Liege Airport - User Manual

LA-UM

Valid from: 15/10/2024
Approved: All Dept. Liege Airport

UPDATE LOGBOOK

This section provides a record of updates to the Liège Airport User Manual (LA-UM). Each entry includes the date of the update, a description of the changes made, the reference in the LA-UM and the individuals responsible for these changes.

Date	Description of Changes	Responsible
13/01/2024	Creation of LA-UM V1	Degoev David
13/06/2024	Added 'Reference to the Aerodrome Manual' (Annex 7)	AGS - DDE
13/06/2024	Added 'Snow Plan' (Annex 8)	AGS - DDE
13/06/2024	Added 'Low Visibility Procedure LVP' (Annex 9)	AGS - DDE
13/06/2024	Added 'Emergency Response Plan' (Annex 10)	AGS - DDE
15/07/2024	Added 'Absorbent Procedure' (Annex 11)	SAFETY - GMO
01/10/2024	Publication of the LA-UM V1	AGS

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GLOSSARY

ACI	Airports Council International
AFSCA	Federal Agency for the Safety of the Food Chain
AHM	Airport Handling Manual
AIS	Aeronautical Information Service (cf. SPW)
APOC	Airport Operations Center
APU	Auxiliary Power Unit
ASA	Airport Services Association
AMS	Apron Management Services
ATA/ATD	Actual Time of Arrival/Departure
ATC	Air Traffic Control
A-VDGS	Advanced Visual Docking Guidance System
AVI	Live Animals
BFRO	Block Fuel Request for Operators
BCP	Border Control Post
BCAA/DGTA	Belgian Civil Aviation Authority/Direction Générale Transport Aérien
CCTV	Closed Circuit TeleVision camera
CPSRA	Critical Part of the Security Restricted Area
DVCE	Common Veterinary Entry Document
EASA	European Authority for Aviation Safety
ERA	Equipment Restricted Area
ESA	Equipment Staging Area
ESB	Emergency Stop Button
FOD	Foreign Object Debris
FPU	Fixed Power Unit
FSZ	Fuelling Safety Zone
GHA	Ground Handling Agent
GOSM	ISAGO Standards Manual
GSP	Ground Service Provider
GPU	Ground Power Unit
GSE	Ground Service Equipment
IATA	International Air Transport Association
IBAC	International Business Aviation Council

ICAO	International Civil Aviation Organization
IGOM	IATA Ground Operations Manual
ISAGO	Ground Safety Audit for Ground Operations
JIG	Standard aviation fuel quality control
NHC	Products of animal origin not intended for human consumption
NOTAM	Notice to Airmen
OEM	Original Equipment Manufacturer
LA	Liege Airport
LA-UM	Liege Airport User Manuel
LVP	Low Visibility Procedure
PA	Animal Products
PPE	Personal Protective Equipment
SIPP	Internal Prevention and Protective Service
SLA	Service Level Agreement
SMS	Safety Management System
SPW	Public Service of Wallonia
ULD	Unit Load Device

INTRODUCTION

A. AIM

Liege Airport SA. (L.A.) is considered to provide a safe, an efficient and a structured working environment for all stakeholders having activities of any kind or nature on its airport-site, and is committed to do so for the benefit of all parties involved, including the authorities overlooking and regulating the activities and overall operations.

Therefore, and effectively taking into consideration the diversity as well as the overall spread of the regulatory in place, coming from several levels, concerning different topics and as such coming from different official bodies, s.a. IATA, EASA, BCAA and SPW…, the Liege Airport User Manual (LA-UM) is meant to gather all these respective and currently applicable regulations but in a shortened version and a structured manner.

The LA-UM concerns all stakeholders who might be carrying out an activity on the airport-site, for whatever service they'd provide at the airport, with or without an official approval (locally called "agrément") from the SPW (Public Services of the Walloon Region), an approval which is depending on the concerned activity(ies) provided and which have been listed following the EU Directive 96/67/EC of 15 October 1996 regulating the access to the ground handling market as well as several distinct services rendered at Community airports.

The aforementioned "stakeholders" can be classified as such; all airport-users who are considered to carry out activities in any Critical Part of the Security Restricted Area (CPSRA-zones) of the airport-site. This implicates that all such airport-user should know and execute its activities or services following all these above-mentioned rules and regulations, even though the concerned airport-user is operating in the name of or for the account of another stakeholder (e.g. subcontracted services), and whether they are based at, implanted on or located (regularly, temporarily, or ad hoc) at this airport or not.

Every airport-user should be aware of these rules and regulations which concern his or her activity when accessing the CPSRA airport-site. It is clear that this should be controlled, maintained and respected for the benefit of all, meaning; in ensuring a safe, sound, and efficient, structured working environment for all parties involved.

Both your airport and the relevant authorities are obliged to monitor all these items and topics, and are deemed to intervene if necessary. Therefore, this LA-UM is a first step to gather and structure the respective rules and regulations for the sake of its airport-users, customers and partners.

See point F. of the Introduction regarding the Reference Regulation which is at all times applicable and predominant concerning whatever regulatory, conditions or operational obligations.

B. SCOPE

The LA-UM is structured into two main parts;
the first part covers the Operational Safety Instructions (OSIs) for ground and handling operations, as well as for all kinds of services and actions undertaken in de CPSRA-zones. These OSIs are essential for ensuring the safety and security of both the personnel as for all the equipment involved during the airside activities.
The second part consists of various annexes with all existing as well as new procedures that complement the OSIs.

All stakeholders, airport-users, including signatories of a Ground Handling Agreement (*the L.A.-Convention concernant les modalités et la fourniture de services d'assistance en escale à l'aéroport de Liège*) being also holders of an Approval and Accreditation delivered by the SPW regarding Ground Assistance Services (*SPW/agrément et accréditation pour assistance en escale sur l'aéroport de Liège*), must know and comply with these rules and regulations which are applicable as soon as they're entering the CPSRA-zone, moving around, undertaking actions and performing activities in that same zone. The LA-UM* and its annexes are outlining these rules and procedures for the purpose of structuring and gathering all these regulatory obligations for the benefit of all airport-users.

C. AUTHORITY

This LA-UM was created and published by Liege Airport for all its stakeholders and is subject to updates as may deem necessary to the development and evolution of its operations, the respective regulations and of the airport infrastructures and services. All standards in this document may contain the word "shall" to denote a requirement, while recommended practices will be represented by the word "should."

D. EXTENSION OF OBLIGATIONS

Stakeholders shall regularly monitor their business activities to ensure that they comply with the requirements outlined in the LA-UM, the Operational Documents, and all applicable IATA, EASA, European and local legislation or regulations, as well as the reference document which is the Aerodrome Manual (SPW).

All external regulatory bodies mentioned above remain responsible for their edited regulations and procedures.

E. OVERSIGHT FRAMEWORK

The LA-UM also provides the basis for Liege Airport airside inspections and audits, which are part of the airport's oversight framework from above mentioned bodies. The framework includes safety and quality inspections, performance reports, and audits with the aim to ensure that all stakeholders comply with the requirements outlined in the LA-UM and the Operational Documents annexed to it.

F. REFERENCE REGULATION

For comprehensive details and the full procedures applicable at Liege Airport, please refer to **Annex 7: The Aerodrome Manual for All Procedures and full Details** summarized in this manual. The Aerodrome Manual of the SPW serves as the authoritative reference for all operational procedures and regulations at LA.

** Ref. point F of the Introduction*

SECTION I: OPERATIONAL SAFETY INSTRUCTIONS (OSIs)

PARKING STAND MANAGEMENT

INTRODUCTION

The management of aircraft parking stands is the responsibility of the LA APOC (H24).
To ensure optimal use of parking stand capacity, priority is given to flights which have a short ground time. Stand preferences provided by GSPs will be taken into consideration but without guarantee.

In case of parking stand capacity constraints, a towing of aircraft having a ground time of more than 4 hours may be requested by APOC. The GSP in charge of the concerned flight shall then organize a towing of the aircraft to another parking stand assigned by APOC.

PARKING STAND MANAGEMENT

APOC, in coordination with GSPs and airlines, must receive detailed information about arriving and departing flights at least 48 hours in advance. If there are any specific requirements, maintenance or long-term parking, explicit requests should be addressed to APOC. The assignment of aircraft stands is determined based on various factors such as aircraft size, operation type, handler, fuel pit locations, and more.

Any use of the aircraft stands for purposes other than regular operations requires prior approval from APOC. Furthermore, at the request of APOC, operators and handlers are responsible for organizing the towing of aircraft from high-value parking gates to designated long-term parking areas specified by APOC. It is important to note that any aircraft exceeding the designated ground time of 4 hours may be subject to towing at the cost of the concerned airline. The GSP shall coordinate and organize this towing with the airline and/or with its local maintenance provider. The towing shall be performed at the latest 1 hour after the request.

For parking stand planning and parking control, APOC uses a specific planning tool; a module integrated in the AODB (Airport Operational DataBase) platform which communicates bi-directionally and in real-time with the AMS system of Skeyes.

TRAFFIC AREA MANAGEMENT

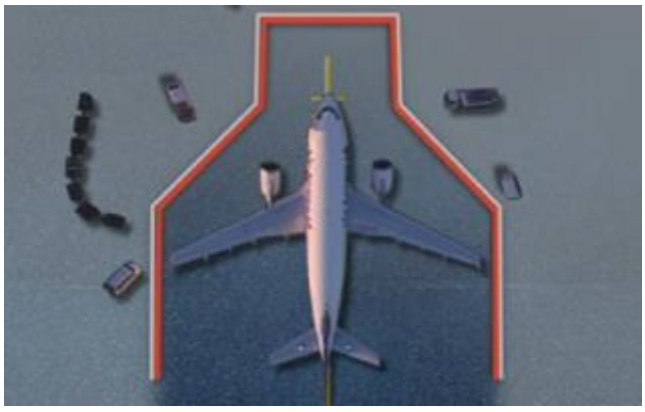
The local ATC service provider (Skeyes) is responsible for the coordination of traffic on the maneuvering area. The ATC controllers communicate the assigned parking stand to the pilots by VHF.

EQUIPMENT RESTRAINT AREA (ERA)

The ERA of an aircraft parking stand demarcates the area to be kept clear for the safe movement of an aircraft in and out of the parking stand. Parking of vehicles and/or GSE within the ERA is prohibited at all times (unless they are servicing an aircraft after its arrival or prior to departure). The ERA is identified by red line marking.

Additionally, it is important to note that the ERA should always be free of GSE, unless it has been temporarily closed with a NOTAM (Notice to Airmen) as a non-commercial gate due to operational requirements or other needs such as maintenance works. This ensures the efficient use of the ERA and promotes smooth aircraft operations.

EXAMPLE OF ERA

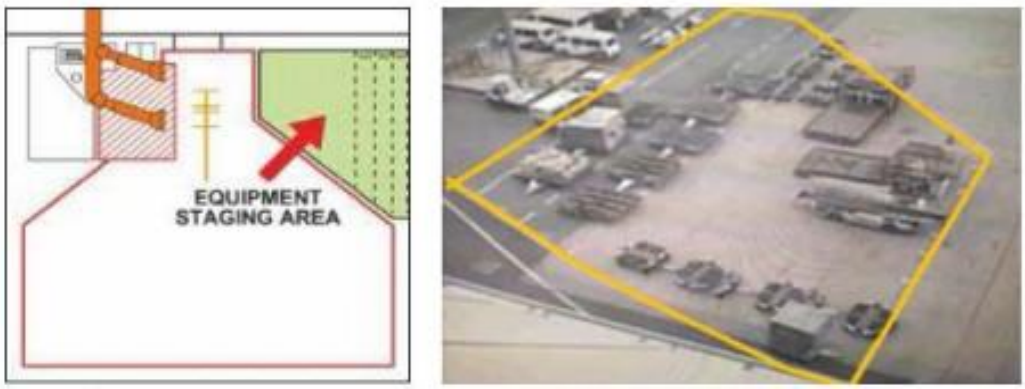


EQUIPMENT STAGING AREA (ESA)

The ESA of an aircraft stand is demarcated by a continuous white line outlining the area where ground handling equipment or vehicles servicing the aircraft can be positioned at least 15 minutes before the arrival of the aircraft. All vehicles shall be lined up in an orderly manner at all times. All ground handling equipment or vehicles shall be removed from the ESA and returned to the designated parking area after aircraft servicing.

In all other cases, the designated ESA must be completely empty of any GSE equipment and kept clear at all times. ESA are also FOD free environments, all airside users must ensure FOD is removed in these areas when generated. As the matter of fact and for the sake of good practice and good behaviour, this should be the case at all times, even when FOD is not generated by their own activities.

SAMPLE OF EQUIPMENT STAGING AREA



SECTION I: OPERATIONAL SAFETY INSTRUCTIONS (OSIs)

AIRCRAFT ENGINE RUN-UP AT DEPARTURE: PUSH-BACK AND TOWING

INTRODUCTION

This document applies to the ground running of aircraft which all operators and their staff should follow to ensure a safe working environment on the airside at Liege Airport.

DEPARTURE OF AIRCRAFT FROM THE STAND

During the departure of an aircraft, before the engines are started, the handler is responsible for ensuring that:

- No vehicle or equipment, except the pushback, is present on the stand or on adjacent service roads.
- FOD has been removed
- No person is present on the stand or behind the aircraft, except for those necessary for the departure.

ENGINE START-UP

For any engine start-up, the pilot or technician contacts the control tower (ATC frequency). The tower gives its authorization after analysing the request.

Several cases can be distinguished: engine start-up for testing, for a departing aircraft, for moving an aircraft, or for any other reason, and requires an authorization given by the control tower.

PUSH-BACK

At Liege Airport, any aircraft push-back involves entering the Alpha or Delta taxiway (manoeuvring area), therefore, any push-back must receive authorization from the control tower. To access the manoeuvring area, any aircraft or vehicle must be equipped with a transponder (Vehicle Tracking Unit - VTU) or be "escorted" by a vehicle that has this transponder. The VTU, or "transponder", allows the control tower to identify who is where at any time. Driver license MAN is mandatory.

Here are the steps for aircraft push-back prior to departure:

- The transponder and the aircraft's Call Sign are used.
- The pilot contacts the control tower to obtain authorization.
- The push-back driver stays in contact with the pilot or with the headset responsible.
- Once the pilot has obtained the authorization, the pilot contacts the headset responsible either by intercom or using ICAO hand signals. The push-back can then take place.

TOWING

All aircraft towing operations will be carried out by a vehicle equipped with a radio allowing direct contact with ATC. Its driver shall have completed and passed a RUN training and specific push-back drivers' training.
The marshaller will always be present for this type of operation. They will be contacted directly by ATC or by the APOC, who will give them details of the mission and where they need to go to take in charge the guiding of the manoeuvre.
Most of the time, the chronological order of the flow for a towing is as follows:

▪ GSP or maintenance company proactively contacts the APOC parking control and makes the towing request, specifying the desired time of movement and from which stand to which stand.
▪ The APOC parking control informs ATC and inspection as well.
▪ ATC analyses the request and provides APOC with an estimated time at which the towing can take place.
▪ APOC parking control sends the marshaller on site based on the timing given by ATC.
▪ As soon as the marshaller arrives on site, and the pushback is connected to the aircraft and the operator's headset connected, the technician (brakeman in the cockpit) requests clearance from ATC on the ATC frequency.
▪ ATC grants clearance to the brakeman, who then informs the pushback operator via the headset. The pushback operator signals the marshaller (note that the marshaller is also listening on the ATC frequency).
▪ The movement can take place.
▪ Once the aircraft has arrived at its new stand, the marshaller informs APOC parking control and ATC to confirm the completion of the manoeuvre.

CROSSING OF NORTH-SOUTH RUNWAY

If an aircraft needs to cross runways during its movement authorized by ATC, it is imperative to inform the on-duty Airport inspector. A runway inspection must be carried out after the manoeuvre to ensure safety of all aircrafts.

To ensure smooth manoeuvring and prevent obstruction of runways or taxiways, the pushback must be adjusted according to the weight of the aircraft and the aircraft's APU must be switched on.

Please note that there should be no towing at night hours from south to north and vice-versa, unless specifically instructed by ATC. This restriction is in place to ensure safe operations and adherence to air traffic control instructions.

TOWING WHEN LVP: LOW VISIBILITY PROCEDURE

Towing is not allowed during LVP.
An exception to this rule may be tolerated by ATC depending on the expected traffic load or any other relevant factors:

▪ The inspection team must be informed.
▪ A follow-me vehicle is mandatory.

SECTION I: OPERATIONAL SAFETY INSTRUCTIONS (OSIs)

MARSHALLING AND A-VDGS

INTRODUCTION

Marshalling services for arrivals on non A-VDGS parking stands are provided by Liege Airport. Automatic docking by A-VDGS is in place on the North apron stands (110à140).

MARSHALING PROCEDURE

Prior to arrival, ATC informs the marshaller via Tetra radio and provides the estimated landing time of the aircraft and the assigned parking stand. The marshaller awaits the aircraft at the parking stand and guides it to the stop position.
Follow-me services are provided in case of low visibility conditions, aircraft towing, on pilot request or any exceptional conditions (such as airside works, ...).

A-VDGS PROCEDURE

North apron parking stands (110 à 140 are equipped with an Advanced Visual Docking Guidance System (A-VDGS). All A-VDGS operate in full automatic mode.
In order to guarantee proper docking operation, the GSP must ensure that the parking stand is safe to accommodate the aircraft, meaning;

- FOD check of the parking stand has to be performed by the respective GSP prior to arrival of the aircraft
- The parking stand is free (no equipment, vehicles, persons present within the ERA).

In case of A-VDGS unserviceability or in the event specific positioning of the aircraft is requested by the GSP, A-VDGS is deactivated by Liege Airport parking control (APOC) and a marshaller is sent to park the aircraft manually.

In case the docking process needs to be stopped due to unforeseen circumstances during docking of the aircraft, the GSP shall activate the A-VDGS emergency button intended for this purpose.

The GSE shall then inform Liege Airport parking control (APOC) and request a marshaller to park the aircraft manually. Liege Airport parking control (APOC) is reachable 24h/24h on 04/234.87.05 or by email at apoc@liegeairport.com.

SECTION I: OPERATIONAL SAFETY INSTRUCTIONS (OSIs)

STAGING, STORAGE AND TRANSPORTATION OF GSE AND ULDs

INTRODUCTION

The purpose of this manual is also to outline the Liege Airport policy for the storage and staging of GSE and ULD on the apron areas at Liege Airport.
The policy applies to all GSPs and all other airside operators as well as their staff involved.

STAGING OF GSE

GSE may only be parked in designated ESA (equipment staging area) under the following conditions:

- All equipment must be removed from the ERA 15 minutes prior to the departure of an aircraft.
- All equipment must be removed from the ESA within 30 minutes after the departure of an aircraft.
- The GSP may only commence staging its equipment on the ESA of the allocated stand by APOC, 90 minutes prior to the arrival of the aircraft.

- All equipment must remain within the designated staging areas at all times until the aircraft arrives.
- GSPs may organise together with APOC only in mutual consent for earlier staging on the parking stand's ESA on a case-by-case basis.
- GSPs may organise with APOC only in mutual consent that equipment would remain at the same aircraft stand in its ESA or in its ERA if their next aircraft scheduled and to be serviced at the same parking stand has been appointed to themselves. Again, ERA needs to be totally emptied 30 minutes before ATA and free of FOD 15 minutes before ATA of the next scheduled aircraft.

STORAGE OF GSE

Dedicated private storage areas for GSE are provided on the airside for each GSP to park serviceable GSE for longer periods. These areas are typically located in front of the GSP's warehouse but may also be located in other designated areas as specified by Liege Airport. (e.g. aprons A,B,C)

These GSE Areas are not provided for the storage of unserviceable or redundant equipment. Liege Airport will take action in accordance with section RIGHT OF REMOVAL/DESTRUCTION of this policy in the event that unserviceable or redundant equipment is left in GSE Areas.

Dollies, trollies, stairs and any other type of GSE can be hazardous to passengers, staff, equipment and aircraft when left unsecured: all this GSE must be secured at all times.

All airside users are expected to ensure that their equipment is stored securely to eliminate the equipment moving in adverse weather. Moreover, GSE areas are also FOD free environments, and all airside users must ensure FOD is removed immediately in these areas when generated.

STORAGE OF ULDs AND EMPTY CONTAINERS

Empty ULDs and containers can be hazardous to passengers, staff, equipment and aircraft when left unsecured:

- ULDs and/or empty containers must always be secured either on a trolley/dolly and within a GSE Area or inside a racking system or on a roller bed within a leased area when not in use.
- Empty containers flaps/doors must always be secured when not in use.

▪ ULDs and/or empty containers may not be stored directly on the ground/apron nor on wooden beams or pallets under any circumstances.

INCORRECT PARKING OF GSE

Incorrectly parked equipment must be reported to Liege Airport Coordinator or directly to the SPW Inspection. Moreover airside staff observing incorrectly parked or left behind equipment will be subject to the procedures regarding safety issues and/or safety report which might lead to potential follow-up by the SPW or if needed penalty.

All airport users must follow the directives of the Liege Airport representatives or SPW Inspection services, when urged to move incorrectly parked equipment.

ADVERSE WEATHER

During strong wind conditions all GSE should be secured on the apron and extra vigilance must be ensured and followed up:
▪ Secure rolling stock
▪ Secure ULDs
▪ Remove FOD
▪ Remove safety cones
▪ Chock aircraft landing gear in accordance with internal SOP and/or IATA « High winds » placement diagrams
▪ Close cargo doors and access panels
▪ Park GSE closely together and adjacent to a building if possible
▪ Consider the use of ballast fuel

RIGHT OF REMOVAL/DESTRUCTION

Redundant, unidentified and unserviceable GSE and/or any other equipment stored in GSE Areas can be hazardous to staff and aircraft when left unsecured.

Liege Airport Safety or SPW Inspection will conduct routine checks of GSE Areas to determine whether any redundant, unidentified or unserviceable equipment has been incorrectly stored or tagged. If the authorities determine that equipment stored by a GSP is redundant, unidentifiable or unserviceable, a notice will be provided to the equipment user, where possible.

The notice will provide a period of time for the GSP to relocate or repair the equipment. If the GSP fails to comply with the notice, Liege Airport reserves the right to have the equipment removed, and the Airport User will be liable for any costs incurred by Liege Airport in respect of the equipment being removed or destroyed.

ULD TRANSPORTION – ON AIRPORT

In accordance with IATA Regulation 427, Section 3.1, Liege Airport strictly prohibits the transport of ULDs that are over-wrapped or covered with loose plastic sheeting on airport premises. This prohibition is in place to prevent the generation of FOD, which poses a significant safety risk during ground operations. Any ULD arriving at Liege Airport with such plastic over-wrapping (under the strapped nets) must have it immediately removed by the responsible GSP. Failure to comply may result in penalties as foreseen in the “convention de fourniture de services d'assistance en escale”, the said handling contract, by Liege Airport.

SECTION I: OPERATIONAL SAFETY INSTRUCTIONS (OSIs)

CLEANLINESS & FOD MANAGEMENT

INTRODUCTION

"Foreign Object Debris ", abbreviated to FOD, is a potential source of catastrophic damage to aircraft, particularly engines, and to any other mobile GSE. FOD can also be the cause of hazard resulting in injury to personnel, passengers and crew.

The purpose of this instruction is to ensure that all airport personnel understand the dangers to flight safety and operational safety which FOD could generate, and of the respective measures that must be taken to reduce that hazard.

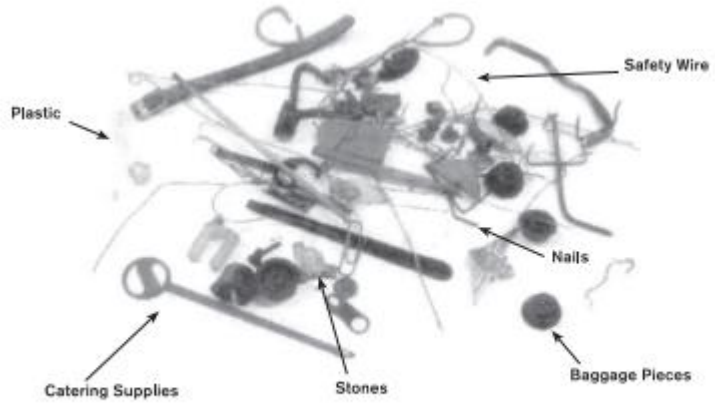
RESULTS OF FOD

FOD may be sucked into aircraft engines causing damage leading to engine failure. This is especially critical if it occurs in flight, particularly during the take-off phase.

In addition, FOD can damage tires, the undercarriage, control systems and other parts of the airframe, which can lead to in-flight failures.

EXAMPLES OF FOD

Plastic and paper, bags/sheets, rags
Metal: nuts and bolts, empty oil and hydraulic fluid cans, tools and equipment
Natural objects: rocks, pebbles and wood other debris: burst ballast bags, luggage handles and luggage wheels, etc.



FOD CHECKS

The following checks must be conducted prior to and after every aircraft movement or servicing operation:

▪ GSPs staff are responsible for checking of and completely remove all FOD from the ERA of the allocated stand before the arrival and departure of the aircraft.
▪ To check GSE parked in the ESA and all other areas next to it including the lines (if applicable) between the parking stands.
▪ Execute routine checks on GSE (including floors of enclosed cabins) to ensure everything is secure and operational, and not about to fall off and as such become FOD.
▪ In ramp areas, to ensure anything carried in/on a vehicle is secured.
▪ Dispose all FOD in designated garbage bins, where provided. Many FOD bins are located throughout the airport. These are of yellow colour with "FOD" inscription and regularly emptied after their content being analysed.
▪ It is essential that each GSP has operating procedures in place which ensure that FOD checks of the parking stand are executed prior to the arrival of the aircraft, after the aircraft has been pushed back, or any other movement of the aircraft, as well as during and after every servicing operation.

SPILLAGES

The following instruction describes spillages procedures:

▪ All spillages must be reported to the Fire Department (+32 4 234 84 55), as they are responsible for managing spills and chemical interventions.
▪ If a vehicle, equipment or cargo is leaking any kind of chemical substance, it may not be moved anymore. Instead, the Fire Department must be contacted immediately to attend the location and prevent the spillage from spreading to other areas of the airfield.
▪ In the event of a spillage (fuel, oil, effluent, corrosive...) while an aircraft is parked on a stand, a decision may be made to clean the stand with the aircraft in place.
▪ Companies operating on the airfield will be instructed by the Fire Department or APOC to remove equipment from stands and equipment parking areas to facilitate cleaning. Depending of the nature of the incident and/or products involved, the aircraft may also be towed off the stand to ensure effective cleaning. It is important to comply promptly with these requirements to enhance safety by achieving thorough cleaning.
▪ Failure to comply with removal requests may result in a Safety Report being issued, and charges may be levied for additional cleaning.

Please note that the Fire Department as well as the Environmental Department have the expertise and control over spillages and chemical interventions.
For further information, please refer to Annex 11: **Absorbent procedure**.

HAZARDOUS WASTE

The following instructions describes hazardous waste treatment procedure:

▪ Hazardous waste may not be disposed of together with any other kind of waste (such as catering waste, FOD, paper, wood, etc.) nor with any waste similar to household waste. Instead, these items must be collected separately, placed in interim storage where applicable, disposed of separately, and evacuated as soon as possible.

▪ Mixing hazardous waste with other hazardous waste of different kinds and compositions or with other non-hazardous waste, substances, and/or materials is prohibited.
▪ A container park provided by Liege Airport is available to all operators to empty their waste containers. For certain types of hazardous waste, please consult with the container park manager of Liege Airport to determine which types of waste are accepted. If a specific type of hazardous waste is not accepted, operators must manage the evacuation of such waste from the airport by their own means.
▪ Flammable waste must be collected in specially marked metal containers in the Liege Airport container park.

WASTE FROM AIRCRAFT

The following instructions describe treatment of waste coming from aircraft:

▪ Catering waste from aircraft may lead to FOD and moreover attract animals.
▪ Catering waste must be treated separately and evacuated by a company that has been commissioned by the airline or its GSP.
▪ Airlines or GSPs who did not commission such company may not leave behind their catering waste coming off an aircraft from outside EU origin, when passing through LGG, because such catering waste needs to be destroyed by a registered company according to specific procedures from the competent authority (as a matter of fact, it is the responsibility of the airline to manage and properly dispose catering waste if they originate from outside the EU. The airline is supposed to ensure that traceability is available upon request or audit by authorities such as AFSCA or Liege Airport).
▪ The company which has been commissioned by the airline or GSP must evacuate properly this kind of aircraft waste on its own responsibility and following the respective regulations.
▪ In the event of violation of hazardous substances and hazardous waste, the party causing the violation will be charged for the costs incurred for proper evacuation and destruction.

REFERENCE REGULATION

For comprehensive details and the full procedure related to this matter, please refer to **Annex 7: Reference to the Aerodrome Manual for Other Procedures and Details** of this manual. The Aerodrome Manual of the SPW serves as the authoritative reference for all operational procedures and regulations at LA.

SECTION I: OPERATIONAL SAFETY INSTRUCTIONS (OSIs)

FUELLING OF AIRCRAFT

INTRODUCTION

The purpose of this operational safety instruction is to inform the airport community of into plane fuelling procedures at Liege Airport.

Liege Airport follow and apply guidance contained within, JIG 1 (standard aviation fuel quality control & operating standards for into-plane fuelling services) and JIG 2 (aviation fuel quality control & operating standards for airport depots and hydrants).

AIRPORT FUELLING PROCEDURES AND PRECAUTIONS

Liege Airport has established procedures for aircraft refuelling. These have been created to ensure safety on the platforms and to meet the requirements imposed in this area.

The areas covered are:

- General precautions to be taken during refuelling operations.
- Additional precautions to be taken when passengers or crew remain on board or board/disembark during refuelling operations.
- The sources and dissipation of electrical energy that may accumulate during aircraft refuelling operations.

The procedures are located at the Fuel Farm. Every year, fuelling ops are audited in accordance with the JIG guidelines. Audits are performed by one or more fuel providers for the Liege Airport.

IMPORTANT INFORMATIONS

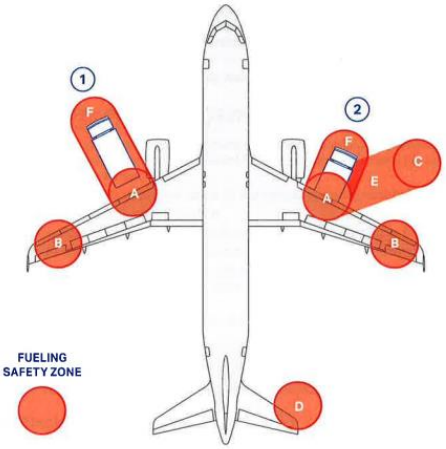
- Refuelling operations are carried out by LIEGE AIRPORT S.A.
Refuelling Service - available H24 - Tel: 04/234 84 48
- Refuelling operations are carried out in absolute compliance with the operating instructions and quality controls contained in the latest edition of the local operating instructions manual.
- The operating instructions manual is reviewed and updated annually.
- It is forbidden to produce flames or use electrical or similar tools in the refuelling zone that may produce sparks.
- It is forbidden to start the engine groups during refuelling.
- There must always be a clear path to allow the refuelers to quickly leave the area in case of emergency. (cf. *EXAMPLE OF FUELLING SAFETY ZONE – JET AIRCRAFT / PROPELLER AIRCRAFT)*
- In case of fuel spillage, the inspection must be notified and the area cleaned.
- If passengers board or disembark, or remain in the aircraft during refuelling, the emergency exits must be free and allow rapid evacuation of the passengers.
- During thunderstorms at the airport, refuelling operations are suspended.
See chapter E.25 of this manual.
- To the north part of the Airport, on the lighting poles, there are ESB -Emergency Stop Button to stop the refuelling if an emergency situation arises. This will automatically shut-off valves from hydrant network.

EXAMPLE OF EMERGENCY FUEL SHUTDOWN

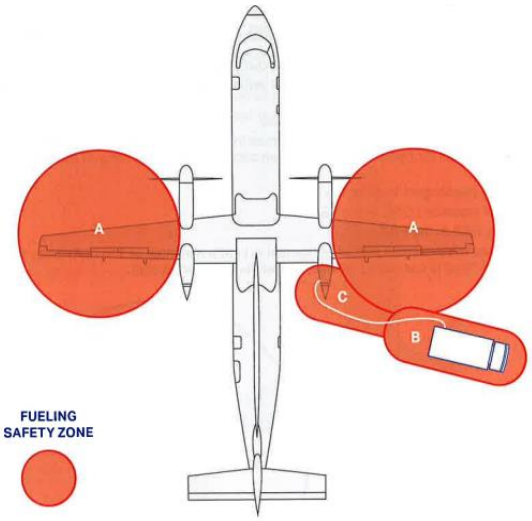
FUELLING SAFETY ZONE

The fuelling safety zone (FSZ) is defined as an area of at least 3 m (10 ft) in any direction from the center point of all fuel vent exits, refuelling plugs, aircraft refuelling ports, fuel hydrants, fuel hoses and fuelling vehicles. This distance may be increased as required by local airport authorities (SPW).

EXAMPLE OF FUELLING SAFETY ZONE – JET AIRCRAFT / PROPELLER AIRCRAFT



REFERENCE	DESCRIPTION
A	Aircraft refueling port/plug
B	Fuel vent exit
C	Fuel hydrant pit
D	Fuel vent exit (according to the aircraft type)
E	Hoses
F	Fuel truck or hydrant dispenser
1	Fuel truck
2	Hydrant dispenser



REFERENCE	DESCRIPTION
A	Aircraft refueling port/plug/fuel vent exit
B	Fuel truck or hydrant dispenser
C	Hoses

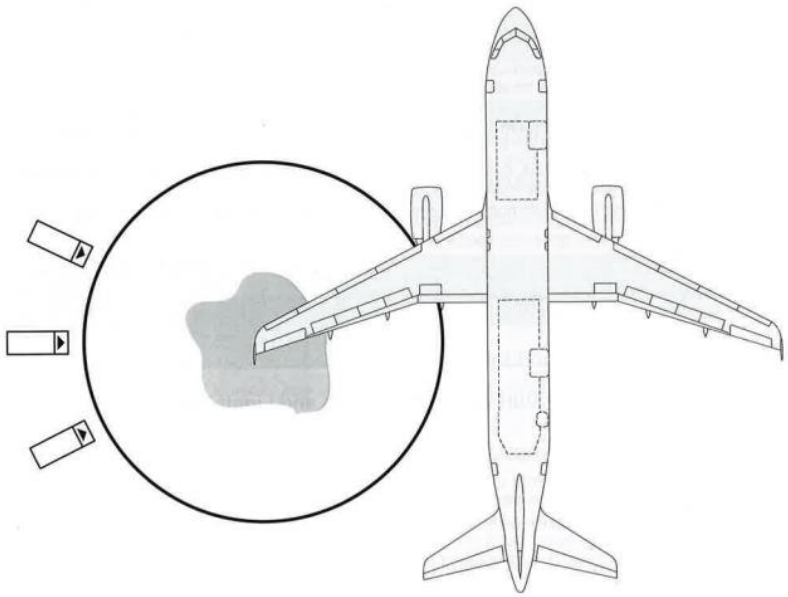
Within the FSZ, all personnel shall ensure they:

▪ Do not smoke.
▪ Do not use any handheld PEDs (portable electronic devices), including cell phones, portable music players, portable game units or earpiece or headset, unless these items are ATEX proof zone material (cf. European directive for controlling explosive atmospheres n 99/92/EC and 94/9/EC).
▪ Enter the FSZ only when required to do so by the current job task/responsibility.
▪ Assume that fuelling is taking place anytime a fuel vehicle is on the stand during aircraft servicing and fuel hoses are connected.
▪ Do not leave vehicle engines running unnecessarily.
▪ Position all GSE and vehicles so they do not obstruct the fuelling vehicles' escape route; this is not a mandatory requirement for hydrant type fuelling vehicles, but every effort should be made to ensure a clear exit pathway.
▪ Do not allow any passengers or crew to enter the FSZ.
▪ Avoid the use of motorized GSE in the FSZ.
▪ Do not park any GSE in the FSZ
▪ Ensure fuel hoses are protected and all equipment is kept a minimum of 1 m (3 ft) away from any fuel hose on the stand that is connected between a fuel truck and an aircraft.

FUELLING SAFETY ZONE

Take the following safety measures whenever a fuel spill occurs:

▪ Activate the emergency shut-off valve, where installed.
▪ Alert the person in charge of fuelling and/or the pilot-in-command'
▪ Contact the local fire service, if not already done.
▪ Verify with authorities/supervisor whether to stop all activity around the aircraft.
▪ As far as possible, restrict all activities inside and outside the spill area to prevent access and to reduce the risk of ignition.



FUELLING/DEFUELING WITH PASSENGERS/CREW ON BOARD

When fuelling/defueling with passengers on board and/or during their boarding or disembarking, personnel shall:

▪ Keep designated escape exits clear. An escape exit may be a cabin door that has to be opened with stairs.
▪ Ensure all areas on the stand below the designated escape exits are kept free of any equipment and vehicles that would impede the deployment of an escape slide.
▪ Do not obstruct passenger escape routes on board by ensuring that passenger stairs are clear of FOD (Foreign Object Debris). Refer to operating airline procedures regarding refuelling, as well as local airport and regulatory requirements. The above is applicable as a minimum standard.
▪ Ensure that a crew member is notified by the operator at the start and end of the fuelling process

FUEL SPILLAGE

For more information about fuel spillage, refer to the section: OPERTIONAL SAFETY INSTRUCTIONS (OSIs) -> CLEANLESS & FOD MANAGEMENT

AUDITS

The Liege Airport Fuel Farm is subject to audits to maintain standards and quality. These audits are conducted both internally and externally. External audits are carried out by organizations such as JIG, SEVESO, and various airlines, while internal audits focus on environmental factors and are conducted by our internal auditors.

ENQUIRIES

Any questions concerning this Instruction should be addressed to the Liege Airport Fuel Farm Manager: yro@liegeairport.com.

SECTION I: OPERATIONAL SAFETY INSTRUCTIONS (OSIs)

AIRCRAFT ARRIVAL PROCEDURE AT STAND

INTRODUCTION

This guide outlines the aircraft arrival procedures at the stand for airport personnel, from the aircraft entering the stand to engine shutdown and anti-collision light switch off. Moreover, this procedure is required as per the handling contract between Liege Airport and the GSPs.

PRE-ARRIVAL INSPECTION

Ground Service Providers (GSPs) must perform a comprehensive stand inspection, covering:

- Equipment/GSE availability, serviceability, and positioning.
- ERA must be free of vehicles, equipment, and FOD.
- Absence of spills, contaminants, and hazardous conditions.
- Proper apron equipment and vehicle positioning.
- Use of adjacent stands and secure transporters and dollies.
- Staff presence, emergency button awareness in case of A-VDGS.
- Positioning ULD for import and ULD preparation for cargo export.

Please note that the Advanced Visual Docking Guidance System (A-VDGS) is activated automatically.

POST-ARRIVAL PROCEDURES

Follow these steps after cargo aircraft arrival:

- Place wheel chocks at nose landing gear.
- Connect GPU or FPU before engine shutdown.
- Position remaining wheel chocks and confirm with flight crew.
- Inspect cargo door area and position cargo loading equipment.
- Position safety cones.
- Perform arrival walkaround, inspecting aircraft components.
- Give clearance for GSE to approach aircraft.
- Report any damage to a supervisor.

If an aircraft arrives with a non-functional anti-collision light, establish headset communication with the flight crew before approaching.

ENQUIRIES

Any questions concerning this Instruction should be addressed to the Liege Airport APOC COORDINATOR: APOC@liegeairport.com.

SECTION I: OPERATIONAL SAFETY INSTRUCTIONS (OSIs)

AIRCRAFT TURNROUND PROCEDURES

INTRODUCTION

This document outlines the recommended practices for aircraft turnaround at Liege Airport for airlines and Ground Service Providers (GSPs). It covers the period from engine shutdown and anti-collision light switch-off to aircraft readiness for push-back. Liege Airport recommends that each airline establishes a Turnaround Plan and identifies a GSP representative as a Turnaround Coordinator to ensure consistent compliance with best practices.

KEY TURNAROUND STEPS

This subsection outlines the essential steps for an efficient and safe aircraft turnaround at Liege Airport, focusing on the main aspects while avoiding unnecessary details:

- Chocking Aircraft: Ensure aircraft is securely chocked as soon as possible after landing and engines are shut down.
- Safety Cones: Position safety cones around the aircraft, ensuring sufficient distance from the aircraft.
- Cabin Doors: Open and close cabin doors safely with proper equipment and coordination with flight crew.
- Cargo Hold Doors: Open and close cargo hold doors following safety protocols and authorization.
- Passenger Safety: Monitor passengers on the apron and ensure safe walking routes and supervision.
- Fuel Hydrant Emergency Stop: Familiarize staff with the location and usage of emergency fuel hydrant stop facilities.
- Cargo Movements: Handle cargo loading and unloading according to carrier procedures and EU/IATA regulations.
- Animal Movements: Manage animal transfers according to airport guidelines, ensuring proper container use. (Refer to Annex: Live Animals Liege Airport).

Please note that this simplified procedure is not exhaustive and should be used in conjunction with more detailed airlines' SLAs and GSPs.

ENQUIRIES

Any questions concerning this Instruction should be addressed to the Liege Airport APOC COORDINATOR: APOC@liegeairport.com.

SECTION I: OPERATIONAL SAFETY INSTRUCTIONS (OSIs)

AIRCRAFT DEPARTURE PROCEDURE OFF STAND

INTRODUCTION

This section outlines the procedures for a safe and efficient aircraft departure, including communication between flight crew and ground staff during towbar and towbarless pushback operations.

KEY RESPONSIBILITES

The GSP's ground staff member responsible for departure shall oversee pushback operations, ensure suitable equipment, conduct briefings, maintain communication with flight crew, perform a predeparture walkaround, and manage the connection and disconnection process.

ESSENTIAL PUSHBACK PROCEDURES

This subsection highlights the crucial steps for the GSPs for safe and effective pushback operations at Liege Airport, emphasizing the key aspects while eliminating unnecessary details:

▪ Pushback procedure: The pushback tractor driver is responsible for maneuvering the aircraft safely, maintaining proper communication, and disconnecting the pushback equipment after the maneuver.
▪ Predeparture walkaround check: A thorough walkaround check ensures the apron is clear of FOD, all GSE is detached, the stand area is clear, aircraft servicing panels are closed and secured, and any abnormalities are reported to the relevant parties.
▪ Predeparture communication: Before departure, flight crew and ground staff must communicate using interphones or hand signals if interphones are unavailable. The briefing should include departure specifics and hand signal review.
▪ Wing walker: Wing walkers, if required, follow directions from the responsible ground staff member, provide clearance signals, and monitor the aircraft path for obstructions.
▪ Connecting Pushback Vehicle: Tractors must be parked in approved areas, and a guide person must be used for towbar/nose gear approach.
▪ Nose Gear Steering: For nose gear steering bypass, consult the airline's GOM for specific aircraft requirements.
▪ Connecting Pushback Tractor and Towbar: Follow proper procedures for connecting the towbar to the nose gear and pushback tractor, ensuring secure and aligned connections.
▪ Wheel Chock Removal: The headset operator must confirm the aircraft parking brake is set and all equipment is properly disconnected and secured.
▪ Pushback Maneuver: The pushback must be conducted at walking speed, with clearance from ATC and flight crew, and ensuring taxiways are clear.
▪ Staff Safety during Pushback Maneuver: Staff must stay clear of aircraft and tractor paths and engine danger areas. The headset operator must maintain visual contact with the tractor driver.
▪ Pushback Disconnection: Follow proper procedures to disconnect the towbar from the nose gear and pushback tractor, ensuring clear communication between ground staff.

POST DEPARTURE INSPECTION

GSPs must inspect the stand for FOD, GSE, and spills after departure.

ENQUIRIES

Any questions concerning this Instruction should be addressed to the Liege Airport APOC COORDINATOR: APOC@liegeairport.com.

SECTION I: OPERATIONAL SAFETY INSTRUCTIONS (OSIs)

INCIDENT NOTIFICATION AND IMMEDIATE ACTIONS

INTRODUCTION

During ground operations, there's a risk of incidents, accidents, or emergencies, including but not limited to fuel and oil spills, dangerous goods events, GSE collisions/accidents, aircraft evacuations without passengers, crew, personnel injuries, severe weather emergencies, and illicit acts (e.g., security breaches). The airline and/or airport emergency response procedures may be activated depending on the event's severity and magnitude.
→ *More information regarding legal emergency actions can be found in* ***ANNEX 8: REFERENCE TO THE AERODROME MANUAL FOR OTHER PROCEDURES AND DETAILS*** *within the Aerodrome Manual of the SPW. This manual serves as the authoritative and detailed reference for all operational procedures and regulations.*

IMMEDIATE ACTIONS

Frontline personnel of the GSPs should be familiar with the immediate response actions, which include stopping the activity, ensuring personnel are moved away from the incident, notifying relevant parties, reporting the event to the supervisor/line manager and emergency services, and supporting post-incident investigations.

AIRCRAFT EVACUATION

Airport as like GSP personnel should be trained in evacuation procedures, including periodic evacuation drills/practices. For aircraft evacuation with or without flight crew and passengers on board, GSP personnel must know the roles, responsibilities, procedures, different methods of evacuation, and communication means.

DANGEROUS GOODS

Important Note: The DGR IATA (Dangerous Goods Regulations manual) must be strictly followed for any handling involving dangerous goods.

In case of damage or leakage involving dangerous goods, the following actions must be taken:

- Stop handling activities; prevent unauthorized access.
- Identify the nature, source, and hazard of the contamination.
- Avoid contact with the substance and notify relevant parties immediately.
- Restrict/block access to the damaged item.
- Report the event to supervisor/line manager and emergency services.
- Coordinate the response with the GSP's DGR experts or emergency services: In the absence of an onsite DGR expert, the designated ON DUTY supervisor must liaise with the intervention area manager to provide all relevant information required for:
- Welcoming the emergency services.
- Providing necessary information for the intervention's smooth progress (product identification, quantities, location, etc.).

▪Remaining available to assist the intervention area manager as needed

Legal Obligation: It is imperative to note that under the law, when emergency services (airport firefighters, city firefighters, police, etc.) are present in the intervention area, they assume responsibility for the intervention, and companies/operators/handlers/workers are REQUIRED to adhere strictly to their directives/instructions.

Additionally, identify and prevent contaminated cargo, baggage, or transport devices from being transported.

SECTION I: OPERATIONAL SAFETY INSTRUCTIONS (OSIs)

SUPERVISION

INTRODUCTION

Supervision is crucial during any operation to ensure tasks are completed safely, following relevant procedures and as per contracted SLAs. The term 'supervisor' commonly refers to a person overseeing activities and other individuals performing tasks, regardless of their job title, and implies several responsibilities. Airline approaches to supervision may vary, and details of the contracted services will be specific to each contract.

SCOPE AND RESPONSIBILITES

Supervision encompasses various aspects of ground handling, cargo, mail and passenger handling, baggage handling, ramp handling, and load control. Supervisors are generally responsible for setting goals, organizing workflows, and providing oversight and guidance to as well as control of personnel conducting operational functions.

TURNAROUND COORDINATION

A GSP's representative designated as the Turnaround Coordinator or a Loadmaster oversees and coordinates processes for both above and below the wing activities during a flight turnaround. They serve as a focal point of coordination for ground activities, operational teams, and flight crew, ensuring adherence to the station's Precision Time Schedule (PTS) and safe, secure, punctual performance. The distinction between a GSP's Supervisor and a Turnaround Coordinator may vary depending on the company or local setup of the Airline.

LEGAL OBLIGATIONS

Turnaround Coordinators and Supervisors must have a permanent badge to access the airside and obtain an agreement to perform their duties on the Liege Airport site.

SUPERVISION REQUIREMENTS

The table below defines elements that require supervision by individuals assigned to oversee ground handling operations. Primary task is to stop all unsafe acts. Cf. IGOM chapiter 6.4 "Oversight Checklists".

	ACTION	√	REMARKS
1	Pre-flight brief conducted regarding flight requirement(s) and services as needed		
2	Pre-arrival check parking position free of Foreign Object Damage (FOD), obstacles and/or spillage		
3	Personnel wearing PPE available and ready		
4	All GSE and personnel positioned outside the Equipment Restraint Area (ERA)		
5	Ensure guidance system is activated and marshaller(s)/wing walkers correctly positioned as applicable		
6	Personnel must stay clear of the aircraft, until anti-collision lights have been switched off (exception applies if APU is not operational)		
7	Ensure aircrafts chocked and coned		
8	Ensure an arrival external check prior to approach of any ground support equipment is done		

9	Ensure equipment is properly positioned and operated (e.g. guide rails)		
10	Ensure cargo holds are offloaded and commodities correctly handled as required		
11	Ensure all cargo holds offloaded according to LIR and inspected for damage		
12	Passenger Bridge and/or Steps set to correct height before opening cabin access doors and all safety devices are installed		
13	Aircraft cabin access door operation by authorized and qualified person		
14	During passenger (dis)-embarkation, passenger movement protected and guided in walkways between the aircraft and bus or terminal		
15	Passenger walkways clean of obstacles and free of undesired contaminated substances		
16	Fuel truck properly positioned and escape route not obstructed		
17	Ensure FUEL SAFETY ZONES are respected		
18	Ensure safety precautions for Re-fuelling with passengers adhered to if applicable		
19	Ensure on-load started and Load Master in possession of LIR		
20	Ensure condition of load inspected prior to loading		
21	Ensure baggage and cargo loaded and handled in accordance with the written LIR		
22	Ensure DG correctly handled, segregated, secured and stowed		
23	Ensure holds are checked to verify load and locks/nets configuration		
24	Ensure Load information is exchanged with all deviations noted		
25	Ensure final load information provided to Flight crew as required		
26	Ensure GSE removal procedures followed		
27	Ensure final ramp inspection and aircraft walk-around check performed		
28	Chocks and cones removal procedures followed		
29	Ensure departure sequence conducted as required		
30	Ensure post departure activities conducted as required with appropriate document retention		

ENQUIRIES

Any questions concerning this Instruction should be addressed to the Liege Airport APOC COORDINATOR: APOC@liegeairport.com.

SECTION II: ANNEXES

ANNEX 1: ENVIRONMENT

INTRODUCTION

Since 2003, Liege Airport has integrated environmental protection into its corporate strategy, in compliance with current legislation and environmental regulations.

Is the responsibility of every person working on the airport site to contribute to the environmental objectives mentioned in the Environmental Policy:

1. Carbon emission reduction
2. Noise pollution reduction
3. Mobility improvement
4. Biodiversity protection and preservation
5. Air quality improvement
6. Soil, water and groundwater protection

SPECIFIC PROVISIONS

To be in line with the applicable safety and environmental provisions at the airport site :

- An Environmental Permit is needed for every installation, activity, substance storage, and every kind of activities listed in the Wallon « Environmental Code » [Portail "Permis d'Environnement - Liste des chapitres des rubriques" (wallonie.be)].
- Walloon Public Service (SPW) requires an environmental permit for certain heating and air conditioning systems, wastewater treatment facilities, electrical transformers, hydrocarbon tanks, etc.
- To be noted that, the demand of an environmental permit is under the responsibility of the service provider/operator of the building even if the latter is owned and maintained by Liege Airport and Liege Airport Business Park.
- The environmental protection from any kind of pollution is everyone's responsibility.
  It is important to note that everyone has to undertake necessary measures to prevent any sort of pollution caused by his own activities.

ENVIRONMENTAL ACCIDENT

In order to prevent a deterioration of the airport premises and the quality of soil, surface water, and groundwater, it is crucial to ensure that there is no storage of hazardous materials outside impermeable zones, no circulation of machinery, and no excavation of trenches or any other unauthorized intervention. Each operator must conduct visual controls to ensure there are no spills or leaks on the soil and in the water of organic and inorganic materials, including petroleum products and their derivatives (antifreeze and solvents).

In the event of an accidental release, any spillage of contaminants must be immediately managed with intervention kits. Should a significant amount of hazardous product harmful to human health or the environment be spilled, the Liege Airport Fire Department is available at 04/234 84 55, 24/7 for immediate intervention.

During the emergency services' response, the company involved in the incident must immediately provide all necessary information regarding the spill. This includes the nature of the substance, its

identification code (if available), as well as the associated technical and safety data sheets. These details are crucial for the firefighters to draft a precise intervention report, which will be forwarded to the Environmental Department.

The Environmental Department will then take the initiative to contact the company to review the circumstances of the incident and to verify the implementation of current or future corrective measures to prevent such incidents from recurring. This process aims to assess the effectiveness of the measures taken and propose improvements if necessary. In cases of suspected soil or water contamination, the Department will conduct environmental sampling and analysis. The costs incurred by these operations will be charged to the company responsible for the incident.

MATERIAL MAINTENANCE

A regular maintenance of material and machinery is required, as it's an effective way to prevent any sort of spillage on soil and water:

- Use dedicated and authorized areas to make the maintenance of material/ vehicles/machinery (i.e. oil changes, etc.)
- Keep all fuel supply and deposit devices, vehicles, and ground support equipment in perfect working condition. They must be maintained in accordance with the manufacturer's provisions.

WASTE MANAGEMENT

Each person working at the airport is responsible for the cleanliness of the site. Waste producers are required to manage, sort, and dispose of their waste in accordance with current Walloon Region legislation. Waste producers may use their own dedicated waste containers with the agreement of Liege Airport. It is important to note that the storage of waste may be subject to a permit.

Liege Airport provides a centralized container park to handle the waste generated on the airport site (see appendix for the container park procedure and pricing).

The types of waste that must be sorted and collected separately are specified in the AGW of March 5, 2015. Here is a list of the relevant legal references:

- March 5, 2015 - Walloon Government Decree mandating the sorting of certain wastes (M.B. 16.03.2015) – Législation/Déchets/obligation tri certains dechets (wallonie.be)
- Decree of December 5, 2008 – Decret du 05/12/2008 decret portant assentiment a l'accord de cooperation entre la region flamande, la region wallonne et la region de bruxelles-capitale concernant la prevention et la gestion des dechets d'emballages (openjustice.be)
- Decree of March 9, 2023 - Decree on waste, material circularity, and public cleanliness - 1 - WALLEX (wallonie.be)

SECTION II: ANNEXES

ANNEX 2: AIRSIDE HANDLING AVI (Live Animals)

INTRODUCTION

The AVI (Live Animals) procedure at Liege Airport is designed to ensure the safe and most appropriate way of handling regarding the well-being of live animals, providing a comprehensive framework for Ground Service Providers (GSPs) to follow.

ACCIDENT RESPONSE

In the event of an incident or accident involving live animals, it is imperative to promptly notify the SPW authorities. Immediate action is crucial to mitigate risks and address any potential emergencies effectively.

SPEED LIMIT

A strict speed limit of 15 km/h is enforced throughout the airport premises when transporting AVI. Adhering to this limit enhances safety and minimizes the risk of accidents involving vehicles and animals.

MANAGEMENT OF TEMPERATURE-SENSITIVE ANIMALS

Special care must be taken for animals sensitive to temperature variations. Adequate provisions, such as thermal blankets or temperature-controlled environments, should be made to ensure the comfort and well-being of these animals during transit at Liege Airport. GSPs are required to develop and uphold an appropriate procedure consistent with these guidelines and are anticipated to provide it upon request as necessary by Liege Airport or other pertinent regulatory entities.

ANIMAL TRANSFER PROCESS

GSPs handling AVI must have customized procedures tailored to meet the UBEA-SPWARNE specifications (Unité du Bien-être animal/ Service Public de Wallonie Agriculture, Ressources naturelles et Environnement) regarding Animal Welfare. These specifications are essential to ensure the seamless handling and transportation of live animals. GSPs must have such procedures in place and be prepared to provide them upon request as required by Liege Airport or other relevant regulatory authorities as mentioned above.

Livestock and domestic animals must undergo a meticulous transfer process, ensuring their safety and well-being at all stages of movement. This includes export of AVI when transferring/loading the concerned animals into appropriate containers even in landside areas before moving them airside for loading onto the aircraft. Alternatively, for imports, animals must be transferred to the BCP (Border Control Post) for veterinary checks, their journey and/or delivery.

Animals should also be transported safely at all times, and locks of the GSE (dollies etc.) must be properly secured. In case of dollies without attachment hooks, AVI containers and/or ULDs must be securely and meticulously strapped to prevent containers from moving on the GSE (especially for transport of horse stalls on dolly). GSPs must have such procedures in place and be prepared to provide them upon request as required by Liege Airport or other relevant regulatory authorities as mentioned above.

ENQUIRIES

Any questions concerning this Instruction should be addressed to the Liege Airport APOC COORDINATOR: APOC@liegeairport.com.

SECTION II: ANNEXES

ANNEX 3: BCP IMPORT QUARANTINE PROCEDURE

The procedure outlined on the following page has been jointly approved by the Federal Agency for the Safety of the Food Chain (AFSCA) and Liege Airport.

Table of Contents

Introduction:

The quarantine procedure for the importation of horses at the Border control post (BCP) of Liège Airport is implemented to ensure the protection of the health of live animals (AVI) and to prevent the spread of notifiable diseases. This procedure outlines the steps to be followed in case of suspected disease in AVI as well as the accommodation capacities of the different infrastructures of the BCP.

Biosecurity and Cleaning Procedures:

For more details regarding biosecurity measures and cleaning procedures related to this document, please refer to the "BCP Biosecurity Procedure" and the "BCP Cleaning Plan Liège Airport."

Description of Facilities and Accommodation Capacities:

The BCP* has several boxes that can accommodate different types of AVI. In the case of suspected equines:

7 standard boxes, each accommodating at least 1 large AVI per box.

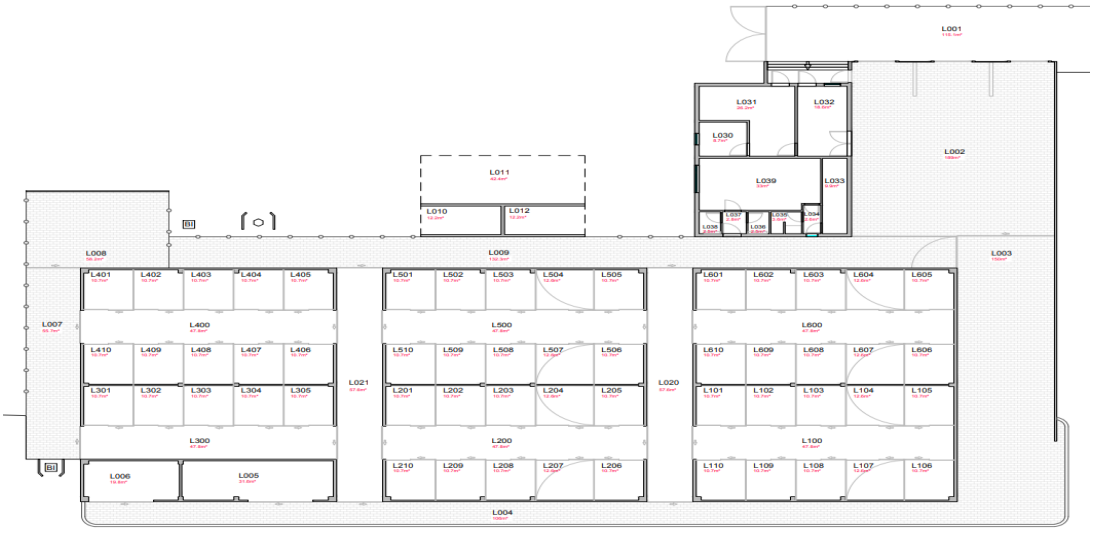
3 sheep boxes, each accommodating up to a maximum of 3 large AVI per box.

The Horse Inn**, an external structure, with 55 boxes each accommodating at least 55 large AVI.

Note: Each box must contain one large AVI unless a special exemption is granted by the AFSCA in accordance with Animal Welfare regulations.

** at least 7 large AVI distributed in the 7 designated boxes (red dots) at the BCP and 3 in the sheep boxes (green dots), or up to a maximum of 25 Icelandic horses distributed in the 10 boxes (distribution left to the discretion of the operator in charge).*

*** the Horse Inn can accommodate a minimum of 55 large AVI.*



Operational Quarantine Procedures:

a) If 1 large suspected AVI:

- After veterinary inspection, if one or more animals present a documentation irregularity, they will be immediately placed in temporary quarantine. The isolation box L043 at the BCP should be prioritized if only one animal is concerned. The BCP will continue to operate for other procedures requiring passage through the BCP, while respecting biosecurity measures. (Corresponds to biosecurity level 1)
- After veterinary inspection, if a suspected animal shows symptoms of illness, it will be immediately placed in temporary quarantine in isolation box L043 at the BCP. The BCP will continue to operate for other procedures requiring passage through the BCP, while respecting biosecurity measures and ensuring cleaning and disinfection each time the doors are opened/closed. (Corresponds to biosecurity level 2)

(For more details, please refer to the document: BCP Biosecurity Procedure + BCP Cleaning and Disinfection Plan)

a) Between 2 and 10 large suspected AVI:

- After veterinary inspection, if 2 to 10 large suspected AVI show symptoms of illness, they will be immediately placed in temporary quarantine in the BCP boxes and tested. This will result in the total requisition of the BCP and the suspension of all other operations until the receipt of negative test results.
- If the results are positive for one or more AVI, they will remain in total isolation and stay in the BCP. This will result in the total requisition of the BCP and the suspension of all other operations until the situation has been resolved and deemed as such by the AFSCA.

b) Beyond the capacity of the BCP:

The Horse Inn will also be requisitioned to accommodate the surplus AVI that the BCP cannot accommodate/house and will be completely closed for all other operations, including export. The accommodation capacities of the BCP and the Horse Inn will thus be entirely dedicated to managing the situation.

Procedure in case of suspected disease:

Suspected AVI must be tested for the relevant diseases, and the results must be communicated to the BCP manager and the AFSCA. If the results are positive, the AVI must be placed in isolation to prevent the development of an outbreak. The biosecurity measures described in the “BCP Biosecurity Procedure" must be followed throughout the process to prevent the spread of the disease.

In case of doubt or a complex situation, it is important to consult the responsible veterinarian and refer to the “BCP Biosecurity Procedure" for advice on appropriate biosecurity measures to be implemented. Communication with the AFSCA must be maintained throughout the process to ensure compliance with current regulations and to receive additional guidance if necessary.

Monitoring and lifting of quarantine:

The duration of the quarantine will depend on the disease in question and the veterinarian's recommendations. Once the AVI no longer present a risk, lifting the quarantine and isolation can be considered in consultation with the AFSCA.

Reopening of the BCP and the Horse Inn:

After lifting the quarantine, and a sanitary break depending on the detected diseases, the BCP and the Horse Inn can resume their normal activities. It is important to perform thorough cleaning and disinfection of the facilities before reopening, following the guidelines of the “BCP Biosecurity Procedure" as well as the "BCP Cleaning Plan Liège Airport”. An inspection of the premises by the AFSCA may be necessary to ensure that all biosecurity measures have been correctly implemented and that the facilities are ready to receive new AVI.

SECTION II: ANNEXES

ANNEX 4: BCP BIOSECURITY PROCEDURE

The procedure outlined on the following page has been jointly approved by the Federal Agency for the Safety of the Food Chain (AFSCA) and Liege Airport.

Table of Contents

Introduction:

Biosecurity refers to the set of preventive and regulatory measures aimed at reducing the risks of spreading and transmitting infectious diseases among humans, animals, and plants. This procedure aims to describe the biosecurity measures implemented at the Border control post (BCP) for live animals (AVI) at Liège Airport to ensure the protection of the health of people, animals, and plants. It takes into account the different alert levels defined by the AFSCA and the specific procedures to be implemented.

Objectives:

The objectives of the biosecurity procedure for the BCP AVI at Liège Airport are as follows:

- Prevent the introduction and spread of infectious animal diseases
- Protect the health of people in contact with animals
- Ensure the well-being of animals
- Maintain a clean and secure environment

Training and Information:

The personnel of Liège Airport and its subcontractors must undergo biosecurity awareness training. External operators at Liège Airport are responsible for training their staff. (For more details, please refer to the documents: Biosecurity Information Internal Prevention and Protection Service SIPP + READ AND SIGN - BIOSECURITY)

Restricted Access:

Access to the BCP must be limited to persons authorized by the AFSCA and essential for the monitoring of animals, cleaning, and maintenance. To reinforce this security measure, a badge reader system is in place at the entrance to the BCP. This system records all entries and exits, creating a history stored in a database. If necessary, this list can be consulted to verify all badge movements in and out of the BCP.

Hand Hygiene and Footbaths:

A locker room is available in room L044. Personnel and visitors must clean and disinfect their hands upon arrival and departure using the 2-in-1 disinfectant soap provided. They must also obligatorily pass through the footbath at each entry and exit. The foam mat footbath will contain a diluted disinfectant for the disinfection of soles. A retention tray on the office side will be filled with water to rinse off the disinfectant residues on the soles. An absorbent mat placed in the office corridor will absorb the excess when moving towards the offices. The renewal of the footbaths and emptying of the water rinse tray will be done after each operation or at least once a week. (For more details, please refer to the document: BCP Cleaning Plan Liège Airport + usage sheet at the BCP)

Use and Maintenance of Equipment:

The equipment used within the BCP is adapted to biosecurity requirements and is defined (1x / month) included in the cleaning plan inspected, maintained, and cleaned according to the instructions of the BCP cleaning plan. Disposable equipment is disposed of appropriately after use. A specific set of equipment is also available and reserved exclusively for quarantine areas. This set includes brushes, shovels, squeegees, containers, and forks, all conforming to established

biosecurity standards. (For more details on cleaning frequency, please refer to the document: BCP Cleaning Plan Liège Airport)

Cleaning and Disinfection:

The cleaning and disinfection procedure of the BCP must be strictly followed to ensure optimal biosecurity. It is defined in the "BCP Cleaning Plan Liège Airport," which should be consulted for details on cleaning and disinfection operations to be performed. Surfaces, equipment, and contact areas must be cleaned and disinfected with approved and suitable products, in accordance with current regulations.

Import Quarantine at the BCP:

For more details on operational procedures in case of import AVI quarantine at the BCP, please refer to the "BCP Import Quarantine Procedure."

Biosecurity and Alert Levels:

(For more details, please refer to the document: Biosecurity Information Internal Prevention and Protection Service SIPP)

The alert levels allow for assessing the health situation of the animals present at the BCP and adjusting biosecurity measures accordingly. Each alert level corresponds to specific procedures to be implemented to protect the health of animals, personnel, and visitors.

Here are the different alert levels and the associated procedures:

- **Level 0:** Healthy animals with proper documentation

  The implementation of these biosecurity measures will ensure the safety of animals and essential personnel when they are in the BCP box area. In the case where healthy animals with proper documentation are housed at the BCP, the following biosecurity measures must be applied:

  1. Restricted Access: Access to the box area must be limited to persons essential for animal monitoring, cleaning, and maintenance.
  2. Hand Hygiene: Personnel must clean and disinfect their hands upon arrival and departure using the 2-in-1 disinfectant soap provided.
  3. Footbath: Personnel must obligatorily pass through the retention tray (rinse water) then the footbath at each entry, and vice versa for exiting from the stable to the offices: diluted disinfectant footbath then retention tray rinse water.
  4. Cleaning and Disinfection: The premises used for animals must be cleaned and disinfected after each use in accordance with the "BCP Cleaning Plan Liège Airport" (the retention tray rinse water must be emptied after each use or at least once a week).
  5. Animal Handling Precautions: Personnel must avoid unnecessary physical contact with animals. Supplies in enclosures/cages should preferably be replenished from outside the enclosure. If access to the enclosure/cage is essential, ensure that the animal does not exhibit signs of nervous behaviour and minimize the number of people in the immediate vicinity of the animal. In case of doubt, it is recommended to seek the advice of the person in charge of the animal, who may in turn consult the

AFSCA veterinarian if necessary (if the animal is nervous and/or dangerous), even by phone.

- **Level 1:** Animals blocked administratively

  This alert level corresponds to a situation where animals housed at the BCP are blocked administratively, meaning they cannot be moved due to ongoing administrative procedures.

  In addition to level 0 biosecurity measures, the following rules apply: 6. The representative of the animal owner (person in charge) is responsible for the well-being of the animals. They must regularly check their detention conditions (water -> continuous circulation, hay -> sufficient quantity, lights -> working correctly, etc.) to ensure their general well-being. If they fail to comply, Liège Airport will organize these tasks at the expense of the person supposed to be responsible for the animals.

- **Level 2:** Animals blocked due to suspicion of notifiable or certified disease

  This alert level corresponds to a situation where animals are blocked due to suspected disease. In this case, it is important to take containment measures to limit the spread of the disease and protect the health of other animals and personnel. Large animals must be isolated in a quarantine box, and biosecurity rules must be strengthened.

  In addition to level 1 biosecurity measures, the following rules apply: 7. Post a notice at the 3 entry points of the BCP stable indicating the presence of a suspected animal and reminding access conditions. 8. Establish a register of entries and exits of persons involved in the isolation of animals. 9. Limit access to persons involved in the isolation of animals, including: operator, veterinarians, AFSCA personnel, Ops agents, cleaning service personnel, groom, customs agency. 10. Isolate large animals in the quarantine box (depending on its capacity). In case of overflow, use standard boxes. 11. To enter the area, mandatory wear appropriate personal protective equipment (PPE). (see Biosecurity Information Internal Prevention and Protection Service SIPP) 12. Close all interior doors. (double exit door + quarantine box) 13. Add additional footbaths at the 2 other entry points to the stable (Airside side and Horse-inn parking side).

  For more details, please refer to the document: BCP Import Quarantine Procedure.

- **Level 3:** Animals blocked due to confirmed disease

  In addition to level 2 biosecurity measures, the following rules apply: 14. Communicate the confirmation of the detected etiologic agent. This information and personal hygiene recommendations will be posted at the BCP. 15. Use specific PPE for the disease present in the animal. (see Biosecurity Information Internal Prevention and Protection Service SIPP) This alert level corresponds to a situation where animals are blocked due to confirmed disease. The AFSCA will manage the disease outbreak and communicate specific instructions.

- **Level 4:** Confirmation of a zoonotic disease (disease transmissible from animals to humans)

The biosecurity measures to be applied at this level are similar to those of level 3. Maintenance and cleaning personnel will only intervene in case of emergency or absolute necessity and in consultation with the AFSCA.

16. It is also important to consult a doctor in case of symptoms in a person who has been in contact with the animal.

SECTION II: ANNEXES

ANNEX 5: BCP LIEGE AIRPORT CLEANING PLAN

Table of Contents

Liège Airport acts as the manager of the BCP

As such, it commits to taking care of the maintenance of the entire structure through an external company.

This cleaning plan defines, zone by zone, all the tasks required from our cleaning service provider, who must also keep the performance register available at the BCP up to date.

A specific audit of building 48 will be conducted annually by Liège Airport without prior notice. The results of this audit will then be communicated to the AFSCA and the cleaning service provider.

For operational needs, AFSCA staff and cleaning personnel can contact the APOC at any time: apoc@liegeairport.com & opssupervisor@liegeairport.com or by phone at 0477 87 79 13.

For structural needs, supplies, and procedures, AFSCA staff and cleaning personnel can contact our Air & Ground Services department from Monday to Friday, 8:30 AM to 5:00 PM: air-services@liegeairport.com or by phone at 04 235 89 08.

1. Administrative Section

This section covers all office spaces and social rooms highlighted in yellow in Appendices 1 and 2.

A daily passage (Monday to Friday) is required to perform the following tasks:

- Sweep and clean the floor of the corridor, offices, and social rooms.
- Dust and disinfect the desks using a neutral disinfectant solution listed in Appendix 3.
- Clean the restrooms (L002, L049, L044).
- Clean the kitchen area (fridge, microwave, stove, sink, table).
- Empty all trash bins.
- Check the availability of soap and hand towel paper in the dispensers at each sink.

Additional services whose intervention schedule must be communicated in advance:

- Cleaning of windows 2 times/year.
- Cleaning of cabinets (accessible surfaces and tops of cabinets) 1 time/year.

2. PA Section

This section covers all refrigerated spaces dedicated to the inspection of perishable goods and is highlighted in blue in Appendices 1 and 2.

It consists of several rooms maintained at different temperatures, a laboratory, a corridor, and a loading dock. A daily passage (Monday to Friday except in case of unusual dirtiness, when a weekend cleaning may be requested by Liège Airport) is required for the following areas:

- In the access corridor (L056), clean the floor and baseboards to prevent water accumulation due to condensation and thus prevent slipping and mold growth.
- In the two inspection areas (L054 + L055) to keep the area clean between each use. This includes cleaning the floor and inspection tables using a neutral detergent and disinfectant solution. Particular attention will also be given to the lower wall surfaces to prevent mold

due to condensation. The refrigerated wall surfaces will be cleaned using a high-pressure jet annually or upon specific request from the AFSCA.
- Empty all trash bins in the area.
- Check the availability of soap and hand towel paper in the dispensers at each sink.
- A stock of cleaning supplies (sponge, brush, detergent/disinfectant) must be accessible at all times to allow AFSCA agents to clean and disinfect surfaces between operations.

A periodic quarterly passage, whose schedule must be communicated in advance, will be organized in the main refrigerator (L061), storage areas (L057 – L059 – L060), and the loading dock (L067) to clean and disinfect the entire area. This includes:

- Cleaning the floor using an industrial-type floor scrubber. Only the products listed in Appendix 3 may be used for this purpose.
- Cleaning surfaces (walls, floors, doors, and contact points) using the high-pressure cleaning device available in this area. This device is connected to a dosimeter that dispenses the correct dose (see product technical sheet) of disinfectant solution.

- In addition to this specific service, a daily passage (Monday to Friday) will be ensured for:
    - Emptying the trash bins and removing any waste present in the area.
    - Checking the availability of soap and hand towel paper in the dispensers at each sink (including L061).

3. AVI and NHC Section

This section concerns all areas intended to accommodate live animals and animal by-products. It is highlighted in green in Appendices 1 and 2.

This section is subject to cleaning after each importation.

The grids of the main stable drain are protected by removable non-slip mats. The cleaning of these grids and the channel must be ensured, and the mats must be properly and systematically replaced to minimize the risk of drain clogging.

The boxes and enclosures, as well as all rooms dedicated to small animals (L039 – L040 – L041 – L042 – L043), must be maintained at least weekly to keep them clean. This means that if a cleaning service has already been performed during the week, Liège Airport is exempt from adding an additional service.

The basic principle for the entire AVI zone remains that after each use, a specific cleaning request is submitted by the APOC of Liège Airport.

The entire transit area (including the airside container unloading ramp) must be treated as follows:

- Collect all solid waste using the broom and dustpan provided for this purpose.
- Clean and disinfect the area using the high-pressure cleaning device. This device is connected to a dosimeter that dispenses the correct dose (see product technical sheet) of disinfectant solution. If the various scheduled rotations are ≤3 hours apart, then disinfection by contact using a suitable disinfectant spray, followed by brushing the area and removing the soiling.
- Empty the trash bins present in the area.
- Check the availability of soap and hand towel paper in the dispensers at each sink.

Particular attention must be paid to the following elements:

- Scrub drinking troughs and/or bowls.
- Brush and disinfect the walls of the boxes.
- Quarterly degreasing of the bars.
- Clean the ventilation fins on the facade at least once a year.
- Clean and disinfect the cages of small animals.

Foot baths are placed at each entrance point of the AVI and NHC zone. These must also be emptied and refilled after each importation according to the instructions displayed at the entrance to the area (dilution of the product according to the technical sheet + clean cloth placed next to each foot bath, which must also be changed with each renewal of the foot bath).

The morgue (L026) and the storage freezer (L038) being very rarely used, it was agreed in mutual agreement with the AFSCA that quarterly cleaning is sufficient. Unless specifically requested by the AFSCA.

The storage rooms (L023 – L024 – L025) will be subject to a brief cleaning once a week. This includes sweeping the floor and disinfecting contact points (door handles, switches, shelves) and cleaning equipment (broom, dustpan) using the same disinfectant solution as the rest of the zone.

Waste Management

After each use, all organic waste (hay, excrement, litter, pads) is collected and placed in the "green" containers provided.

These containers have a lid and must be kept closed at all times.

They must be taken out to the secured BCP parking lot every Monday to be collected by the company Renewi (or Rendac in the case of enhanced biosecurity measures), which is responsible for their destruction by incineration. Once emptied, the waste containers must systematically be cleaned and disinfected using the same device as the AVI zone.

The wastewater present in the air transport containers must be emptied by the grooms into the BCP channel after all solid matter has been removed to avoid the risk of blockages in the drain.

4. Personal Hygiene

Each water point is equipped with an antibacterial soap dispenser and disposable paper towels. Handwashing after each intervention is mandatory. A locker room equipped with showers is also available for the staff.

Based on the risk analysis provided by its prevention advisor, the service provider must ensure the provision of appropriate PPE for the use of the products provided and the tasks to be performed.

The service provider must ensure that this PPE is in good condition and in sufficient quantity.

5. Storage and Supply of Cleaning Products

A closed room located in the large AVI area is dedicated to the storage of cleaning products.

All hazardous products must be stored on the retention tray provided for this purpose.

The expiration dates of the products will be checked by the cleaning service provider with each use to notify Liège Airport in case of insufficient stock and to verify the validity (ordering deadlines 1 month before the expiration date).

The cleaning service provider undertakes to supply the cleaning products for the administrative and PA areas as well as the necessary equipment (sponge, cloth, brush...).

Liège Airport undertakes to provide consumables (hand soap, paper towels) as well as the disinfectant product (large packaging) intended for the AVI area.

6. Maintenance of High-Pressure Cleaning Equipment

The calibration of the dosimeters present at the BCP is scheduled annually to ensure that the equipment is operational and dispenses the correct dose of disinfectant product.

The high-pressure cleaners will be thoroughly wiped down after each use to prevent mold growth.

7. Mechanical Ventilation System

The verification and cleaning of the ventilation system in the various areas are subject to a specific contract with a certified HVAC company.

This contract includes the following elements:

Libellé opération	Périodicité				
	H	M	T	S	A
Centrale de traitement d'air (CTA)					
Contrôler l'étanchéité de la centrale (portes, panneaux, joints…)					O
Contrôler les pertes de charge des filtres (les remplacer si nécessaire)		O			
Contrôler l'intégrité des filtres hors filtre absolu à haute efficacité pour les particules aériennes (HEPA)				O	
Remplacer les pré-filtres			O		
Contrôler l'état et la tension des courroies			O		
Réaliser un contrôle auditif des roulements et courroies	O				
Contrôler et graisser les paliers et roulements				O	
Contrôler l'alignement des poulies				O	
Mesurer les intensités				O	

Contrôler les sécurités, les asservissements et les alarmes				O	
Mesurer des débits					O
Contrôler les thermostats antigel			O		
Contrôler la régulation, les vannes 3 voies (V3V) et les registres					O
Contrôler les manchettes souples					O
Nettoyer et désinfecter les caissons					O
Manœuvrer les vannes d'isolement					O
Resserrer les connexions électriques					O
Contrôler l'écoulement des bacs à condensats et nettoyer et amorcer les siphons si nécessaire			O		
Nettoyage des bouches de reprises				O	
Entretien des clapets coupe-feu					O
Entretien des gaines et des terminaux				O	
Contrôler l'état (empoussièrement, corrosion, étanchéité)				O	
Contrôler les températures amont et aval				O	
Vérifier le fonctionnement de la pompe de circulation des batteries de récupération				O	
Vérifier la teneur en antigel des réseaux de récupération					O
Nettoyer, détartrer et désengouer					O
Armoires électriques/Tableaux divisionnaires					
Réaliser un contrôle visuel	O				
Nettoyer l'armoire					O
Contrôler les connexions électriques					O
Vérifier les cohérences des thermiques					O
Ventilateurs					
Remplacer ou nettoyer les filtres le cas échéant					O
Contrôler la tension et l'alignement de la courroie					O
Nettoyer les bouches d'extraction (avec aspirateurs spécifiques)					O
Mesurer les débits d'extraction (avec appareils étalonnés)					O
Extraction Cuisine					

Dégraisser le réseau d'extraction et les hottes					**X**
Nettoyer les filtres situés au-dessus du piano			**O**		
Mettre à jour le carnet de maintenance et/ou la gestion de la maintenance assistée par ordinateur (GMAO)					**O**
Procéder au nettoyage de la zone d'intervention					**O**

Maintenance reports will be shared upon request from the local AFSCA manager.

8. Maintenance of Transport Containers

Each airline is required to appoint a specialized company of its choice to ensure the cleaning of transport containers after each use.

The following methodology applies:

Once the animals are unloaded, the containers are handled by an approved service provider for the cleaning and disinfection of AVI transport modules.

The containers are emptied, and the residual waste left by the grooms is removed separately from the organic waste, which is dumped into a specific container provided for this purpose.

This waste container is regularly emptied by a company specialized in waste treatment (Veolia, Renewi, etc.), and the contents are incinerated.

The modules are then vacuumed to collect the finest particles and cleaned with a high-pressure jet before being brushed with a neutral detergent solution that the provider will have validated by the AFSCA beforehand.

After rinsing with water, the company disinfects them by spraying (e.g., VIROCID or ERAZER).

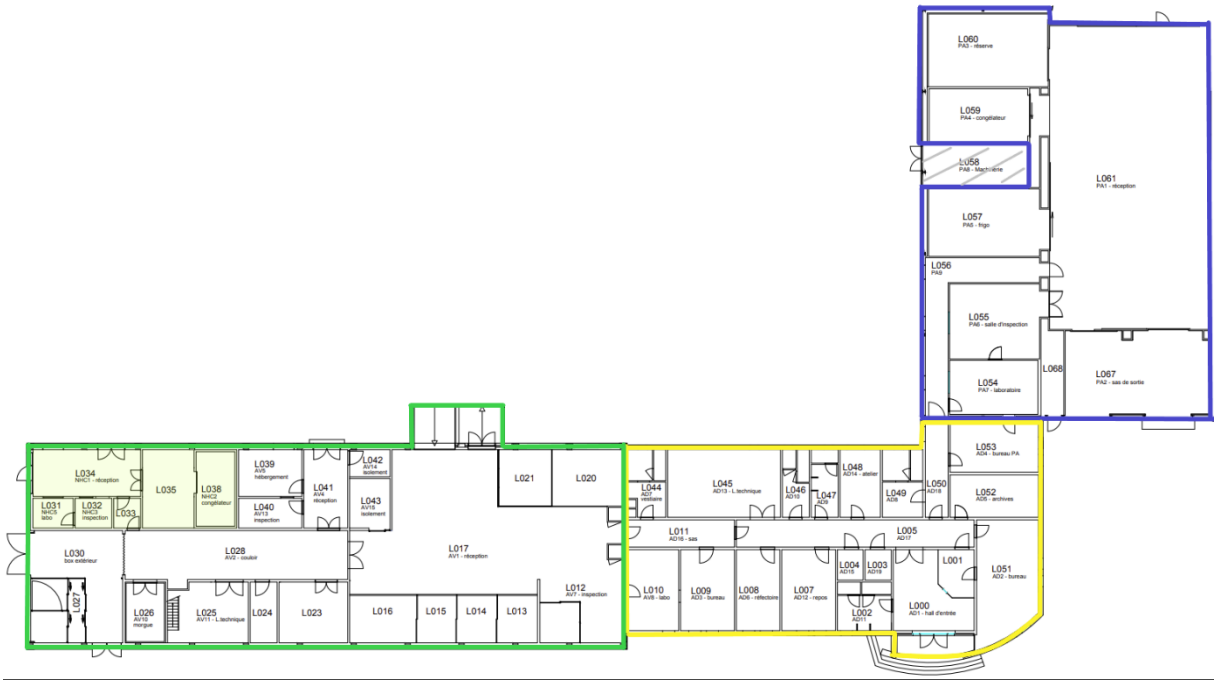
Once the process is finalized, they are returned to the airline, which stores them until the next use.

Random checks will be carried out by Liège Airport to ensure compliance with the procedure.

Appendix 1 – Summary of Annual Cleaning Frequencies by Zone

Local	Type	Fréquence	Revêtement	Description	Remarques additionnelles
Section administrative					
L000	ADMIN	**251X**	CARRELAGE	Sol, Mobilier	
L001	ADMIN	**251X**	CARRELAGE	Sol, Mobilier	
L002	SANITAIRE	**251X**	CARRELAGE	Sol, Mobilier	Vérifier la présence de savon et sèche-mains
L005	COULOIR	**251X**	CARRELAGE	Sol	
L007	ADMIN	**251X**	CARRELAGE	Sol, Mobilier	
L008	CUISINE	**251X**	CARRELAGE	Sol, Mobilier	Vérifier la présence de savon et sèche-mains
L009	ADMIN	**251X**	CARRELAGE	Sol, Mobilier	
L010	ADMIN	**251X**	CARRELAGE	Sol, Mobilier	
L011	COULOIR	**251X**	CARRELAGE	Sol	
L044	SANITAIRE	**251X**	CARRELAGE	Sol, Mobilier	Vérifier la présence de savon et sèche-mains
L046	ADMIN	**251X**	CARRELAGE	Sol, Mobilier	
L047	ADMIN	**251X**	CARRELAGE	Sol, Mobilier	
L048	ADMIN	**251X**	CARRELAGE	Sol, Mobilier	
L049	SANITAIRE	**251X**	CARRELAGE	Sol, Mobilier	Vérifier la présence de savon et sèche-mains
L050	COULOIR	**251X**	CARRELAGE	Sol	
L051	ADMIN	**251X**	CARRELAGE	Sol, Mobilier	
L052	ADMIN	**251X**	CARRELAGE	Sol, Mobilier	
L053	ADMIN	**251X**	CARRELAGE	Sol, Mobilier	
> Toute la zone		**1X**		Depoussierage du haut des armoires	
Section PA					
L056	T AMBIANTE	**251X**	BETON	Sol	Insister sur les plinthes pour éviter l'apparition de moisissures
L054	FRIGO	**251X**	BETON	Sol, Mobilier, Murs	Vérifier la présence de savon et sèche-mains
L055	FRIGO	**251X**	BETON	Sol, Mobilier, Murs	Vérifier la présence de savon et sèche-mains
L057	FRIGO	**4X**	BETON	Sol, Mobilier, Murs	
L059	FRIGO	**4X**	BETON	Sol, Mobilier, Murs	
L060	T AMBIANTE	**4X**	BETON	Sol, Mobilier, Murs	
L061	FRIGO	**4X**	BETON	Sol, Mobilier, Murs	Vérifier le niveau d'Hyprelva
L067	T AMBIANTE	**4X**	BETON	Sol	
Section AVI & NHC					
L012	INSPECTION	**52X**	BETON	Sol, Mobilier	Vérifier le niveau d'Hyprelva
L013	BOX	**52X**	BETON	Sol, Murs, Parois des boxes, Abreuvoirs	+ Prestation à la demande après utilisation du box
L014	BOX	**52X**	BETON	Sol, Murs, Parois des boxes, Abreuvoirs	+ Prestation à la demande après utilisation du box
L015	BOX	**52X**	BETON	Sol, Murs, Parois des boxes, Abreuvoirs	+ Prestation à la demande après utilisation du box
L016	BOX	**52X**	BETON	Sol, Murs, Parois des boxes, Abreuvoirs	+ Prestation à la demande après utilisation du box
L017	COULOIR	**52X**	BETON	Sol	Vérifier le niveau d'Hyprelva
L012 > L017		**1X**		Nettoyage des ailettes d'aération en façace	
L020	BOX	**52X**	BETON	Sol, Murs, Parois des boxes, Abreuvoirs	+ Prestation à la demande après utilisation du box
L021	BOX	**52X**	BETON	Sol, Murs, Parois des boxes, Abreuvoirs	+ Prestation à la demande après utilisation du box
L023	STOCKAGE	**52X**	BETON	Sol	Balayer la zone, désinfecter les points de contacts
L024	STOCKAGE	**52X**	BETON	Sol, étagères	Balayer la zone, désinfecter les points de contacts
L025	STOCKAGE	**52X**	BETON	Sol	Balayer la zone, désinfecter les points de contacts
L026	MORGUE	**4X**	BETON	Sol, Mobilier, Murs	
L027	BOX	**52X**	BETON	Sol, Murs, Parois des boxes, Abreuvoirs	+ Prestation à la demande après utilisation du box
L028	COULOIR	**52X**	BETON	Sol	
L030	COULOIR	**52X**	BETON	Sol	
L031	LABO	**52X**	BETON	Sol, Mobilier	+ Prestation à la demande après utilisation
L032	LABO	**52X**	BETON	Sol, Mobilier	+ Prestation à la demande après utilisation
L033	SANITAIRE	**52X**	BETON	Sol, Mobilier	+ Prestation à la demande après utilisation
L034	INSPECTION	**52X**	BETON	Sol, Mobilier	+ Prestation à la demande après utilisation
L035	INSPECTION	**52X**	BETON	Sol, Mobilier	+ Prestation à la demande après utilisation
L038	FRIGO	**4X**	BETON	Sol, Mobilier, Murs	
L039	INSPECTION	**52X**	BETON	Sol, Mobilier	+ Prestation à la demande après utilisation
L040	INSPECTION	**52X**	BETON	Sol, Mobilier	+ Prestation à la demande après utilisation
L042	INSPECTION	**52X**	BETON	Sol, Mobilier	+ Prestation à la demande après utilisation
L041	COULOIR	**52X**	BETON	Sol, Mobilier	
L043	BOX	**52X**	BETON	Sol, Murs, Parois des boxes, Abreuvoirs	+ Prestation à la demande après utilisation du box

Appendix 2 – Infrastructure Plan



Appendix 3 – List of Approved Products and Their Uses

GREENEX – Détergeant
Usage : Nettoyage des sols
Mode : Manuel

ALKLANET – Détergeant
Usage : Entretien des surfaces vitrées
Mode : Manuel

Sirafan Speed
Usage : Désinfectant du mobilier
Mode : Manuel

ACIDOFOAM– Désinfectant
Usage : Désinfection des sols et parois + Pédiluve
Mode : Lance de nettoyage + brossage + rinçage

ERAZER – Désinfectant
Usage : Désinfection rapide entre deux rotations
Mode : Pulvérisation

DUO TOUCH – Savon antibactérien
Usage : Lavage des mains
Mode : Manuel

VIROCID
Usage : Désinfection des conteneurs à chevaux
Mode : Pulvérisation

*** Voir l'ensemble des fiches techniques attachées ***

SECTION II: ANNEXES

ANNEX 6: RULES FOR THE USE OF THE BORDER CONTROL POST (BCP) B48

Appendices

1. Current Rates
2. Reservation Form
3. Infrastructure Plan

Fields of application

The use of the Border Control Post ("BCP") and its services is a legal obligation for the introduction of animal products ("PA"), products of animal origin not intended for human consumption ("NHC") and live animals of any category ("AVI") into the European Community (at the first point of introduction into the Community). This procedure is designed to comply with all local, national, and European regulations governing the use of the infrastructures concerned.

Facility description

The BCP is a centralised infrastructure made available by Liege Airport to allow the importation of animal products, including both products intended for human consumption and those not intended for human consumption (e.g. hides, trophies, animal meal for livestock), and live animals into the European Community.

It is located in Building 48 (B48), in the SOUTH zone of the airport, and hosts the Belgian authority responsible for compulsory controls, i.e. the Federal Agency for the Safety of the Food Chain ("AFSCA").

The entire infrastructure is landside.

The different legal controls are carried out on site by veterinary experts nominated by the competent authorities.

This infrastructure is the responsibility of Liege Airport and consists of:

1 administrative area reserved for AFSCA staff
1 area dedicated to AVI which includes:

- 1 area dedicated to small animals, equipped with an inspection table and individual cages
- 1 area dedicated to large animals, equipped with an unloading platform from the airside, 4 boxes, 3 paddocks, a caged scale and a quarantine area
- 1 mortuary
- 2 storage rooms for supplies
- 1 exit corridor to the building's car park

1 area dedicated to NHC which includes:

- 1 reception room
- 1 inspection room
- 1 laboratory
- 1 freezer
- 1 storage room

1 refrigerated area dedicated to PA control which includes:

- 1 cold store to receive conditioned goods arriving from the airside
- 1 communication door with the PER Center

- 1 storeroom
- 1 secondary fridge
- 1 freezer
- 1 inspection room
- 1 laboratory
- 1 loading dock including 1 ramp access for small vehicles and 1 dock with leveller for trucks

The BCP is a facility whose purpose is to enable the activities described above to take place. The BCP is not to be used for the storage or warehousing of goods, nor for the keeping of animals. Barring exceptional circumstances or a contrary decision by the veterinary authorities, it will never be used as such.

Equipment and vehicles

An electric forklift is supplied by Liege Airport for handling the goods in the reception fridge (PA).

Operators are asked to park it in the loading dock zone after each use and to charge it again when the battery level is low (20%) to ensure that it is operational for the next operation.

Booking procedure and pre-alert notification system

Each arrival of products or animals subject to veterinary control must be the subject of a pre-alert sent by email by the customs agency responsible, at least 24 hours before the aircraft's arrival:

- to LA Coordinator (email: opssupervisor@liegeairport.com – tel +32 (0)477 877 913)
- to veterinary service (email: PIF.LIE@favv-afsca.be – tel +32 (0)4 367 29 76)

This is a legal requirement.

The email must contain the following information:

Subject: " Pre-alert " - Flight number - ETA

In the email:

- Type of AVI or PA
- The quantity of AVI or PA
- The conditions and/or supplies required to ensure an optimum passage into the BCP (fridge temperature, preparation of stalls, etc.)

Attachment:

- An Outlook appointment request that the AFSCA can easily confirm.
- For AVIs only, the pre-alert template (in XLS format) for use by the LA Coordinators (see Annex 2), who will be able to prepare the necessary boxes and/or coordinate operations.

If no pre-alert received on due time, the official services may use below measures:

- Issue a formal warning to the responsible registrant
- Draw up an official report

- Extend the legal inspection period to 24 hours, depending on the availability of vets and other planned operations.

Accessibility requirements

Access from the Apron: Access to BCP facilities will be mainly via the airside, either via the unloading ramp for AVI or via gate 20 for PA. The doors will only be opened in the presence of a security officer.

To access the BCP, it is essential to:

- have made a reservation/pre-alert as described in article 4 above;
- that the handler's staff, on arrival, inform the Liege Airport Coordinator of their presence on mobile phone number +32 (0) 477 877 913 (if Coordinator is not available then you can contact the Ops agent on +32 (0) 497 52 45 85 or flight office +32 (0) 4 234 87 05) and ask for the relevant door to be opened (there may be a waiting time of up to 20 minutes between the call and the arrival of the security guard);

Once the door has been opened, the handler must also report his presence to the AFSCA veterinary on +32 (0) 4 234 87 17 using the telephone available at door 20 for PA and at the unloading ramp for AVI.

Access from the Landside (car park): Operators necessary for the smooth running of checks can also enter the FCP from the Landside side by presenting themselves at the reception desk. Registered staff simply need to present their smart badge at the reader fixed to the secure door in order to enter. Staff without badges must ask the AFSCA representative present for an escort. This door must remain closed at all times in order to restrict access to the infrastructure to authorised personnel only.

Access rights are granted by the AFSCA and recorded on a list of authorised persons managed by Liege Airport.

Any duly authorised person letting in third parties who do not have an airport badge does so under their own responsibility. In this case, the responsible operator undertakes to provide Liege Airport with an exhaustive list of all persons who have accessed the area during a defined period upon request.

Hygiene and cleanliness

The daily cleanliness and hygiene of the premises and general equipment (offices, laboratories, refrigerators, freezers, social, technical and common areas, etc.) are the responsibility of Liege Airport, which carries out this task in accordance with the indications and directives laid down by EU regulations.

All the specifics relating to these services are described in detail in the "Liege Airport BCP Cleaning Plan".

Sinks equipped with antibacterial soap dispensers and hand-drying paper are present at each entrance/exit to the different areas. Hands must be washed before and after each use.

There is a footbath at the entrance to the AVI zone, which must be crossed on each visit.

Responsibilities

- **Infrastructure**

Liege Airport acts as infrastructure manager and is therefore responsible for the maintenance and keeping in good condition the entire building and its equipment.

- **PA & NHC**

The customs agency responsible for presenting the goods for veterinary inspection remains responsible for the goods during passage and throughout their stay in the BCP. They take all necessary steps to evacuate the premises as soon as the goods are released for free circulation by the competent authorities.

- **AVI**

The customs agency responsible for presenting the animal(s) for veterinary inspection remains responsible for them during the crossing and throughout their stay in the BCP. They shall take all necessary steps to evacuate the premises as soon as the animals are released for free circulation by the competent authorities and shall ensure that the insurance required to cover the particular risks associated with these operations is valid. If customs agency staff are not authorised to enter the BCP, they must give advance notice and be escorted accordingly.

Animal care and quarantine measures

- **Food and bedding**

Any need for supplies (food, bedding, etc.) will be the subject of a specific request before the arrival of the AVI at the BCP (Cf. Point 4).

A box will automatically be prepared by the Liege Airport Coordinators before the animals are presented for inspection. This is in order to be able to temporarily place the animals in a box, if they are considered to be too nervous by the veterinary surgeon in charge of the inspection.

The boxes may not be used in any circumstances without first protecting the floor with wood shavings.

Sufficient water points and buckets are available and accessible to staff responsible for the animals staying at the BCP.

If supplies need to be topped up during the animals' stay, the operator responsible for them must contact the Liège Airport coordinators so that additional supplies can be made available.

In general, it is the responsibility of the operator responsible for the animals to ensure their health and well-being throughout their crossing/stay at the BCP.

- **Waste and droppings**

Liege Airport will be responsible for the disposal and treatment of waste and droppings relating to the passage/stay of AVI at the BCP. These actions are carried out in strict compliance with the directives set out in EU regulations and the costs will be billed to the operator responsible.

- **Animal supervision and monitoring**

The owner of the animals or his representative is responsible for their supervision and, if necessary, for their welfare. To this end, he must provide sufficient staff and equipment to ensure that the animals pass through or rest in the BCP in absolute safety. The staff assigned by the operator must

also be capable of providing adequate assistance to the veterinarian in charge of the inspection so that he can carry out his work in complete safety.

- **Cages**

Animals transported in specific containers (cages, boxes, terrariums, etc.) must remain enclosed in their contents. The functionality, handling, and condition of these cages/containers are under the control of the veterinarian responsible for inspection, but are always the responsibility of the operator in charge of the goods. When circumstances require, if an animal has to be removed from the cage, this can only be done in the presence of qualified personnel and/or veterinarian.

Fixed cages for small animals are also available at the BCP. If the competent authority decides that the cages must be disinfected, the operator responsible for the animals will be responsible for the costs of this operation.

- **Injured animal**

In the event that the competent authority decides that particular veterinary procedures must be carried out on the animals (care, possible euthanasia), the operator in charge of these animals must contact an external veterinarian of his choice immediately. Any costs inherent in these operations will be at the operator's expense.

- **Dead animals**

When an animal has died during transport (including the loading/unloading process) or has been euthanised on site, the operator in charge of it must inform the Liege Airport coordinators and the AGS department, who will give them the necessary instructions. The latter will organise the evacuation and destruction of this type of traceable goods via an approved company.

All the specifics relating to these services are described in detail in the "Procedure for the management of animal carcasses on the Liege Airport site".

- **Quarantine**

When an animal of any type is placed in quarantine due to a suspected or confirmed disease, additional safety measures are put in place according to the alert level defined by the competent authority. These measures consist of limiting and ensuring traceability of personnel entering/leaving the quarantine zone, placing foot baths at each entry/exit point, and requiring the wearing of PPE adapted to the situation.

Liege Airport and/or representatives of the AFSCA will inform the operator in charge of the animals of all these measures. Throughout their stay, the cares (maintenance of boxes, feeding, veterinary visits) to be given to the animals must imperatively be handled by the operator responsible for them or a designated subcontractor. Liege Airport Coordinators can provide the necessary supplies on explicit request from the operator, but will not be responsible for their installation. All quarantine costs are the responsibility of the operator responsible for the animals.

Special requirements for PA and NHC

- **Cold chain**

The BCP's facilities are designed and operated in such a way that the cold chain is maintained throughout the inspection and handling of goods. This applies to both refrigerated goods (T°max +4°C) and frozen goods (T°max -18°C). Liege Airport ensures that the system operates correctly,

provided that the warehouse manager informs it of his requirements in this respect. To this end, the warehouse manager will give prior notice to the Liege Airport coordinator and the BCP Station Manager to ensure that the infrastructure (fridge, freezer, etc.) is available. It is the responsibility of the operator in charge of the goods to ensure that the required temperature conditions are respected and/or maintained before and after the goods pass through the BCP.

Prices

Inspection and analysis costs are payable by the customs agents and are set and invoiced directly by the AFSCA.

At the same time, Liege Airport applies a fee which is invoiced monthly to the operators in charge of the goods. This fee is based on the types of products and the imported quantities declared in the DVCE (Common Veterinary Entry Document). The rates are published annually (see Appendix 1).

Goods and animals remain in the BCP for the time required for checks and analyses to enable them to be released for free circulation. If the veterinarian responsible for the checks decides to extend the stay of some or all of the consignments (for example, for reasons of precautionary seizure), Liège Airport will invoice the operator responsible for all the additional costs generated, on the basis of the following elements:

- Duration of the additional stay (per 24-hour period).
- Subsistence costs (AVI)
- Any additional management and administration costs (cleaning/disinfection, waste disposal, etc.)

Annexe 1

Nouveaux tarifs pour l'utilisation du centre périssable et du Poste de Contrôle frontalier, applicable au 1/1/23

Les tarifs du PCF sont inchangés, et non indexés, depuis 2003.
Il en est de même pour le PER center depuis 2011.

Centre périssables (PER center) :
0,035 € / kg (min 1 tonne = 35 €) par tranche de 24h entamée.
0,025€ / kg au-delà des 24 premières heures

Poste de Contrôle Frontalier (PCF) :
- Produits Animaux. : **0,033 € par Kg**, avec un minimum forfaitaire de 33 € par DVCE et par tranche de 24h entamée.

- NHC : forfait de 75€ par DVCE et par tranche de 24h entamée.

- AVI :
Pour les animaux sur pieds, le passage d'une part, et le séjour en box d'autre part, sont forfaitisés.
- Passage d'animal sur pieds : 75 € / tête.
- Séjour en box, tout compris* : 90 € / tête pour les 12 premières heures, puis 90 € par tranche de 24h complémentaires.

Pour les animaux transportés en boite (poissons d'agréments, insectes…) : forfait de 75€ par DVCE.
Pour les animaux en cage (oiseaux, …) à caractère non exceptionnel : forfait de 75€ par DVCE.
Pour les animaux exotiques à caractère non exceptionnel : forfait de 75€ par DVCE
Pour les importations à caractère exceptionnel : forfait de 150€ la pièce.

Les tarifs repris ci-dessus sont indexables annuellement.
L'indexation de la redevance et son réajustement seront effectués chaque 1er janvier. Le montant de
L'indexation étant rattaché à l'évolution de l'indice complet des prix à la consommation.
Ils s'entendent htva.

Annexe 2

LIEGE AIRPORT

Live Animals Pre-Alert

New Alert / Update:		
Company:		
Flight N°:		
Date:		
ETA LGG:		
Animal species:		
Number of Animal:		
Passthrough / Stay: ★		ETD:
Stalls to Prepare: ★	NO	N°: A B C D E F G H L M
Remark:		

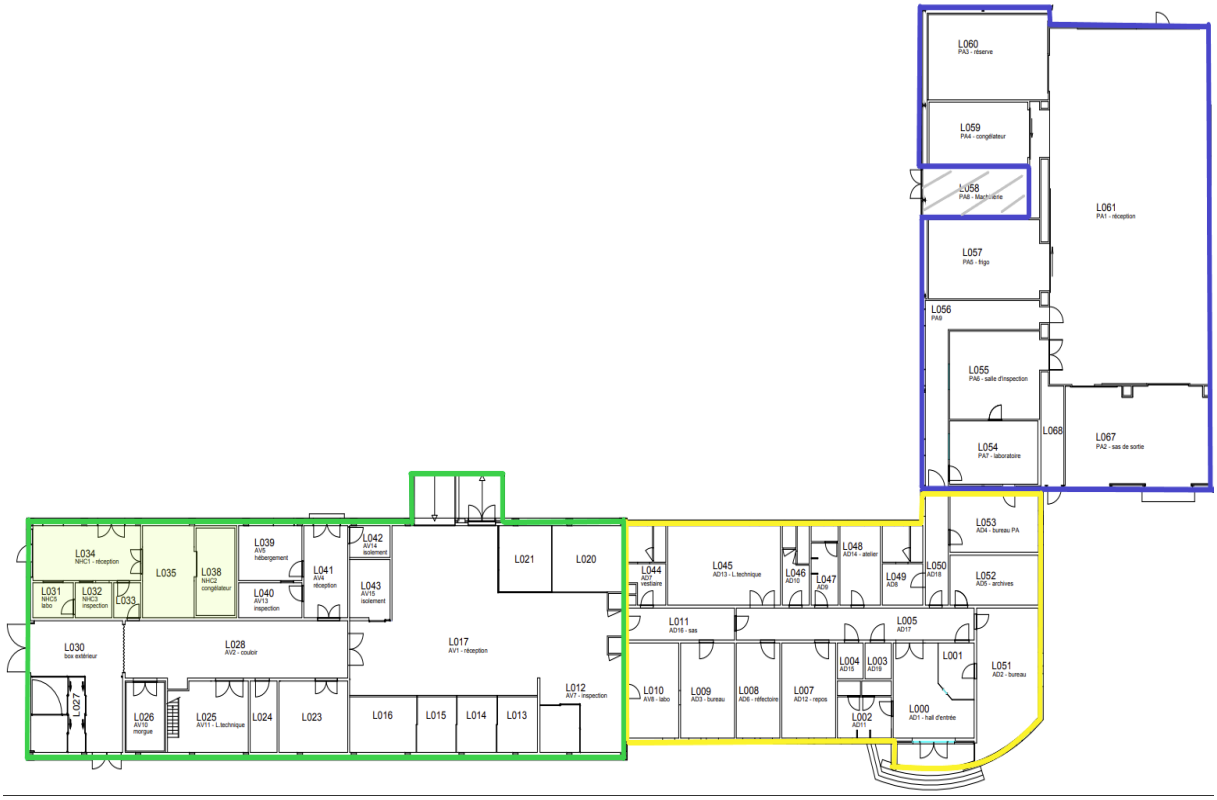
!!! ALL TIMES UTC !!!

Please send to:

APOC@liegeairport.com - PIF.LIE@favv-afsca.be

★ Color the correct box

Annexe 3


L060
PA3 - réserve
L059
PA4 - congélateur
L058
PA8 - Machinerie
L061
PA1 - réception
L057
PA5 - frigo
L056
PA9
L055
PA6 - salle d'inspection
L068
L067
PA2 - sas de sortie
L054
PA7 - laboratoire
L053
AD4 - bureau PA
L052
AD5 - archives
L051
AD2 - bureau
L050
AD18
L049
AD8
L048
AD14 - atelier
L047
AD9
L046
AD10
L045
AD13 - L.technique
L044
AD7
vestiaire
L043
AV15
isolement
L042
AV14
isolement
L041
AV6
réception
L040
AV13
inspection
L039
AV5
hébergement
L038
NHC2
congélateur
L035
L034
NHC1 - réception
L033
L032
NHC3
inspection
L031
NHC5
labo
L030
box extérieur
L028
AV2 - couloir
L027
L026
AV10
morgue
L025
AV11 - L.technique
L024
L023
L021
L020
L017
AV1 - réception
L016
L015
L014
L013
L012
AV7 - inspection
L011
AD16 - sas
L010
AV8 - labo
L009
AD3 - bureau
L008
AD6 - réfectoire
L007
AD12 - repos
L005
AD17
L004
AD15
L003
AD19
L002
AD11
L001
L000
AD1 - hall d'entrée

SECTION II: ANNEXES

ANNEX 7: AERODROME MANUAL FOR ALL PROCEDURES AND FULL DETAILS

For all topics not covered by this LA-UM, and for more detailed information on operational procedures, please consult the Aerodrome Manual of the SPW which remains the main reference of all regulations and procedures applicable at LGG. The SPW ensures the full conformity of their comprehensive manual following all applicable regulatory and will provide access and information about their Airport Manuel, in ensuring adherence to the highest standards of safety and efficiency in aerodrome operations.

You can access it true this link*:

Manuel d'aérodrome - Liège - Accueil (sharepoint.com)
https://walloniegov.sharepoint.com/sites/28111aeb5c

The four main chapters of the Aerodrome Manual are:

- System of management, qualification, and training
- Information about the airport
- Communication of information to the AIS
- More operational procedures

The Aerodrome Manual brings together all operational and legal standards in force at Liege Airport as the main source for all activities and procedures.
For access to the Aerodrome Manual and any other topic not explicitly covered by the LA-UM, please address your questions to Mr. J. Thiry, at jerome.thiry@spw.wallonie.be.

* Liège Airport disclaims all responsibility for any issues arising from the lack of access to this critical document.

SECTION II: ANNEXES

ANNEX 8: SNOW PLAN

The Snow Plan outlines the procedures and measures to be taken during snow and ice conditions to ensure the safety and efficiency of airport operations. This plan includes detailed protocols for snow removal, de-icing, and coordination among various airport departments and external stakeholders.

For comprehensive details and the full procedures, please refer to the Aerodrome Manual of the SPW. This manual serves as the authoritative reference for all operational procedures related to snow and ice management.

You can access it at this link:

Manuel d'aérodrome - Liège - Accueil (sharepoint.com)
https://walloniegov.sharepoint.com/sites/28111aeb5c

SECTION II: ANNEXES

ANNEX 9: LOW VISIBILITY PROCEDURE (LVP)

The Low Visibility Procedure (LVP) outlines the measures and protocols to be followed during periods of low visibility to ensure the safety and efficiency of airport operations. This procedure includes detailed steps for managing aircraft movements, ground operations, and coordination among various airport departments and external stakeholders.

For comprehensive details and the full procedures, please refer to the Aerodrome Manual of the SPW. This manual serves as the authoritative reference for all operational procedures related to low visibility conditions.

You can access it at this link:

Manuel d'aérodrome - Liège - Accueil (sharepoint.com)
https://walloniegov.sharepoint.com/sites/28111aeb5c

SECTION II: ANNEXES

ANNEX 10: EMERGENCY RESPONSE PLAN (ERP)

The Emergency Response Plan (ERP) is designed to provide a structured and coordinated approach to managing emergencies at Liège Airport. It includes procedures for responding to various types of emergencies, ensuring the safety of passengers, staff, and airport infrastructure.

For detailed information and complete procedures, please refer to the Aerodrome Manual of the SPW. This manual is the definitive reference for all emergency response protocols and regulations.

You can access it at this link:

Manuel d'aérodrome - Liège - Accueil (sharepoint.com)
https://walloniegov.sharepoint.com/sites/28111aeb5c

SECTION II: ANNEXES

ANNEX 11: ABSORBENT PROCEDURE

This procedure explains how to correctly use absorbent in the event of hydraulic or oil/fuel leaks. Correct use of absorbent is essential to guarantee the safety of aircraft operating at Liege Airport by avoiding the creation of FOD.

LIEGE AIRPORT

SAFETY DEPARTMENT
Absorbent prodecure

Please stay on site for the duration of the treatment !!

Spread the absorbent over the liquid.

Allow to act and monitor : the pause time varies depending on the nature of the liquid ans the size of the contaminated area.

Spread and work the absorbent with a broom.

Overview after the first three steps.

Pick up absorbent residues.

Dispose of waste in the appropriate container.

Don't hesitate to repeat the process if necessary.

... do not move leaking vehicles.

Waste can be disposed of according to your company's protocol or through the airport's container park, where it will be weighed and invoiced.

Duty LA can be contacted at 04/234 87 87 to have the already contaminated aeras cleaned (chargeable service).

In case of a significant spill, alert the inspection at 04/234 84 29.

Valid from: 15/10/2024
Approved: All Dept. Liege Airport