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| Provisions on sanctions for operations violating this Regulation are laid down in: Aviation Act, section 175 and chapter 14 | | |
| Modification details: This Regulation repeals Regulation GEN M1-3, Ground handling at airports, issued by the Finnish Civil Aviation Administration on 12 June 2002. | | |

GROUND HANDLING AT AIRPORTS

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1 SCOPE OF APPLICATION

1.1 This Regulation applies to organisations which offer ground handling services in Finland for commercial air transport on such airports to which the EASA Regulation¹ applies. This Regulation also applies to the airport operator if it provides ground handling services, and to self-handling provided by the aircraft operator. Additionally, the Regulation contains obligations for the airport operator and the aircraft operator in connection with the provision of ground handling services.

1.2 The requirements set out in this Regulation for ground handling service providers and airport operators are the minimum requirements for ground handling operations. The aircraft operator shall have overall responsibility for the safety of its operations in accordance with the operational requirements.

1.3 This Regulation applies to the safety of ground handling. Access to the ground handling market at European Union airports is governed by the Ground Handling Directive² and Chapter 8 of the Aviation Act.

2 DEFINITIONS

For the purposes of this Regulation, the following definitions apply:

aircraft operator means any legal or natural person who has operational responsibility for air transport;

airport operator means a body which, in conjunction with other activities or not as the case may be, has as its objective the administration and management of the airport infrastructures, and the coordination and control of the activities of the different operators present in the airport or airport system concerned;

ground handling service means services provided at the airport to the aircraft operator as defined in the EASA Regulation, Article 3(23), with the exception of flight dispatch, oil handling and aircraft servicing;

ground handling service provider means any legal or natural person who provides one or more ground handling services to the aircraft operator;

self-handling means a situation in which an operator carrying passengers, cargo or mail by air provides one or more ground handling services for itself without entering into a contract with a third party for the provision of those services.

¹Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency, and amending Regulations (EC) No 2111/2005, (EC) No 1008/2008, (EU) No 996/2010, (EU) No 376/2014 and Directives 2014/30/EU and 2014/53/EU of the European Parliament and of the Council, and repealing Regulations (EC) No 552/2004 and (EC) No 216/2008 of the European Parliament and of the Council and Council Regulation (EEC) No 3922/91. (OJ L 212, 22.8.2018, p. 1–122)

² Council Directive 96/67/EC of 15 October 1996 on access to the ground handling market at Community airports (OJ L 272, 25.10.1996, p. 36–45)

3 DECLARATIONS OF GROUND HANDLING SERVICE PROVIDERS

3.1 Organisations providing ground handling services shall make a declaration to the Finnish Transport and Communications Agency as provided for in Article 37(2) of the EASA Regulation.

3.2 The ground handling service provider's accountable manager shall submit a declaration on the commencement of operations using the form provided by the Finnish Transport and Communications Agency.

3.3 The declaration shall be made no less than 30 days before the intended date of commencing the operations. The operations may not be commenced before the Finnish Transport and Communications Agency has confirmed receipt of the declaration.

3.4 The declaration shall indicate each airport at which the ground handling service provider intends to operate and what services it is going to provide at those airports.

3.5 Any later significant changes in the organisation's operations, such as replacement of responsible persons, changes to services listed in the declaration, or extension of operations to new airports, shall be notified on a form provided by the Finnish Transport and Communications Agency within three business days of the change. If the service provider ceases operations, the Finnish Transport and Communications Agency shall also be notified without delay.

3.6 The declaration shall be submitted again if the organisation has not provided ground handling services in the past 12 months. If the organisation has not provided ground handling services in the past 12 months and does not submit a new declaration of commencement of operations, its right to provide ground handling services is deemed to have terminated.

4 ACCOUNTABLE MANAGER

The ground handling service provider shall designate an accountable manager who is ultimately responsible for safety. They are responsible for ensuring that all activities can be financed and carried out in accordance with the applicable requirements and that the organisation has an appropriate structure and qualified personnel. The accountable manager is also responsible for creating and maintaining a well-functioning management system. Ultimately, they are responsible for the safety and compliance of the operations towards the competent authority.

5 SAFETY MANAGEMENT

5.1 In order to manage safety risks, a ground handling service provider shall, as part of its management system, develop and maintain a safety management system. The system shall also include procedures related to the safety culture, safety communications and reporting, as well as operational procedures and training. The ground handling service provider shall also have effective procedures for change management.

5.2 The ground handling service provider shall, in its organisation, have nominated persons in charge of safety management, compliance, training and operational functions. In small organisations, one person can perform more than one function. However, the accountable manager and safety manager must be different persons.

5.3 The ground handling service provider shall ensure that its personnel are aware of their responsibilities and understand their role and how their duties relate to air traffic safety.

6 OPERATIONS MANUAL

6.1 Provisions on the ground handling service provider's operations manual are contained in Section 4.2.1 of Annex VII to the EASA Regulation. Where an organisation providing ground handling services already has an operations manual in accordance with the Air Operations Regulation³ or an aerodrome manual in accordance with the Aerodrome Regulation⁴ as part of its management system, it only needs to add parts relating to ground handling to its manual.

6.2 An up-to-date ground handling service provider's operations manual shall be submitted to the Finnish Transport and Communications Agency.

7 ORGANISATION OF GROUND HANDLING SERVICES

7.1 General

The provision of ground handling services shall be subject to an agreement between the airport operator and the ground handling service provider prior to the commencement of operations, if services will be provided to aircraft at the apron. Any airport-specific special conditions shall be detailed in the agreement.

The agreement shall indicate the current organisation of the ground handling service provider, the responsible persons and their duties for each airport.

Additionally, for self-handling by aircraft operators, the operational arrangements shall be agreed with the airport operator.

The ground handling service provider shall have sufficient financial capacity to carry out the intended operations, taking into account the nature and extent of the operations.

If a ground handling service provider provides services to a foreign aircraft operator, it shall employ personnel with sufficient language skills for that service.

7.2 Obligations of the airport operator

The airport operator shall, where appropriate, provide guidance for ground traffic and for maintaining public order in its area, taking also into account applicable EU regulations, national aviation regulations and other relevant provisions.

The airport operator shall be responsible for approving the regional general arrangements for ground handling, for selecting and designating, where appropriate, the ground handling service providers operating at that airport in accordance with Article 11 of the Ground Handling Directive and making written agreements with

³ Commission Regulation (EU) No 965/2012 of 5 October 2012 laying down technical requirements and administrative procedures related to air operations pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L 296, 25.10.2012, p. 1–148)

⁴ Commission Regulation (EU) No 139/2014 of 12 February 2014 laying down requirements and administrative procedures related to aerodromes pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L 44, 14.2.2014, p. 1–34)

them, as well as maintaining public order. The aircraft operator has the right to choose its own partners among ground handling service providers operating at the airport.

If the airport operator is itself a ground handling service provider, the airport operator shall also comply with ground handling requirements and instructions, and assign an organisation, responsible persons and staff sufficient for the operation.

7.3 Obligations of the aircraft operator

As an aircraft operator is required to maintain the airworthiness of their aircraft, the operator shall also monitor compliance with aviation safety requirements as regards ground handling services provided to its aircraft. This means that the operator must be satisfied that the ground handling service provider has the appropriate instructions, equipment and other supplies in place for those operations and that the ground handling service provider's personnel are given necessary training for the aircraft operator's operations and equipment.

7.4 Obligations of the ground handling service provider

The ground handling service provider shall comply with the specific ground handling conditions and instructions issued by the aircraft operator and the airport operator as provided for in the EASA Regulation, the Air Operations Regulation and the Aerodrome Regulation.

8 OPERATIONAL REGULATIONS

8.1 The ground handling service provider shall comply with the aircraft operator's ground handling operating procedures and instructions and the airport operator's operating instructions as set out in Section 4.1 of Annex VII to the EASA Regulation. In the absence of such instructions, the ground handling service provider's own operating instructions shall be followed. The instructions must primarily be based on industry-approved standards and best practices. Where the ground handling service provider's instructions deviate from industry standards or best practices, the differences shall be recorded in the operations manual and coordinated with the aircraft operator.

8.2 Deicing and Anti-Icing

Deicing and anti-icing procedures must follow the requirements set out in Standard SAE AS6285, *Aircraft Ground Deicing/Anti-Icing Processes*.

8.3 Fuel handling

The ground handling service provider shall meet at least the JIG (*Joint Inspection Group*) standards and guidelines for aircraft refuelling.

8.4 Use and maintenance of airport service vehicles

The ground handling service provider shall have instructions and procedures for the safe use of airport service vehicles as part of its management system.

Provisions on driver authorisations required for the use of airport service vehicles are set out in point ADR.OPS.B.024 of Annex III to the Aerodrome Regulation.

Repair and maintenance of airport service vehicles is only permitted for properly trained personnel. If the repair and maintenance is outsourced, the ground handling service provider shall ensure that it is carried out in accordance with the equipment manufacturer's instructions and standards, and that the ground handling service provider is informed of any repair and maintenance measures taken in order to keep the maintenance records.

The ground handling service provider shall establish an airport service vehicle maintenance programme in its operations manual and comply with it.

9 MARSHALLER APPROVAL

9.1 Visual signals may only be given to an aircraft by a person who has received appropriate training, meets the requirements and has an aircraft marshaller approval as referred to in Section 47 of the Aviation Act.

9.2 An applicant for an aircraft marshaller approval must be at least 18 years of age and medically fit for the task. 9.3 To obtain marshaller approval, the applicant must have received training for aircraft marshalling in accordance with a training programme established by the airport operator. The training requirements are specified in point ADR.OR.D.017 of Annex III and ADR.OPS.D.080 of Annex IV to the Aerodrome Regulation.

9.4 Subject to the Aviation Act, the organisation that provided the marshaller training shall apply for marshaller approvals from the Finnish Transport and Communications Agency by providing the Agency with a list of the persons who have received the training required for the task and their contact details. The approval is granted by decision of the Finnish Transport and Communications Agency to the persons on the list who also meet the other conditions for obtaining the approval.

9.5 Marshaller approval shall be valid until further notice. Provisions on recurrent training and competence assessments of marshallers are set out in point ADR.OR.D.017 of Annex III and in point ADR.OPS.D.080 of Annex IV to the Aerodrome Regulation.

10 REPORTING OF AIR SAFETY INCIDENTS AND OCCURRENCES

Incidents and occurrences related to ground handling that may compromise flight safety shall be immediately reported by the ground handling service provider to the aircraft operator. In addition, the event shall be reported to the appropriate air traffic services unit and the Finnish Transport and Communications Agency in accordance with the EU Occurrence Regulation⁵ and Advisory Circular GEN T1-4.

11 NON-COMPLIANCE

If the airport operator or aircraft operator becomes aware that the ground handling service provider does not comply with applicable requirements or otherwise acts in

⁵ Regulation (EU) No 376/2014 of the European Parliament and of the Council of 3 April 2014 on the reporting, analysis and follow-up of occurrences in civil aviation, amending Regulation (EU) No 996/2010 of the European Parliament and of the Council and repealing Directive 2003/42/EC of the European Parliament and of the Council and Commission Regulations (EC) No 1321/2007 and (EC) No 1330/2007 (OJ L 122, 24.4.2014, p. 18—43)

a manner that endangers flight safety, it shall notify the Finnish Transport and Communications Agency and, for its part, take measures to remedy the situation.

12 EXEMPTIONS

Upon application, the Finnish Transport and Communications Agency may grant exemptions from the requirements of this Regulation if they can be considered justified and if the level of safety corresponding to the purpose of the Regulation can be achieved by the alternative means proposed by the applicant.

13 TRANSITIONAL PROVISIONS

New ground handling service providers shall declare their operations to the Finnish Transport and Communications Agency and comply with other requirements specified in this Regulation from the date of entry into force of the Regulation. Ground handling service providers already operating at the time of entry into force of this Regulation shall declare their operations and comply with other requirements specified in this Regulation from 3 September 2024.

Persons already acting as marshalls at the time of entry into force of this Regulation shall be deemed to be entitled to the marshaller approval as required by this Regulation if they have received training approved by the Finnish Transport and Communications Agency for the task. To this end, ground handling service providers shall, by 3 September 2024, submit a list of persons who have received marshaller training and are currently employed by that organisation, together with their contact details, to the Finnish Transport and Communications Agency for the purpose of issuing an approval decision.

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