



# Liege Airport - User Manual

## LA-UM



## 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.

<b>Date</b>	<b>Description of Changes</b>	<b>Responsible</b>
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
01/03/2025	Update	AGS
01/04/26	Added Annexes 12 to 17 (Engine Test, Visitor Badges FAQ, GSE Inventory, Traffic Rules, Noise Restriction, Subcontractors Guide)	AGS



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**AFSCA - Federal Agency for the Safety of the Food Chain**

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## GLOSSARY

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



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

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## 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

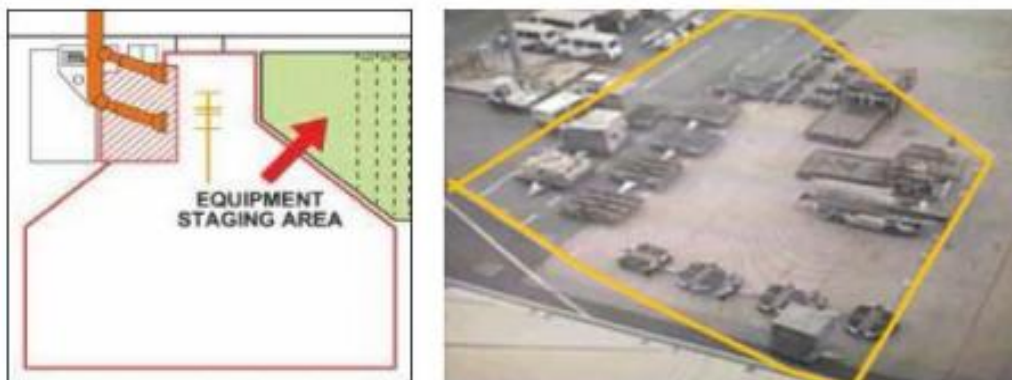


## EQUIPMENT STAGING AREA (ESA)

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



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## 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 (110 à 140).

#### 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](mailto: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.

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## 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.

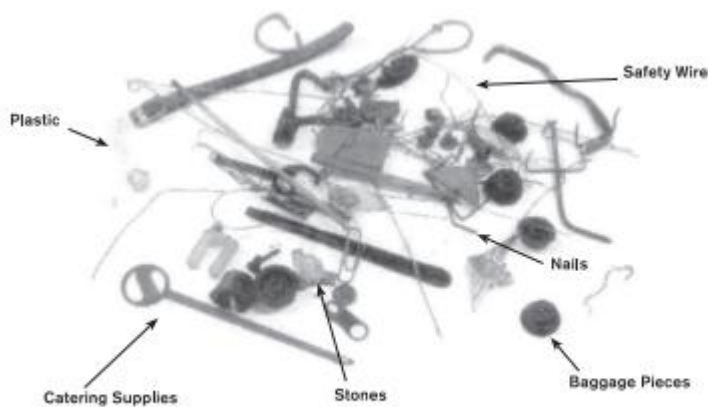
In addition, FOD can damage tires, the undercarriage, control systems and other parts of the airframe, which can lead to in-flight failures.

#### 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

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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.

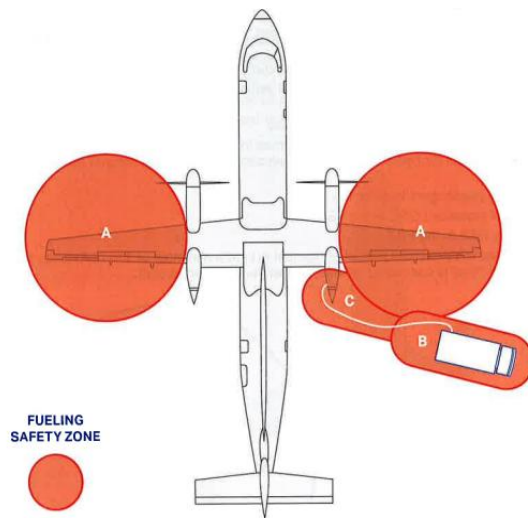
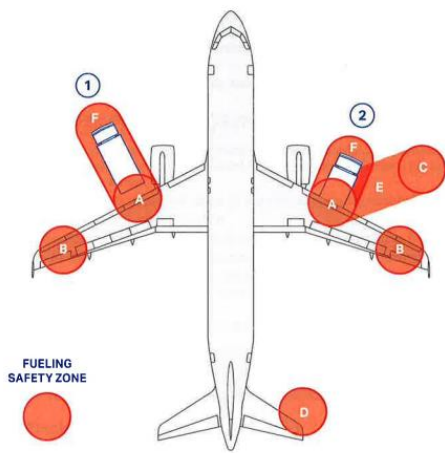
#### EXAMPLE OF EMERGENCY FUEL SHUTDOWN



### 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



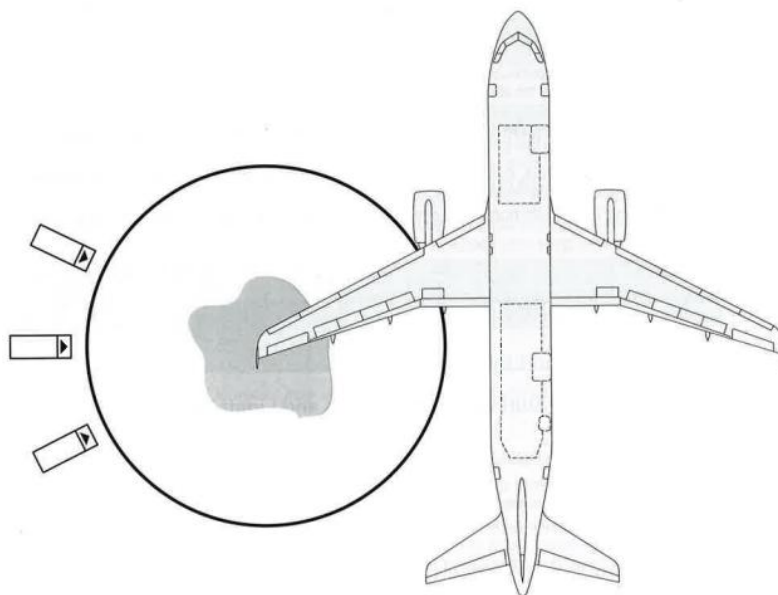
Within the FSZ, all personnel shall ensure they:

- 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: OPERATIONAL 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](mailto: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](mailto: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](mailto: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 RESPONSIBILITIES

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

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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](mailto: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 RESPONSIBILITIES

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 chapter 6.4 "Oversight Checklists".

	<b>ACTION</b>	<b>v</b>	<b>REMARKS</b>
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		

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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](mailto: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.

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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 déchets \(wallonie.be\)](https://www.wallonie.be/fr/legislation/déchets/obligation-tri-certains-déchets)
- 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 déchets d'emballages \(openjustice.be\)](https://www.openjustice.be/fr/legislation/décisions/decree-du-05-12-2008-decret-portant-assentiment-a-laccord-de-cooperation-entre-la-region-flamande-la-region-wallonne-et-la-region-de-bruxelles-capitale-concernant-la-prevention-et-la-gestion-des-déchets-demballages)
- Decree of March 9, 2023 - Decree on waste, material circularity, and public cleanliness - [1 - WALLEX \(wallonie.be\)](https://www.wallonie.be/fr/legislation/déchets/1-wallex)



## 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](mailto:APOC@liegeairport.com).

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## 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
- Biosecurity and Cleaning Procedures
- Description of Facilities and Accommodation Capacities
- Operational Quarantine Procedures
- Procedure in Case of Suspected Disease
- Monitoring and Lifting of Quarantine
- Reopening of the BCP and the Horse Inn



## 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.

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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
- Objectives
- Restricted Access
- Training and Information
- Hand Hygiene and Footbaths
- Use and Maintenance of Equipment
- Cleaning and Disinfection
- Import Quarantine at the BCP
- Biosecurity and Alert Levels



## **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:**

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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

Preface

1. Administrative Section

2. PA Section

3. AVI & NHC Section

4. Personal Hygiene

5. Storage and Supply of Cleaning Products

6. Maintenance of High-Pressure Cleaning Equipment

7. Mechanical Ventilation System

8. Maintenance of Transport Containers

Appendix 1 - Summary Table of Tasks

Appendix 2 - Site Plan

Appendix 3 - List of Approved Cleaning Products

+ Product Data Sheets



## **Liege 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 Liege 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 Liege 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.

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- 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  $\leq 3$  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.

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- 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...).

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Liege 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
<b>Centrale de traitement d'air (CTA)</b>					
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 antigél			O		
Contrôler la régulation, les vannes 3 voies (V3V) et les registres					O
Contrôler les manchettes souples					O
Nettoyer et désinfecter les caissons					O

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Manœuvrer les vannes d'isolement						0
Resserrer les connexions électriques						0
Contrôler l'écoulement des bacs à condensats et nettoyer et amorcer les siphons si nécessaire			0			
Nettoyage des bouches de reprises				0		
Entretien des clapets coupe-feu						0
Entretien des gaines et des terminaux					0	
Contrôler l'état (empoussièrement, corrosion, étanchéité)					0	
Contrôler les températures amont et aval					0	
Vérifier le fonctionnement de la pompe de circulation des batteries de récupération					0	
Vérifier la teneur en antigel des réseaux de récupération						0
Nettoyer, détartre et désengouer						0
<b>Armoires électriques/Tableaux divisionnaires</b>						
Réaliser un contrôle visuel	0					
Nettoyer l'armoire						0
Contrôler les connexions électriques						0
Vérifier les cohérences des thermiques						0
<b>Ventilateurs</b>						
Remplacer ou nettoyer les filtres le cas échéant						0
Contrôler la tension et l'alignement de la courroie						0
Nettoyer les bouches d'extraction (avec aspirateurs spécifiques)						0
Mesurer les débits d'extraction (avec appareils étalonnés)						0
<b>Extraction Cuisine</b>						
Dégraisser le réseau d'extraction et les hottes						X
Nettoyer les filtres situés au-dessus du piano			0			
Mettre à jour le carnet de maintenance et/ou la gestion de la maintenance assistée par ordinateur (GMAO)						0
Procéder au nettoyage de la zone d'intervention						0

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

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## 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 groomers 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.

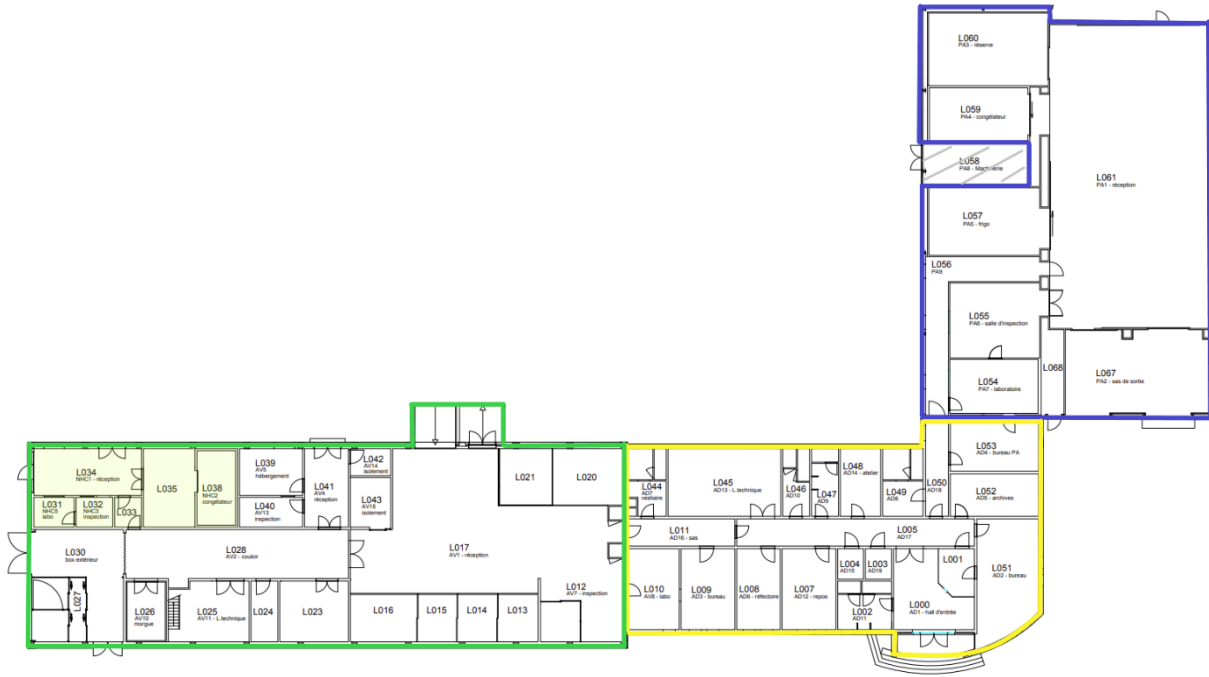


## Appendix 1 – Summary of Annual Cleaning Frequencies by Zone

Local	Type	Fréquence	Revêtement	Description	Remarques additionnelles
<b>Section administrative</b>					
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	
<b>Section PA</b>					
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	
<b>Section AVI &amp; NHC</b>					
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 façade	
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](mailto:opssupervisor@liegeairport.com) – tel +32 (0)477 877 913)
- to veterinary service (email: [PIF.LIE@favv-afsca.be](mailto: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**

*Valid from: 15/04/2026*

*Approved: All Dept. Liege Airport*

*uncontrolled when printed*



**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**

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*Approved: All Dept. Liege Airport*

*uncontrolled when printed*



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**

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*Approved: All Dept. Liege Airport  
uncontrolled when printed*



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 boîte (poissons d'agrément, 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



**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](mailto:APOC@liegeairport.com) - [PIF.LIE@favv-afsc.a.be](mailto:PIF.LIE@favv-afsc.a.be)

★ Color the correct box







## 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) <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](mailto: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](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](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](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.



## SAFETY DEPARTMENT Absorbent procedure

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

<p>1 Spread the absorbent over the liquid.</p>	<p>2 Allow to act and monitor : the pause time varies depending on the nature of the liquid and the size of the contaminated area.</p>	<p>3 Spread and work the absorbent with a broom.</p>
<p>4 Overview after the first three steps.</p>	<p>5 Pick up absorbent residues.</p>	<p>6 Dispose of waste in the appropriate container.</p>

**Don't hesitate to repeat the process if necessary.**

**TO AVOID THIS, ...**



... 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 areas cleaned (chargeable service).



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



## SECTION II: ANNEXES

### ANNEX 12: ENGINE TEST PROCEDURE

This procedure describes the measures and conditions to be followed for the execution of aircraft engine tests (Full Power and Idle) at Liege Airport. Compliance with this procedure is essential to ensure the safety of personnel, aircraft and airport infrastructure, while respecting noise regulations imposed by the Walloon Region.



# Procédure commune TEST MOTEUR V1.1





## 1. Références

- EASA 139/2014 - ADR.OPS.D.065 Engine Test
- AIP EBLG
- Etude de risque:  
EDR Essais Moteurs V1.0 (04/21) – TWY N1 (en suspens)
- 1 FEVRIER 2007 - Arrêté du Gouvernement wallon modifiant l'arrêté du Gouvernement wallon du 8 novembre 2000 fixant les restrictions de décollage et d'atterrissage sur les aéroports relevant de la Région wallonne
- 8 NOVEMBRE 2000. – Arrêté du Gouvernement wallon fixant les restrictions de décollage et d'atterrissage sur les aéroports relevant de la Région wallonne (M.B. du 24/11/2000, p. 39154)
- Règlement de circulation

## 2. Relevé des annexes

/

## 3. Abréviations et Définitions

OACI DOC 8400 – Abréviations et codes de l'OACI

Idle Test : Test moteur sans poussée

Full Power : Test moteur avec poussée

## 4. Objectifs

L'objectif de cette procédure est de décrire l'ensemble des mesures à prendre pour la réalisation de tests sur les moteurs d'aéronefs.

## 5. Présentation générale

Les essais moteurs consistent à démarrer le(s) moteur(s) d'un aéronef et ensuite, appliquer une poussée.

Cette action a lieu au sol, dans le but de vérifier le fonctionnement des moteurs ou des systèmes de l'aéronef.

Les tests moteurs peuvent avoir lieu avant, pendant ou après la correction d'une anomalie, le remplacement d'une pièce, une maintenance sur un moteur ou un système d'aéronef.

OACI a défini quatre modes de puissance dans le cycle « d'atterrissage-décollage » d'un aéronef.

Ces modes comprennent :

- le ralenti/roulage à 7 % de la poussée nominale maximale (Foo),
- l'approche à 30 % Foo,
- la montée à 85 % Foo
- le décollage à 100 % Foo.

Les tests Idle ne concernent que la 1<sup>o</sup> catégorie. Les autres sont considérés comme des tests Full Power.



Si les pilotes ne sont pas à bord des aéronefs, les tests moteurs sont réalisés par des mécaniciens agréés.

Lors d'un test moteur, tout l'équipement et le personnel doit être complètement dégagé de l'aéronef, même pour un test IDLE. Seuls les pilotes et/ou techniciens agréés sont autorisés.

Dès qu'un aéronef met en route un moteur, les feux anticollisions sont actionnés.

## 1. Les Essais Moteur – Full Power

### 1.1. Conditions à respecter

Les tests moteur sont autorisés suivant l'arrêté du Gouvernement wallon du 8 novembre 2000, modifié par l'arrêté du gouvernement wallon du 1 février 2007, qui met en place les dispositions visant à maîtriser les nuisances acoustiques provoquées par l'activité aéroportuaire sur le territoire de la Région wallonne.

#### **Arrêté du GW : AGW du 1er février 2007, art. 2.**

*Au départ de l'aéroport de Liège-Bierset, sont annuellement autorisés 365 essais moteurs à l'air libre, d'une durée maximale de trois minutes à pleine puissance, entre 9 heures et 21 heures (heures locales), et 365 essais moteurs à l'air libre, d'une durée maximale de trois minutes à pleine puissance, entre 21 heures et 9 heures (heures locales), à l'exception de la période entre 0 heures et 4 heures (heures locales), pendant laquelle cette activité est interdite.*

*Toutefois, sur une période de 24 heures, il ne peut en aucun cas être dépassé au départ de l'aéroport de Liège Bierset un maximum de dix essais moteurs entre 9 heures et 21 heures (heures locales) et de cinq essais moteurs entre 21 heures et 9 heures (heures locales).*

*Les essais moteurs à l'air libre au départ de l'aéroport de Liège-Bierset sont réalisés à proximité du seuil de piste 04L*

Cependant, afin de limiter les nuisances sonores, les tests moteur Full Power ne sont autorisés que de jour entre 09 :00 et 21 :00 (heures locales). **Les tests moteur ne sont pas autorisés la nuit.**

**Toutes les demandes d'essais moteur doivent recevoir l'autorisation de l'inspecteur d'aéroport.**

Tout essai moteur devra être réalisé conformément à l'AIP.

Les essais moteurs ne peuvent se faire que nez face au vent pour des raisons techniques.

**Les tests « full power » ne sont pas autorisés en LVP.**

### 1.2. Les missions

#### 1.2.1 Avant l'essai moteur

Dès que l'inspecteur d'aéroport est informé de l'essai moteur, il coordonne avec l'ATC, le lieu, le moment, le QFU du test autorisé, en fonction du trafic, de la météo ou de tout autre événement.

#### 6.2.2. Durant l'essai moteur

Le Follow-me accompagne l'avion à l'emplacement décidé.

L'Inspection aéroportuaire est contactée par l'ATC afin de valider le démarrage de l'essai-moteur Full-Power.

#### 6.2.3. Après l'essai moteur Full-Power

A la fin du test, l'ATC prévient le marshaller et l'inspecteur.

L'avion est accompagné par le Follow-me au stand désigné.



L'inspecteur effectue une inspection de la Zone où le test a eu lieu (éventuelles dégradations prématurées du revêtement, liquide hydraulique, FOD, ...) et retranscrit les informations dans Eforsair.

Lors de constatation de problème spécifique, ce dernier sera relayé dans un rapport envoyé au Commandant et à ses adjoints.

Afin de contrôler, le nombre de test moteur suivant l'arrêté, l'inspecteur encode les tests dans le fichier « SGS évènements ».

### 1.1. Le positionnement des aéronefs

Les essais moteurs sont réalisés sur la piste de contingence (04L-22R) à proximité du seuil de piste 04L (entre le niveau 0 et le niveau 3).

Une attention particulière est nécessaire concernant l'impact sur le trafic de ou vers le Nord.

## 2. Les essais moteur – Idle Test

Pour tout démarrage de moteur, le pilote ou le technicien contacte la tour de contrôle. Celle-ci donne son autorisation après analyse de la demande.

L'ATC peut, en fonction du trafic, autoriser les tests moteur à faible puissance sur stand.

Lorsque des chantiers sont en cours derrière le stand concerné, une attention particulière est nécessaire et l'essai sera soumis à l'appréciation de l'inspection aéroportuaire.

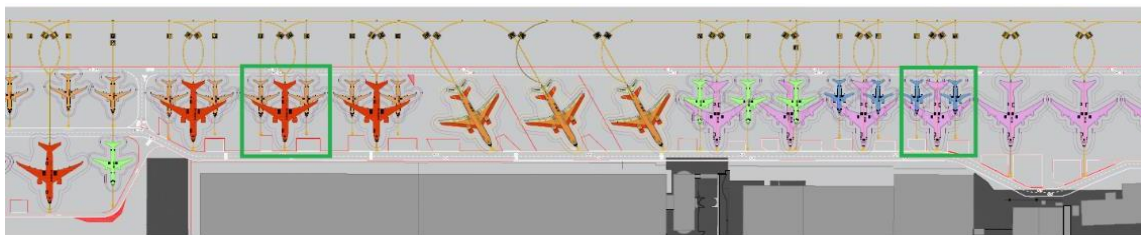
Pour éviter tout blast, un chantier ne peut se trouver à moins de 125 m de la source de souffle.

Lorsque les feux anticollisions d'un aéronef sont allumés, aucun véhicule ne peut circuler autour de ce dernier.

Dans le but de réduire les nuisances sonores des essais moteur sur les travailleurs adjacents, les essais moteur en Idle sur la partie de l'Apron sud compris entre les stands 22 et 65 ne pourront se faire que sur les positions suivantes :

- Stands 28/29E/30
- Stands 47 à 49

Dans cette partie d'Apron (entre les stands 22 et 65), seuls les stands mentionnés ci-dessus seront autorisés à accueillir des tests moteurs en Idle.



Les tests moteur en Idle sur l'Apron nord et sur les stands non compris dans cette zone mentionnée ci-dessus (du stand 22 à 65) peuvent avoir lieu sur stand en accord avec l'ATC.



## SECTION II: ANNEXES

### ANNEX 13: VISITOR BADGES GUIDELINE AND FAQ

This procedure outlines the rules and conditions for requesting and issuing Visitor Badges (VB) for exceptional access to the Critical Part of the Security Restricted Area (CPSRA) at Liege Airport. Strict compliance with this procedure is mandatory to ensure full traceability and security of airside access, in accordance with EU Regulation 2015/1998 and BCAA requirements.

#### Quick Guideline

##### WHY? — Since 09 DEC'24

- EU Regulation 2015/1998, Pt. 1.2.7.2 cf. CPSRA-access, applicable since 2015.
- EC & BCAA clarified their rules insisting on the “exceptional acceptance” to access CPSRA based on a VB (Visitor Badge). Which in the end means: “You may for once/this time enter CPSRA without personal background-screening.”
- Reasons for entering CPSRA therefore need to be justified & analyzed case by case! = Each application, for Each Person, and at Each Time... no matter what.

***It is therefore most important to motivate every request precisely!***

##### HOW? — 1 Application per Visitor per DAY

- EU imposed traceability: a logbook of every request and its justification, and every application is subject to a decision from the Airport Security Services (LAS).
- EU/BCAA withdrew the former limitation of yearly issued VBs! So please forget the 7 VBs maximum — this is not applicable anymore.
- EU/BCAA insist on the operationally justified reason, its Urgency and its Recurrence before ‘potential’ approval, which does remain exceptional.

**Beware: repetitive entrances may lead to refusal — VB = Permanent Badge required.**

#### FAQ's

##### Application NOT introduced MIN 48hrs before actual access to CPSRA?

- Will systematically be refused by the system.
- BUT if URGENCY, and in Exceptional + Justified cases, once refusal received → Directly call SLAS (Liege Airport Security Supervisor) to request further analysis in giving clear and justified reasons in regard to that particular application (not any other one — do not mix).

##### In case Visitor changes before 48hrs prior to CPSRA-access?

- In case Visitor changes (can be a Truckdriver... or any other) between 1st approval and the actual visit, a new VB-application must be re-introduced in referring to the previously approved one.
- A new analysis is needed to be carried out.

##### In case Visitor changes in less than 48hrs prior to CPSRA-access?

- In case Visitor changes between 1st approval and the actual access to CPSRA, a new VB-application must be re-introduced in referring to the previously approved one.
- You will receive systematically a refusal by the system, BUT once received → Directly call SLAS, explain the situation with clear & justifiable reasons, and refer to the initially approved application.

##### If the Escorter changes between the approval and the actual visit?

- You don't need to re-introduce a new VB-application!
- Explain the reason of the change to the security agent at the moment the VB is issued at the access point.

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### **In case the Day/Date or the Moment of the visit changes?**

- If the visit is anticipated/prior to the time which was initially planned, a new VB-application must be re-introduced in referring to the previously approved one.
- In case Day or Moment would change less than 48hrs before actual entrance to CPSRA, you will receive the systematic refusal by the system, BUT once received, and if URGENCY (depending on the real motivation/justification) → Directly call SLAS and explain the situation with clear & justified reasons in referring to the initially approved application.
- If the visit is postponed from the originally planned time, but remains on the same date, you do not need to do anything more!
- If the visit is postponed from the originally planned time to another date, a new VB-application must be re-introduced in referring to the previously approved one.

### **IF already in possession of a Permanent badge from another Airport?**

- Even from another Belgian airport? → All visitors not having a locally issued permanent badge (by SPW) need to apply for a VB following the above-mentioned procedure, and this within 48hrs prior to the EBLG-CPSRA-entrance.

### **Who has to submit the visitor badge application?**

- It is highly recommended that the person introducing a VB-application belongs to the entity/company which will be visited at EBLG. They are familiar with the Airport site and with the Airport requirements.

### **Which identity document should be mentioned in the application?**

- A valid ID or Passport. Moreover, it must be the document referred to in the application which must be presented at the access point at the moment of the approved visit.

### **Which Airport areas in CPSRA can be visited?**

- All areas can be visited BUT of course they need to be carefully selected by the applicant, and only based on the operational needs and the exact purpose of the visit.

### **If an approved visit is cancelled before the date of the visit?**

- As soon as you are aware of the cancellation by a visitor, please send an e-mail to LAS: [las@liegeairportsecurity.com](mailto:las@liegeairportsecurity.com) indicating your wish to cancel the visit in giving details of the approved one.

## **General Examples for Which Well Motivated Applications Could Exceptionally Be Granted**

- Urgent and exceptional Commercial visits if in Group: again 1 application per Visitor and per Day. Each individual and his/her personal ID needs to be separately analyzed and registered (cf. traceability).
- An exceptional Supervision of a special flight / specific cargo / loading or off-loading: can only exceptionally be granted. Recurrent visits for Supervision-activities at any CPSR-Area (even only inside a warehouse) will require a permanent badge (and consequently a background-check). Please also advise your sub-contractors, partners and suppliers.
- An exceptional application for an Audit-process of any kind, material or Infrastructure: can only exceptionally be granted. Please specify the duration of the audit in your VB-request. Recurrent Audits will require a permanent badge (and consequently a background-check). Please also advise your service-providers & suppliers.
- Airside delivery/pick-up of Oversize or specific cargo (s.a. a/c-engines, huge pieces, ...): can only exceptionally be granted. Recurrent Truck-drivers' entrances will require a permanent badge (and consequently a background-check). Please also advise your service-providers & suppliers.
- Aeronautical training sessions requiring access to CPSR-Areas, again well motivated & Exceptional: can be accepted, BUT will need to be analyzed case by case. Please specify the duration of the training-session in your VB-request.



*Note: visitors applying repetitively for a VB but not holding a Permanent badge, COULD be avoiding the background procedure and/or the extra administration, or all other conditions required to be granted one.*

### Additional Information & Explanation

The purpose set forward by EU/BCAA/SPW is not to leave any “backdoor” option open: through, for instance, a VB-application which would allow it.

Any Aircraft-owner, Facility- or Assets-owner, together with its representatives will appreciate it at its real value & importance!

**Be aware please that any application (approved or non-approved, including visitors’ names, companies or locations visited, and reasons/motivations given, ...) must be recorded and remain traceable by EU/BCAA.**

Should this procedure and its conditions not be respected carefully, with complete transparency, we risk being unable to operate within the current VB-framework anymore, which would have even more serious repercussions for our entire airport, operators and operations for whom we, (S)LAS, all of us in fact, must preserve absolute security.

Liege Airport as well as LAS are working ASAP on a digitalized process regarding these Applications, administration for all, as well as for its Traceability. You will of course be kept informed.

Thank you for your time, understanding, and especially for your kind cooperation!



## SECTION II: ANNEXES

### ANNEX 14: SOP GSE INVENTORY

This procedure formalizes the steps for the introduction, registration, tracking and removal of Ground Support Equipment (GSE) at Liege Airport. Compliance with this procedure is essential to ensure regulatory conformity under SPW supervision, operational safety on the airside, and full traceability of all equipment via the GSE Inventory App.

#### Introduction :

La présente procédure a pour objectif de formaliser les étapes liées à l'introduction des nouveaux équipements **GSE** (*Ground Support Equipment*) dans l'enceinte de l'aéroport de Liège. Elle s'applique aux équipements motorisés et non motorisés utilisés pour les opérations au sol.

Le respect de cette procédure est essentiel pour garantir :

- La conformité réglementaire, sous la supervision du **Service Public de Wallonie ((SPW))**, autorité compétente en matière de sécurité et garant du bon entretien du matériel roulant. (cf. règlement ADR.OPS.B.026 Autorisation of vehicles - aerodromes regulation EU no 1392014)
- La traçabilité et l'identification des équipements via l'application **GSE Inventory App**, développée pour non seulement centraliser les données, mais également simplifier les contrôles et leur suivi par toutes les parties concernées.

Cette procédure s'applique à tous les handlers, transporteurs et opérateurs intervenant à l'aéroport en ce qui concerne tout type de GSE qu'ils possèdent, opèrent en location, les stationnent et les entretiennent sur le site de Liege Airport.

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#### 1. Notes Générales :

- **QR code** : Tout type de GSE doit être identifiable par le biais d'un code QR, apposé visiblement sur l'équipement concerné, enregistré dans l'Inventory App et correctement lié au GSE dans cette même application (« tout véhicule ou matériel roulant doit être clairement identifiable », cf. Règlement de circulation, 3.1, sur la nécessité de rendre visibles et identifiables les engins).
- **Encodage obligatoire** : Tous les équipements (motorisés ou non) doivent être enregistrés dans l'application GSE Inventory App dans les 30 jours suivant leur arrivée et l'introduction en CPSRA (Critical Part of a Security Restricted Area).
- **Gestion avant l'introduction du GSE** : Les entrées de GSE doivent être planifiées et les introductions non planifiées doivent rester exceptionnelles. Une demande



d'introduction préalable au SPW est indispensable pour éviter des retards à l'introduction dudit GSE. (cf. paragraphe 2)

- **Gestion des GSE hors-service** : Les GSE assujettis à une maintenance doivent être gardés auprès du locataire jusqu'au moment où le maintenancier puisse les prendre en charge, et ce jusqu'à contre ordre. Les GSE cassés dit « unserviceable or unrepairable » doivent être enlevés du site aéroportuaire le plus rapidement possible.

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## 2. Entrées Planifiées : Procédure Standard

Afin de clarifier la responsabilité à la fois pour les équipements motorisés et non motorisés, tout véhicule ou matériel (GSE) introduit doit, préalablement à son entrée, être en possession d'un document d'approbation du SPW ou une validation écrite (pour les non motorisés). Le transporteur, le propriétaire ou le handler qui amène le GSE, même s'il est non motorisé, demeure responsable de la conformité de son introduction (papiers, état du matériel, etc.).

### **2.1. Notification préalable pour les équipements motorisés :**

Tout opérateur ou handler prévoyant l'introduction d'un GSE doit notifier le **SPW** avec un formulaire FB6, dûment rempli, au moins 48 heures avant l'introduction en mettant en copie le service **AGS (Air & Ground Services, [air-services@liegeairport.com](mailto:air-services@liegeairport.com))**.

Ce formulaire doit être accompagné des documents suivants :

- Copie du CMR ;
- Copie du certificat d'immatriculation ;
- Copie du dernier contrôle technique ou d'une attestation d'entretien effectué par un garage, un fournisseur de matériel roulant ou un service technique interne à l'entreprise propriétaire dudit GSE (à fournir dans les 30 jours).

À noter que pour tout véhicule immatriculé ou non immatriculé, un badge d'accès airside peut être requis. (cf. Règlement de circulation, 1.4 et 3.2, qui impose une autorisation préalable et une **identification claire**)

### **2.2. Soumission de la demande FB6 (équipements motorisés)**

Le **SPW** examine la demande et, en cas d'approbation, délivre un **document d'approbation** autorisant l'entrée du GSE dans l'aéroport.

- Ce document d'approbation doit être présenté au **PIF** (Poste d'Inspection Filtrage) lors de l'introduction du GSE.
- Une copie de ce document doit également être conservée par l'opérateur ou handler pour toute vérification ultérieure.

Pour tout véhicule motorisé faisant l'objet d'un FB6, le transporteur doit veiller à ce que l'équipement soit en état de circulation et conforme aux normes de sécurité (freinage, éclairage, état général, etc.).



### 2.3. Vérification par LAS à l'arrivée

Lors de l'arrivée à l'aéroport :

- a. LAS contrôle la présence du document d'approbation du SPW.
- b. En présence du document, le GSE peut rentrer sur le site.

### 2.4. Transmission des données au service AGS par le SPW

Après validation par le SPW, les informations sur les équipements sont transmises par le SPW au service AGS pour le suivi.

### 2.5 Notification préalable pour les équipements non motorisés :

Tout opérateur ou handler prévoyant l'introduction d'un GSE non motorisé doit :

1. Notifier le service **AGS** (Air & Ground Services, [air-services@liegeairport.com](mailto:air-services@liegeairport.com)) par e-mail, au moins 48 heures à l'avance.

La notification doit inclure les informations suivantes :

- Type de matériel GSE.
- Date prévue de livraison.

Le service AGS enverra en retour un e-mail d'approbation à présenter à un agent LAS (sûreté aéroportuaire) du PIF (accès B18 ou B44).

- Si l'e-mail d'approbation n'est pas présenté à l'entrée, l'agent LAS :
  1. Demandra à l'opérateur ou au handler de contacter immédiatement le service AGS au numéro suivant : +32 4 235 89 07.
  2. Un membre du service AGS se rendra sur place dans les meilleurs délais, sous réserve de disponibilité, pour valider l'entrée.

---

## 3. Entrées Non Planifiées

### 3.1. Blocage temporaire du véhicule

Si un véhicule ou équipement arrive sans notification préalable, la sûreté LAS bloque temporairement l'accès à la barrière d'entrée jusqu'à être en ordre du document d'approbation du SPW (motorisé) ou de l'e-mail d'approbation d'AGS (non-motorisé).

---

## 4. Gestion post-entrée dans l'application GSE Inventory App :

### 4.1. Enregistrement des équipements



Après la livraison d'un GSE, le handler ou l'opérateur dispose de **30 jours** pour réaliser l'enregistrement et l'étiquetage des équipements dans l'application **GSE Inventory App**.

#### Étapes à suivre :

##### a. Utiliser les QR codes vierges préalablement reçus

- Chaque handler ou opérateur reçoit à l'avance **des QR codes vierges**.
- Ces QR codes seront utilisés pour lier les équipements nouvellement introduits dans l'application.

##### b. Encoder les nouveaux équipements dans l'application GSE Inventory App

- Le handler ou l'opérateur crée un nouvel enregistrement dans l'application en **renseignant les champs demandés directement dans l'application**.

##### c. Lier l'équipement au QR code vierge

- Une fois les champs remplis, le handler ou l'opérateur scanne un **QR code vierge** et le lie à l'équipement enregistré dans l'application.

##### d. Apposer le QR code sur l'équipement

- Le QR code doit être apposé de manière **visible et durable** sur l'équipement.

#### 4.2. Vérification par le service AGS

Passé le délai de 30 jours, le service AGS pourra vérifier que tous les équipements ont été correctement enregistrés dans la base de données. En cas de non-conformité, le service AGS contacte le handler ou l'opérateur pour un rappel.

---

## 5. Gestion à la sortie/au retrait du GSE :

Lorsqu'un GSE est retiré de l'enceinte de l'aéroport de Liège, les étapes suivantes doivent être respectées pour garantir une mise à jour correcte dans l'application GSE Inventory App et informer les parties concernées :

##### a. Mise à jour dans l'application GSE Inventory App :

- L'utilisateur final (handler ou opérateur) doit mettre à jour la colonne « Statut du GSE » concerné en changeant sa valeur de « Actif » à « Inactif ».
- Dans la colonne « Remarques », l'utilisateur doit inscrire la mention suivante :
  - « GSE enlevé le [date de l'enlèvement] ».
- Cette mise à jour permet de notifier automatiquement le SPW et Liege Airport du retrait du GSE.
- Compléter et transmettre un formulaire **FB9 dûment rempli** pour les véhicules concernés au **SPW** pour officialiser le retrait.

##### b. Validation et suivi :



- Sur la base des documents FB9 reçus, le SPW, en collaboration avec le service AGS, vérifiera régulièrement les mises à jour effectuées dans l'application pour s'assurer que les informations relatives aux équipements retirés sont complètes et correctes..

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## **6. Rôles et Responsabilités :**

### **6.1. Responsabilité en matière de sécurité opérationnelle (USER)**

Aux fins de la sécurité opérationnelle, le User renseigné dans l'application GSE Inventory App est considéré comme le point de contact principal et l'entité responsable de l'équipement tant qu'il est exploité sur l'Airside.

Cette responsabilité inclut, sans s'y limiter, le déplacement immédiat du GSE, le respect des règles de sécurité, des règles de stationnement et d'exploitation, ainsi que la mise en œuvre de toute action corrective demandée par le service Safety ou par les autorités du SPW.

En cas de location temporaire ou de transfert d'utilisation, il appartient Owner de s'assurer que les informations relatives à l'UTILISATEUR dans la GSE Inventory App reflètent fidèlement l'opérateur réel, ou d'assumer pleinement la responsabilité de toute non-conformité liée à la sécurité.

### **6.2. Handlers, Opérateurs et Propriétaires**

- Transmettre une notification préalable au SPW ou au service AGS.
- Soumettre les demandes FB6/FB9 ou celles adressées à AGS dans les délais requis.
- Encoder les données des équipements dans l'application GSE Inventory App.

### **6.3. Sûreté LAS**

- Contrôler les accès à l'aéroport.
- Vérifier la présence du document d'approbation du SPW (motorisés) ou d'AGS (non-motorisés).

### **6.4. Autorité SPW**

- Valider les demandes FB6 avant l'arrivée des véhicules, selon les délais mentionnés.
- Transmettre les données collectées au service AGS.
- Contrôler les véhicules présents sur le site (*cf. Règlement de circulation, 5.4*).
- Collecter les FB9 en cas de sortie permanente du GSE motorisé du site.

### **6.5. Service AGS**

- Assurer le suivi des équipements dans l'application GSE Inventory App.
- Effectuer des rappels si nécessaire.



## 6.6. Service Safety & Environmental (Liège Airport)

- Superviser l'utilisation sécurisée des GSE sur les aprons et stands, en garantissant la conformité avec les réglementations de sécurité et d'opérations aéroportuaires.
- Veiller au respect des normes environnementales (cris du lynx, émissions, pollution, gestion des fluides, etc.) et prévenir tout impact environnemental négatif lié à l'utilisation des équipements.

## 7. Obligations de l'utilisateur final concernant l'état et la maintenance des GSE :

### 7.1. Maintenance et état des GSE

L'utilisateur final, qu'il soit **propriétaire** ou **locataire**, a la responsabilité de maintenir les équipements GSE en bon état de fonctionnement conformément aux exigences réglementaires, en suivant les prescriptions du fabricant et en effectuant au minimum une maintenance annuelle.

- Pour les propriétaires de GSE :
  - Les propriétaires doivent s'assurer que leurs équipements respectent les normes en vigueur et sont régulièrement entretenus.
  - Un suivi des maintenances doit être enregistré dans l'application GSE Inventory App pour chaque équipement concerné.
- Pour les locataires de GSE :
  - Les locataires doivent garantir que l'équipement utilisé est en bon état de marche avant de l'opérer.
  - Si l'équipement nécessite une maintenance ou une mise en conformité, ils ont l'obligation de le signaler au propriétaire et de s'assurer que l'intervention nécessaire est réalisée dans les meilleurs délais.

### 7.2. Retrait des GSE non conformes

- Tout équipement jugé hors d'usage ou non conforme doit être retiré du site endéans les 30 jours. Si ce délai n'est pas respecté, le SPW n'autorisera aucun autre GSE de la même entreprise à entrer sur le site.
- Les GSE non conformes ou en mauvais état doivent être placés hors service immédiatement jusqu'à ce qu'ils soient réparés, remplacés ou retirés du site.

### 7.3. Contrôle régulier par le SPW et Liege Airport

Le SPW et Liege Airport effectueront des contrôles réguliers pour vérifier que :

- Les GSE présents sur le site sont en bon état de fonctionnement.
- Les maintenances nécessaires sont effectuées.



## 8. Documentation Associée :

1. Formulaires FB6 et FB9
2. Application GSE Inventory App pour l'encodage et la génération des QR codes.
3. Document d'approbation du SPW

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## 9. Notes Importantes :

- **Conformité réglementaire** : Tout équipement motorisé doit être approuvé par le SPW avant son entrée dans l'aéroport.
- **Encodage obligatoire** : Tous les équipements (motorisés ou non) doivent être enregistrés dans l'application GSE Inventory App dans les 30 jours suivant leur arrivée. Mise à jour au minimum mensuelle de l'application.
- **Mise à jour des données de maintenance** : Les utilisateurs doivent s'assurer que les dates de maintenance des équipements sont mises à jour dans l'application GSE Inventory App dans un délai de 30 jours après toute maintenance réalisée.

Pour toute question liée aux règles de conduite et de circulation sur les aires de trafic – stationnement, vitesse, priorités, port du gilet haute visibilité, etc. –, se référer au **Règlement de circulation du SPW**, notamment les chapitres 2.2, 2.3 et 3.

Pour les recommandations détaillées sur l'apposition des QR codes, veuillez-vous référer à l'annexe 1 ci-jointe : "Annexe 1 : Recommandations pour l'Apposition des Codes QR sur les GSE".



## Annexe 1: Recommandations pour l'Apposition des Codes QR sur les GSE

### Introduction

Afin d'assurer une identification rapide et efficace des équipements GSE, l'apposition de codes QR est obligatoire. Ces codes permettent une meilleure traçabilité pour les contrôles du SPW et facilitent les opérations quotidiennes.

### Recommandations générales

Préparation de la surface : Nettoyez soigneusement la zone d'apposition pour garantir l'adhérence du QR code.

Visibilité et accessibilité : Le code QR doit être facilement scannable, tout en évitant toute obstruction ou détérioration.

### Emplacements recommandés par type d'équipement

Ci-dessous, vous trouverez les recommandations spécifiques pour chaque type de GSE, accompagnées d'illustrations montrant l'emplacement exact où le code QR doit être apposé (indiqué par un code QR rouge et une flèche).

#### Tracteur/Mulag :

- Emplacements Recommandés : Pare-brise (côté conducteur ou passager) ou vitre latérale (conducteur ou passager).



#### Pusnack :

- Emplacement Recommandé : Vitre de la porte latérale (conducteur ou passager). Si cet emplacement n'est pas disponible, le pare-brise ou d'autres vitres latérales peuvent être utilisés.



### De-icer :

- Emplacement Recommandé : Vitre de la porte latérale (conducteur ou passager). Si cet emplacement n'est pas disponible, le pare-brise ou d'autres vitres latérales peuvent être utilisés.



### Water truck, Toilet car, Camionnette, Voiture, Bus :

- Emplacement Recommandé : Vitre latérale (conducteur ou passager). Si cet emplacement n'est pas disponible, le pare-brise ou d'autres vitres latérales peuvent être utilisés.



### Beltloader :

- Emplacement Recommandé : Partie avant ou arrière du châssis.



### Highloader/lower :

- Emplacement Recommandé : Partie basse avant ou arrière du châssis.



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### Speedloader :

- Emplacement Recommandé : Côté du poste de conduite ou vitre latérale.





**Stairs :**

- Emplacement Recommandé : Partie basse de la structure.





### Clark (chariot élévateur) :

- Emplacement Recommandé : Côté de la cabine ou châssis.



### Towbar :

- Emplacement Recommandé : Corps principal, partie visible et limitée aux impacts et chocs.



### Mx material (matériel de maintenance) :

- Emplacement Recommandé : Côté des boutons ou tableau de bord, ou partie visible et protégée.



### Dollie :

- Emplacement Recommandé : Acier latéral, près du timon.





**Note importante** : Cette liste de recommandations n'est pas exhaustive et d'autres matériels peuvent nécessiter une adaptation. Si vous avez des doutes concernant l'emplacement approprié pour l'apposition du code QR sur un équipement spécifique, n'hésitez pas à contacter le service AGS au +32 4 235 89 07 ou par email à [air-services@liegeairport.com](mailto:air-services@liegeairport.com).



## SECTION II: ANNEXES

### ANNEX 15: TRAFFIC RULES ON AIRPORT SERVICE ROADS

This procedure describes the traffic rules applicable on the four airport service roads (North, East, South, West) and back roads at Liege Airport. Compliance with these rules is mandatory for all holders of an airport driving license to ensure safe circulation, prevent interference with aircraft movements, and protect personnel and infrastructure at all times, regardless of weather conditions.

#### Object

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Describe the circulation procedures on the four airport service roads **NORTH, EAST, SOUTH, WEST** and on the back roads, regardless of weather conditions.

#### Definitions

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**Airport service roads:** Road loop linking the southern platform to the northern platform via the west or east runway thresholds.

**Rear roads:** airport roads located behind the stands.

**LVO:** Low Visibility Operations.

**LVPP:** Low visibility procedures in progress.

**Security gantry:** metal structure, limiting access in LVO/LVPP conditions to vehicles over 4m high.

**LOC 22L et 22R:** (Localizer) Horizontal guidance system within the landing system, used to guide aircraft along the runway centerline.

#### Scope of application

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This procedure is intended for all airport users who are **authorized** to circulate on the airport service roads. "**Authorized**" refers to anyone holding an airport driving license.

#### Description

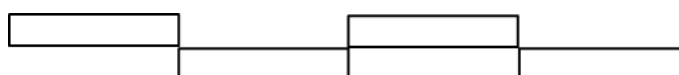
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##### ➤ Preliminary remark

Some terms used in this procedure are common phrases in the aeronautical field.

##### ➤ Specific markings

As a reminder, the dashed white line marking along the service road indicates an aircraft passage zone. Note that any moving aircraft (with beacon on) has priority. Particular vigilance is required in these sections of the service road.





➤ **Location of the 4 airport service roads**

See the plans below.

The **NORTH** service road extends from stand 110 (North gantry) to the eastern end of the Echo zone (N4).

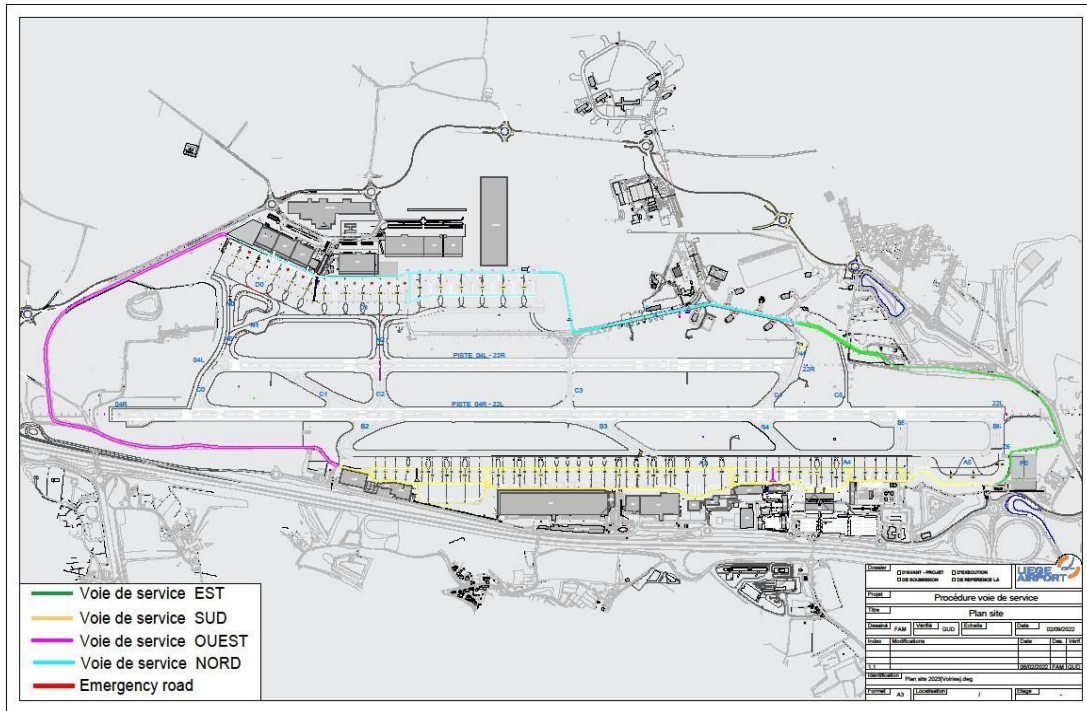
The **EAST** service road extends from the eastern end of the Echo zone to the De-icing zone, passing behind the 22R and 22L approaches.

The **SOUTH** service road extends from the De-icing zone to the South security gantry, located after the B10.

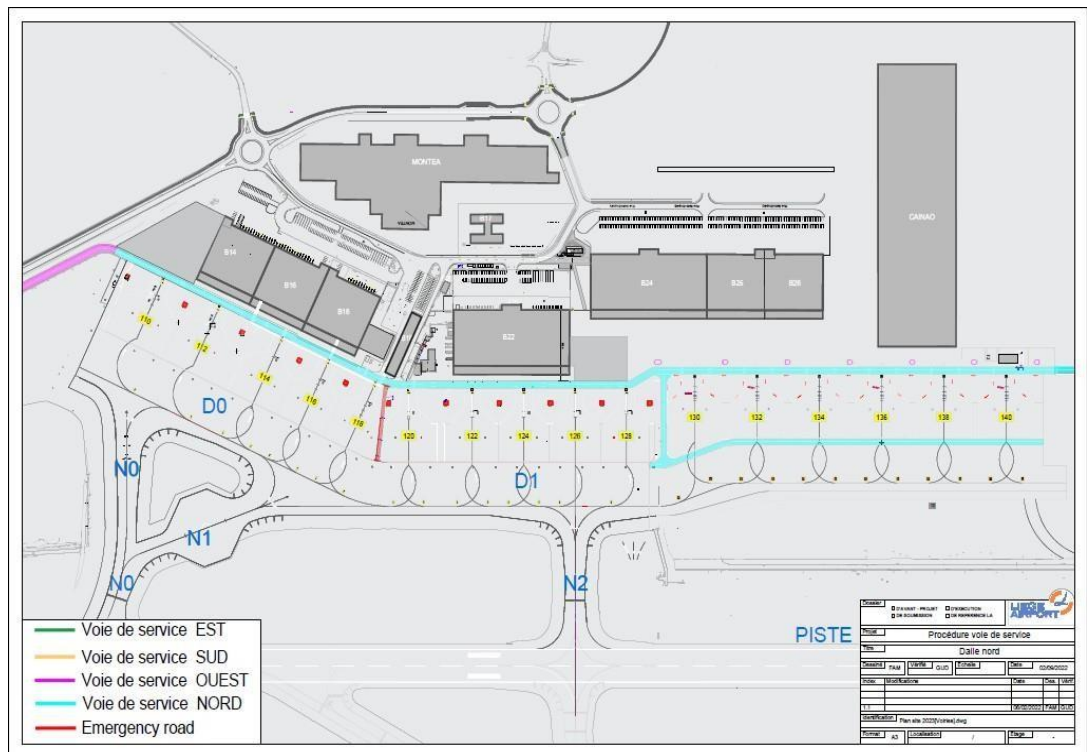


The **WEST** service road extends from the South security gantry to the North gantry, passing behind the 04R and 04L approaches.

**Road loop**



**NORTH platform**



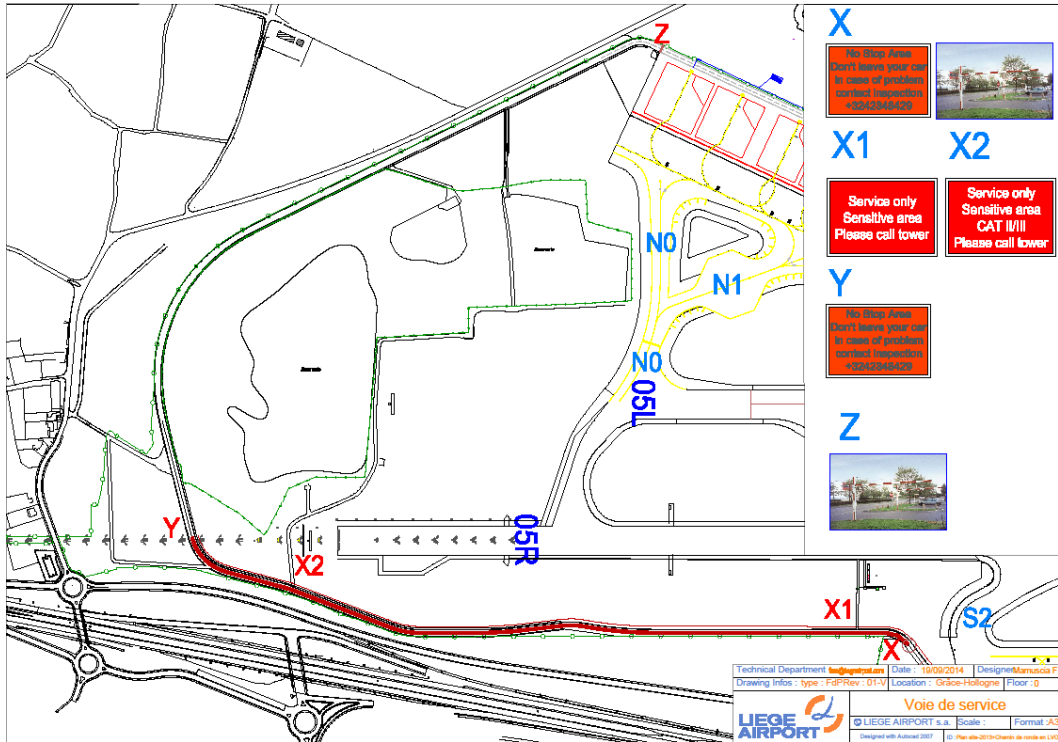




- **In the EAST**, the service road is:
  - **Forbidden to vehicles over 3.5 tons.**
  - Restricted to the following users:
    - SPW,
    - AVIATION GENERALE BASEE,
    - HELI & CO,
    - L.A.,
    - L.A.S.,
    - SOWAER,
    - SKEYES,
    - POLICE,
    - NATIONAL DEFENSE (simulator personnel and their visitors).
    - **CUSTOMS**
    - **EV CARGO (exclusively for delivery to Challenge Technics)**
    - **PROTECTION UNIT (during their rounds)**
    - COMPANIES BASED in the Echo zone (when their mission takes place in this zone (and not to travel between the south/north and north/south zones) i.e.
      - Challenge Technics
      - Aeroservices
  - Every **other** person wishing to access this **EAST** service road must first contact **the airport inspection at 04/234.84.29** to justify their request. **Please note that this EAST road crosses the new Z6 taxiway leading to the demarcated area or P0. To enhance security in the area, speed bumps have been installed across the service road, on both sides of the taxiway. Priority must be given to aircraft using this taxiway.** Please also note that it is strictly forbidden to enter this demarcated area, either by vehicle or on foot. **Access to that P0 zone via the Z6 taxiway is exclusively reserved to aircraft.**
- **In the SOUTH**, traffic on the service road also requires particular attention because:
  - Activities in front of the buildings located in the South are very intense day and night. Attention should be paid, for example, to truck exits from the Oil Park to passengers and crew from Tpac, to vehicle exits from the B44 vehicle gate, to exits of Fire Service vehicles, and finally, near the FEDEX Hub, to maneuvering operations such as U-turns required by the Tugs.
  - A part of the service road crosses an aircraft passage zone, including between the FEDEX Hub and the ASL aircraft maintenance area.
  - During the winter period, access to the De-icing zone may be **temporarily** denied by the de-icer coordinator during de-icing activities. In this case, signs at the entrances to the zone will indicate that it is in operation and the frequency on which you can contact the de-icer coordinator.
- **In the SOUTH**, the service road is:
  - Limited to vehicles and machines up to 4 m high between the south and the north metal gantries. A derogation with gantry opening may be granted and managed by the airport inspection at 04/234 84 29.



- Specific between the SOUTH metal gantry and the 04R approach, approximately 1250 meters between points X and Y, vehicles must not stop due to the risk of disturbing the ILS (red line on the map below)
- Equipped with a sound marking along the gutter between the 04R approach and 110 stand.



## Point X

A 4-meter high self-reflective metal gantry preceding a frangible traffic sign.







## Point Y

Location of the frangible traffic sign providing instructions to follow in the affected area of 1250 m up to point X.



This frangible traffic sign indicates:



## Point Z

The 4-meter high metal security gantry (North).



**Here, in the open position as authorized by the inspection to allow the passage of a vehicle over 4m high.**

## **Call priority**

---

SPW inspection : 04/234 84 29

LIEGE AIRPORT Fire Service : 04/234 84 55

## **Pedestrians heading to the Echo zone.**

- Pedestrians (pilots, visitors, staff members) must take the airport shuffle from their entry point at Building 36 to reach the ECHO zone.

Advance notice for the shuttle: 30 min.

Contact: 04/234 84 65

Access for pilots and visitors will be via Building 36 (Passengers Terminal).

## **In LVP**

- In low visibility, here some tips to reduce the risk of accidents:
  - Turn on your headlights,
  - Reduce your speed,
  - Increase your safety distance.
- For your information, in LVP, Liege Airport Fire Service will implement an anti-intrusion system on N4. This system consists of 2 posts and a red-and-white barrier tape blocking the taxiway on its width. (see pictures below)





## SECTION II: ANNEXES

### ANNEX 16: NOISE RESTRICTION FOR AIRCRAFT DEPARTURE

This procedure describes the noise restriction process applicable to certain aircraft types departing from Liege Airport, as defined by the environmental permit granted in 2023. From January 1st 2025 until December 31st 2029, any aircraft with a takeoff noise quantity (QC-D) exceeding 25 points is prohibited from departing between 23:00LT and 06:59LT. Flight Controllers monitor compliance via Skyport and are responsible for notifying the handler, Airport Inspection, ATC, and the shift manager whenever a restricted flight is identified.

#### **1. Description**

Le but de cette instruction est de décrire le process à suivre pour les Flights Controllers en cas de départ de certains types d'avions endéans les heures de restriction de bruit.

#### **2. Restriction de bruit - Définition**

Cette restriction fait suite au permis d'environnement octroyé à Liège Airport en 2023. Nous parlons donc d'une mesure environnementale.

En effet, lors de l'obtention de ce dit permis, une restriction en termes de bruit a été définie pour certains types d'avions et qui augmente annuellement.

A partir du **01/01/2025 et ce jusqu'au 31/12/2029** inclus, tout avion avec un **QC-D** (quantité de bruit au décollage) **supérieur à « 25 » n'est pas autorisé à décoller entre 23h00LT et 06h59LT.**

Ce QC-D est calculé pour chaque avion sur base d'une formule bien définie, exprimée en points.

$$QC = 10^{(B-85)/10}$$

Dans cette formule, la variable B représente un niveau sonore EPNdB identifié de la manière suivante :

**Décollage (QC-D)** : « B » correspond à la moyenne arithmétique des niveaux sonores certifiés d'un aéronef en EPNdB sur le point de mesure latéral et sur le point de mesure de décollage, mesuré à sa masse de décollage maximal.



### **3. Mode opératoire**

Cette restriction est monitorée par l'APOC, et principalement par les Flight Controllers.

Dans cette optique de contrôle, Skyport a été configuré (ajout de la donnée QC-D à l'écran Masterdata) afin de déterminer si un vol est concerné par une éventuelle restriction en termes de QC-D basé sur le STD/ETD du vol (il est donc plus qu'important de s'assurer que les données reprises dans Skyport soient à jour).

Cette restriction est visible dans DFP via une surbrillance du champ REG coloré en rouge avec police en gras blanc clignotant sur le vol concerné.

Si un avion/vol est concerné par cette restriction (QC-D supérieur à 25), il sera visible dans Skyport comme indiqué ci-dessus.

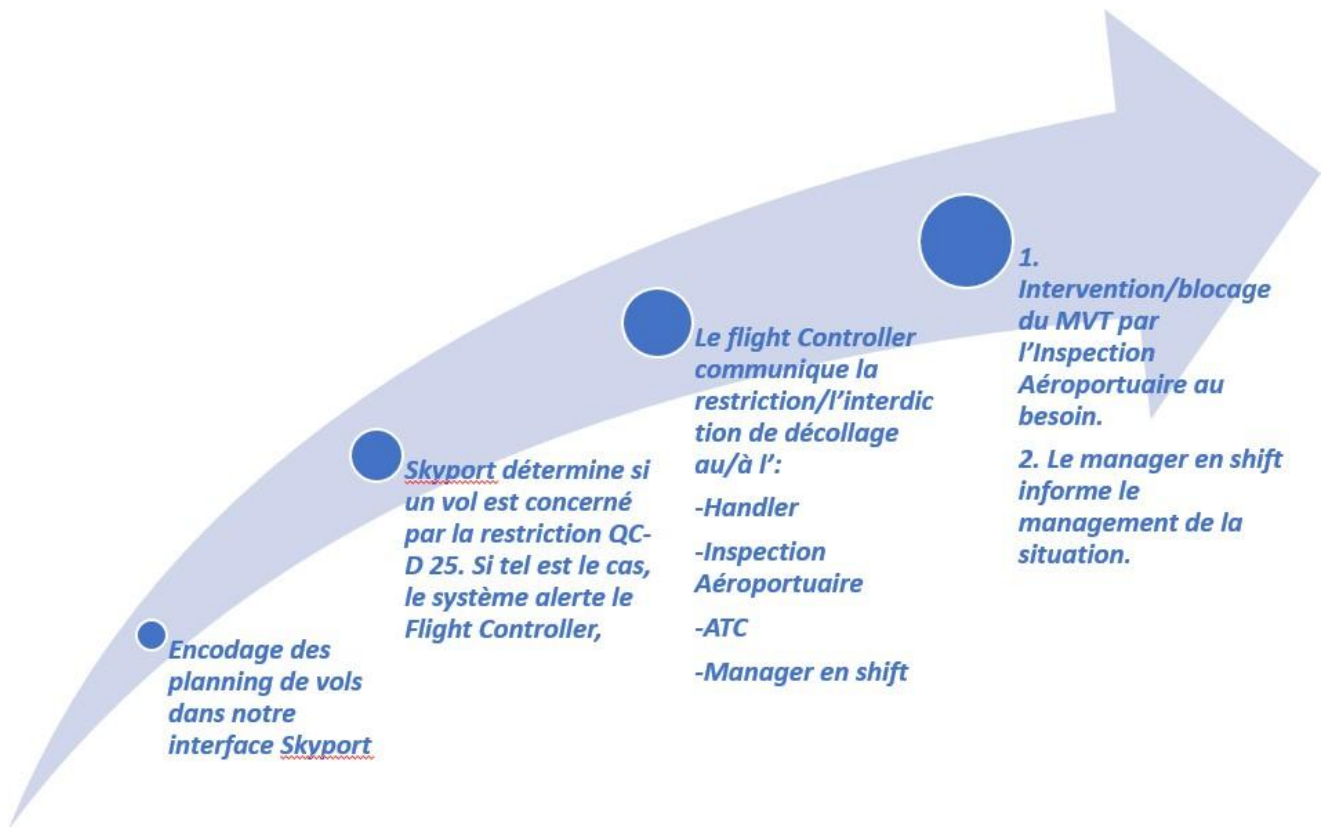
Le Flight Controller communique alors la restriction au handler, informe immédiatement l'inspection aéroportuaire et l'ATC ainsi que le manager en shift de la situation et par conséquent de l'interdiction de décollage pour le dit avion entre 23h00LT et 06h59LT.

Au besoin, l'inspection aéroportuaire monitorera ensuite avec l'ATC que tout décollage après 23h00LT jusqu'à 06h59LT soit interdit pour ce type d'avion.

D'un point de vue pratique, tout avion tombant dans cette restriction est et sera interdit de tout décollage après 23h00LT et ce jusqu'à 06h59LT.

A titre informatif,  
Cette restriction est mentionnée aux AIP.  
Une note est également ajoutée dans le Synopsis de Liège Airport.

### **4. Flux de communication**



#### **4. Contacts**

- Inspection Aéroportuaire : 04234 84 29
- Duty Manager : 04234 87 87
- APOC Manager : 0472 10 28 78



## SECTION II: ANNEXES

### ANNEX 17: SUBCONTRACTORS GUIDE

This guide provides subcontractors and any personnel unfamiliar with the airport environment with an overview of the essential rules and procedures applicable at Liege Airport. It covers airside access requirements (permanent and visitor badges for persons and vehicles), security screening procedures, accessible zones, traffic and circulation rules, alcohol and smoking prohibitions, as well as the applicable cost structure for badges and security services. Compliance with these rules is mandatory for all subcontractors operating on the airport site and is governed by national and international aviation security regulations.

#### **Legal and Regulatory Basis**

- Annex 17 of the Chicago Convention of 7 December 1944 (ICAO);
- Regulation (EU) No 300/2008 of the European Parliament and of the Council of 11 March 2008 on common rules in the field of civil aviation security;
- Commission Regulation (EU) No 2015/1998 of 5 November 2015 laying down detailed measures for implementation of common basic standards in civil aviation security;
- Royal Decree of 3 May 1991 governing civil aviation security.

#### **Definitions**

- **AIRSIDE:** secured area of the airport on the runway side, governed by specific rules, particularly regarding access.
- **LANDSIDE:** area of the airport on the city side.
- **CIVIL AVIATION SECURITY:** combination of human and material measures aimed at protecting civil aviation from acts of unlawful interference.
- **ACCESS CONTROL:** control by means of identification badges, access cards or electronically coded cards to prevent unauthorized access to the airside.
- **SECURITY CHECK:** implementation of means to prevent the introduction of prohibited items in the airside.
- **I/F:** Inspection/Filtering. Implementation of technical or other means to identify and/or detect prohibited items.
- **PROHIBITED ITEMS:** weapons, explosives, or other dangerous devices, articles or substances that could be used for an act of unlawful interference.
- **AIRPORT SUPPLIES:** all items intended to be sold, used or made available in the security-restricted areas of airports.
- **LAS:** Liege Airport Security. Subsidiary of Liege Airport responsible for implementing operational security tasks at Liège Airport.
- **SPW:** Service Public de Wallonie. Oversees operational tasks (safety and security) and is responsible for issuing permanent airport badges.
- **DGTA:** Direction Générale du Transport Aérien. National authority for safe, orderly and sustainable development of civil aviation in Belgium.
- **ANS:** National Security Authority. Responsible for granting or withdrawing security clearances and certifications.

### 1. ACCESS TO THE AIRSIDE

Access to the airside (runway side) is authorized **only to persons and vehicles requiring access for operational imperatives** and meeting the required security conditions.

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To be admitted airside, any person must hold one of the following authorizations:

- A valid boarding pass (for passengers);
- A valid crew member certificate (pilots and crew members);
- A PERMANENT BADGE** issued by the airport authority;
- A "VISITOR" BADGE, EXCEPTIONALLY**, subject to strict conditions.

## A. Permanent Badge

### i. Conditions and Procedure

1. Have an **operational need** to access the airside;
2. Complete a badge application form (double-sided) with all required personal information;
3. Have the form countersigned by an authorized person — two options:
  - The applicant belongs to a company active on site, recognized by Liège Airport, which has designated two authorized persons to countersign applications with the SPW;
  - The applicant belongs to a subcontractor of a client company on site — the request is countersigned by an authorized person from that client company;
4. Complete and sign the "**Security Opinion**" document (Law of 11 December 1998 on security classifications and clearances);
5. If applicable, complete and sign the form regarding gaps in training and/or employment periods;
6. Submit the documents with a copy of a valid identity card to the SPW (via the designated authorized person if applicable);
7. Undergo an **annual background check** by the National Security Authority (ANS):
  - Positive opinion: a badge may be issued;
  - Negative opinion: no airside access will be granted;**
8. Successfully complete (with test) a **security awareness training** with the SPW;
9. Collect the badge in person at the SPW badge office (Building 44, Liège Airport), presenting a valid ID and the training certificate.

*Procedure duration: 6 to 8 weeks*

**Cost of permanent badge: 20 EUR (indexed) + VAT (21%)**

+ mandatory deposit: 40 EUR

+ ANS background check fee: 50 EUR/year

### ii. Escort Status

A permanent badge holder does not automatically have escort status, i.e. the ability to take charge of visitors (max. 5 visitors at a time). To obtain escort status, the holder must apply and meet the following conditions:

- Hold or have held a permanent airport badge for at least one year (demonstrating sufficient knowledge of the site);
- Hold a valid permanent airport badge;
- Have successfully completed the "escort" training and passed the related exam;
- Not have been stripped of escort status.

When taking charge of visitors, the escort is fully responsible for them and must ensure compliance with all escort obligations. In case of violation, the escort will be sanctioned.

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### iii. Characteristics of the Permanent Badge

The permanent badge is:

- Personal and non-transferable;**
- Valid for a **maximum of 5 years** (may be shorter based on information provided at application);
- Limited** to give access exclusively to the authorized zones indicated on the badge;
- Automatically deactivated if **not used for 90 consecutive days**. Reactivation must be requested via the SPW (or LAS for LA/LAS/LABP subcontractors);
- Mandatory return** to the SPW or LAS (for LA subcontractors) when the holder no longer has operational need, or when the badge expires;
- Immediately reported** to the SPW badge office in case of **theft or loss**;
- Worn visibly at all times** when the holder is airside.

**ATTENTION: no new badge will be issued if a previous one has not been returned.**

## B. Visitor Badges

Regulations allow, **EXCEPTIONALLY**, persons without a permanent airport badge to access the airside temporarily.

### i. Conditions and Process

10. Have an **operational imperative** to access the airside;
11. The access must be **EXCEPTIONAL** — i.e. a necessary, unforeseeable and urgent intervention. A person performing planned long-term works or working on site daily (even for a limited period) does not qualify and must obtain a permanent badge;
12. Be taken in charge by a person holding a **permanent badge with escort clearance**, who will be fully responsible for the visitor(s). **ATTENTION: one escort may handle a maximum of 5 visitors simultaneously;**
13. Collect the badge at an appropriate access point against mandatory surrender of a **valid identity document (ID card or passport only)**.

*Procedure duration: variable depending on activity at the access point*

**Cost of visitor badge: 8 EUR/badge, charged to the visited company + VAT (21%)**

**ATTENTION: no visitor badge will be issued to a permanent badge holder.**

Note: LAS can provide escorts on request (min. 24h in advance, subject to availability, fees apply).

### ii. Characteristics of the Visitor Badge

The visitor badge is:

- Personal and non-transferable;**
- Valid for a **maximum of 24 hours**;
- Limited to access the zones authorized to its escort;

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- Mandatory return** at the access point where it was issued upon exiting the airside;
- Subject to **permanent escort** throughout the airside stay (minimum permanent visual contact);
- Worn visibly at all times** while airside;
- Limited to **7 visitor badges per year per person**, unless a permanent badge application has been submitted.

## C. Vehicle Access

To access the airside, any vehicle must present a **valid pass**.

### i. Permanent Vehicle Badge

- Have a legitimate operational necessity to access the airside;
- Complete a vehicle badge application form;
- Have the form countersigned by an authorized person (cf. person badges);
- Submit the form with a copy of the vehicle registration certificate and technical inspection to the SPW;
- Collect the badge in person at the SPW badge office, Building 44.

**Cost of permanent vehicle badge: FREE**

The permanent vehicle badge is: personal to the vehicle (must be updated upon vehicle change), valid for a maximum of 3 years, limited to authorized zones, must be affixed visibly on the vehicle, and must be returned immediately when no longer operationally required or when it expires.

### ii. Visitor Vehicle Badge

- Have an operational necessity to go exceptionally to the airside;
- Be taken in charge by a permanent badge holder with airport driving license and escort clearance;
- Collect the badge at a vehicle access point only (B.44 or B.18) against surrender of the **original vehicle registration certificate (NO copies!!)**.

**Cost of visitor vehicle badge: FREE**

## 2. ACCESSIBLE ZONES

The Liège airport site is divided into different zones, as listed on access badges:

<b>RUN</b>	RUNways — most dangerous zone, accessible only with radio contact with the control tower. Limited access: SPW, Belgocontrol, Fire Service, airport technical services, LAS.
<b>APR</b>	APR on — commonly called the "Dalle", where aircraft are parked.



<b>LAN</b>	LANdside — passenger terminal area on the city side, with controlled access.
<b>ACF</b>	AirCraFt — each aircraft represents a zone. Persons without this zone may not approach any aircraft under any circumstances.
<b>BAG</b>	BAGgage hold — part of the passenger terminal where hold baggage is screened and stored before loading.
<b>PAX</b>	PAssengers — the terminal zone through which screened passengers circulate.
<b>C</b>	Cargo — all buildings where freight is processed.
<b>NAV</b>	NAVigation — the Control Tower building.
<b>MNT</b>	MaiNTenance — aircraft maintenance buildings.
<b>OPS</b>	OPerationS — all other airport zones not defined above (crew access to terminal, admin buildings, No-Break buildings, etc.).
<b>DA</b>	Demarcated Area — zone in the south of the airport (after the de-icing area), dedicated to general and business aviation.
<b>POL</b>	Petroleum Oil Liquid — the airport petroleum park (SEVESO). Access restricted to authorized services only.

For **vehicles**, accessible zones are limited to: RUN, APR, LAN, POL, DA.

Non-compliance with zone restrictions exposes the offender to potential sanctions from the airport authority.

### 3. CONTROLS

European regulations require that all persons, transported items and vehicles be subject to checks before being authorized to access the airside. Various controls are organized by LAS, both at entry points and airside.

#### A. Access and Security Controls at Entry

- **ACCESS CONTROL:** ensures that unauthorized persons and vehicles cannot access the airside, that access is justified by operational imperatives, and that required security conditions are met.
- **SECURITY CHECK:** all persons, items or vehicles also undergo a security check (at the discretion of the security agent) to prevent the introduction of prohibited items airside.

#### i. Control of Persons and Carried Items

**Access control:** verification of access authorizations (permanent or visitor badge) — visual check by LAS agent, electronic check for permanent badges, and verification of escort presence for visitor badges.



**Security check:** inspection/filtering (I/F) — for persons: metal detection portal and/or pat-down search or explosive trace detector; for items: X-ray or other methods. **EVERY person must submit to I/F** unless an exemption has been granted by the DGTA.

## ii. Vehicle Control

**Access control:** verification of vehicle access authorization (permanent or visitor badge) — conformity/validity check and escort verification for visitor badges.

**Security check:** full vehicle search. Drivers and passengers must: exit the vehicle, open the hood and trunk, and take ALL personal effects out of the vehicle for inspection.

## iii. Special Case — Airport Supplies

- Airport supplies = all items intended to be sold, used or made available airside (tools, fuel, lubricants, spare parts, construction materials, office supplies, etc.);
- All items entering airside must be checked/filtered beforehand — this applies equally to supplies;
- Only supplies intended for use at Liège Airport are authorized to enter airside;
- Control methods are at the security agent's discretion (X-ray, visual inspection, explosive detection dogs). Some methods may incur additional costs charged to your company;
- If inspection is impossible due to the nature of the supply (e.g. inaccessible tank, sand or concrete truck): access will be refused OR an escort by a security agent can be arranged (minimum 24h advance request);
- Control time can significantly impact your operations — factor this into your planning.

## B. Ongoing Airside Controls

**At any time** airside, persons or vehicles may be subject to control by a LAS security agent or the airport authority (SPW). Controls may cover: badge validity, zone compliance, visible badge wearing, and effective escort presence with visitors.

## C. Sanctions in Case of Violations

The following will be reported to the airport authority (SPW) and, where applicable, to the competent federal authorities (DGTA, Federal Police):

- Refusal to submit to a control;
- A security rules violation;
- Any word or behaviour endangering the integrity of security personnel, airport staff safety, or Liège Airport infrastructure.

The airport authority may impose sanctions ranging from a **simple warning** to **permanent withdrawal of the airport badge** and prohibition of access to Liège Airport.

## 4. CIRCULATION ON SITE

The movement of pedestrians and vehicles airside is governed by the **road traffic regulations for the airside**, issued by the SPW.



## A. Airport Driving License

Any person required to drive a vehicle airside for operational reasons must obtain an **airport driving license** from the SPW (validity: 2 years for MAN — 5 years for TRA), by passing a written exam on the applicable traffic regulations.

- **TRA (Traffic Area)** = apron + service roads;
- **MAN (Manoeuvring Area)** = runways and surface aircraft movement areas. Requires an additional specific training and exam with Liege Airport.

## B. High-Visibility Vest

Except for passengers, any person moving or working airside (outside buildings) must wear **reflective and/or fluorescent clothing** as required by the well-being at work code (EN471 standard; Annex II of the Royal Decree of 07 August 1995).

## C. Alcohol / Drugs – Zero Tolerance

It is **PROHIBITED** to access the airside under the influence of **alcoholic beverages, narcotics**, sedatives, hallucinogens or other substances affecting the ability to drive or endangering other airport users.

The rate of 0 grams of alcohol per litre applies airside at all times.  
It is prohibited to enter airside in possession of alcoholic beverages or narcotics (unless specifically authorized).

## D. No Smoking

Except in specifically designated areas, **smoking is strictly prohibited airside**, including inside vehicles and rolling equipment.

## E. Vehicle Identification Requirements

All vehicles and rolling equipment operating airside must always be **clearly identifiable at a distance**. Requirements:

- A **company identification code** (letters/figures at least 20 cm high, identical for all vehicles of the same company), applied permanently in a clearly visible location;
- **Flashing lights (gyrophares)** or hazard lights;
- A **valid airport badge** (permanent or visitor, valid 24h), displayed visibly at windshield level.

## 5. SUMMARY OF COSTS

Item	Cost
Background check by ANS (linked to any permanent person badge application)	50 EUR/year
Permanent badge — person (SPW)	20 EUR + 40 EUR deposit
Permanent badge — vehicle (SPW)	Free

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Item	Cost
Visitor badge — person (LAS)	8 EUR/badge
Visitor badge — vehicle	Free
<b>LAS: Management of permanent person badge application (new or renewal)</b>	
5-year badge management	365 EUR
Badge returned after 1 year	-240 EUR
Badge returned after 2 years	-190 EUR
Badge returned after 3 years	-140 EUR
Badge returned after 4 years	-90 EUR
Badge not collected / not issued / negative ANS opinion	100 EUR
Permanent badge not returned	50 EUR
<b>LAS: Management of permanent vehicle badge application (new or renewal)</b>	
Vehicle badge (SPW)	Free
Administrative management	50 EUR
<b>LAS security services on request (min. 24h advance)</b>	
Person escort (1 agent per 5 visitors)	53.13 EUR/h* (min. 3h)
Security service (supply control/escort, landside-airside surveillance, etc.)	56.68 EUR/h* (min. 3h)
Dog handler service	136.83 EUR/h*

\* Rates applicable as of 1 January 2023 and subject to indexation.

## 6. CONTACTS

For any additional questions, please contact:

### **Liege Airport Security (LAS)**

Aéroport de Liège — Bâtiment 50 (offices at B44)  
 4460 GRACE HOLLOGNE  
 Tel. 04/225 50 21 — 04/225.50.22  
 info@liegeairportsecurity.com

### **Service Public de Wallonie (SPW) — Badge Service**

Aéroport de Liège — Bâtiment 44  
 4460 GRACE HOLLOGNE  
 Tel. 04/234.84.22  
 badges-ebg@spw.wallonie.be

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