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Airport Rules and Regulations

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1. General information

Name: Luxembourg Airport

ICAO Code: ELLX

IATA Code: LUX

Aerodrome operator: Société de l'Aéroport de Luxembourg S.A (lux-Airport)

Luxembourg Airport is Luxembourg's only international airport for commercial air passenger and cargo operations as well as general aviation. The airport has a paved runway of 4000 m in direction 06-24, a parallel taxiway which serves 8 aprons for different activities.

The airport is closed to traffic from 23:00 to 06:00, except for government flights, SAR flights, humanitarian flights, hospital flights, distress flights and delayed scheduled flights.

2. Users information

2.1. Accessibility

Telephone: info desk: +352 2464 1

General: +352 2464 – plus extension

Fax : +352 2464 2464

Internet : www.lux-airport.lu

E-mail address : info@lux-airport.lu

Postal address: lux-Airport

4, rue de Trèves

B.P.635

L-2016Luxembourg

2.2. Emergency numbers

SOS 112

Lux-Airport Control Centre +352 2464 **3100**
(LACC)

Safety Department +352 2464 **2080**

Luxair COPS Department +352 2456 **5510**

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2.3. Safety Department

When noticing any abnormal situation at Luxembourg Airport please contact:

Phone: +352 2464 3100
Mail: safety@lux-airport.lu

2.4. Security Control Centre

In case of loss or theft of the personal airport ID card, daily visitor's badge or vehicle permit please immediately contact:

LACC security department: +352 2464 3102

2.5. Obtaining Access to Airside

Parties can apply for

- airport identification cards,
- airport driving licenses
- airside vehicle permits,
- daily visitor's and vehicle passes

at the internal department concerned within your organisation.

3. Airport Rules and Regulations

All users of the airport, whether in aircraft, ground vehicles or on foot, are subject to existing and future laws and regulations as well as to the existing and future rules, regulations, procedures, manuals and instructions applicable at Luxembourg Airport.

A particular attention is drawn to the safety and security rules and regulations defined by law or by any other regulation. It is mandatory that all users of the airport comply with these rules and regulations and with the instructions issued by the Aerodrome operator to ensure compliance.

Lux-Airport as the Aerodrome operator must keep the airport in an operationally safe condition and run it in an orderly manner. Consequently, lux-Airport operates an aerodrome safety management system (SMS) in accordance with the European Regulation n° 139/2014.

An essential element of this system is the responsible and mandatory involvement of all users of the airport and companies operating at the airport. Lux-Airport specifies the details and scope of the integration of the companies in each individual case. The provisions of the SMS are binding. Participation in the established safety committees is mandatory for all commercial users and companies operating in the security zone of the airport. The scope of the SMS is documented in the currently valid version of the safety management manual. The manual can be obtained on request from lux-Airport. Through the ongoing development and optimization of the SMS, the resulting obligations can change at any time.



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3.1. Safety Management System

The SMS has the objective to prevent incidents and accidents or to react appropriately on safety occurrences. The main principles of our SMS are:

- (a) Any person being airside shall not endanger itself or other persons or objects at any time.
- (b) To support and assure safe operations at Luxembourg Airport, a safety management system (SMS) has been established by the aerodrome operator. The related Safety Management Manual of the aerodrome operator can be requested via compliance@lux-airport.lu.
- (c) All parties participating at the airport are obliged to co-operate to the SMS.
- (d) Any notification to the SMS is to be addressed to safety@lux-airport.lu

3.2. Access to airside areas of Luxembourg Airport

Access to the aerodrome of Luxembourg has been regulated in the national law “*Règlement grand-ducal relatif aux conditions d'accès à l'aéroport de Luxembourg et aux contrôles de sûreté y applicables*” and shall be applied at all times. Basis: Security Programme

(a) For unescorted access to the airside area of Luxembourg Airport, there are two ways of accessing the aerodrome:

- 1) Manned access points: the person has to follow the instructions of the security staff.
- 2) Unmanned access points: the access points are protected by electronical means. The person has to provide a personal badge and digital ID number.

(b) Any party has to follow the instructions of the supervisory staff.

Mandatory for any access to the airside areas is an operational need.

3.2.1. Access requirements for persons to the airside areas

(a) For unescorted access to airside areas of Luxembourg Airport, the holding of a personal airport ID card is mandatory. To include valid SATP and SMS1 training.

(b) For escorted access to airside areas of Luxembourg Airport, the holding of a daily visitor's badge is mandatory and the escort shall be a holder of an airport ID card which allows the holder to escort persons on the airside.

3.2.2. Access requirements for vehicles to the airside

Only vehicles holding a valid Airside Vehicle Pass (AVP) are permitted to operate airside of the aerodrome.



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Only personnel with a valid airside driving permit are allowed to drive vehicles airside unless they hold a daily visitor's badge and are escorted by a person holding a valid airport ID card and a valid airside driving permit.

3.3. General airside rules of conduct

3.3.1 General rules

Any behavior that may interfere or endanger air traffic operation, aerodrome operation or air safety operation is strictly prohibited at all times.

3.3.1.1 Mandatory identification

When being airside, persons, besides passengers, have to wear clearly visible:

- Airport ID card; or
- Crew card; or
- Daily visitor's badge; and
- High visibility jacket; and
- Protective equipment supplied by employer if required.

3.3.1.2 Prohibitions

Smoking (including electronic cigarettes) when being airside (incl. any adjacent building) is not permitted under any circumstances, except in dedicated smoking areas.

3.3.1.3 Fire Protection

- (a) Using an open flame or igniting a fire without prior authorization is not permitted.
- (b) Fire extinguishers are located on all aprons and are indicated by a sign. Fire extinguishers shall be used to extinguish small fires or fire on equipment.

3.3.1.4 Use of alcohol, drugs and medicines

It is prohibited to be under the influence of alcohol, drugs or medicine and to drive any vehicle or to perform any activity airside including any building (hangar etc.) whilst under the effects of alcohol, narcotics or medicines (whether prescribed or not), that reduce the ability to drive or influence behaviour in such a way as to endanger oneself or others moving or working airside. Lux-airport and concerned authorities may carry out drug checks at any time.

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3.4. Rules of conduct in case of abnormal situations

3.4.1. General

Any person on airside must immediately contact LACC (+352 2464 3100) when noticing any abnormal situation at Luxembourg Airport.

3.3.2.2. ID Cards

3.3.2.2.1 Loss or theft of ID card

Please immediately contact: LACC Security at

+352 2464 3104

See also Chp. 2.4

3.3.2.2.2 People / vehicle without ID card

Any person being airside has to immediately contact Security Supervisor when seeing a person or vehicle without suitable ID card.

3.3.3 Incidents / accidents

(a) In case of any incident (non-normal or unsafe event) or accident, people being airside must apply to the following procedure:

- Safeguard the area (if possible)
- Contact **LACC Operations (+352 2464 3100)**
- Provide the following information:
 - o Location of incident
 - o Injury to persons
 - o Leak of dangerous goods
 - o Interference of any area
- Provide assistance
- Provide first aid (if qualified)
- Follow instructions by special task force
- In case of an accident: any person / vehicle being part of the accident or being a witness must stay at the scene.
- It is not allowed to move any vehicle being involved in the accident unless there is an imminent danger. Vehicles involved in the accident may only be moved after clearance from airport inspection and after detailed pictures are taken and the involved persons and witnesses have been interviewed.

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3.5. Rules for accident prevention

3.5.1. Safety occurrence reporting

- (a) Any dangerous occurrence or occurrence that almost resulted in an accident must be addressed to: safety@lux-airport.lu
- (b) Any ideas or recommendations on how to increase operational safety can be addressed to safety@lux-airport.lu

3.5.2. Monitoring

3.5.2.1. Compliance monitoring

- (a) All parties operating at the airside of Luxembourg Airport are obliged to obey to the Airside Safety Rules (ASR) to assure safe air traffic operations.
- (b) The national competent authority, Direction de l'Aviation Civile (DAC), reserves the right to conduct audits and inspections on behalf of the ASR without warning. To this, all parties being airside shall be able to provide information to the DAC upon request.

3.5.2.2. Sanctions

In case of non-compliances with the ASR, the right of access to Luxembourg Airport's airside area may be withdrawn.