their manager.
- III.9.8.8 Completion of the Special security training has no effect on the intervals between the planned security training courses set by the NPBV.

## IV Reference documents

- (1) CD 'Administration of the electronic entry control system'
- (2) CD 'Rules for the entry of persons and vehicles and for their parking within the Praha-Ruzyně Airport non-public area'
- (3) CD 'Security training'
- (4) Act No. 49/1997 Coll., on civil aviation, and amending Act No. 455/1991 Coll., on trades (the Trade Licensing Act), as amended.

## V Interim and final provisions

- (1) Document updates: revisions to keep the document up-to-date must be performed no later than in two-year intervals.
- (2) LP managers are responsible for making their employees familiar with the content of this internal document to the appropriate extent.
- (3) Publishing this Directive on the LP Intranet is the CD Administrator's responsibility.
- (4) This document will also be distributed to external entities by the person who prepared this document.

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## VI List of annexes

[Annex 1](#): Table of security rule violations within Traffic Area I

[Annex 2](#): Traffic Area I layout

[Annex 3](#): Layout of the Traffic Area I zones

[Annex 4](#): Card specimens

[Annex 5](#): Facsimile of the Request for the Issue of a Vehicle Entry Permit for 2020

[Annex 6](#): Facsimile of the Specimen signature form

## VII Change sheet

| Date:          | Reason for / nature of change   | Signature |
|----------------|---|-----------|
| 26 JUN<br>2019 | Document update   | T. Plos   |
| 15 NOV<br>2019 | Document update, modification of the parking card issue procedure, specimen cards and form facsimile added. Traffic Area I zone layout updated. | T. Plos   |
|                |   |           |

End of the text of the internal standard  
'TRAFFIC AREA I REGIME RULES'  
Annexes 1, 2, 3, 4, 5, 6 follow.



Annex 1: Security incident classification table

| <b>Table of security rule violations within Traffic Area I</b> |  |   |
|--|--|---|
| Points   | Code                                     | Signature   |
| 1  | PK-1                                     | Use of an invalid or damaged ( <i>deliberately illegible data, damaged photograph</i> ) IDC, IDC-PK, entry card or parking card.                              |
| 1  | PK -2                                    | Parking card not visibly placed behind vehicle windscreen.  |
| 1  | First time:<br>reprimand; next:<br>PK -3 | Movement through the regime area with the IDC, IDC-PK deliberately concealed but produced on invitation to do so.   |
| 1  | PK -4                                    | Instructions given to ensure safe airport operation not obeyed; <i>if an explicit command is not complied with, the breach is classed PK-30.</i>              |
| 1  | PK -5                                    | The IDC, IDC-PK, entry card or parking card was lent to another person who is holder of an IDC, IDC-PK, entry card or parking card.                           |
| 1  | PK -6                                    | Verbal insult of security staff in relation to their duty.  |
| 1  | PK -7                                    | Smoking at a place outside one intended for this purpose  |
| 1  | PK -8                                    | Movement within the regime area without an IDC, IDC-PK by the person who is the holder, it being impossible to produce the IDC, IDC-PK on spot invitation     |
| 1  | PK -9                                    | Violation of an obligation following from the traffic marking on the roads/streets  |
| 1  | PK -10                                   | Driving immediately after consuming alcohol or while still being under the influence of alcohol if the alcohol content in the driver's body is $\leq 0.3\%$ . |
| 1  | PK -11                                   | Maximum permitted speed exceeded more than by 15 km/h.  |
| 1  | PK -12                                   | Non-signed traffic obstacles caused by the driver.  |

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|   |        |   |
|---|--------|---|
| 1 | PK -13 | The driver caused a traffic accident in the traffic area associated with human death or severe harm to human health or with material damage which apparently did not exceed CZK 100,000 on any of the vehicles or other objects and the driver did not immediately stop or did not report the accident to the Police/airport security service or left the accident site without legal cause or did not immediately return to the accident site after providing aid or sending for help or reporting the accident. |
| 1 | PK -14 | The driver broke the rule of alternate entering the entry or using a Priority place.  |
| 2 | PK -15 | The driver uses or owns an IDC, IDC-PK, entry card or parking card which was previously reported as lost or stolen or was invalidated.  |
| 2 | PK -16 | The driver deliberately caused damage to the CCTV, EKV or other security equipment or intervened in its performance.  |
| 2 | PK -17 | The driver entered or left the regime area through passages other than as intended and in a manner different from what the parking system facility permits (tail-gated through the gate, or bypassed the gate), or used an entry card or parking card for a vehicle different from that for which the card was issued.  |
| 2 | PK -18 | The driver used an unroadworthy vehicle in a manner seriously endangering other traffic users.  |
| 2 | PK -19 | The driver quite seriously endangered traffic safety and smoothness by parking a vehicle in an area for which it was not intended.  |
| 4 | PK -20 | The driver enabled their vehicle to illegally enter or exit the regime area without an appropriate permit, even if the vehicle was driven by a person authorised to operate or maintain the parking system, a person authorised to control the regime area entry or a person authorised to issue entry cards or parking cards   |
| 4 | PK -21 | The driver caused a traffic accident in the regime area associated with human death or severe harm to human health or with material damage which apparently exceeded CZK 100,000 on any of the vehicles or other objects and the driver did not immediately stop or did not report the accident to the Police/airport security service or left the accident site without legal cause did not immediately return to the accident site after providing aid or sending for help or reporting the accident.           |
| 4 | PK -22 | The driver had their driver's card (temporarily) withdrawn by the authorities (Police, etc.)  |

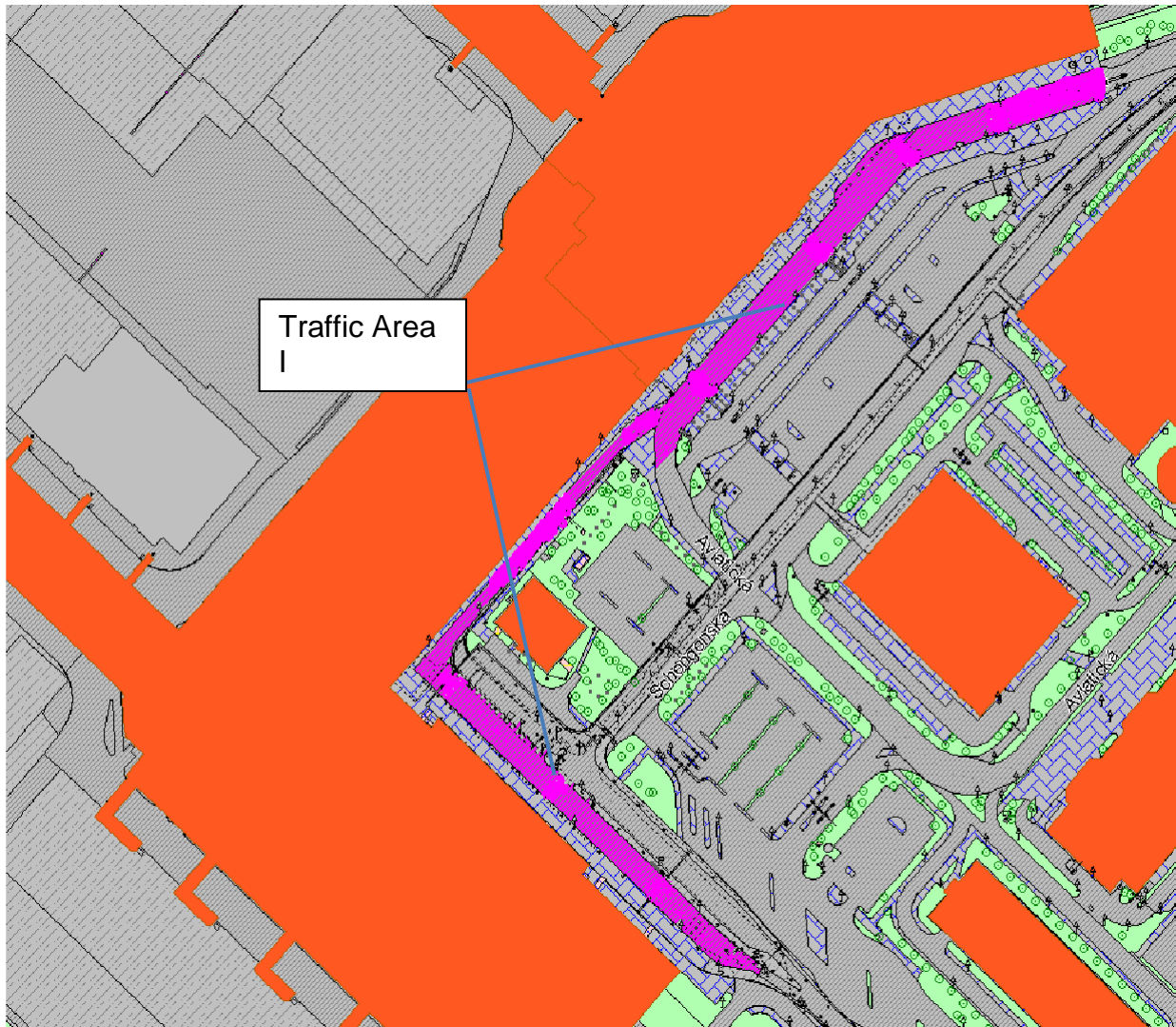
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|   |        |   |
|---|--------|---|
| 4 | PK -23 | The vehicle driven by the driver falls into a class different from that/those covered by the driver's driving licence.  |
| 4 | PK -24 | The driver used their vehicle immediately after consuming alcohol or during a period after consuming alcohol during which the driver was still under the influence of alcohol if the alcohol content measured in the driver's body exceeded 03‰ or the driver used their vehicle immediately after using another addictive substance or during a period after using an addictive substance during which the driver was still under the influence of that addictive substance. |
| 4 | PK -25 | The driver refused to undergo a breath test made in order to ascertain if the driver was under the influence of alcohol.  |
| 4 | PK -26 | The driver refused to undergo medical examination in order to ascertain if the driver was under the influence of alcohol after a breath test was positively made or under the influence of another addictive substance although the medical examination would not have endangered the driver's health.  |
| 4 | PK -27 | The driver exceeded the speed limit more than by 50 km/h.   |
| 4 | PK -28 | The driver did not obey a command made to ensure safe airport operation.  |
| 4 | PK -29 | The driver lent their IDC, IDC-PK, entry card or parking card to a person who was not a holder of a valid IDC, IDC-PK, entry card or parking card or the driver modified, sold, falsified, gave as a gift or pledged their IDC, IDC-PK, entry card or parking card.   |
| 4 | PK -30 | Commitment of or involvement in a crime with relation to the airport operation, investigated by the Police, the Customs Authority or another governmental body, irrespective of its seriousness retrospectively after investigation of the incident and provision of the facts of the case to the law-violating person.   |
| 4 | PK -31 | The driver physically assaulted a member of the security service in relation to their job, which can be proven by a different method (e.g. by the offender admitting the guilt, by a camera record or a witness's testimony).   |
| 4 | PK -32 | The driver repeatedly violated provisions of the contract based on which the vehicle was permitted to enter Traffic Area I.   |

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Annex 2: Traffic Area I layout



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Annex 3: Layout of the Traffic Area I zones



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**Annex 4: Card specimens valid till 31 December 2024**

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**Annex 5: Facsimile of the Request for the Issue of a Vehicle Entry Permit for 2020**

A valid form for completion can be obtained at the Prague Airport or will be sent to you by e-mail upon request to: [card@prg.aero](mailto:card@prg.aero).

Side 1.

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TISKNĚTE JAKO JEDEN OBOUSTRANNÝ LIST!  
VĚNUJTE POZORNOST SMLUVÍMU UJEDNÁNÍ NA ZADNÍ STRANĚ!

Žádost o vydání povolení k vjezdu pro rok 2020

**Část I. – vyplňuje žadatel (hůlkovým písmem)**  
Společnost / Organizační jednotka:   
Žádost vyřizuje / kontakt:

|   |  |  |  |
|---|--|--|--|
| <b>1. Důvod předložení žádosti:</b>   |  |  |  |
| <input type="checkbox"/> nové vozidlo   | <input type="checkbox"/> změna vozidla   | <input type="checkbox"/> změna rozsahu | <input type="checkbox"/> prodloužení platnosti |
| <b>2. Pro vozidlo:</b>  |  |  |  |
| <input type="checkbox"/> firemní  | <input type="checkbox"/> soukromé  |  |  |
| <b>3. Jméno řidiče, číslo IDC:</b> <input style="width: 100px;" type="text"/>   |  |  |  |
| (nepovinné v případě, že se jedná o služební vozidlo, které využívá více osob)  |  |  |  |
| <b>4. RZ:</b> <input style="width: 30px;" type="text"/>   | <b>5. Tovární značka, typ, barva vozidla:</b> <input style="width: 100px;" type="text"/> |  |  |
| <b>5. Požadovaný rozsah vjezdu:</b>   |  |  |  |
| 1 - Jih <input type="checkbox"/>  | 4 - Jih <input type="checkbox"/>   | 11 - Sever <input type="checkbox"/>    | 18 - Sever <input type="checkbox"/>            |
| 19 - Sever <input type="checkbox"/>   | 1. komunikace <input type="checkbox"/>   | Speciál <input type="checkbox"/>       |  |
| Vysvětlivky: vrátnice č. 1 – JIH = komerční zóna; vrátnice č. 4 - Jih = SRA; vrátnice č. 11 – SEVER = rampa T1<br>vrátnice č. 18 – SEVER = rampa T2; vrátnice č. 19 – SEVER = SRA; 1. komunikace = prostor před T1<br>a příletovou částí T2; Speciál = SRA zóna bez opuštění prostoru |  |  |  |
| <b>6. Platnost do:</b> <input style="width: 100px;" type="text"/>   |  |  |  |

|  |   |
|--|---|
| <b>Důvod vydání:</b><br><small>Zdůvodnění požadovaného rozsahu vjezdu: popř. název partnerského subjektu, číslo smlouvy, popis spolupráce.</small> | <b>Parkování:</b><br><small>Způsob parkování v NPL, popř. proč vozidlo parkování nepotřebuje. Informace o umístění vozidla během vykonávané činnosti.</small> |
| <input style="width: 90%;" type="text"/>   | <input style="width: 90%;" type="text"/>  |

**Druh platby:**

|                                  |                                    |   |
|----------------------------------|------------------------------------|---|
| <input type="checkbox"/> Hotově: | <input type="checkbox"/> Fakturou: | <small>Platba fakturou je podmíněna dodáním objednávky.</small> |
|----------------------------------|------------------------------------|---|

Žádám o vydání uvedených vjezdových povolení a souhlasím s připojenými smluvními podmínkami.

|                                  |                                    |  |
|----------------------------------|------------------------------------|--|
| <input type="checkbox"/> Hotově: | <input type="checkbox"/> Fakturou: | <small>Platba fakturou je podmíněna vyplněním smluvním ujednáním obsahujícím úplné fakturační údaje.</small> |
|----------------------------------|------------------------------------|--|

|  |  |
|--|--|
| <b>Oprávněná osoba za Společnost:</b> <input style="width: 100px;" type="text"/> | <b>Oprávněná osoba za společnost Garanta</b><br><small>(nepovinné v případě, že žadatelem je Garant)</small> |
| <b>Jméno:</b> <input style="width: 100px;" type="text"/>                         | <b>Jméno:</b> <input style="width: 100px;" type="text"/>   |
| <b>Razítko a podpis:</b> <input style="width: 100px;" type="text"/>              | <b>Razítko a podpis:</b> <input style="width: 100px;" type="text"/>  |
| <b>Datum:</b> <input style="width: 100px;" type="text"/>                         | <b>Datum:</b> <input style="width: 100px;" type="text"/>   |

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TISKNĚTE JAKO JEDEN OBOUSTRANNÝ LISTI  
VĚNUJTE POZORNOST SMLUVNÍMU UJEDNÁNÍ NA ZADNÍ STRANĚ!

**SMLUVNÍ PODMÍNKY VYDÁNÍ VJEZDOVÉHO POVOLENÍ**

Právnícká osoba žádající prostřednictvím k tomu oprávněné osoby o vydání vjezdového povolení do neveřejného prostoru letiště (dále jen „Společnost“) se tímto zavazuje zajistit u provozovaných vozidel dodržování podmínek provozu stanovených pro daný prostor provozovatelem letiště v souladu s § 31 odst. 2 resp. § 85c zákona č. 49/1997 Sb., ve znění pozdějších předpisů. Zejména se zavazuje zajistit provoz vozidla v souladu s následujícími opatřeními provozovatele letiště v platném znění:

- Směrnice č. LP-SM-004G/2008 Dopravní řád Letiště Praha Ruzyně (dále jen „Dopravní řád“);
- Směrnice č. LP-SM-013E/2010 Pravidla pro vstup osob a vjezd vozidel a pro jejich pobyt v neveřejném prostoru Letiště Praha/Ruzyně (dále jen „Pravidla vjezdu“)

a dále s předpisy, které tato opatření mění nebo nahrazují.

Společnost se v rámci výše uvedené povinnosti zavazuje při provozu vozidla v neveřejném prostoru zejména:

- umožnit řízení vozidla pouze poučeným řidičům splňujícím následující podmínky:
  - má u sebe platný řidičský průkaz opravňující jej k jeho řízení;
  - má u sebe odpovídající platný letištní identifikačním průkaz, opravňující ke vstupu do daného prostoru;
  - má u sebe platné Oprávnění k řízení MMP v SRA (popř. za podmínek daných Dopravním řádem být pod trvalým dohledem osoby s odpovídajícím oprávněním);
- zajistit technickou způsobilost provozovaných vozidel, včetně doplňkových požadavků na provoz v neveřejném prostoru stanovených Dopravním řádem;
- přiměřeným způsobem zajistit, že ve vozidlech nebudou neoprávněně přepravovány předměty, jejichž vnášení do daných prostor je příslušnou legislativou a Pravidly vjezdu zakázáno (zejm. výbušniny a střelné zbraně);
- při vjezdu nebo na výzvu přímo v prostoru se podrobit detekční kontrole vozidla, nákladu i přepravovaných osob, stejně jako kontrole držení příslušných oprávnění a kontrole dodržování dopravního režimu;
- pohybovat se v neveřejném prostoru jen v rozsahu potřebném pro výkon pracovní nebo obdobné činnosti a vozidla odstavovat pouze na k tomu určených parkovacích plochách;
- dodržovat pravidla provozu stanovená Dopravním řádem a dopravním značením;
- neprodleně oznámit provozovateli letiště pominutí důvodů opravňujících k držení vjezdového povolení a nejpozději do 14 dnů zajistit vrácení zneplatněných vjezdových povolení;

V případě zjištění porušení Dopravního řádu nebo Pravidel vjezdu se Společnost zavazuje na výzvu pověřených osob provozovatele letiště poskytnout potřebnou součinnost k jeho prošetření, neprodleně odstranit zjištěné nedostatky, přijmout na své náklady nápravná opatření zabraňující jeho opakování (zejména prokazatelné poučení řidičů, absolvování uložených doplňkových mimořádných školení řidičů a přijetí odpovídajících technicko-provozních opatření k zamezení jejich opakování), a průběžně informovat provozovatele o jejich realizaci.

Pokud je u vozidla s vydaným vjezdovým povolením opakovaně zjištěno porušení příkazů provozovatele letiště (porušení Dopravního řádu nebo Pravidel vjezdu) a nelze zjistit konkrétního přestupce, je zástupce provozovatele letiště oprávněn vjezdové povolení odebrat. Oprávnění provozovatele letiště předat zdokumentované případy porušování Dopravního řádu nebo Podmínek vjezdu Úřadu pro civilní letectví pro podezření ze spáchání přestupku dle zákona č. 49/1997 Sb. tímto není dotčeno.

**Část II. – NEVYPLŇOVAT - vyplňuje OJ SSB/SPR**

|   |   |  |
|---|---|--|
| <b>Žádost přijal/a:</b><br>datum/podpis | <b>Stanovisko (je-li vyžadováno):</b><br>datum/podpis | <b>Vyhotovil/a:</b><br>datum/podpis<br><br><b>Vydal/a:</b><br>datum/podpis |
|---|---|--|

**Potvrzují kontrolu a převzetí předmětného vjezdového povolení**

|                        |                       |
|------------------------|-----------------------|
| <b>Jméno, Příjmení</b> | <b>Datum, podpis:</b> |
|------------------------|-----------------------|

Letiště Praha, a. s.  
K Letišti 6/1019  
P.O.Box 89  
160 08 Praha 6

tel: +420 220 111 111  
informace@prg.aero  
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IČ: 282 44 532  
DIČ: CZ659003361

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**Annex 6: Facsimile of the Specimen signature form**

Forms for completion can be obtained at the Prague Airport or will be sent to you by e-mail upon request to: [card@prg.aero](mailto:card@prg.aero).

*Facsimile of the form in Czech*

Informace interní povahy

 **PODPISOVÉ OPRAVNĚNÍ PRO VJEZD NA 1. KOMUNIKACI** PO\_01\_cz -- verze 01/2019  
VÁCLAV HAVEL AIRPORT PRAGUE

**Subjekt/útvář:**  
Vyberte jednu z možností.\*

ZALOŽENÍ NOVÉHO PODPISOVÉHO VZORU     ZRUŠENÍ PODPISOVÉHO VZORU     ZMĚNA OPRAVNĚNÍ\*\*     ZMĚNA ÚDAJŮ / PODPISOVÉHO VZORU\*\*

| Příjmení a Jméno oprávněné osoby | Kontakt | Podpisový vzor<br>(je nutné dodržet vymezený prostor pro podpis) | 1. komunikace                | Kontaktní osoba***           |
|----------------------------------|---------|--|------------------------------|------------------------------|
|                                  | Email:  |  | <input type="checkbox"/> ANO | <input type="checkbox"/> ANO |
| Pozice:                          | Tel:    |  | <input type="checkbox"/> ANO | <input type="checkbox"/> ANO |
|                                  | Email:  |  | <input type="checkbox"/> ANO | <input type="checkbox"/> ANO |
| Pozice:                          | Tel:    |  | <input type="checkbox"/> ANO | <input type="checkbox"/> ANO |

\* Uvedené možnosti netze kombinovat v rámci jednoho formuláře. Tzn., že založení podpisového vzoru netze kombinovat se zrušením a změnou atd.  
\*\* V případě změny oprávnění/údař, jsou původní oprávnění/údař přepsány oprávněními/údař uvedenými na posledním podaném formuláři.  
\*\*\* Kontaktní osoba nemusí mít označena žádná oprávnění. Kontaktní osoba slouží k řešení vřelí souvisejících s podpisovým vzorem, resp. vede současnou komunikaci za vřelých oprávněných osob.

**Osoba odpovědná jednat za subjekt/útvář:**

Jméno a příjmení: \_\_\_\_\_

Kontaktní údař: \_\_\_\_\_

Razítko subjektu/útváru: \_\_\_\_\_ Datum a podpis: \_\_\_\_\_

**Jakékoliv změny neprodleně nahlaste na adresu: [karty@prg.aero](mailto:karty@prg.aero)**


Stránka 1 z 1

01252 8467 11111111

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Once printed or copied in electronic format the document is uncontrolled*

*Facsimile of the form in English*

Informace interní povahy

 **Prague Airport**  
VÁCLAV HAVEL AIRPORT PRAGUE

**AUTHORIZED SIGNATURES**  
(entrances for cars - main road in front of terminals)

PO\_01\_en – version 01/2019

**Company name:**  
Select one option:\*

NEW AUTHORIZED PERSON     REPEAL AUTHORIZED PERSON     CHANGE OF AUTHORIZATION\*\*     CHANGE OF PERSONAL DATA/SIGNATURE\*\*

| Surname and Name of authorized person | Contacts | Specimen Signature<br>(follow defined area for signature) | Entrances for cars           | Contact person ***           |
|---------------------------------------|----------|---|------------------------------|------------------------------|
|                                       | Email:   |   | <input type="checkbox"/> YES | <input type="checkbox"/> YES |
| Position:                             | Tel:     |   | <input type="checkbox"/> YES | <input type="checkbox"/> YES |
| Position:                             | Tel:     |   | <input type="checkbox"/> YES | <input type="checkbox"/> YES |

\* Please, do not select more than one option.  
\*\* In case of a change of data, valid information can be found on the last form.  
\*\*\* Contact person does not have to be an Authorized person. Contact person is a person who will be communicate with.

**Name and surname of person authorized to act on behalf of the company:**

Surname and first name:

Contact:

Company stamp: \_\_\_\_\_ Date and signature: \_\_\_\_\_

For further information please contact us on address: [karty@prg.aero](mailto:karty@prg.aero)

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**End of the text of the internal standard  
'TRAFFIC AREA I REGIME RULES'**