



## **C4.3**

# **Identification Regulations**

The terms of the Aviation Security Act (LuftSiG), the Air Traffic Licensing Regulations (LuftVZO) and the EU Aviation Security Regulations place an obligation on Fraport AG to safeguard the airport site. Therefore, access by foot or car to the landside or airside areas shall only be permitted to authorized persons.

These Identification Regulations serve to describe the identification system applicable at Frankfurt Airport as well as the associated access regulations on foot or in a vehicle.

These Identification Regulations are instructions issued by the airport operator on the basis of Part 2, Number 1.1, of the officially approved Airport User Regulations together with their annexes and shall be complied with by all persons employed at Frankfurt Airport.

These Identification Regulations supersede the version of November 2019.

Signed Dr. Pierre Dominique Prümm

Signed ppa. Alexander Laukenmann

## **Edition**

<b>Edition</b>	<b>Date</b>	<b>Comments</b>	<b>Author</b>
1.0	November 1, 2020	Creation	FTU-SP2, M. Volnhals
1.1	December 15, 2020	Update	FTU-SP2, M. Volnhals

  

<b>Status</b>	<b>To be published in:</b>
	Publication in GalaxyNet or on the Internet can occur only if the guideline is available in German and English.

## Content

Section	Contents	Page
	Title Page .....	1
	Version .....	2
	Contents .....	3
<b>1.</b>	<b>General .....</b>	<b>5</b>
<b>2.</b>	<b>Qualifying Conditions for Obtaining Authorization .....</b>	<b>6</b>
<b>2.1</b>	<b>Business Accounts .....</b>	<b>6</b>
<b>2.2</b>	<b>Persons .....</b>	<b>6</b>
2.2.1	Multiple Activities at Frankfurt Airport .....	6
2.2.2	Background Check .....	7
2.2.3	Training .....	7
2.2.3.1	Aviation Security Training .....	7
2.2.3.2	Aviation Safety Training .....	8
2.2.3.3	Missing Training and Repetition of Training Courses .....	8
<b>2.3</b>	<b>Vehicles .....</b>	<b>8</b>
<b>3.</b>	<b>Types of ID Cards .....</b>	<b>8</b>
<b>3.1</b>	<b>Personal ID Cards .....</b>	<b>8</b>
3.1.1	Airport ID Cards .....	8
3.1.2	Transferable Airport ID Cards .....	9
3.1.3	Visitor ID Cards .....	9
3.1.4	Transferable Escort Authorizations .....	9
<b>3.2</b>	<b>Vehicle ID Cards .....</b>	<b>10</b>
3.2.1	Vehicle ID Cards/Electronic Vehicle ID Cards .....	10
3.2.2	Transferable Vehicle ID Cards .....	10
3.2.3	Visitor Vehicle ID Cards .....	10
<b>3.3</b>	<b>Miscellaneous .....</b>	<b>10</b>
3.3.1	Key Cards .....	10
3.3.2	License-Plate-Detection for One-Time Access to the Cargo Cities .....	10
<b>4.</b>	<b>Airport Areas .....</b>	<b>11</b>
<b>4.1</b>	<b>Landside Areas (Operations Areas) .....</b>	<b>11</b>
4.1.1	Publicly Accessible Operations Areas .....	11
4.1.2	Access-Controlled Operations Areas .....	11
4.1.3	Operations Areas with Vehicle or Foot Access Control .....	11
<b>4.2</b>	<b>Airside Areas .....</b>	<b>11</b>
4.2.1	Access-Controlled Airside Areas .....	11
4.2.2	Critical Parts of Security Restricted Areas .....	11
<b>5.</b>	<b>ID Card Authorizations .....</b>	<b>11</b>
<b>5.1</b>	<b>General Authorizations .....</b>	<b>11</b>
5.1.1	Green ID Card .....	11
5.1.2	Blue ID Card .....	11

5.1.3	Red ID Card.....	12
5.1.4	Yellow ID Card.....	12
<b>5.2</b>	<b>Additional Authorizations by Letter Identification.....</b>	<b>12</b>
5.2.1	F - Apron Driving License.....	12
5.2.2	L - Background Check Carried Out.....	12
5.2.3	M - Escort Authorization for Visitors.....	12
5.2.4	R - Airfield Driving License.....	13
5.2.5	S - Fraport AG Executive Board.....	13
5.2.6	Y - Apron Passage.....	13
<b>5.3</b>	<b>PIN Code.....</b>	<b>13</b>
<b>5.4</b>	<b>Individual Vehicular and Pedestrian Authorizations.....</b>	<b>13</b>
<b>6.</b>	<b><i>Use of ID Cards.....</i></b>	<b>14</b>
<b>6.1</b>	<b>Notes on Security.....</b>	<b>14</b>
<b>6.2</b>	<b>Customs Regulations.....</b>	<b>15</b>
<b>7.</b>	<b><i>Checks.....</i></b>	<b>16</b>
<b>8.</b>	<b><i>Prohibited Items.....</i></b>	<b>17</b>
<b>8.1</b>	<b>List of Prohibited Items.....</b>	<b>17</b>
<b>8.2</b>	<b>Carrying and Keeping Permitted Prohibited Items.....</b>	<b>18</b>
<b>9.</b>	<b><i>Return, Disabling and Withdrawal of Airport ID Cards.....</i></b>	<b>19</b>
<b>9.1</b>	<b>ID Card Holder's Obligation to Return his or her Airport ID Card.....</b>	<b>19</b>
<b>9.2</b>	<b>Disabling of ID Cards.....</b>	<b>19</b>
<b>9.3</b>	<b>Withdrawal of ID Cards.....</b>	<b>20</b>
<b>10.</b>	<b><i>Violations.....</i></b>	<b>20</b>
<b>11.</b>	<b><i>Fees and Charges.....</i></b>	<b>21</b>
<b>11.1</b>	<b>Service Charges.....</b>	<b>21</b>
11.1.1	Costs for ID Cards.....	21
11.1.2	Cost-related Utilization Fees.....	21
<b>11.2</b>	<b>Fees.....</b>	<b>21</b>
<b>12.</b>	<b><i>Data Protection.....</i></b>	<b>21</b>
<b>13.</b>	<b><i>Contact Information.....</i></b>	<b>22</b>

## 1. General

The consent of Fraport AG shall be required for pedestrian or vehicular access to particular areas of the airport. As a matter of principle, Fraport AG issues ID Cards as evidence of such consent.

Unauthorized access by foot or car to the landside and airside areas is prohibited.

Without exception, all persons employed at Frankfurt Airport and all vehicles operated at Frankfurt Airport shall require an ID Card issued by Fraport AG in accordance with Chapter 3. One ID Card is issued for each person and for each vehicle.

As a matter of principle, ID Cards must be applied for at the ID Cards and Authorization Services of Fraport AG. Where provided for this purpose, the respective applicable Fraport AG forms available at [www.fraport.com/airport-id-cards](http://www.fraport.com/airport-id-cards) should be used. Every application will be reviewed individually. Applicants have no statutory right or claim to the issue of ID Cards or to any particular authorization.

The ID Cards issued by Fraport AG are the property of Fraport AG and shall be returned to the ID Cards and Authorization Services of Fraport AG immediately upon the termination of the holders' activity at Frankfurt Airport, upon the expiry of the ID Cards or if they become invalid or damaged, if the personal particulars of the ID Card holders or of the vehicle concerned have changed, or if other qualifying conditions for authorized possession no longer apply. Using copies or falsifying ID Cards, such as by amendment in written or pictorial form, is forbidden.

Anyone who, either deliberately or negligently, does not wear the ID Card visibly in a non-public area (contrary to Section 10 of the Aviation Security Act), who transfers it to a third party, who does not return it to the issuing office or does not do so within the prescribed time, who does not report its loss or does not report it promptly or correctly, who obtains unauthorized access for himself/herself or a third party to a security restricted area, or who carries a prohibited item in the airside areas (contrary to Section 11 of the Aviation Security Act) shall be deemed as having committed an offense pursuant to Section 18 of the Aviation Security Act. Such violations can be punished with a fine not to exceed ten thousand euros.

The services of the ID Cards and Authorization Services are subject to charges. Charges are governed by the terms of Fraport AG's currently valid List of Service Charges published online at [www.fraport.com](http://www.fraport.com).

The Identification Regulations of Fraport AG form part of the Airport Security Program approved by the regulatory agency responsible. Non-compliance with the Identification Regulations may result in withdrawal and disabling of the ID Card. The Identification Regulations are mandatory instructions.

## **2. Qualifying Conditions for Obtaining Authorization**

### **2.1 Business Accounts**

Applications for Airport ID Cards may be made only for an approved/authorized activity at Frankfurt Airport and, as a matter of principle, only by a commercial company, a self-employed person, a government agency or a state institution (referred to below as “company”). An extract from the commercial register and/or a business registration must be submitted on request. The assessment of whether the function is an approved one shall be incumbent on Fraport AG.

Companies that award contracts to subcontractors, self-employed persons or other third parties shall ensure that these enterprises meet the qualifying conditions specified above and that the necessary Airport ID Cards are applied for directly on their own behalf.

### **2.2 Persons**

Persons, for whom an Airport ID Card is requested, shall

- require the Airport ID Card in order to carry out an authorized activity for an approved company and shall provide proof for the necessity of access by foot or car, if requested to do so, and
- be employed by the company making the application, or pursue a self-employed or commercially registered function and
- be regularly or permanently employed at Frankfurt Airport (this does not apply to Visitor ID Cards) and
- present a valid national ID card or passport (or a valid passport for non-EU members excluding Iceland, Norway and Switzerland) when the Airport ID Card is collected, and enclose a copy of the ID card or passport with the application form in advance
- have the necessary work and residence permits; when an Airport ID Card is collected, these documents shall be presented upon request, and
- when applying for an ID Card for which a background check is necessary, present suitable proof of periods of employment within the last five years (with no gaps) or periods of non-employment and, if domiciled abroad within the last five years, a certificate of impunity.

For the receipt of an Airport ID Card granting unattended access to the apron (ID Card colors “red “and “yellow”) the general minimum age is 14 years.

For the issue of Airport ID Cards valid for airside areas, confirmation of an occupational function in these areas is required.

#### **2.2.1 Multiple Activities at Frankfurt Airport**

Persons carrying out two or more different activities for different employers who require an Airport ID Card for each activity must make sure a separate Airport ID Card is applied for and used for each of these activities. Airport ID Cards must not be used for an activity carried out for another employer.

## 2.2.2 Background Check

Applicants must be free from any security-related objections. The regulations of Section 7 of the Aviation Security Act (background check) and the relevant implementing order shall apply where the Airport ID Cards in question are for the airside area (blue, red or yellow ID Cards). The Aviation Security Authorities shall then decide who is to be given access authorization for these areas (Section 10, para. 1, sentence 1 Aviation Security Act).

The information and facts required on the persons to be checked shall be conveyed at least four weeks prior to the planned commencement of his or her function; the security background check may, however, take longer in some individual cases. The appropriate forms from the ID Cards and Authorization Services available at [www.fraport.com/airport-id-cards](http://www.fraport.com/airport-id-cards) must be used.

If the background check is negative, a further application for a background check must not be made less than one year after the results of the last check were made known.

The background check will be repeated at regular intervals (in compliance with the respective legal requirements) after notification of the results of the last check. Depending on the validity period of the Airport ID Card, the ID Cards and Authorization Services will automatically apply to the aviation security authority for a repeat check three months before the expiry of the validity of the background check if the ID Cards are valid for more than one year and the previous background check was initiated by Fraport AG. Applicants must reapply for a check for Airport ID Cards valid for one year and every time the ID Card is prolonged.

Any changes in data relevant to the background check according to Section 7, para. 9 a) of the Aviation Security Act (personal name changes, relocation to a foreign country, change in employer, change in the type of activity) and Section 7, para. 9 b) of the Aviation Security Act (commencement of activity and changes in activity) shall be emailed to the responsible aviation security authority (email: [v5.pffm@polizei.hessen.de](mailto:v5.pffm@polizei.hessen.de)) by the person subject to the background check or their employer within one month.

## 2.2.3 Training

### 2.2.3.1 Aviation Security Training

Under 11.2.6.1 of the Annex to Regulation (EU) No. 2015/1998, all persons except passengers who are to obtain unsupervised access to the security restricted areas of an airport must complete aviation security training courses under 11.2.6.2 of this regulation before they can be given permission to access the security restricted areas. Persons who have obtained aviation security training under 11.2.3 to 11.2.5 of the Annex to Regulation (EU) No. 2015/1998 or are certified as trainers under 11.5 may be exempt from the training requirement if they submit a relevant training record to the ID Cards and Authorization Services.

The required training under 11.2.6 can be completed computer-based, using an interactive online training course (IST) of Fraport AG. As a means of proof for the training, a performance review (test) taken in Fraport's e-learning system is required. The results are automatically saved in the Airport ID Cards management system. Once the aviation security training has been concluded successfully, the training certificates are issued and passed onto the trainee's employer; alternatively, valid confirmations of training attendance will be recognized.

### 2.2.3.2 Aviation Safety Training

In accordance with ADR.OR.D.017 of Annex III to Commission Regulation (EU) No. 139/2014, all unescorted persons who are not passengers and who are supposed to enter the movement areas without escort shall have undergone an aviation safety training before they can be granted permission to enter the movement areas while unaccompanied (Airport ID Card colors yellow and red).

The required web-based training courses may be taken by means of Fraport's e-learning system; alternatively the training material can be downloaded for self-training.

As a means of proof for the training, a performance review (test) taken in Fraport's e-learning system is generally required. The results are automatically saved in the Airport ID Cards management system. No paper certificates will be issued. Training certificates that are not provided by means of Fraport's e-learning system will not be recognized.

### 2.2.3.3 Missing Training and Repetition of Training Courses

Unless valid training certificates for aviation security or aviation safety are saved in the Airport ID Cards management system, or have not been presented, no Airport ID Card can be issued. In case a training/refresher training course is not taken in due time, any ID Card already issued will be disabled.

Eight weeks prior to the expiry of the validity period, the ID Cards and Authorization Services will automatically contact the employers concerned to make sure refresher training courses are made and possibly provide them with the access data to the e-learning system.

## 2.3 Vehicles

Vehicle ID Cards are required to enter the operations areas whose pedestrian or vehicle access is controlled as well as to access the airside areas. The vehicles must be roadworthy, be licensed to drive in the Federal Republic of Germany and be adequately insured (cf. Airport User Regulations).

Drivers of vehicles used on the apron require an apron driving license. Vehicles licensed to access the apron shall require apron identification plates.

Furthermore, the terms of Fraport AG's Traffic Regulations shall also apply.

## 3. Types of ID Cards

### 3.1 Personal ID Cards

#### 3.1.1 Airport ID Cards

Airport ID Cards are individual Airport ID Cards with photograph for persons working at Frankfurt Airport. These ID Cards are not transferable.

Holders of Airport ID Cards are obliged to obtain a new Airport ID Card from the ID Cards and Authorization Services if their personal appearance changes. This applies also in case of impairments of the legibility of the ID Card.



Airport ID Cards are issued with a validity of no more than five years.

As a temporary replacement for an Airport ID Card, a new Airport ID Card with limited validity can be issued.

### **3.1.2 Transferable Airport ID Cards**

Transferable Airport ID Cards are ID Cards without photograph and are only issued to government agencies. They are valid only in combination with a service ID Card from a government agency. These ID Cards are reserved for persons that are employed at Frankfurt Airport only sporadically and/or in rotation and who do not possess an own Airport ID Card. Transferable Airport ID Cards must only be transferred within a government agency to persons having undergone a valid background check and aviation training courses.

Transferable Airport ID Cards are issued with a validity of no more than two years.

### **3.1.3 Visitor ID Cards**

Visitor ID Cards are individual ID Cards for persons who work at the Airport temporary.

Holders of Visitor ID Cards are subject to border checks when entering or leaving non-Schengen areas in the airport terminals and must present their Visitor ID Card at these checkpoints.

Visitor ID Cards apply for persons that

- are working in the operations area up to five days per quarter (green ID Cards)
- are working in the airside area for no longer than one day per month without background check and without valid safety/security training, accompanied by a person.(blue, red or yellow ID Card). The supervisor authorized in this case must have a valid, permanent Airport ID Card for the area to be accessed; he or she must have the supervised person in view at all times and reasonably rule out security violations.

The validity of Visitor ID Cards depends on the required duration of access and is limited to the before-mentioned periods.

### **3.1.4 Transferable Escort Authorizations**

Transferable escort authorizations grant a specific group of persons short-term permission to transfer the escort authorization according to item 5.2.3 within this group. Only holders of valid Airport ID Cards may escort other persons. Transferable escort authorizations are composed of a main ID Card and ten visitors' ID Cards. In additions, the regulations in item 5.2.3 shall apply.

Transferable escort authorizations for airside areas are issued with a maximum validity of one year. Transferable escort authorizations for the operations area are issued with a maximum validity of three years.

## **3.2 Vehicle ID Cards**

### **3.2.1 Vehicle ID Cards/Electronic Vehicle ID Cards**

Vehicle ID Cards serve for the operation of a vehicle that is operating at Frankfurt Airport. These Vehicle ID Cards are not transferable.

Vehicle ID Cards are issued for a maximum validity of five years.

New Vehicle ID Cards are only issued as electronic Vehicle ID Cards (so-called "eVignette") for the airside areas. These are to be fixed according to specification visibly on the vehicle.

The validity period is programmed electronically.

Non-electronic Vehicle ID Cards continue to apply until the expiry of the validity date printed on them.

### **3.2.2 Transferable Vehicle ID Cards**

Transferable Vehicle ID Cards serve for the operation of various vehicles operated in the landside operations areas in rotation.

Transferable Vehicle ID Cards are issued to forwarding agencies, suppliers, transportation service providers and construction companies who do not have an office on-site only and are permitted to be transferred only within the company. Transferable Vehicle ID Cards are issued to authorities vehicles whose employees are not based at the airport.

Transferable Vehicle ID Cards are issued with a maximum validity of two years.

### **3.2.3 Visitor Vehicle ID Cards**

Visitor Vehicle ID Cards serve for the operation of a vehicle that is temporarily used at Frankfurt Airport or as a temporary replacement for a Vehicle ID Card. They may be issued up to one time per quarter for five day periods for the same vehicle. The Visitor Vehicle ID Card for the operations area (green card color) must be applied for at the ID Cards and Authorization Services or at the Visitors Service. The ID Cards and Authorization Service Center in Terminal 1 is responsible for applications for Visitor Vehicle ID Cards for the apron area (red). Vehicles that are guided in the security restricted area by a follow-me car receive a Visitor Vehicle ID Card (accompanied) at the checkpoint to the apron.

The validity of Short-Term Vehicle ID Cards depends on the required duration of access and is limited to the before-mentioned periods.

## **3.3 Miscellaneous**

### **3.3.1 Key Cards**

Key Cards without a photograph are used to open specific, technologically secured access points on foot or by car. They are considered to be "keys" and not as legitimization for a person or vehicle. The use of a card reader with a Key Card may also be combined with a check on an Airport ID Card or driving permit.

Key Cards are issued with a maximum validity of five years.

### **3.3.2 License-Plate-Detection for One-Time Access to the Cargo Cities**

License plate detection for one-time access grants forwarding agencies, transportation service providers and visitors the right to a one-time access to the Cargo Cities after registration.

## 4. Airport Areas

### 4.1 Landside Areas (Operations Areas)

The Frankfurt Airport landside area is divided into various operations areas. There are different categories of operations areas:

#### 4.1.1 Publicly Accessible Operations Areas

Among the publicly accessible operations areas that may be accessed without passing through a checkpoint, there are mainly the public Terminal areas.

#### 4.1.2 Access-Controlled Operations Areas

The access-controlled operations areas include the Cargo Cities in particular. A manned or technically secured checkpoint must be passed before entering such roads or checks take place within the operating area.

#### 4.1.3 Operations Areas with Vehicle or Foot Access Control

These operations areas include, in particular, the Operations Area East and the basement roads of the Terminals. A manned or technically secured checkpoint must be passed before vehicular or pedestrian entry to these areas.

### 4.2 Airside Areas

#### 4.2.1 Access-Controlled Airside Areas

These Access-Controlled Airside Areas include in particular Terminal areas after boarding pass control and before the security checkpoints.

#### 4.2.2 Critical Parts of Security Restricted Areas

The Critical Parts at Frankfurt Airport include the Terminal areas behind the security checkpoints, the airfields and the baggage handling areas. Before entrance by vehicle or on foot, persons and goods controls are carried out.

## 5. ID Card Authorizations

### 5.1 General Authorizations

ID Cards carry different vehicular/pedestrian access authorizations. The validity of an ID Card for a specific area is shown by the color of the ID Card. Technically readable codings of the ID Cards are attached to them according to their color.

#### 5.1.1 Green ID Card

A green ID Card allows its holder to access the general operations areas.

#### 5.1.2 Blue ID Card

A blue ID Card allows its holders to enter the airside area in the Terminals. This ID Card includes the authorizations of the green ID Card.

A background check and an aviation security training are required before this card can be issued.

### **5.1.3 Red ID Card**

A red ID Card allows its holder to enter the apron area. The apron is one of the critical parts. This ID Card includes the authorizations of the green ID Card.

A background check and aviation security and safety training are required before this card is issued.

### **5.1.4 Yellow ID Card**

A yellow ID Card includes the authorizations of the green, blue and red ID Cards. Proof of permanent activity in all of these areas is necessary before approval for these areas is given.

A background check and aviation security and safety training are required before this card is issued.

## **5.2 Additional Authorizations by Letter Identification**

Airport ID Cards can be supplemented by additional authorizations which must be applied for separately. A separate application must be filled out for re-issued ID Cards and company transfers. It is the responsibility of Fraport AG to determine the user groups. The additional authorization is printed on the Airport ID Card, unless a reference to the electronic programming is made below.

### **5.2.1 F - Apron Driving License**

Appropriate training is required to drive a vehicle on the apron. As proof of successfully completed training, ID Card holders are given the additional authorization "F" as a driving permit. This additional authorization does not constitute the right to pedestrian or vehicular access. For details please see the Traffic Regulations. This additional authorization is programmed electronically.

### **5.2.2 L - Background Check Carried Out**

This is an additional authorization given to employees of cargo, mail and cleaning companies, goods suppliers and other companies who are given a green ID Card for the operations areas and who by virtue of their activities have a direct influence on aviation security.

A background check according to Section 7 of the Aviation Security Act is necessary for this additional authorization.

### **5.2.3 M - Escort Authorization for Visitors**

Airport ID Card holders are authorized to escort a small number of persons (max. 10) without Airport ID Cards on short visits to the areas he or she is entitled to enter. This additional authorization on Airport ID Cards is limited to certain groups of persons.

The use of this additional authorization is only admissible in cases where the application of Visitor ID Cards is not possible due to time restrictions. Approval from the government agency in charge of aviation security is required for the granting of this additional authorization. Escorted visits are permissible for business purposes only and are possible for one day per calendar month only.

Persons entitled to escort visitors must hand out to the visitors the appropriate ID Cards and must monitor the visitors at all times; they must also make sure that no security breaches are committed by the visitors. When entering the airside areas, only manned checkpoints may be used. The visitors must identify themselves via an official national document at the checkpoints. The escorting person must collect the visitor ID Cards again at the end of the visit. The cardholder having the escort authorization must document the visit on the appropriate form.

#### **5.2.4 R - Airfield Driving License**

Independent driving on the airfield requires the additional driving permit "R". This is conditional on a successfully completed "Airfield" driving training course. The basic condition for an application for the "Airfield" driving training course is having held a valid driver's license for the apron for at least 3 months. Additional authorization "R" includes additional authorization "F". This additional authorization is programmed electronically.

Access by vehicle to the airfield requires the consent of the Apron Control Services of Fraport AG. A new application for driving permit "R" must be made following a change of company. For details please see the Traffic Regulations.

#### **5.2.5 S - Fraport AG Executive Board**

The ID Card holder is a member of the Fraport AG Executive Board. The additional authorization "S" includes escort authorization "M".

#### **5.2.6 Y - Apron Passage**

This authorization permits access to the apron canteen through the road in the critical parts and adjacent to Gate B on the blue ID Cards.

### **5.3 PIN Code**

The PIN code serves for the identification at specific access points to critical parts. This code is assigned by the ID Cards and Authorization Services if required. The PIN code holder is under obligation

- to not pass on his or her PIN code to other persons,
- to keep the Airport ID Card and the PIN code in separate places,
- to keep the notification of the PIN code and any written record of the PIN code in a safe place.

Failure to do so can result in withdrawal of the ID Card.

### **5.4 Individual Vehicular and Pedestrian Authorizations**

Individual access authorizations can be assigned to technologically readable ID Cards. This authorization can be used to regulate and check pedestrian or vehicular access to specific areas or to different foot/vehicle access points. An authorized company signatory shall have to apply for this authorization via the ID Cards and Authorization Services exclusively in writing by providing a detailed description of the need for vehicular or pedestrian access. The application must also contain:

- ID Card number,
- last name, first name,
- company name,
- time period,

- confirmation from the contractor if required,
- proof of a rented parking lot if required,
- reader number identified on the device.

No claim exists for individual authorizations; Fraport AG may reject them without a reason being given. The ID Cards and Authorization Services are to be notified immediately if individual authorizations are no longer required or if one or several requirements for the ownership (of authorization) are no longer met.

## 6. Use of ID Cards

### 6.1 Notes on Security

The Fraport AG Identification Regulations are deemed to be recognized upon application for ID Cards. ID cards

- are only valid in the allocated area,
- shall be worn visibly (personal ID Cards) or displayed visibly in locked vehicles (Vehicle ID Cards),
- shall be shown at checkpoints without being asked and handed to security personnel upon request,
- undergo a technological inspection when so requested by security personnel,
- shall be stored carefully and protected against damage,
- shall be protected against theft, loss and unauthorized use,
- shall be kept separately from the PIN code.

The loss or suspicion of loss of an ID Card shall be reported immediately to the Safety and Security Control Center of Fraport AG, telephone: +49 69 690-22222.

ID Cards may be used only as pedestrian or vehicular access authorizations where there is a legitimate reason and in the course of business operations.

Holders of ID Cards who take part in aviation operations as a passenger shall undergo the customary procedures and checks for air passengers and only when in possession of a valid flight ticket.

When using technologically guarded pedestrian or vehicular access points, care must be taken that no unauthorized persons gain access. Pedestrian or vehicular entry points must not be opened for other persons or vehicles. As to elevators that, wholly or partially, may only be used with an Airport ID Card, the ID Card holder shall make sure no unauthorized person can enter the restricted area. After passing through automatic doors and barriers, cardholders must wait until they have closed again. If a possibly unauthorized pedestrian or vehicular entry cannot be prevented, the Safety and Security Control Center of Fraport AG must be informed immediately, telephone: +49 69 690-22222.

Airport personnel has to address all persons within security-restricted areas where no air passengers are present or to inform the Safety and Security Control Center of Fraport AG by calling +49 69 690-22222 if they do not wear their ID Card visibly or wear no valid ID Card at all.

## 6.2 Customs Regulations

Cardholders are under the obligation to use the customs exits (so-called red or green customs channels) identified in the Terminals. Deviating from that regulation, cardholders may use connection routes (single-entry access control systems) from the non-Schengen area into the Schengen area and in the publicly accessible Terminal areas. A condition for it is that the single-entry access control systems be marked with the following pictogram



and that the cardholders do not carry any bags or similar containers, as the single-entry access control systems are subject to customs supervision in accordance with Section 208 of the German Tax Code. The following items are excluded thereof:

- Binders that provide an unimpeded view of their contents up to a size of max. 30 cm x 40 cm x 10 cm,
- Document briefcases up to a size of max. 30 cm x 40 cm x 4 cm,
- Belt and shoulder bags with a size of max. 20 cm x 20 cm x 5 cm,
- Writing material, memorandum books, blocks, paper and pencils or pens,
- Max. 10 tools without container,
- Tablet PC,
- Cell phones/smartphones/hand-held radio transceivers,
- Purses,
- Transparent beverage bottles.

Goods and containers that need to be carried by persons due to medical necessities (e.g. emergency kit for diabetics) are also excluded from this regulation and thus permitted. To avoid problems during controls, it is also possible to obtain a previous certification from the customs authorities.

During the manned opening times of the customs exit in the Central Area of Terminal 2 D/E, level 3, cardholders may use the single-entry access control systems that are present there, leading from the non-Schengen area into the publicly accessible Terminal area, also with bags and other similar containers, upon previous registration at the customs desk and upon validation by the customs offers.

If these regulations are violated, the identification data are recorded and documented, and the departments or the employer are informed. The authorization for the use of single-entry access control systems will then be withdrawn for a limited period of four weeks.

## 7. Checks

All holders of ID Cards and all accompanying persons, as well as all objects, airport supplies carried and all vehicles must be subjected to an individual and goods check pursuant to Section 8 of the Aviation Security Act and the applicable EU Regulations prior to entry on foot or by vehicle to the critical parts. In the case of airport supplies made by “known consignors of airport supplies,” a special procedure shall apply.

In addition to the individual and goods checks laid down in Section 8 of the Aviation Security Act, entry, exit and spot checks are performed at Frankfurt Airport. In this connection, questions may be posed with regard to the business function for being in that area. Checks are performed on persons, their identity, carried objects and vehicles.

Fraport AG is authorized to carry out routine checks for the unjustified possession of third-party property at all exits, both pedestrian and vehicular, and within the operations area.

These checks are made to obviate dangers from airport operation, protect operational procedures and prevent persons from bringing prohibited objects into the airport premises, entering or staying in certain areas without authorization, committing any disturbing acts, or damaging or stealing company property or property of employees or any other third-party objects.

Any person subjected to a check is obligated to agree to such check. The check consists of the examination of carried objects and/or of the vehicle. The checks of persons and of the objects they carry always take place to the exclusion of the public and in a dignified manner. Persons who refuse to be subjected to a check shall be denied foot and vehicle access to Frankfurt Airport. A person who refuses to be checked within the airport premises may be instructed to leave the airport premises.

A person may be reported to the police and/or legal proceedings may be initiated if need be, whenever indications or the firm suspicion exists that this person has committed a punishable act or has seriously contravened the Airport User Regulations or further applicable documents, such as the Identification Regulations and the Traffic Regulations. An airport ban may be imposed and/or the ID Card withdrawn as required.

Airport ID Cards of persons authorized to make checks carry one of the following additional notes:

- Airport Security
- Airport - OPS
- Airport Duty Manager
- Aviation Security
- Safety Management
- Security Company
- Security Planning
- Terminal - OPS
- Corporate Safety and Security



- Apron Supervision

Legislation (e.g. the Criminal Code, the German Civil Code) authorizes Fraport AG or persons empowered by it to curtail the rights of other persons. In particular, persons may be placed under provisional arrest until the police arrive if the conditions defined in Section 127 of the German Code of Criminal Procedure exist.

## 8. Prohibited Items

Prohibited items are generally not allowed to be taken into the airside areas.

### 8.1 List of Prohibited Items

Section 11, para. 1, sentence 2, item 4 of the Aviation Security Act and Regulation (EU) No. 2015/1998 contains a list of items which for persons other than passengers are generally not allowed to be carried into the airside areas or whose safekeeping is liable to specific requirements. (Exceptions see below No. 8.2)

a) *guns, firearms and other devices that discharge projectiles* — devices capable, or appearing capable, of being used to cause serious injury by discharging a projectile, including:

- firearms of all types, such as pistols, revolvers, rifles, shotguns,
- toy guns, replicas and imitation firearms capable of being mistaken for real weapons,
- component parts of firearms, excluding telescopic sights,
- compressed air and CO<sub>2</sub> guns, such as pistols, pellet guns, rifles and ball bearing guns,
- signal flare pistols and starter pistols,
- bows, cross bows and arrows,
- harpoon guns and spear guns,
- slingshots and catapults;

b) *stunning devices* — devices designed specifically to stun or immobilize, including:

- devices for shocking, such as stun guns, tasers and stun batons,
- animal stunners and animal killers,
- disabling and incapacitating chemicals, gases and sprays, such as mace, pepper sprays, capsicum sprays, tear gas, acid sprays and animal repellent sprays;

c) *explosives and incendiary substances and devices* — explosives and incendiary substances and devices capable, or appearing capable, of being used to cause serious injury or to pose a threat to the safety of aircraft, including:

- ammunition,
- blasting caps,
- detonators and fuses,
- replica or imitation explosive devices,
- mines, grenades and other military explosive devices,
- fireworks and other pyrotechnics,
- smoke-generating canisters and smoke-generating cartridges,
- dynamite, gunpowder and plastic explosives;

d) *any other article* capable of being used to cause serious injury and which is not commonly used in security restricted areas, e.g. martial arts equipment, swords, sabers, etc.

Articles as listed in points (c), (d) and (e) of Attachment 4-C (Regulation (EU) No. 2015/1998) may be carried into the critical parts but must be stored in security restricted areas provided they are not accessible to passengers:

c) items with sharp edges capable of being used to cause serious injury, including:

- items designed for chopping, such as axes, hatchets and cleavers,
- ice axes and ice picks,
- razor blades,
- box cutters,
- knives with blades of more than 6 cm,
- scissors with blades of more than 6 cm as measured from the fulcrum;

d) workmen's tools — tools capable of being used either to cause serious injury or to threaten the safety of aircraft, including:

- crowbars,
- drills and drill bits, including cordless portable power drills,
- tools with a blade or a shaft of more than 6 cm capable of use as a weapon, such as screwdrivers and chisels,
- saws, including cordless portable power saws,
- blowtorches,
- bolt guns and nail guns;

e) blunt instruments — objects capable of being used to cause serious injury when used to hit, including:

- baseball and softball bats,
- clubs and batons;

The aforementioned list of prohibited items is based on the up-to-date valid legal basic conditions. Since changes are possible at any time, the holder of an ID Card is obligated to inform himself/herself regularly about changes.

## 8.2 Carrying and Keeping Permitted Prohibited Items

Prohibited items according to Section 11, para. 1, sentence 2, item 4 of the Aviation Security Act are generally not allowed to be carried into or used in the airside areas. Exceptions to this prohibition may be granted if and when this is necessary for certain operational tasks at the airport, for airport facilities, for the aircraft or on board of aircraft during the flight.

The application for such derogation has to be presented by the employee's employer. The applicant company confirms that the employee needs prohibited items according to Section 11 of the Aviation Security Act for the discharge of his or her duties and that he or she has been informed that these items may only be taken into the airside areas, if this is absolutely necessary for the professional activity. The prohibited items must be secured at all times or be within the direct reach of the employee. The holder of the ID Card shall also be responsible for the safe-keeping of prohibited items that are being stored within the critical parts temporarily or permanently.

Moreover, ID Card holders who carry items listed in Regulation (EU) No. 2015/1998 Attachment 4-C (c), (d) and (e) must make sure that these items are stored in security restricted areas provided they are not accessible to passengers.

If an employee should no longer need an existing authorization during the validity of his or her ID Card, the respective company shall be bound to inform the ID Cards and Authorization Services thereof in writing.

Fraport AG reserves the right to supervise compliance regarding the carrying and storing of prohibited items and to perform random spot checks.

## **9. Return, Disabling and Withdrawal of Airport ID Cards**

### **9.1 ID Card Holder's Obligation to Return his or her Airport ID Card**

The ID Card holder is required to promptly return the Airport ID Card

- upon request of the issuing entity
- once his or her employment terminates or in case he or she changes employers
- upon change of need to have access to areas for which an authorization has been given
- upon expiry of the the Airport ID Card
- in case the Airport ID Card has become invalid or damaged
- if the data printed on the Airport ID Card have changed
- or whenever other conditions entitling legitimate possession have ceased to exist.

ID Cards may be disabled and withdrawn for due reasons.

### **9.2 Disabling of ID Cards**

An Airport ID Card shall be deemed disabled if the ID Card recorded in the ID Card management system is invalid.

ID Cards will be disabled with immediate effect in the following cases:

- The validity has expired
- The ID Card was returned or the holder failed to return it in due time
- Loss or theft has been reported
- The Frankfurt police headquarters or the Hessian Ministry of Economics, Energy, Transport and Housing have issued corresponding instructions
- The ID Card was handed over to third persons
- The Airport ID Cards will no longer be required to carry out any given authorized task for a company
- The employment relationship with the company that applied for the ID Card has ceased to exist
- The ID Card holder is no longer working regularly and permanently at Frankfurt Airport (this does not apply to Visitor ID Cards)
- The work and residence permits required no longer apply
- The background check is invalid
- The training pursuant to item 2.2.3 has not been taken at all, not completely or not in due time.

In addition, ID Cards may be disabled in the following cases:

- The personal ID Card was used to access airside areas for purposes other than business
- The ID Card was falsified
- The ID Card was misused
- The holder was caught with an ID Card that was damaged or difficult to read
- There were serious or repeated infringements against the Airport User Regulations of Fraport AG or further applicable documents, such as the Traffic Regulations and the Identification Regulations
- There were other reasons justifying disabling the Airport ID Card.

### 9.3 Withdrawal of ID Cards

Withdrawal of an Airport ID Card is deemed to occur when the ID Card is being handed over physically to Fraport AG.

As a matter of principle, ID Cards are withdrawn once they have expired, are invalid, have been disabled or can no longer be read. In case of several Airport ID Cards for a variety of activities, all of these ID Cards may be withdrawn.

ID Cards may only be re-issued upon written commentary by the person affected and the authorized signatory of the company or the department concerned. The decision whether the ID Card will be re-issued rests with the ID Cards and Authorization Services or the competent aviation safety agency after an individual examination of the case.

## 10. Violations

Breaches of the Airport User Regulations and connected relevant documents justify the temporary or permanent withdrawal or restriction of the scope of validity of the ID Card.

Infringements will result in oral or written warnings, obligation to repeat the Aviation Security Training in accordance with point 2.2.3.1 or a blocking of the ID Card. Depending on the nature or gravity of the breach, the ID Card can be disabled following the first breach. Disabled ID Cards must be returned to the ID Cards and Authorization Services immediately.

Breaches which also represent a regulatory or criminal offense according to the Aviation Security Act or other criminal statutes shall be reported to the relevant authorities.

In addition, Fraport AG employees are also subject to internal rules and procedures.

## 11. Fees and Charges

### 11.1 Service Charges

#### 11.1.1 Costs for ID Cards

The charges listed in the latest Fraport List of Service Charges shall apply to the processing of applications, the issue of ID Cards, participation in aviation security and safety training courses, the performance of services ordered and the late return of ID Cards.

#### 11.1.2 Cost-related Utilization Fees

Fraport AG also reserves the right to charge a fee for the use of the airport's general infrastructure.

### 11.2 Fees

A fee laid down by the government agency in charge of aviation security is charged for the security background check pursuant to Section 7 of the Aviation Security Act. That applies also when the examination is aborted or the validation is not granted.

## 12. Data Protection

In accordance with Chapter 1, Fraport regulates pedestrian and vehicular access and apron/maneuvering area authorization on the basis of ID Cards and taking into account the provisions of aviation security law, ensuring proper ID card administration in so doing. The collection, storage and further processing of personal data is necessary for these purposes.

**Information for data subjects:** In addition to the information below, the data protection statement at <https://www.fraport.com/en/our-group/data-protection-statement.html> describes all of the processing methods involved in ID Card applications and administration in detail, including the categories of personal data processed.

In particular, data is processed for the background check required by law, for aviation security training, for the disabling of ID Cards, and for the purposes of criminal and administrative offense proceedings in connection with the ID Card and access authorization.

- Performance of background checks: In order to perform a background check in accordance with Section 7 of the Aviation Security Act or another background check required by law, the necessary personal data is collected on request by the data subject or their employer and forwarded to the aviation security authority. This primarily relates to the name of the data subject, their date and place of birth, their places of residence and their employers or periods of employment and corresponding proof for the last five years. After collection, the data will be stored by Fraport AG for as long as this is necessary to perform the background check and the corresponding ID Card administration.

Fraport also cooperates with the background check in accordance with Section 7, para. 3, no. 5 of the Aviation Security Act by providing the requested

data to the aviation security authority at the authority's request. This data is stored and erased by Fraport in accordance with the periods set out in Section 7, para. 11, no. 2 of the Aviation Security Act.

- Aviation security training: In performing aviation security training and preparing a training certificate, Fraport AG (ID Cards and Authorization Services) may collect and store the first name, last name, address and date of birth of the data subject and forward this information to the training provider as a contractual partner of Fraport AG. The date on which the data subject successfully completed the training is stored in the provider's training system and forwarded to the ID Cards and Authorization Services, where it is also stored. After this information is forwarded, all data relating to the training is erased from the training system.
- Disabling of ID Cards: The ID Cards and Authorization Services process the personal data that is necessary for disabling ID Cards. ID Cards may be disabled for the reasons set out in Chapter 9 of these Identification Regulations, and the fact that the ID Card has been disabled may be stored in the ID Card system. Furthermore, Fraport AG may revoke driving authorization for the movement areas in the event of infringements against the Traffic Regulations under the circumstances listed therein and store the fact that driving authorization has been withdrawn in the ID Card system.
- Administrative and criminal offenses: In the case of violations of these Identification Regulations that also constitute an administrative or criminal offense, Fraport may pass on personal data to the respective competent authorities and the respective employer in individual cases. Violations may also be stored in the ID Card system in individual cases. The same applies to information according to Section 7, para. 9 of the Aviation Security Act which may be important for the background check, and may hence be required to be passed on to the aviation security authority.

Unless a different legal basis is cited, Fraport AG obtains consent from the data subjects prior to processing their personal data. Consent that has been given can be withdrawn by the data subject at any time with effect for the future. The lawfulness of the data processing carried out on the basis of the consent up until revocation shall not be affected by such revocation.

All data is used for operational purposes mentioned above only and is processed in accordance with the General Data Protection Regulation 2016/679 (GDPR), the Federal Data Protection Act, the Hessian Data Protection Act and internal data protection guidelines.

On request, the persons concerned will be given information about the data stored about them by contacting [flughafenausweise@fraport.de](mailto:flughafenausweise@fraport.de) or [datenschutz@fraport.de](mailto:datenschutz@fraport.de). Under certain conditions they may request the correction or erasure of such data and file complaints with the Hessian Commissioner for Data Protection.

## 13. Contact Information

ID Cards and Authorization Services:

Phone: +49 69 690-71110

Email: flughafenausweise@fraport.de

These Identification Regulations, the application forms, the List of Service Charges and details regarding licensing and “known consignors of airport supplies” status are published online at [www.fraport.com](http://www.fraport.com).

***This translation is provided for your convenience only. In the case of any dispute, the German text shall be binding.***