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C2.5 Regulations on <u>Traffic</u> Data

Effective: 2/8/2021

Originator: <u>AVN-AB3</u>, +49 69 690 71769

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Frankfurt Airport Services Worldwide

C2 Ground handling, flight operations and terminal management

C2.5 Regulations on <u>Traffic</u> Data

Version

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1. Foreword

The top priority of Flight Operations Management is to ensure safe, efficient and customer-oriented operations in all areas of flight operations at Frankfurt Airport as required according to Paragraph §45 of German Aviation Law (LuftVZO).

In addition to monitoring and management of regular airside operations and flight operations facilities, this also includes procedural management and enhancement of Airport- CDM as well as planning and coordination of all airside resources (areas, positions) of the airport.

According to the Airport User Regulations (FBO), the information and communication technology forms part of the central airport infrastructure and is fundamental to maintaining orderly and efficient airport operations and passenger guidance. For this reason anyone operating or ground servicing aircraft -/-/- at Frankfurt Airport, is required to use the information and communication technology available.

The central information infrastructure includes all facilities and systems for <u>collecting</u>, processing and <u>distributing</u> flight schedule planning, flight status and passenger and load data as well as the disposition of airport resources, including the management of airport operations, passenger guidance and information for the travelling public and persons accompanying them.

Flight schedule planning- and operational flight data in addition to all other data necessary for the management of traffic, ground handling, invoicing <u>and official aviation statistics</u> are <u>stored</u> in the central database of the airport operator and updated in compliance with telecommunications confidentiality.

1.1 Objective

The objective of this guideline is to ensure that the -/-/- traffic data required for the management of airport and ground handling operations is obtained promptly from the airlines and/or the agencies (or service providers) representing them in the appropriate format as per the stipulated procedures, and that changes are communicated immediately.

It must be kept in mind that passenger and load data required for the efficient allocation of passenger gates and for ensuring efficient ground handling must be supplied to the relevant Fraport Ground Services Department (BVD). The data shall furthermore be evaluated and transmitted to the German Federal Office of Statistics in a timely manner. In this context the data shall also be transmitted to the department for market research and aviation statistics.

The detailed information described here regarding data delivery, flight operations processes and procedures supplements the available information published in the AIP <u>Germany</u>.

1.2 Scope

This guideline is without regulator authorization but is mandatory for all employees, customers and users of Frankfurt Airport.

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1.3 Validity

The Resort Executive Board Member has approved this document with effect as of February 8, 2019.

It replaces the previous guideline C2.5 Regulations on Handling Flight Operations Data version 3.0 dated March 26, 2015. The marked amendments relate to the content in the preceding version 3.0 dated March 26, 2015.

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2. Traffic Data

2.1 Delivery of Flight Schedule <u>Planning</u> and Flight Operations Data by the Airlines to Fraport AG

The timely delivery and use of flight schedule <u>planning and</u> flight <u>operation</u> data -/-/- is essential for the orderly management of airport operations and the coordination of limited airport resources. <u>Flight operation data are flight status</u>, <u>passenger and load data</u>. <u>Flight schedule planning data are considered to be all information available relating to aircraft movements</u>.

Resulting from the use of the airport and the associated contractual agreements airlines are responsible for directly and promptly providing Fraport AG as airport operator with all data necessary for proper operational planning and handling of flights servicing Frankfurt Airport.

As the Airport Operator, in fulfilling the requirements laid down by section 45 LuftVZO and the FBO for Frankfurt Airport Section II Chapter 2.1.3 from June 13, 2013, Fraport considers the direct delivery of flight schedule <u>planning</u> and <u>flight operation data</u> -/-/- as indispensable for maintaining orderly airport operations in accordance with <u>laid down</u> regulations and guidelines.

Due to the importance of the timely availability of data necessary for orderly operations Fraport reserves the right to rectify any disruptions to operations and/or resulting costs, particularly financial costs, and to claim these costs from the party causing the disruptions and/or economic costs.

Fraport AG is entitled to evaluate the available traffic data received for the purpose of analyzing and optimizing airport operations. <u>This information – especially information concerning passenger data – is treated confidentially by Fraport.</u>

Note:

The airlines <u>responsibility</u> to report certain data to various government agencies does not affect the existing legal relationship <u>between</u> airlines <u>and</u> Fraport <u>AG</u>. -/-/-

2.1.1 Delivery of Flight Schedule Planning Data

Flight schedule <u>planning data are</u> considered to be all information available relating to aircraft movements affecting Frankfurt Airport that is long-, medium- or short-term flight schedule <u>planning</u> information. The flight schedule <u>planning</u> data <u>provided</u> to Fraport <u>AG</u> shall include flight schedule <u>planning</u> times coordinated with the flight scheduling coordinator of the Federal Republic of Germany. In the event of missing or divergent announcements Fraport <u>AG</u> reserves the right to use the coordinated flight schedule <u>planning</u> information of its own accord and use this information for scheduling purposes and passenger information.

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The received flight plan data is used and published as follows:

- the seasonal flight schedules -/-/-
- the daily operations plan and
- flight information systems (including Fraport information media such as the Fraport website, the FRA app, the information kiosk and flight information boards).

Flight plan information shall be sent to the -/-/- Fraport Airside Coordination and Data Center (hereafter referred to as ACDC). -/-/- The flight planning office within the ACDC distributes the data. In order to guarantee orderly and optimized operations the ACDC requires seasonal flight plans as early as possible. This is in the interest of every stakeholder of the procedure including airlines.

The data have to be transmitted latest two weeks after the slot return date. <u>Coordination</u> of flight schedules with the Flight Scheduling Coordinator of the Federal Republic of Germany does not replace the requirement to report flight plan information to Fraport. <u>Updates are permitted and shall be transmitted immediately</u>. A transmission routine (e.g. on a weekly basis) can be established <u>any time</u>.

Flight schedule <u>planning</u> information available to the airlines on the actual day of operations or <u>flight schedule planning information concerning days +1 and +2</u> shall be transmitted as soon as possible to the Fraport -/-/- ACDC.

2.1.1.1 Delivered Content of Flight Plan Data

The delivered flight schedule <u>planning</u> data to the Fraport -/-/- <u>ACDC</u> is differentiated as follows:

- Delivery of new flight schedule planning data
- Changes to data already delivered and
- Cancellation of flight schedule planning information.

Newly delivered flight <u>planning data</u> shall <u>at least</u> contain the following <u>basic</u> <u>information</u>:

- Flight number
- Aircraft type (ICAO code)
- Routing (with information about stations to be displayed by multiple-sector flights)
- Type of flight handling
- Times (in case of scheduled flights the arrival and departure times of each station)
- Day of flights and time period of operation -/-/-
- if applicable Codeshare-Information

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Furthermore, the following information is required:

- Invoice recipient and method of payment
- Handling agent (operations, passenger handling, <u>ramp handling</u>, aircraft maintenance, cargo handling and <u>airmail</u>) <u>including</u>
- specific contact persons (company/department/office/address/e-mail/telephone)
- information on A-CDM topics, especially naming the
- TOBT responsible person (company/department/office/address/e-mail/telephone)
- MTTT minimum turn-around time for every type of aircraft
- ATC call sign (unless it matches the flight number)

Important:

Clearly state whether used times are UTC or LT.

2.1.1.2 Flight Schedule <u>Planning</u> Data Form and Channel of Transmission

Generally, flight schedule <u>planning</u> data should be <u>provided electronically by</u> e-mail.

-/-/- To ensure fast processing and to avoid errors, the basic information listed under 2.1.1.1 must be sent as an e-mail attachment in SSIM file format according to IATA standard Chapter 7. However, time-critical data (e.g. on the day of operation) may also be provided via telephone -/-/-/- followed by a written confirmation by an airline representative.

Channel of Transmission for Flight Schedule Planning Data Department ACDC and Scheduling Office of Fraport AG		
SITA address	FRAA7FX or	
	FRANC7X	
Fax	069 690-56701	
	for data concerning the day of operation or days +1 and +2	
E-Mail	Scheduling Office: flightschedule@fraport.de for seasonal data	
	ACDC: acdc@fraport.de	
	for data concerning the day of operation or days +1 and +2	
Telephone	069 690-77969	
	069 690-71740 <u>or</u> -71741	
	for data concerning the day of operation or days +1 and +2	

-/-/-/-

2.1.2 Delivery of Flight Operations Data

Flight operations data is defined as all available preflight information related to actual flight operations to and from Frankfurt.

Flight operations data consists of flight status, passenger and load data. Flight status data includes status announcements (e. g. begin of boarding), MVT messages, ASM messages or SSM messages and the target off-block time (TOBT) as a forecast for "aircraft ready." Passenger and load data includes for example CPM, FFM-, LDM, PTM, PRL (Inbound/Outbound)-, ALI, LPM and BKM messages as well as outbound mail and cargo load messages and the loading order of ULDs.

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Flight operations data must be communicated to Fraport <u>AG</u> by airlines as soon as possible. Data for arriving flights should be supplied no later than 60 minutes before landing in order to allow involved handling agents to receive all relevant data in a timely manner.

Flight status data must be sent to the Fraport ACDC. Passenger and load data is sent to the infrastructure department of Ground Services <u>as well as the department for market research and aviation statistics</u> at Fraport AG regardless of whether the flight is <u>being</u> handled <u>by</u> the airline itself, by Fraport or by a third party (see also Form and Manner of Transmission of Flight Operations Data).

2.1.2.1 Contents of Flight Operations Data

When sending flight operations data, the following should be included:

- Details of the actual aircraft and the current flight status (arrival and departure)
- Details of the load carried on the flight (arrival and departure).

Details of the actual aircraft and the current flight status should include:

- Registration of aircraft
- Reroutings
- Diversion to alternate airport and other additional details (e. g. PAX Dispo)
- Early arrival

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- Delayed arrival
- Reasons for delay (delay codes and minutes of delay)
- Cancellations
- Reasons for cancellations

Additionally, a list containing an overview of all used delay codes shall be transmitted to the performance and quality management (DC_FRA@fraport.de). Changes to this list shall be communicated accordingly.

Important note:

For technical reasons, it is presently only possible to process one airline with one flight number per day for each flight. Utilization of double or secondary flight numbers is not possible.

For planning reasons, information about the load carried on the respective flight should be broken down as follows if at all possible:

- Total quantity on board
- Unloading for FRA
- Transfer/transit load and
- Onload at FRA.

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The following data is then to be sent:

- number of passengers
 - terminating
 - inbound connecting including airport of origin
 - transit
 - outbound connecting including airport of destination
 - joining passengers
- baggage (BULK) by quantity and/or weight as well as PAX category
- cargo (BULK) by weight and special cargo
- mail (BULK) by weight
- baggage containers, LD, by amount, loading position and type code
- cargo containers, LD or MD, by amount, loading position and type code
- mail containers, LD or MD, by amount, loading position and type code
- empty containers, LD or MD, by amount, loading position and type code
- baggage pallets, LD, by amount, loading position and type code
- cargo pallets, LD or MD, by amount, loading position and type code
- mail pallets, LD or MD, by amount, loading position and type code
- empty pallets, LD or MD, by amount, loading position and type code
- special loads in IATA code

Any other loading details that are considered relevant can be added to the list above as required. In each case, this requires coordination between the handling agent, the Infrastructure department of Ground Services and the airline.

To ensure appropriate provision of handling agents and equipment as well as prompt commencement of ground handling, the passenger and load data should be transmitted as early as possible:

For inbound <u>usually</u> departing from the preceding airport, at least 60 minutes before arrival.

For outbound flights, depending on the aircraft type:

- Wide body: -/-/No later than 180 minutes before departure, A380: no later than 240 minutes before departure
- Narrow body: -/-/No later than 90 minutes before departure.

For outbound flights estimates can be transmitted and the final data sent later in order to stay within the given timeframes.

2.1.2.2 Form and Manner of Transmission of Flight Operations Data

While there is no prescribed format for the transmission of flight operations data, the information should generally be transmitted via telex (preferably SITA), as the utilization of the existing telex network guarantees an almost uninterrupted flow of timely information and

- An additional advantage of forwarding a standardized IATA message via SITA is the automatic transmission of messages
- The risk of telephone misunderstandings is eliminated
- The amount telephone traffic is considerably reduced.

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Transmission of Flight Status Data:

The Fraport-ACDC is connected to the SITA network. This allows the transmission of the current flight status data already from preceding airports. At the airport of departure, the SITA address FRAAF7X is added additionally to the messages (e. g. MVT), which are destined for the respective LVG station at Frankfurt Airport.

The transmission to the <u>ACDC</u> takes place automatically, enabling it to receive the respective message at the same time as the local airline station.

Transmission of F Department ACDO	
SITA address	FRAA7FX or
	FRANC7X
Fax	069 690-56701
E-Mail	acdc@fraport.de
Telephone	069 690-71740 oder -71741 (Supervisor)

The transmission by fax should only be used for sending flight operations data when transmission via the SITA Network is not possible.
-/-/-

Transmission of Passenger and Load Data:

Being connected to the SITA network also makes it possible for the Infrastructure department of Ground Services at Fraport AG to obtain current passenger and loading data from preceding airports by additionally inserting the address FRAIGXH in the messages intended for the respective airline station at Frankfurt Airport (e.g. LDM, CPM). Transmission to Ground Services at Fraport AG takes place automatically, enabling reception of the respective message at the same time as the local airline station.

Transmission of Passenger and Load Data Ground Servicing Department of Fraport AG		
SITA address	FRAIGXH	
Fax	069 690-59568	
E-Mail	FAX-BVD-IG2-Ladedaten@fraport,	
	ZGE-INFO1@Fraport.de or	
	ZGE-INFO2@Fraport.de	
Telephone	069 690- <u>32112</u> oder -32113 (Load Data Processing)	

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Transmission of Passenger and Load Data Fraport AG department for market research and aviation statistics		
SITA adresses	FRASRXH FRAKHXH FRALHXH FRAAHXH FRALAXH FRAFIXH	
Fax	<u>069 690-495 71515</u>	
E-Mail	FRASRXH@fraport.mconnect.aero FRAKHXH@fraport.mconnect.aero FRALHXH@fraport.mconnect.aero FRAAHXH@fraport.mconnect.aero FRALAXH@fraport.mconnect.aero FRAFIXH@fraport.mconnect.aero	
<u>Telephone</u>	<u>069 690-71515</u>	

Fax, e-mail and telephone should only be used for sending passenger and load data when transmission via SITA is not possible.

2.1.2.3 Specification of Obligation for Reporting Baggage Data

Supplementary information concerning baggage data details is required in addition to afore mentioned flight operations data.

Reporting Obligations of Airlines for Inbound Flights

Baggage sorting at Frankfurt Airport <u>is carried out by</u> a fully automated and IT-based bin-conveyor system with automated encoder stations for the input of in-bound transfer baggage.

To ensure smooth operating of the baggage conveyor system as well as the fastest possible control of the baggage flow, inbound airlines are obliged to deliver a Baggage Transfer Message (BTM) according to IATA definition IATA RP 1745 on time. In case of a through-check-in-agreement between the inbound and outbound airlines, the through-check-in partner needs to deliver a Baggage Source Message (BSM). If this BSM is available on time, delivery of a BTM by the inbound carrier is not necessary.

On-time-delivery of the data is 15 minutes before STA to the SITA address FRABRXH as teletype B. Furthermore, the airline has to ensure that baggage tags comply with IATA standard (IATA RS 740) and are of the quality required for the automation process.

Reporting Obligations of Airlines for Outbound Flights

Baggage sorting at Frankfurt Airport <u>is carried out by</u> a fully automated and IT-based bin-conveyor system. As a precursor to the multi-stage baggage control facility, the bin-conveyor system is partially connected with scanner gates positioned after the check-in station in order to automatically record the baggage ID codes.

To ensure smooth operating of the baggage conveyor system as well as the fastest possible control of the baggage flow, outbound airlines are obliged to deliver a Baggage Source Message (BSM) according to IATA definition IATA RP 1745 on

The data is delivered on time if the data has arrived before the baggage is transferred to the baggage conveyor system to the SITA address FRABRXH as teletype

Furthermore, the airline has to ensure that baggage tags used comply with IATA standard (IATA RS 740) and are of the quality required for the automation process.

3. Airport Collaborative Decision Making (A-CDM)

3.1 Flight Operations Data of the Turn-round Process in the Context of the Airport CDM Procedure (A-CDM)

The Airport-CDM procedure manages the turn-round process at Frankfurt Airport for all flights in accordance with Instrument Flight Rules (IFR) and must be applied as published in the Aeronautical Information Publication (AIP Germany), -/-/-AD2-EDDF AD 2.20 "Local Traffic Regulations" as well as the applicable version of the brief description of the A-CDM procedure.

Consequently, all airlines are required to provide the information needed to perform the procedure (flight plan data and flight operations data) in a timely manner:

- Target off-block time (TOBT) as an input parameter for sequencing of departures
- Minimum turn-round time (MTTT) for calculating and verification of a plausible TOBT
- Actual start boarding time (ASBT) for monitoring the progress of the procedure (see -/-/- C2.3 Terminal Regulations, item 8.1.3 Begin Boarding)

3.1.1 Target Off-Block Time (TOBT)

The TOBT is a monitored time at which all ground handling must be complete and is to be updated by the airline/handling agent. This includes shutting the aircraft doors and removing the jet bridges from the aircraft. After this, startup clearance can be received and push-back/taxi clearance can be issued.

The TOBT is the orientation time for all handling processes except push-back and remote aircraft deicing. It is used as the best available time for coordination purposes.

- TOBT = forecast of "aircraft ready"

3.1.1.1 **Automatically Generated TOBT**

In the arrival phase (ELDT -10min -/-/-), a TOBT is automatically generated for the planned outbound flight.

The earliest time for TOBT generation is the estimated off-block time (EOBT) minus 90 minutes.

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The factors for generating the TOBT are the minimum turn-round time (MTTT) and is a programmed application parameter depending on the airline, aircraft type and destination airport.

Important interdependent factors for the initial automatic generation of a TOBT are:

- TOBT = EOBT if: EIBT + MTTT ≤ EOBT - TOBT = EIBT + MTTT if: EIBT + MTTT > EOBT

- for flights with CTOT only if: TOBT + EXOT is before or within the

slot tolerance window (generally CTOT -5

and +10 minutes)

The TOBT responsible person can use this TOBT or adjust it manually (see TOBT Reporting Channels).

If the TOBT -/-/- is not generated automatically it must be entered by the TOBT responsible person. If a manually set TOBT is available it is retained and will not be overwritten by an automatically generated TOBT.

There is no distinction between a direct rotation and flights with a longer turn-round time that eventually will be towed to a position.

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3.1.2 Person Responsible for the TOBT

The airlines must ensure that:

- TOBT responsibility is defined and kept current in accordance with 2.1.1.1
- communication with the relevant airline OCC (ATC FPL/EOBT officers) is ensured
- internal procedures are coordinated.

The TOBT responsible person (usually the handling agent), the airline (for flights with no handling agents) or the pilots (for general aviation flights with no handling agents) is responsible for accuracy of and adherence to the TOBT.

An incorrect TOBT can be detrimental to further sequencing and CTOT allocation for regulated flights. It is advisable to make any necessary adjustments to the TOBT as early as possible.

3.1.3 **TOBT Input and Adjustments**

The following must be taken into account when entering or adjusting the TOBT:

- The TOBT cannot be entered any earlier than EOBT -90 minutes
- The TOBT can be adjusted any number of times prior to issue of the TSAT
- After the TSAT has been issued, the TOBT can be corrected no more than three times.

-/-/-/-

- Entry of a TOBT is no longer possible after startup clearance has been obtained and the status "startup given" (SUG) has been set. Only after deletion of the status "startup given", a new TOBT can be set.

As the TOBT also controls other processes, adjustments to the TOBT (including arrivals more than 5 minutes early) must be entered by the TOBT officer.

3.1.4 **Deviations between TOBT and EOBT**

The TOBT should not be more than 10 minutes before the EOBT. The TOBT time being earlier than the EOBT should remain the exception.

If the TOBT deviates from the EOBT of the ATC flight plan by more than 15 minutes the airline must generate an additional delay message (DLA, CHG). This time (EOBT) should be the same as the last TOBT value and be entered in consultation with the TOBT responsible person. As a rule, it is advisable that the EOBT and TOBT are equal to each other.

3.1.5 **TOBT Deletion**

When deleting a TOBT, the A-CDM process for the respective flight is interrupted and is automatically given the status "standby."

The TOBT must be deleted in the following cases:

- The TOBT is unknown (e.g. technical problems with the aircraft). Note: If a new TOBT is known and the process interruption is to be revised, a new TOBT must be entered by the TOBT responsible person.
- The permitted number of TOBT entries (3x) after TSAT generation is exceeded and a new TOBT should be entered.

3.1.6 Data Exchange (Departure Planning Information) with NMOC (Network Manager Operations Center)

After an updated TOBT has been entered, sending of a new DPI is triggered, in accordance with the flight status.

Example of a target DPI with status "target":

- TITLE DPI
- DPISTATUS TARGET
- ARCID DLH3354
- ADEP EDDF
- ADES LTBA
- EOBT 1825
- EOBD 090105
- TOBT 1825
- TAXITIME 0019
- TTOT 1844
- SID NOMBO4S
- ARCTYP A320
- REG DAIPU
- ORGN EDDFYDYE

3.1.7 TOBT in the Event of an Aircraft Change

In the event of an aircraft change, the TOBT is retained for the active flight event. If the aircraft change also involves a simultaneous delay, the TOBT must be adjusted by the TOBT responsible person.

3.1.8 TOBT Reporting Channels

The following reporting channels are available for entry and transmission of the TOBT:

- Dialog CSA tool (local or remote)
- Internal system of the airline/handling agent (via interface)
- To <u>aircraft stands</u> with A-VDGS (Advanced Visual Docking Guidance System) on the display board of the A-VDGS
- Fraport ACDC: +49 69 690-71740

The following reporting channels are available in GAT for entry and transmission of the TOBT for general aviation flights:

Fraport Executive Aviation Services tel.: +49 69 690-71718/71719 -/-/-

Information and documents relating to the individual A-CDM data codes can be viewed on the following website: www.cdm.frankfurt-airport.com. A list and description of all abbreviations used in the A-CDM process is also available here.

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4. Use of Traffic Data and User Interfaces

All persons concerned with aircraft handling at Frankfurt Airport shall prove that they have taken suitable measures to safeguard the immediate and timely handling of landed aircraft, i.e., within the minimum ground time agreed to with the airlines.

In order to support timely ground handling, Fraport AG offers traffic data and relevant facilities and services of the airport operator which may be used by all airport users.

4.1 Use of Traffic Data

Current traffic data is made available to the users on payment of a charge in a prepared format for the planning and coordination of equipment and personnel, on condition that such data is used only for handling activities within the particular sphere of competence of the subscriber (client-specific).

The transfer of data is governed by individual contractual agreement between the user and the airport operator.

Confidential data in the airport operator's central database that is for the sole use of airlines doing their own handling or their agents shall not be transmitted to third-party systems. The conditions of the German Federal Data Protection Act (BDSG) apply.

4.2 User Interfaces

<u>Usage</u> of private systems is permitted for the internal management of personnel and equipment, and these systems may be connected to the airport operator's central systems after authorization has been given.

In order to maintain smooth operations, the interfaces shall conform to the guidelines stipulated by the airport operator and are subject to the airport operator's inspection and approval. The user shall bear all costs incurred by the airport operator.

If the airport users control systems are connected to those of the airport operator via an interface, then the data received by the contract partner from the airport operator shall not be transmitted to third parties, subsidiaries or associated companies of said contract partner without the express athorization of the airport operator. In this respect, individual agreements must be made with the airport operator.

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5. Information and Communication

5.1 Automatically transmitted Terminal Information Service (ATIS)

The automatic broadcasting of landing and takeoff information (Automatic Terminal Information Service - ATIS) by DFS (German Air Navigation Services) is also available via the Fraport in-house telephone system.

This service (ATIS Frankfurt) may be called by dialing 1163 or 1164.

5.2 Fraport Company Radio and Telephone Calls

The Fraport company radio system is used for communication between persons involved with airport operations. Radio communication is subject to set defined rules. Compliance with radio discipline is essential for orderly radio communications.

Radio communication via the company radio system at Frankfurt Airport is explained in the "Fraport Company Radio Guidelines." The applicable procedures, phraseology and expressions are described and there is an overview of the technical and legal principles of radio communication.

The necessary radio skills are conveyed in the context of maneuvering area driver's license training at the Fraport AG <u>driver training</u>. The relevant documents relating to Fraport's rules for land mobile radio are available from the Airside Operations Department or Fraport AGs driver training.

5.3 Recording of Telephone Calls

In addition to radio communication, all telephone communication of <u>Fraport Apron Control</u> (FRA Vorfeldkontrolle GmbH (FRAVG)) <u>and the Airside Coordination and Data Center (ACDC)</u> is digitally recorded. With this voice recording, Fraport <u>AG</u> follows the pertinent recommendations laid down by the German aeronautical authorities and the regulations of ICAO Annex 10, "Aeronautical Telecommunications, <u>Volume II</u>" for maintaining appropriate aeronautical telecommunications documentation.

These aeronautical telecommunication recordings may only <u>be</u> accessed for the purpose of securing evidence for an officially ordered investigation. Therefore the recordings are not available for reconstructing regular operational occurrences. In addition to the direct line and intercom systems, the following direct telephone lines of the Fraport in-house telephone system are connected to the voice recording system at <u>Fraport Apron Control</u> (FRA Vorfeldkontrolle GmbH (FRAVG)) <u>and</u> the Airside Coordination and Data Center (ACDC). -/-/-

Workstation	Telephone No.
Position and Gate Allocation	70306 / 70307 / 70308 / 70309 / 16765
Shift Supervisor FRAVG/VK (Apron Center)	71712
FRAVG/VK Ost (Apron East)	61116
Winter Services Coordinator	50071

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5.4 Fraport Flight Information System FDTplus

The Fraport flight information system FDTplus contains air traffic information. Preparation and input of the data is carried out primarily by the ACDC. The ACDC is responsible for all questions related to the operations of the information system.

The system was developed to provide extensive information for all parties concerned with the running of air traffic. However, the system can only fulfill this task if:

- all necessary data is completely supplied on time -/-/-
- all parties concerned make intensive use of the system and
- the correctness of the data is verified by its originators.

In exchange for a fee, the FDTplus system is made available to users as a webbased application or as a standalone solution (PC, monitor and mouse). The data in FDTplus is updated at least every 30 seconds.

5.5 **CSA Tool**

The Common Situational Awareness Tool is a web-based application that gives users read or write access to flight data. The flight data contains general information on aircraft movements as well as time stamps, which play an important role in the A-CDM process. The TOBT responsible person with writing authorization has the opportunity to adjust the TOBT data here.

It is possible to obtain further information and log in via the A-CDM homepage.

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6. **Appendix**

6.1 Brief Description of the In-house Flight Information System FDTplus

Range of Information

FDTplus users receive flight information and additional information from the format groups

- Information
- Operations
- TMO-INBOUND
- REMARKS (additional details).

The flight information in the FDTplus formats is split between the following individual documents:

 8 scroll formats AR 	RRIVALS	Key 1
- 8 scroll formats DE	PARTURES	Key 2
- 15 scroll formats O	PS-INBOUND	Key 3
- 15 scroll formats O	PS-OUTBOUND	Key 4
- 2 scroll formats TN	MO-INBOUND	Key 26

For the "REMARKS" documents, one document group each is provided for RE-MARKS 1 and REMARKS 2 (keys 7 and 8). Up to 25 different screen contents can be called up here using the scroll function. The keyboard layout corresponds to the web application.

At peak times, the range of information ensures a projection of arrivals and departures for Frankfurt Airport for at least the next two hours. Information on arrivals is displayed for a further 65 minutes. Departure information is deleted 10 minutes after an aircraft has departed.

Times

All times in the Fraport information system are shown in CET/CEST.

6.1.1 Description of Individual Format Groups in FDTplus

Format Group "ARRIVALS (INFO)"

- Flight number (incoming):	FLIGHT
- Route to Frankfurt:	FROM/VIA

(Airport of departure and last stopover)

(Airport of departure and last stopover)	
- Scheduled in-block time:	SIBT
- Estimated landing time:	ELDT
- Assigned parking position:	POS
- Terminal:	TML
- Check-in hall:	HAL
- Allocated baggage belts:	BELT
- Exit:	EXIT
- Text information concerning the respective flights:	REMAR

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REMARKS

printed document is not subject to an updating service -

1 - 6A

11 - 16 B1

17 - 22 B2

31 - 38 C

41 - 46 D

51 - 56 E

Format Group "DEPARTURES (INFO)"

- Flight number (outbound): **FLIGHT** - Route from Frankfurt: TO/VIA

(Destination and next stopover)

- Scheduled off-block time: **SOBT** - Estimated time of departure: **ETD** - Terminal: **TML** - Check-in hall: HAL - Check-in counter number: **CHECKIN** - Gate: **GATE**

(After BGT: area and gate number, before BGT: area only)

- Text information concerning the respective flights: **REMARKS** - Light signal (flashing) at beginning of line: Attention

(automatically 30, 45 and 60 minutes before ETD)

Only passenger flights are shown in the "INFO" format groups.

The check-in hall in which the respective airline's handling is concentrated is entered under "HAL." Accordingly, the service counters used in this hall are entered under "CHECKIN." A display of counters in more than one hall is not possible.

Format Group "Operations-Inbound" (OPS - INBOUND)

- Flight number (incoming): FLT NR - Flight function: No heading

(See section 6.1.2.2)

- Type of flight handling: FAA

(See section 6.1.2.3)

- Callsign: **CALLSIGN**

- Aircraft registration: REG

(Color inversion if changed)

TYPE - Aircraft type: - Last airport of departure before Frankfurt: FRM (from)

- Flight identifier: FKZ

(See section 6.1.2.4)

- Scheduled in-block time: SIBT - Estimated landing time: **ELDT** - Position: POS

(Color inversion if changed)

- Actual landing time: **ALDT** - Expected in-block time: **EIBT** - Actual in-block time: **AIBT**

- Light signal (flashing) at beginning of line: Final approach

(deleted on landing) TMO (ten minutes out)

- Light signal (flashing) at end of line: Landing (ALDT)

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Format Group "Operations-Outbound" (OPS – OUTBOUND)

Flight number (outbound):Flight function:FLT NRNo heading

(See section 6.1.2.2)

- Type of flight handling: FAA

(See section 6.1.2.3)

<u>- Callsign:</u> <u>CALLSIGN</u>

- Aircraft registration: REG

(Color inversion if changed)

- Aircraft type: TYPE

- First destination airport after Frankfurt: TO- Flight identifier: FKZ

(See section 6.1.2.4)

- Scheduled off-block time: SOBT

- Expected end of handling * TOBT

Estimated time of departure:
 Target startup approval time
 Planned gate
 ETD
 TSAT
 GATE

(in conjunction with light signal BGT: allocated gate)

- Position: POS

(Color inversion if changed)

- Actual off-block time- Actual take-off time:ATOT

(Value in minutes)

- Light signal " " (inverted cross)

at beginning of line: Start of gate handling

(Extinguished by the light signal (BGT) "Caution")

- Light signal " " (flashing) at beginning of line: Caution

(automatically 30, 45 and 60 minutes before ETD)

+

* Display of "STBY" there is no target time TOBT/TSAT (e.g. when FFU=I)

- Light signal " " (flashing) at end of line: End of handling at counter

(Extinguished by the light signal (ESC)

"End of gate handling")

- Light signal " " (inverted cross)

at end of line: End of gate handling

(EGT)

The planned gate waiting areas are displayed 2 hours before STD or ETD but must be regarded as provisional planning data until the allocation (BGT) is shown.

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Format "TMO - INBOUND"

- Flight number (incoming):- Type of flight handling:FAA

(See section 6.1.2.3)

- Radio call sign CALLSIGN

- Aircraft registration: **REG TYPE** - Aircraft type: - Allocated runway: **RWY** - Taxiway of runway: **TWY** - Position: POS - Flight identifier FKZ - Estimated landing time: **ELDT** - Actual landing time: **ALDT**

- ATC call sign

In "TMO-INBOUND" format, only flights during final approach are displayed in sequence according to the estimated time of arrival. The flight display is deleted when there is an AIBT.

Format "REMARKS 1"

This format includes

- Usage restrictions and indications of operating conditions of the airport (e.g. NOTAMs of the flight operator, details of current operational weather conditions
 CAT I/II/III)
- Weather warnings (e. g. wind warnings, weather forecast for Winter Services, de-icing phase)

Format "REMARKS 2"

This format contains cancellations – details of operational restrictions (e.g. missing jet bridges)

RUNWAY IN USE/Operation Category (CAT)

In each first format of the format group operations-arrivals and operations-departures, the correct runway direction to be used for take-offs and landings is shown in the top left-hand corner of the screen.

If the weather situation demands it, this is extended to include information about air traffic operations under weather categories 2 or 3 (insertion of "CAT II" or "CAT III").

Updating the Information

The information is constantly updated. Communicated changes or additions are displayed immediately after being received by the Fraport ACDC.

6.1.2 Explanations Regarding Data Groups

6.1.2.1 Indication of Delayed Flights

Color inversion of the flight number indicates flights that have been delayed from the previous day or are two or more days late. In addition, "Delayed" is displayed under "Remarks" on a rotating basis, and the original flight date is displayed.

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6.1.2.2 Abbreviations in the "FFU Column" (Flight Function)

A - Supplementary flight or resumption

B - Transport of passengers to a bus stop

C - Transport of passengers to bus stop C

D - Diversion (unforeseen diversion landing ahead of Frankfurt)

E - <u>Transport of passengers, for which an immigration inspection by</u>

border police is required, to bus stop E

-/-/-/-

H - Remote holding

I - Indefinite delay (causes the display "DELAYED" in the system In-

foplus in the format "INFO")

K - <u>Transport of passengers, for which a special customs inspection is</u>

required, to Bus transport B, -/-/- Non-Schengen

L - Return from air after take-off

M - Delay until next day

N - Feeless emergency landing

P - Position change (information regarding ground movements be-

tween 2 handling positions)

R - Changed to scheduled route before/after Frankfurt

S - Canceled flight T - Technical stop

U - Diversion (flight unexpectedly diverted to Frankfurt)

W - <u>Aircraft towing</u> between parking position and hangar or vice versa

X - Canceled flight (causes the display "CANCELED" in the system

<u>Infoplus</u> in format "INFO")

Z - Return to a handling position (after OFB)

For internal reasons, other letters (e. g. E, A, R) may be occasionally appended to the flight number as a suffix. These suffixes have no significance to the flight.

6.1.2.3 Abbreviations in the "FAA" Column (Type of Flight Handling)

AB - Shuttle service

C - Scheduled cargo flight

CM - Cargo/mail flight

DB - AlRail

EX - Business flight

F - Ferry flight

FC - Flight with in-house cargo

FP - Flight with in-house passengers

GV - Government flight M - Mail flight

IR - "IRREG baggage reclaim" procedure

M - Mail flight

MC - Military/cargo flight

MP - Military/passenger flight

PC - Passenger/cargo flight

PP - Scheduled passenger flight

SC - Special cargo flight

SP - Special passenger flight

SR - Ambulance and rescue flight

TR - Training flight

T - Test flight

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6.1.2.4 Abbreviations in the "FKZ" Column (Flight Identifier)

FKZ Code and Description

The FKZ codes are to be taken from the OPS formats (INBOUND and OUT-BOUND) of the Fraport flight information system. They are displayed here after the IATA code of each previous or subsequent airport that is published in these formats. The flight identifiers, the primary purpose of which is to distinguish whether incoming flights/passengers are to be designated to immigration control areas or not, are defined as follows:

FKZ 01: Domestic Flight

Domestic flights, excluding EU Article 3 flights, with previous takeoff or subsequent landing at an airport in the Federal Republic of Germany.

- No passport or customs inspection is required.
- The flight and passengers are to be designated to a non-passport/customs control area.

FKZ 02: Schengen Flight

Schengen flights, excluding EU Article 3 flights, with previous takeoff or subsequent landing at an airport in any of the Schengen signatory states (except Germany)

- Normally, no passport or customs inspection is required. (Passport inspection in special cases is possible).
- The flight and passengers are to be designated to a non-passport/customs control area.

FKZ 03: Non-Schengen-EU Flight

Flights with previous takeoff or subsequent landing in a non-Schengen EU state, even with a stopover in a Schengen signatory state

- Passport- <u>but no customs</u> inspection required upon entry and departure.
- Hand baggage may be checked at the departure gate.
- The flight and passengers are to be designated to a passport/customs inspection area.

FKZ 04: Non-EU Flights (unclean)

Non-EU flights with previous takeoff or subsequent landing outside the EU.

- Passport and customs inspection are required.
- Airport security check required.
- Hand baggage may be checked at the exit of the arrival gate.
- The flight and passengers are to be designated to a passport/customs inspection area.

FKZ 05: EU Article 3 Flights (unclean)

Multisector flights – carried out using the same aircraft –which touch down en route at at least one airport outside the EU and at least two airports inside the EU.

- Passport and customs inspection are required.
- Airport security check required.
- Hand baggage may be checked at the exit of the arrival gate.
- The flight and passengers are to be designated to a passport/customs inspection area.

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FKZ 06: Non-EU Schengen Flights

Non-EU/Schengen flights, <u>excluding EU Article 3 flights</u>, with previous takeoff or subsequent landing <u>in</u> Switzerland, Norway and Iceland. -/-/-

- No passport <u>but customs inspections</u> are required.
- The flight and passengers are to be designated to the non-passport area
- Passenger and customs inspections handled in accordance with special procedures.

FKZ 07: Non-EU Flight with EU Air Security Status (only Inbound)

Non-EU flights with previous takeoff in the USA, <u>Canada, Montenegro and Singapur.</u>

All incoming flights from these states are therefore, because of the approved airport security measures by the EU (DVO (EU) 2018/55), accorded EU-standard air security status (clean inbound).

<u>For that reason</u> incoming passengers from the USA, <u>Canada, Montenegro and Singapur</u> do not require any additional air security checks for the connecting flight. Passport and customs inspections are required for connecting flights to Schengen states or EU non-Schengen states.

FKZ 08: FKZ Dual Display

Dual display of an FKZ (e. g. FKZ 44) in OPS-Inbound format indicates that passengers for the flight concerned must be sent to security control at Frankfurt Airport before boarding a connecting flight.

This data is crucial to passenger guidance and baggage management, and close attention must be paid to it during positioning, gate allocation and entry of flight data records. In the event of doubt, binding information must be obtained from a representative of the respective airline. In particular, any exceptions (German federal police, customs) for specific flights must be taken into account here.

If an airline asks for the FKZ to be changed, coordination with the ADM and the express approval of the German Federal Police is essential.

Note:

For further information about the implementation clauses of the Schengen Agreement and the resultant procedural modifications at Frankfurt Main Airport, see the pertinent circulars that have been issued.

6.1.3 System Breakdown

In the event of system breakdown, an emergency program with reduced data content is published in the FDT*plus* system in addition to the basic documents. This emergency program is automatically displayed on the previously described format for the period of system breakdowns.

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6.1.4 Special Information in the "ROUTE" (FROM/TO) Column

Occasionally, primarily to improve the content of the flight information boards, special information is shown in the "ROUTE" column.

A 3-letter code is used in the "OPS" format group and the appropriate text in the "INFO" format group.

Codes:

"OPS" format Plain text in "INFO" format QRR RUNDFLUG XXX CANCELLED XXY ANNULLIERT XXZ VERSPAETET ZZZ TESTZEILE

6.1.5 View of Document Group

6.1.5.1 View of "INFO" Document Group

	FLT	ND.	TO	VIA:		SOBT:	ETD:	TML±	HAL:	CHECKIN:	GATE:	REMARKS:	
	FLIF	-NKI	10	VIAI		20011	EIU	IMLI	HALI	CHECKINE	GATET	REMARKST	
	LH	400	New Y	ork-J.F.Ken	nedy	1050		1	AB				
	LH	1390	Pozna	n/Posen		1315	1445	1	AB	260-461	A69	geschlossen	
	LH	600	Teher	an		1340	1420	1	AB	260-461	B23	gestartet	
	CO	379	Larna	ca		1415	1615	2	E	912-914	E3	Gate offen	
	RJ	125	Amman	-Queen Alia		1415	1735	2	E	986-988	D		
	AF	1219	Paris	Ch. de Gau	lle	1425		2	D	801-806	D25	gestartet	
	AH	2071	Algie	r		1430		2	Е	952-954	E9	geschlossen	
	EK	046	Dubai	-Internatio	nal	1430		2	E	992-999	E5	gestartet	
	FR	1538	Toulo	use-Blagnac		1430		2	E	941-948	D41	geschlossen	
	LH	1472	Cluj			1435		1	AB	260-461	B30	gestartet	
	EZY	5544	Berli	n-Tegel		1440		1	С	704-705	C1	geschlossen	
	LH	188	Berli	n-Tegel		1445		1	AB	260-461	A21	geschlossen	
AZ		409	Maila	nd-Linate		1450		1	С	721-722	B1	geschlossen	
	TK	1592	Istan	bul-Ataturk		1450		1	В	664-671	B28	Gate offen	
	B2	894	Minsk	-National		1455		2	D	819-820	D2	Gate offen	
	BM	1826	Brist	Bristol London-Heathrow				1	AB AB	260-461	B56	geschlossen geschlossen	
	LH	910	Londo					1		260-461	B25		
	XQ 971		Izmir	Izmir		1500		2	D	880-882	E6	Gate offen	
	ВА	905	Londo	n-Heathrow		1505		2	Е	907-910	D5	Gate offen	
	MS	786	Kairo			1510		1	AB	260-461	B22	Gate offen	
	elle t		Seite 4	Ankünfle	2 Abflüge	3 OPS Inbo	and 4	PS Outbound	5 Passage Inbound	RP1 Passage Outbou	od DD4 GA1	Inbound Auswahl >	

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6.1.5.2 View of "OPS" Document Group

FL	T-NR:		FAA:	CALLSIGN:		TYPEt	FRM±	FK:	SIBTt	ELDT:	POS:	ALDT:	EIBT:	AIBT:	:
				The state of the s				(C) (C) (C)							Г
LH	9921			DLH9921			GRU	4	2200						
CI	U 373			CLU373	GCLBA	B744	svo		0645		S506				
LH	073		PP	DLH073	DAIUO	A32A	DUS		0715	0831	A30	0830	0838	0839	
LH	757		PP	DLH757	DABVR	В744	BOM		0720	0727	B23	0727	0736	0734	
LH	207		PP	DLH1LY	DAILI	A319	DRS		0725	0720	V143	0720	0728	0734	
LH	305		PP	DLH305	IADJT	E195	TRN		0725	0716	A30	0716	0726	0734	
LH	561		PP	DLH561	DAIKQ	A333	LAD	4	0725	0724	A50	0724	0736	0742	
LH	267		PP	DLH2HP	IADJQ	E195	VRN		0730	0719	A40	0719	0729	0735	
os	251		PP	AUA251	OELWJ	E195	GRZ		0730	0721	V176	0721	0731	0733	
EK	043		PP	UAE43	A6E0E	A388	DXB		0735	0814	E5	0814	0824	0824	
LH	063		PP	DLH3YX	DACNH	CRJ9	FMO		0735	0746	V173B	0746	0752	0752	
LH	399		PP	DLH399	DACNP	CRJ9	LUX		0735	0725	V171B	0725	0731	0730	
LH	761		PP	DLH761	DAIMM	A388	DEL		0735	0739	A62	0739	0751	0748	
LH	403		PP	DLH403	DABYN	B748	EWR		0740	0705	A25	0705	0715	0730	
LH	1247		PP	DLH2V	DAIPS	A320	VIE		0740	0734	A38	0734	0744	0743	
TK	6403			THY6403	TCLJL	B77L	IST		0740	0822	S503	0821	0827	0829	
LH	351		PP	DLH7XV	DAIBH	A319	BRE		0745	0736	A34	0735	0743	0743	
LH	833		PP	DLH5KV	DAINF	A20N	CPH		0745	0732	A14	0732	0740	0743	
LH	127		PP	DLH7RM	DAIRU	A321	STR		0750	0737	A21	0736	0745	0743	
LH	759		PP	DLH759	DAIFA	A343	MAA		0750	0757	B28	0757	0806	0804	
Seite		Seite 4	1	2 Ankünfte	Abflüge	3 OPS Inbour	4	OPS Outbox	5	Remarks 1	6 Remark	7	TMO Inbound	Auswal	

RWY07/18										O P S - OUTBOUND											
ŧ	FLT-	-NR:	1	FAA:	CALLSIGN:	REG:	TYPE:	TO:	FK:	SOBT:	TOBT:	ETD:	TSAT:	GATE;	POS:	AOBT:	ATOT:				
	TOTAL	462	T	PP	WITE 4.60	E73010	D720	EVN	A	1800				E2	77.4			+			
	TUA	072		PP	TUA462 DLH4RK	EZA018 DAIPH	B738 A320	DUS	4	0710				E3	H4			1			
												0000									
		8801		EX	IFORR	IFORR	LJ40	LIN		0730		0920			0001						
	LH	515	Р		LEOS10	DAIFE	A343	FRA		0800		1222			S601						
	LH	006		PP	DLH7EL	DAIQA	A320	HAM		0800	0820	0815	0845	A13	A13	0847		L			
	LH	096		PP	DLH3TR		A32A	MUC		0815											
	LH	631			LEOS02	DABVP	В744	FRA		0820					J13	0842	0842				
	LH	757	P		LEOS07	DABVR	B744	FRA		0824					B23	0843	0843				
	DE	1479			FRA21	DABOK	B753	FRA		0825					H12	0831	0831				
	LH	759	W		LEOS01	DAIGP	A343	FRA		0830					W6	0850	0850				
	BCS	128			FRA47	DALER	B752	FRA		0832					F232	0832	0832				
	LH	270		PP	DLH6PM	DAINF	A20N	LIN		0835	0835		0835	A14	A14	0835	0849				
	CLU	374			CLU374	GCLBA	B744	svo		0840					S506						
	LH	779	W		DLH779	DAIMC	A388	FRA		0840					W7						
	LH	463	W		LEOS01	DAIMK	A388	FRA		0841					A58						
	LH	1381			DLH6JV	DAECF	E190	FRA		0841					V157						
*	CX	038			CPA038	BLJL	B748	CDG		0845	0915		0923		F234						
	EY	001			FRA26	A6BLS	B789	FRA		0845					C6						
	LH	176		PP	DLH4LA	DAISG	A321	TXL		0845	0845	0900	0904	A11	A11						
	LH	282		PP	DLH6CX	DAIRU	A321	BLQ		0845	0845		0845	A21	A21	0840	0850				
	Seite 1		Seit	e 4	1 Ankünfte	2 Abflüg	3	OPS Inbou		OPS Outb	5	Remarks 1	6	Remarks 2	7	O Inbound	Auswahl	1 .			

Effective: 2/8/2021 Originator: <u>AVN-AB3</u>, +49 69 690 71769 Approved: Executive Board

6.1.5.3 View of "TMO-INBOUND" and "REMARKS" Document Groups **TMO-INBOUND**



REMARKS 1 and 2



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Approved: Executive Board

C2 Ground handling, flight operations and terminal management

C2.5 Regulations on <u>Traffic</u> Data

