

# Flughafenbenutzungsordnung Rules governing the use of the airport

Saarbrücken Airport

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Flug-Hafen-Saarland GmbH / Version 4.0

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# **1 Description of the airport**

The binding descriptions of the airport can be found in the current publications of the Air Transport Bulletin (NFL) and the Aeronautical Information Publication Germany (AIP).

## **1.1 General information**

### **1.1.1 Designation**

Flug-Hafen-Saarland GmbH has the ICAO abbreviation EDDR and the IATA abbreviation SCN.

### **1.1.2 Airport reference point (ARP)**

#### **Latitude:**

49 12 52.39 NORTH

#### **Longitude:**

07 06 34.23 EAST

#### **Location:**

1060 metres W of THR 27 on the centre line of the runway

### **1.1.3 Distance and direction from the city**

The airport is located approximately 9.3 km to the east of Saarbrücken city centre in the Federal State of Saarland.

### **1.1.4 Airport altitude**

The airport is located at an altitude of 1058 ft above MSL.

### **1.1.5 Airport reference temperature**

The reference temperature at Saarbrücken Airport/EDDR is 22.4° Celsius.

### **1.1.6 Magnetic declination**

The magnetic declination at SCN/EDDR is 1.4° E (2016, 01).

### **1.1.7 Operating times**

Mon – Sun 06:00 – 22:30 local time

(05:00 – 21:30 UTC during legal winter time)

(04:00 – 20:30 UTC during legal summer time)

### **1.1.8 Airport operator**

The airport operator is Flug-Hafen-Saarland GmbH.

### **1.1.9 Postal address**

Flug-Hafen-Saarland GmbH  
Balthasar-Goldstein-Straße 20  
66131 Saarbrücken

### **1.1.10 Telegraphic addresses**

SITA: SCNAPXH

Email: occ@scn-airport.de // Operation Control Center (OCC)

am@scn-airport.de // Airport Duty Manager (ADM)

### **1.1.11 Telephone**

#### **Telephone:**

+49 (0) 6893 830	Switchboard
+49 (0) 6893 83260	Aviation Supervisory Authority
+49 (0) 6893 83244	Operation Control Center
+49 (0) 6893 83251	Airport Duty Manager

### **1.1.12 Overnight accommodation**

There is a variety of overnight accommodation in the surrounding hotels in Saarbrücken and St. Ingbert.

### **1.1.13 Food and drink facilities**

The airport has a restaurant and a cafeteria in the terminal, and a coffee bar and a lounge in the departure area.

### **1.1.14 First aid**

Trained first aiders are present at Saarbrücken Airport during operating times, who can provide first aid until the public emergency services arrive.

## **1.1.15 Transport connections and means of transport**

### **1.1.15.1 Motorway connection A6**

Coming from the Mannheim, Kaiserslautern and Homburg direction the airport is accessible via the “St. Ingbert West” exit, and coming from the Saarbrücken direction the airport is accessible via the “Brebach-Fechingen” exit.

#### **Address for navigation systems:**

Balthasar-Goldstein-Straße  
66131 Saarbrücken

### **1.1.15.2 Public transport**

There are regular bus connections from Saarbrücken and Blieskastel.

### **1.1.15.3 Private transport**

Taxis and various rental car providers are available in front of the terminal.

## **1.1.16 Ground handling facilities**

### **1.1.16.1 Passenger handling**

The airport has a passenger terminal.

### **1.1.16.2 Air freight handling**

The airport has an air freight building with all the necessary facilities.

## **1.1.17 Fuelling facilities**

See Aeronautical Information Publication AIP Germany AD2 EDDR 1-2.

## **1.1.18 Available hangar space for aircraft**

There is limited hangar space available for aircraft.

## **1.1.19 Repair facilities**

Aircraft maintenance facilities are available from the aircraft repair companies based at the airport.

## **1.1.20 Soundproof installation**

A soundproof installation for engine run-ups is available in the west apron area.

### 1.1.21 Firefighting vehicles and recovery equipment

Fire-fighting vehicles are available according to the scale of the flight operations and in accordance with the guidelines of ICAO Category 6 (no runway foaming). Recovery equipment for technical assistance can be requested via the Fraport AG rescue equipment pool at Frankfurt/Main Airport.

### 1.1.22 Snow-clearing equipment

Snow-clearing and de-icing equipment are available in accordance with the seasonal snow plan set out in the Aeronautical Information Publication AIP Germany.

## 1.2 Meteorological information

The prevailing wind direction is westerly.

## 1.3 Operational flight information

### 1.3.1 Airport classification

The airport is classified as ICAO Class 4 D.

### 1.3.2 Airport runway

Designation	True bearing	Dimensions	Load-bearing capacity (PCN)	Surface
09	087° 44'	1990 x 45 m	58/F/A/X/T	Asphalt
27	267° 44'	1990 x 45 m	58/F/A/X/T	Asphalt

The asphalt at the airport is referred to as anti-skid asphalt.

### 1.3.3 Longitudinal slope of the runway

The longitudinal slope of the runway is published and can be seen in the Aeronautical Information Publication AIP Germany.



### 1.3.4 Taxiways

TWY	Width (m)	Load-bearing capacity (PCN)	Surface
A	21.5 m	58/F/A/X/T	Asphalt
B	21.5 m	58/F/A/X/T	Asphalt
C	23.0 m	60/F/A/X/T	Asphalt
L	23.0 m	60/F/A/X/T	Asphalt

### 1.3.5 Aprons

The boundary of the north apron is marked by a continuous red line. This starts in the east alongside Hall 4 (Ground Services office/Federal Police) and extends across the apron access road, following this road westwards to the main gate corner, and then leads further northwards up to the airport boundary fence. To the south the apron leads directly into the area of responsibility of Deutsche Flugsicherung (DFS) across the dashed red line towards the runway in the illustration (See Annex 1).

## 2 Usage regulations

### 2.1 Applicability of the rules governing the use of the airport

All persons using Saarbrücken Airport with aircraft, or entering the airport on foot or in a vehicle, are subject to these rules governing the use of the airport and to the instructions issued for their implementation by the airport operator.

Insofar as the provisions and instructions concern aircraft operators, they apply correspondingly to the owners of the aircraft as well as to persons who are using the aircraft without being the operator or owner of these aircraft.

### 2.2 Use of the airport with aircraft, vehicles and equipment

#### 2.2.1 Permission to land and take off

In return for payment of the fees specified in the respective valid table of fees, use of the airport is permitted with aircraft up to the PCN value published in the Aeronautical Information Publication AIP Germany. Restrictions on use and other flight operation requirements are published in the Aeronautical Information Publication AIP Germany.

On request, the aircraft operators must submit to the airport operator the documents that are necessary to verify their authorisation to use the airport and to calculate the fee payable.

### **2.2.2 Takeoff and landing facilities**

For taking off, landing and taxiing the runway and the taxiways are available, as well as other areas especially identified for this. Pilots are bound by the instructions of the air traffic control centre.

### **2.2.3 Taxiing and towing**

Aircraft may only be taxied under their own power by persons authorised to do so. They may not be taxied under their own power into or out of maintenance and parking hangars or repair facilities.

Aircraft may only be taxied in the apron area with the absolutely necessary minimum engine speed.

Aircraft are towed as required. They may only be towed by authorised personnel. The aircraft operator must provide the personnel required to ensure safety, must provide the towing personnel with the instructions necessary for such towing, and if necessary must make the corresponding equipment available. On a case-by-case basis the aircraft operators must follow further instructions from the airport operator concerning the towing process.

### **2.2.4 Protection from noise**

At the airport and in its proximity, the aircraft operators must limit the noise pollution caused by the aircraft engines to the unavoidable minimum. This applies in particular to the hours of restricted flying. In so doing, the aircraft operators must use noise protection equipment if this is necessary for protecting the population from hazards, substantial disadvantages and disturbances caused by noise.

#### **The following regulations must be observed in this respect:**

- Engine run-ups for maintenance purposes are only permitted in the run-up test facility provided for this purpose (soundproof installation). Exceptions from this must be requested from the local Aviation Authority via the Operation Control Center.
- Use of the soundproof installation is only permitted in return for remuneration in accordance with the regulations governing the use of the soundproof installation. On a case-by-case basis the aircraft operators must follow any further orders from the airport operator concerning the execution of aircraft engine run-ups.

### **2.2.5 Ground handling apron and hangar apron**

- The ground handling apron serves for the traffic handling of aircraft. Any other use is only permitted with the consent of the airport operator.
- Ground handling positions are allocated by the airport operator according to operational necessity.
- The hangar aprons serve for the parking of aircraft. They are allocated on the basis of more detailed arrangements with the airport operator.
- The area immediately in front of the hangar doors must be kept free.

### 2.2.6 Ground handling services

The airport operator is entitled to implement ground handling services with its ground handling personnel in accordance with the list of ground handling services set out in the Verordnung über Bodenabfertigungsdienste auf Flugplätzen [*Ordinance on Ground Handling Services at Airports*] (BADV). Other service providers approved by the airport operator are entitled to provide their services within the framework of contracts that have been concluded. The central infrastructure facilities pursuant to Section 6 BADV are provided, administered and operated exclusively by the airport operator or by a party instructed by the airport operator in accordance with the Annex. Their use involves the payment of a fee.

**The following facilities are central infrastructure facilities within the meaning of Section 6 BADV:**

- Check-in desks, special baggage desks and baggage handling systems
- Passenger steps
- Aircraft marshalling facilities
- Flight information display system
- Faeces disposal systems
- Fresh water supply system
- De-icing areas
- Handling apron
- Container units and parking areas for these
- Fuel depot

### 2.2.7 Parking and storage

Parking and storage areas are allocated by the airport operator. For operational or safety reasons the airport operator can request that the aircraft be taken to a different parking or storage position, or if the aircraft operator cannot be contacted or does not comply with the request in good time, can have the aircraft taken there by authorised personnel.

Securing a parked or stored aircraft is the responsibility of the aircraft operator. During darkness or poor visibility, they must sufficiently identify a parked aircraft. If the aircraft operator is not in possession of any suitable material for securing the aircraft, this will be provided by the airport operator during their stay in return for a fee.

The statutory provisions on rent apply to the parking and storage of an aircraft. An obligation of custody only exists for the airport operator if a special written agreement on this has been concluded.

The users must handle the aircraft hangars and their facilities with care and observe the safety

regulations.

### **2.2.8 Provision of fuel**

Companies supplying aircraft with fuel must be approved by the airport operator. These companies and the aircraft operators must comply with the safety regulations. They are furthermore obliged to ensure that the personnel employed on supplying aircraft with fuel have been instructed on the fire alarm systems, emergency stop switches, firefighting, and conduct in the event of fuel spillages. Fuelling of aircraft, vehicles and equipment may only be undertaken in the places allocated for this by the airport operator. The airport operator neither offers nor undertakes defuelling of aircraft. Defuelling undertaken by the hangar operations companies based at the airport or the aircraft operators themselves are subject to the provisions in Section 3.1 ff. of these rules governing the use of the airport.

### **2.2.9 Maintenance work, washing and de-icing**

Maintenance work on aircraft and the washing of aircraft may only be undertaken in the places allocated for this by the airport operator. De-icing is only permitted in the areas provided for this.

### **2.2.10 Disabled aircraft**

If an aircraft is disabled, the airport operator may remove it from the flight operation areas without any special order from the aircraft operator and at the latter's expense, insofar as this is necessary for the handling of aviation. The airport operator shall only be liable for damage that it has caused intentionally or grossly negligently. The same applies if the aircraft operator has instructed the airport operator to remove a disabled aircraft from the flight operation areas or to provide assistance in removing it.

If an aircraft remains disabled and as a result the airport operator incurs financial loss, it can claim reimbursement from the aircraft operator unless the aircraft operator is not at fault or has acted only with slight negligence.

## **2.3 Entering the airport on foot or by vehicle**

### **2.3.1 Roads, paved areas, entrances**

The roads and paved areas of the airport are not intended for public traffic. The airport operator can limit or ban traffic on the roads and areas for operational reasons. Users must comply with the road traffic regulations, regulations governing the use of the airport and the provisions on passes and admittance enacted by the airport operator. Drivers who drive their vehicles in the apron area must be in possession of an apron driving permit issued by the airport operator.

The airport may only be entered on foot or by vehicle by the respective persons authorised to do so

through the entrances approved for this by the airport operator.

Persons conveying freight to or from other airports by land are obliged to inform the airport operator on request of the load values and flight data of this freight.

### **2.3.2 Vehicle traffic (general)**

When vehicles are used at the airport, the vehicle keeper is responsible for their roadworthiness.

Motor vehicles may only pick up and drop off passengers and baggage at the roadside by the ground handling building, and on the marked parking or stopping places. Freight may only be unloaded or loaded in front of the freight buildings. Exceptions are only permitted with the agreement of the airport operator.

Motor vehicles may only be parked in the marked parking areas. Illegally parked vehicles can be towed away at the vehicle keeper's expense. Motor vehicles that have been illegally parked in the parking areas or have been left there after the expiry of the maximum permitted parking period can be removed at the keeper's expense and risk.

Electric vehicles may only be parked at electric charging points for the time required to charge them.

Small vehicles (e.g. motorcycles, bicycles) must not be parked on forecourts, steps and passageways.

### **2.3.3 Facilities that are not generally accessible**

Facilities within the enclosed airport premises that are not approved for general traffic may only be entered on foot or by vehicle with the consent of the airport operator, and if applicable that of other entitled parties. The operation of vehicles in the area that is not generally accessible is subject to permission from the airport operator. In accordance with the rules and procedures of the professional associations (VBG), for permanent operation operational safety must be verified in accordance with the TÜV or the accident prevention regulations.

#### **These facilities include, but are not limited to:**

- the taxiway,
- the handling apron and other aprons,
- the aircraft hangars,
- the waiting areas,
- the transit area and the rooms and traffic areas used for handling purposes,
- the baggage and freight halls,
- the garages and repair facilities,
- the depots and maintenance yards,
- the construction sites,

- the service roads.

Sentence 1 applies analogously for air traffic control land and facilities outside the enclosed airport premises.

In the facilities that are not generally accessible, it is mandatory to carry an ID card. These facilities may be viewed by visitors only under the responsible guidance of an authorised representative of the airport operator, and the aircraft must not be touched. It is not permitted to leave the apron for the taxiing area arbitrarily.

The authorised representatives of the aviation, security, customs, passport and health authorities, air traffic control and the weather service are authorised to enter the facilities that are not generally accessible in the performance of their duties. The airport operator must be informed of this. If service vehicles are required for the performance of these duties, Point 2.3.3 applies to the technical operational safety, and the airport operator must be informed of this.

Aircraft may only be entered with the permission of the aircraft operator.

At the request of the airport operator, vehicles travelling in the facilities that are not generally accessible must be specially identified and must be provided with safety equipment. The traffic regulations issued by the airport operator are binding for vehicle traffic.

The service bicycles provided for the airport – Pedelec 25 eBikes – may be used by employees of the operational area for official travel in the security restricted area. Such use is only allowed in the area of the apron access road and the areas located to the north of this, in compliance with the Pedelec 25 operating instructions and after completing safety instruction (filed at the Pedelec parking location).

#### **2.3.3.1 Taxiway**

The permission to enter the taxiway on foot or by vehicle that is required in accordance with Point 2.3.3 is issued by the airport operator in agreement with air traffic control. All persons entering the taxiway on foot or by vehicle may only move in accordance with the instructions from air traffic control, and in particular must observe their radio messages, beacons and signs after being instructed on their meaning in the OCC.

If an authorised representative of the authorities referred to in Section 2.3.3 wishes to enter the taxiway on foot or by vehicle, as well as informing the airport operator they must also obtain the permission of air traffic control. The taxiway may only be driven on by vehicles that are in constant radio contact with air traffic control and are:

- fitted with a flashing light, which must be switched on when driving on the taxiway, or
- guided by a Follow Me vehicle.

The airport operator can permit exceptions in agreement with air traffic control.

#### **2.3.3.2 Aprons**

Persons on the apron are obliged to wear high-visibility clothing (such as high-visibility vests) in accordance with DIN EN 471 Class 2.

The maximum speed for vehicles on the aprons is limited to 30 km/h, and at ground handling positions it is limited to walking speed. This speed restriction does not apply to Follow Me, firefighting, security service, sanitary, winter clearance and rescue vehicles that are in use.

The handling apron may only be driven on with vehicles permitted by the airport operator for ground handling of aircraft, for firefighting and security service vehicles, and the vehicles of the responsible authorities. For other vehicles, special consent from the airport operator is required.

#### **2.3.3.3 Hangars**

The parking, storage and repair of motor vehicles, other ground vehicles and other items in hangars requires the consent of the airport operator.

### **2.3.4 Animals on the airport premises**

Animals may only be brought onto the airport premises provided they are secured.

## **2.4 Other activity**

### **2.4.1 Commercial activity apart from the ground handling services**

Commercial activity is only permitted on the airport premises on the basis of an agreement with the airport operator which strictly contains a fee payable to the latter. The same applies to recordings and transmission using audio and visual media.

### **2.4.2 Collection, advertising, distribution of printed materials**

Collections, advertising, the distribution of flyers and other printed materials require the consent of the airport operator. This also applies to the distribution of promotional goods and samples.

### **2.4.3 Storage**

Hazardous goods within the meaning of Section 27 LuftVG [*German Civil Aviation Act*] and the legal provisions enacted for its implementation, especially nuclear fuels and other radioactive materials, may

only be stored in the storerooms approved for this and with the consent of the airport operator.

Freight, boxes, containers, construction material, equipment etc. may only be stored outside the areas and rooms rented for this with the consent of the airport operator.

#### **2.4.4 Construction work**

Construction work must be coordinated with the airport operator in good time in advance.

### **2.5 Flight operation safety**

The safety provisions based on the law or other legal provisions and the safety provisions evident from Section 3 must be observed. This also applies to the provisions on occupational safety and environmental protection, which traders at the airport must observe on their own responsibility when exercising their trade.

The airport operator must maintain the airport in a safe operating condition and must operate it properly. Therefore in accordance with ICAO Annex 14 and Annex 19, as well as Regulation (EU) 139/2014 as amended from time to time, the airport operator operates a Safety Management System (SMS). An essential element of this is the responsible and obligatory involvement of all persons working at the airport, including the companies active at Saarbrücken Airport. The provisions of the SMS are binding.

All persons and their employers who use or enter the operational areas of the airport are obliged to actively participate in the airport operator's Safety Management System (SMS).

This includes among other things:

- participation in, and where applicable the implementation of, corresponding safety-relevant training and instruction,
- compliance with the safety provisions,
- the reporting of accidents, damage, particular incidents and hazards to the airport operator, and assistance in the postprocessing of these,
- the notification of structural and operational changes to the airport operator,
- the implementation and documentation of qualifying examinations on the basis of the EASA and the airport's Safety Management System,
- and participation in audits and safety committees.

The duty of notification to the airport operator also applies in respect of the provisions of Regulation (EU) No 376/2014. With a view to the permanent development and optimisation of the SMS, the



obligations resulting from this can also change at any time.

The scope of application of the SMS is documented in the current valid version of the Aerodrome Manual. If required this can be requested from the airport operator. The procedures and processes set out in the Aerodrome Manual and the SMS Manual are binding upon all persons, companies, organisations and authorities active in the security restricted area of the airport.

## **2.6 Lost property**

### **Articles that are found in the airport facilities should be handed in at the following locations:**

- In the public area of the airport information in the terminal.
- In the security restricted area of the Operation Control Center (OCC).

Sections 978 to 981 BGB [*German Civil Code*] apply.

## **2.7 Environmental protection**

### **2.7.1 Soiling**

Soiling of the airport facilities should be avoided. Soiling must be properly removed and disposed of by the person that caused it, otherwise the airport operator can undertake the cleaning and removal at the expense of the person that caused it.

### **2.7.2 Waste water**

The waste-water drains may only be used for the disposal of flowing water that has been changed according to domestic or commercial use (dirty water) and water from precipitation (rainwater) corresponding to the drainage statute of the urban drainage company and in accordance with the sewage network calculation for the approved sewerage networks.

The substances listed in these may not be discharged or released into the drains. Discharges which do not consist of normal waste water, and relocations of facilities which have a substantial impact on the type or quantity of waste water, require the permission of the airport operator without exception. To guarantee the proper removal of waste water, the airport operator can also establish further regulations, and in particular can regulate the type and amount of waste water from the individual users by means of individual arrangements.

Employees of the airport operator and the authorities must be granted access to the operating premises at all times for inspection purposes or for the removal of improper discharges. On request, the airport operator must be informed of the storage of water-polluting substances.

Only CFC-free detergents, cleaning agents and lubricants may be used.

### 2.7.3 Refuse

The generation of refuse must be kept to the minimum possible. Harmful substances in refuse must be reduced as far as possible or prevented entirely. Recyclable materials such as glass, paper, metal, plastic as well as construction waste and compostable materials must be separated from the waste.

### 2.7.4 Air pollution

Leaving vehicle engines running must be limited to what is strictly necessary.

## 3 Safety provisions

### 3.1 Handling fuels

#### 3.1.1 Fuelling and defuelling of aircraft

The airport operator neither offers nor undertakes the defuelling of aircraft.

Defuelling that is undertaken by hangar operations based at the airport or by the aircraft operators themselves must be notified to RFFS (tel. 83241) and are subject to the provisions in this Section.

When fuelling and defuelling aircraft, the applicable legal provisions, accident prevention regulations, the safety provisions of the rules governing the use of the airport and the instructions of the airlines must be complied with.

Express reference is made to the ICAO Airport Service Manual, Part 1 “Rescue and Fire Fighting”, Chapter 16 “Aircraft Fuelling Practices”.

#### Further sources:

- Commission Regulation (EU) No 965/2012 CAT.OP.MPA.195 in conjunction with AMC1 “Refuelling/defuelling with passengers embarking, on board or disembarking”
- Easy Access Rules for Aerodromes (Regulation EU No 139/2014 ADR.OPS.D.060 Aircraft refuelling)
- EU-OPS 1.305/LAB/ADV Position Paper “refuelling with passengers on board”
- GOMs of the airlines
- SAOM “Safe refuelling procedures” of the fuel services companies

Aircraft must not be fuelled or defuelled with their engines running.

Aircraft must not be fuelled or defuelled in a hangar or any other enclosed space, but only in the positions allocated by the airport operator. If for urgent reasons an aircraft must exceptionally be defuelled in an enclosed space, this is only permitted with special fire protection by the airport fire department.

Fuelling and defuelling are not permitted during storms, or must be halted immediately as soon as lightning activity is identified within a 5 km radius of the airport. (See also procedural instruction “Operation during

adverse weather conditions”).

Defuelling requires the permission of the operations supervisor of the airport fire department (tank protection). When an aircraft is being fuelled or defuelled, it must be connected and earthed by an electrical connection with the fuel delivery facilities.

During the aircraft fuelling or defuelling process, no power sources may be attached or removed within a safety distance of 6 metres from tank openings from which gas/air mixtures emanate, and no switching units for electric current may be operated. This does not apply to the switching units that are necessary for the fuelling or defuelling process, nor for switching units of an explosion-proof design. When fuelling with fuel with a flash point below 0 degrees Celsius, the safety distance is increased to 10 metres for flow quantities of more than 100 to 600 l/min, and to 20 metres for flow rates or more than 600 l/min.

Fuel overflows and spillages must be prevented. If fuel has overflowed or been spilt, until it has evaporated or been removed Section 3.1.1 and a safety distance of 15 metres must be observed accordingly, and the airport fire department must be informed immediately.

Fuel supply vehicles must be provided with fire extinguishers in accordance with the regulations.

### **3.1.2 Fuelling of aircraft while passengers are embarking or disembarking**

#### **3.1.2.1 Fuelling with passengers on board and while passengers are embarking or disembarking is permitted when:**

- the airport operator has approved the use of the position for this.
- the engines are turned off.
- there is no engine running on either of the two neighbouring positions.
- two sets of steps are attached to the aircraft (2 escape routes) and are each staffed by one crew member. If the aircraft only has one regular exit, this must be kept free without fail.
- smoking is forbidden on the aircraft (no-smoking signs on).
- no emergency exits or emergency chutes are blocked by handling vehicles.
- in no event are handling vehicles blocking the exit route of the fuelling vehicle.
- the passengers who are embarking or disembarking are guided safely around the fuelling area under the supervision of a qualified person and are not permitted to smoke or to stop there.
- as the passengers are embarking, it is ensured that the escape routes (passenger steps) do not become blocked by too high a number of persons. Therefore a maximum of 10 persons in small groups can be boarded with a corresponding distance between the groups.

- on aircraft with a rear APU, the APU may neither be switched off nor started during the fuelling process. The APU should be started before the hoses are connected for fuelling. If the APU is switched off, it must not be started during fuelling. In the event of fuel spillages the APU must be switched off. If the APU switches off automatically, or in the event of a failed attempt to start it, the fuelling process must be continued until it is complete, and the fuelling hose must be disconnected before any new attempt to start the APU.
- GPUs are at a minimum distance of 6 metres from the fuelling vehicles. GPUs must be started and the electrical connection established before the start of the fuelling process. These connections must not be interrupted during the fuelling. In the event of fuel spillages the GPU must be switched off.
- if a dangerous situation arises, e.g. through the outflow or overflow of fuel, the fuelling must be stopped immediately.
- in the event of fuel spillages, air-conditioning systems must be switched off to prevent vapours entering the aircraft cabin.
- the fire department has been informed of this. Tank protection is not necessary, and is only provided at the request of the airline.
- the protection zones in accordance with VbF [*Ordinance on Flammable Liquids*] and TRbF [*Technical Rules for Flammable Liquids*] are complied with.
- there is a voice connection between the cockpit and the ground (ramp agent).

### 3.1.2.2 Tank protection

The airport fire department will provide a fire-fighting vehicle for this with at least 1/3 of the extinguishing capacity and at least 1/3 of the extinguishing agent expulsion rate for the aircraft (aircraft categorised in accordance with the ICAO category) at an appropriate distance to be effective, and will staff this vehicle ready for use with the scheduled crew (1/1).

The requirement for the so-called tank protection is the responsibility of the airline or the handling company. If the fire department have to leave the position due to a higher-level emergency, fuelling must be suspended until the return of the fire department.

- A responsible person (operations supervisor) will be appointed for compliance with all the conditions above, and will undertake documentation.
- The fuelling may only be recommenced when the fire department is on the spot and ready to go and has been instructed by the responsible person (operations supervisor).

The client will bear the costs of the tank protection. These will be calculated in accordance with the airport

operator's service specifications.

### **3.1.2.3    Miscellaneous**

- Helicopter passengers must not remain on board during fuelling operations.
- Under no circumstances may an aircraft be fuelled with avgas with passengers on board.

## **3.2    Operation of aircraft engines**

- Aircraft engines must not be run in hangars and repair facilities,
- Aircraft engine run-ups may only be conducted during the period specified by the responsible Aviation Authority and in the sequence specified by the airport operator or the operator of the soundproof facilities. When using the soundproof installation, the "Rules governing the use of the soundproof installation" (Annex to these rules governing the use of the airport) must be applied.
- Before starting the engines, the aircraft rotors must be adequately secured by means of chocks or brakes.
- To warn of the dangers from running engines:
  - the collision warning lights of jet aircraft must be switched on immediately prior to starting the engines, and must only be switched off once they have come to a standstill. This procedure must be implemented day and night. The same handling is desirable and recommended for propeller aircraft and helicopters.
  - aircraft engines may only be started or run when the aircraft flight deck is staffed by a pilot or proficient mechanic.
  - all persons starting aircraft engines or using them while running must ensure that the propellers and any airflows generated by them or by the engines cannot injure any persons or damage any property. The safety distances to be complied with in front of and behind running engines must be observed.
  - on the handling aprons, aircraft engines may only be accelerated to the rotary speed necessary for starting the engines. Without the express permission of the airport operator, a run-up test is only permitted with the engines idling. For taxiing aircraft, only the engine power that is unavoidably necessary for correspondingly safe taxiing is

permitted.

- when the start air is supplied externally (ASU start-up) the cross-bleed procedure must be used without exception. Care must be taken to position the aircraft in such a way that the exhaust gas stream is not directed towards buildings, equipment, other aircraft or persons.
- during the ASU starting procedure in no event may persons, equipment, vehicles or other aircraft cross the area behind the aircraft.

### **3.3 Smoking ban, use of naked flames**

Smoking and the use of naked flames are strictly forbidden at Saarbrücken Airport. This also applies to the use of e-cigarettes. Smoking is allowed exclusively in the smoking zones designated by the airport operator. Work using open flames may only be carried out in rooms which have been set up for this in accordance with the fire protection provisions and the requirements of the trade inspectorate, and have been approved by the airport operator.

### **3.4 Vehicles and equipment with combustion engines**

On the aprons and flight operation areas, as well as in the aircraft hangars and aircraft repair facilities, vehicles/equipment with combustion engines that are used must be equipped with the customary safety devices, such as an exhaust system with silencer, which prevent the escape of burning exhaust gases.

### **3.5 Working in hangars and repair facilities**

In hangars and repair facilities aircraft must not be cleaned with Group A, Danger Class I flammable liquids within the meaning of the Ordinance on Flammable Liquids. Flammable liquids of Group A, Danger Class I may only be used for cleaning disassembled aircraft parts in separate and well ventilated rooms. Flammable, volatile substances (dope, nitrocellulose lacquer, etc.) may only be worked with in hangars and repair facilities when the rooms have been set up for this in accordance with the fire protection provisions, the regulations of the trade inspectorate, and the specific provisions for aircraft

operators that have been approved by the trade inspectorate. Lubricant and fuel residues must be emptied exclusively outside the hangar into containers to be identified separately for this.

### **3.6 Storage of fuel, equipment and waste**

Fuel, equipment and waste must be stored in such a way as to ensure there is no risk of explosion. Lubricating oils inside or in the proximity of aircraft hangars or repair facilities must be stored in containers with a pump nozzle in compliance with the regulations.

Empty fuel and lubricant containers and empty high-pressure storage containers for hazardous materials must not be stored in hangars and repair facilities.

Flammable waste (lubricant residues, used cleaning material etc.) must be collected in metal containers labelled for this with tightly fitting lids. The containers must be emptied sufficiently often to exclude any risk of spontaneous combustion of the waste. Oil collection vessels and similar containers must be emptied and cleaned after use.

### **3.7 Firefighting and emergency service**

- In the event of a fire breaking out, the nearest push-button alarm must be activated and the airport fire department must also be notified. Until the fire department arrive, the fire must be fought with all available fire-extinguishing agents.
- If there are persons who have met with an accident or been injured, an emergency call should be made immediately to telephone number 112 and first aid should be provided until the emergency service arrives.
- The Airport Alarm Plan applies to fire protection and emergency actions.

## **4 Contraventions of the rules governing the use of the airport, permits**

### **4.1 Penalties**

Any persons contravening the provisions in these rules governing the use of the airport, or instructions from the airport operator that have been issued on the basis of these provisions, can be expelled from

the airport by the airport operator.

The consents, authorisations and permits required in accordance with these rules must be obtained in advance.

## **4.2 Authorised recipient**

At the request of the airport operator, aircraft operators with no place of residence or business office in Germany must designate an authorised representative in Germany.

## **4.3 Right to make changes**

The airport operator reserves the right to make changes to the rules governing the use of the airport, in particular insofar as these become necessary on the basis of the airport's status under public law, including the airport permits.

**This version of the rules governing the use of the airport replaces Version 3.0 of 01.05.2017 and comes into force on 03.05.2022.**

Saarbrücken, 02.05.2022

on behalf of Flug-Hafen-Saarland GmbH

Dipl.-Wirtsch.-Ing. Thomas Schuck  
CEO

Rita Gindorf-Wagner  
CEO

Ingrid Schultheis  
Director Traffic and Operations

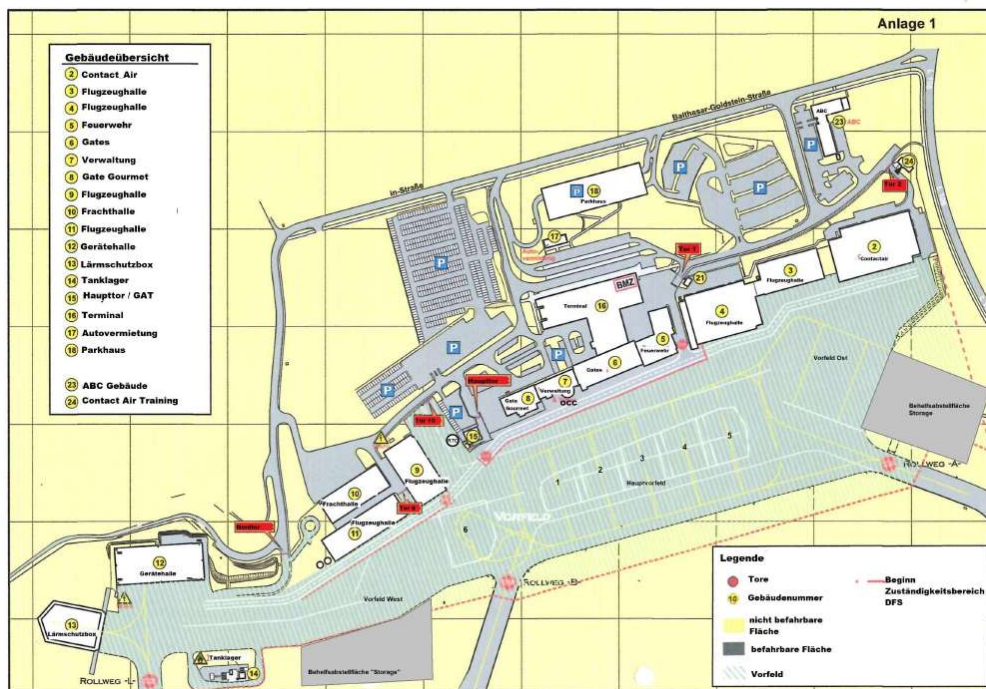
The above rules governing the use of the airport are hereby approved.  
**NfL I-1029-17 is hereby annulled.**

Saarbrücken, 02.05.2022

Ministry for Economic Affairs, Labor, Energy and Transport

On behalf of  
Manuela Fries





## Rules governing the use of the soundproof installation

- The use of the soundproof installation is only permitted with prior registration at, and permission from, the Operation Control Center (OCC).
- Outside operating hours (22:30 - 06:00 LT) the soundproof installation may be used without prior registration at, and permission from, the OCC only for aircraft which are being used for a scheduled or charter flight from Saarbrücken Airport the next morning.
- Access to the installation is via taxiway "B", "C" and "L".
- In winter, the northern taxiway "L" and the traffic area in front of the installation, as well as the installation itself, are cleared of snow exclusively mechanically.
- Moving aircraft into the installation under their own power is strictly forbidden. The user must provide and operate suitable equipment for the towing and marshalling processes. If, alternatively, employees or equipment of Flug-Hafen-Saarland GmbH are used during these processes, this takes place with the exclusion of any liability, except for in the event of gross negligence or intent. During the general operating hours (published in AIP Germany) aircraft up to 5.7 to MTOW are permitted to taxi under their own power over the taxiways mentioned above to the forecourt of the soundproof installation after consulting the local air traffic control. For this, and also for towing, authorisation must be obtained from DFS (frequency 118.355 MHz). Constant listening watch on the aforementioned frequency must be guaranteed during the taxiing or towing process.
- All aircraft must be towed in backwards and parked for the run-up test in such a way that the blast is directed onto the deflector grid. For piston and turboprop aircraft, the decision whether the jet blast deflector grid is closed or open rests with the user.
- For jet aircraft the deflector grid must be in the closed position.
- Movement of the deflector grid is undertaken by the user.
- It must be ensured that a safe and reduced-noise run-up test can be conducted.

- The installation is approved for operation with jet aircraft up to the size of a Boeing B-737/400, but engine power must be restricted to one engine by means of “flight idle”. If other operating modes are necessary, they must be discussed with and approved by the OCC.
- Engine run-ups may only take place when the doors are properly closed. The door system must always be kept closed with the exception of towing aircraft in and out.
- The company using the installation must ensure that only the persons instructed by Flug-Hafen-Saarland GmbH operate the technical systems, such as the doors, lighting etc. The respective user shall indemnify Flug- Hafen-Saarland GmbH against any claims by third parties.
- The installation has 3 emergency exits; see the plan Annex 2a.
- The use of the soundproof installation is permitted at any time day or night while safeguarding the operational interests of Flug- Hafen-Saarland GmbH. For noise protection reasons, however, as far as possible no run-ups should be conducted during the night. Flug-Hafen-Saarland GmbH accepts no liability for consequences or delays arising from restricted use or no use.

The sequence of use is in accordance with the receipt by Flug-Hafen-Saarland GmbH of requests for use.
- Engine run-ups must strictly be conducted in the soundproof installation. During the day (06:00 - 20:00 LT) idle run-ups may be conducted including on the apron after consultation with the OCC (by telephone on 260 or via the frequency 121.725 MHz).
- Engine run-ups may only be conducted during the hours from 20:00 - 06:00 LT with a performance setting not exceeding a maximum noise level of 103 dB/A within the box.

Deviations from this provision are only possible following approval by the Aviation Authority, and must be requested via the OCC.
- A traffic light system is installed to monitor the noise level. When the light is green, the noise level is below the limit. The yellow light shows when the noise level is from 100 to 102.9 dB/A. The red light indicates that the noise level limit of 103 dB/A has been reached or exceeded.


Exceeding the noise level limit can be penalised through administrative offence proceedings by the Aviation Authority.

- When the soundproof installation cannot be used due to the weather conditions, for example during the winter months, or if the installation has technical faults which do not permit a safe run-up, the following procedures approved by the Aviation Authority apply.
  - > Run-ups may be conducted outside the soundproof installation from Monday to Saturday between 09:00 - 12:00 and between 14:00 - 19:00. On Sundays and public holidays, separate permission must be obtained from the Aviation Authority via the OCC.
  - > The conducting of run-ups outside the soundproof installation must be declared and requested in advance from the local Aviation Authority, which will decide – if applicable after consulting DFS – on the location at which the engine run-up can be conducted.
  - > In extreme weather conditions (heavy snowfall, black ice, areas not cleared of snow) which make a run-up appear crucial, the local Aviation Authority will decide at its own discretion whether this is feasible.
  - > Before starting the engines, clearance must be obtained from DFS (frequency: 118.355) and a constant listening watch must be established.
  - > Persons and property must not be jeopardised during the run-up.
  - > Exclusively the aircraft operator is responsible for securing the aircraft against slipping, skidding etc..
- Flug-Hafen-Saarland GmbH assumes no liability for towing procedures and run-ups by the operators. Damages arising due to the improper use of the technical systems of the doors, lighting etc. shall also be borne by the user.
- The soundproof installation plan is an integral part of these rules governing its use. The information signs in the area of the soundproof installation must be observed without fail. In the event of incidents such as oil spills or damage, the OCC must be notified immediately by means of the emergency phone at the installation, internal tel. 260, or outside operating hours to the security centre, internal tel. 258.

**In the event of accidents or fire an emergency call should be made to internal tel. 444.**

- The rules governing the use of the soundproof installation are an integral part of the rules governing the use of the airport (FBO) of Flug-Hafen-Saarland GmbH.
- The usage fees can be found in the schedule of fees of Flug-Hafen-Saarland GmbH.

Saarbrücken, 16.12.2021 on behalf of Flug-Hafen-Saarland GmbH



Dipl.-Wirtsch.-Ing. Thomas Schuck

CEO

Ingrid Schultheis  
Director Traffic and Operations

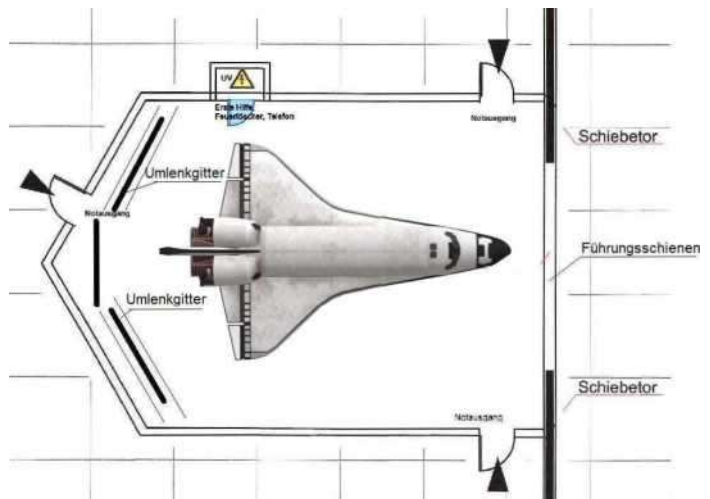


Rita Gindorf-Wagner  
CEO

Soundproof installation Flug-Hafen-Saarland GmbH

Legende

Erste Hilfe	First aid
Schiebetor	Sliding door
Feuerlöscher, Telefon	Fire extinguisher, telephone
Führungsschienen	Guide rails
Umlenkgitter	Deflector grid
Schiebetor	Sliding door
Notausgang	Emergency exit



## List of abbreviations / definitions

### A

ADM ADV	Airport Duty Manager / Verkehrsleiter vom Dienst
AFTN	Arbeitsgemeinschaft Deutscher Verkehrsflughäfen
AIP	Aeronautical Fixed Telecommunication Network / Datenkommunikationsnetzwerk
APU	Aeronautical Information Publication / Luftfahrthandbuch
ASU	Auxiliary Power Unit / Hilfstriebwerk zur Strom- und Druckluftherzeugung
AVGAS	Air Starter Unit / Druckluft Startgerät Aviation Gasoline / Flugbenzin für größere Höhen

### B

BADV	Ordinance on Ground Handling Services at Airports / Verordnung über
BGB	Bodenabfertigungsdienst an Flughäfen
Blast	Civil Code / Bürgerliches Gesetzbuch Exhaust gas stream / Abgasstrahl

### C

### D

db/A	Unit of measurement of the sound pressure level / Maßeinheit des Schalldruckpegels
DFS	Deutsche Flugsicherung
DIN	German Industry Standard / Deutsche Industrienorm

### E

EDDR	ICAO Code Saarbrücken Airport / Flughafen Saarbrücken
EN	European Standard / Europäische Norm
EU	European Union / Europäische Union
EvD	Operations supervisor at the fire department / Einsatzleiter vom Dienst der Feuerwehr

### F

FBO	Rules governing the use of the airport / Flughafenbenutzungsordnung
ARP/FBP	Airport Reference Point / Flughafenbezugspunkt
FCKW	Hydrochlorofluorocarbons / Fluorchlorkohlenwasserstoffe
Flight Idle	Engine power setting / Triebwerksleistungseinstellung
FT	Feet / Fuss

### G

GOM	Aircraft Ground Operation Manual / Bodenabfertigungshandbuch einer LVG
GPU	Ground Power Unit / Bodenstromaggregat

### H

### I

IATA	International Air Transport Association / Internationale Luftverkehrs-Vereinigung
ICAO	International Civil Aviation Organization / Internationale zivile Luftfahrtorganisation

### J

JETA1	Aviation fuel (also called kerosene) / Flugturbinenkraftstoff (auch Kerosin genannt)
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**K****L**

LBA	Federal Aviation Office / Luftfahrt Bundesamt
LFZ	Aircraft / Luftfahrzeug
LT	Local Time / Ortszeit
LuftVG	Civil Aviation Act / Luftverkehrsgesetz
LVG	Airline / Luftverkehrsgesellschaft

**M**

MHz	Megahertz, electromagnetic wave frequency / Megahertz, elektromagnetische Wellenfrequenz
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**N**

N	North / Nord
NfL	Air Transport Bulletin / Nachrichten für Luftfahrer
NN	Mean sea level / Normal Null

**O**

O	East / Ost
OCC	Operation Control Center
OPS	Operation

**P**

PAX	Passenger / Passagier
PCN	Pavement Classification Number / Tragfähigkeit von Flugbetriebsflächen

**Q****R**

RFFS	Rescue and Fire Fighting Services / Rettungs- und Feuerwehrdienst
Run-up	Triebwerksprobelauf
RWY	Runway / Start- Landebahn

**S**

S	South / Süd
SAOM	Shell Airport Operations Manual / Shell Verfahrenshandbuch Flugzeugbetankung
SCN	IATA Code Saarbrücken Airport / Flughafen Saarbrücken
SITA	Société Internationale de Télécommunication Aéronautique [ <i>aeronautical telecommunications company</i> ] / Luftfahrttelekommunikation
SMS	Safety Management System
StVO	Road traffic regulations / Straßenverkehrsordnung

**T**


THR	Threshold / Schwelle
TRbF	Technical Rules for Flammable Liquids / Technische Regeln für brennbare Flüssigkeiten
TÜV	Technischer Überwachungs Verein [ <i>a provider of testing, inspection and certification services</i> ]
TWY	Taxiway / Rollbahn

**U**

UTC	Coordinated Universal Time / koordinierte Weltzeit
UVV	Accident prevention regulations / Unfallverhütungsvorschriften



<b>V</b>	
VbF	Ordinance on Flammable Liquids / Verordnung über brennbare Flüssigkeiten
VBG	Vorschriftenwerk der Berufsgenossenschaften [ <i>rules and procedures of the professional associations</i> ]
<b>W</b>	
	West
<b>X</b>	
<b>Y</b>	
<b>Z</b>	

<b>Procedural instruction taxiing and towing</b>				
Saarbrücken Airport				
Version: 1.0	Date of issue: August 22	Prepared by: Olaf Happel	Page 1 of 2	Flug-Hafen-Saarland GmbH

**Preface:**

Specification of the procedures to be applied for safely performing aircraft taxiing and towing operations at Saarbrücken Airport.

**Bases:**


Regulation (EU) 134/2014 ADR.OPS.B.028  
Regulation (EU) 923/2012 SERA.3215

**Other applicable documents:**

- Rules governing the use of the airport
- Aerodrome Manual
- Operating Agreement Flug-Hafen-Saarland GmbH/DFS RTC Leipzig
- Procedural instruction "Operation during adverse weather conditions".

The independent taxiing of aircraft and towing of aircraft are permitted in compliance with the requirements and procedures set out below, if:

- the aircraft flight deck is staffed by a person authorised to do so.
- during the towing procedure the tug is operated by a person authorised to do so.
- the taxiing / towing process has been announced to the OCC in advance by telephone (251) by mobile radio or the OCC frequency VHF 131.900 and been authorised, and a constant listening watch is guaranteed by mobile radio or the OCC frequency. If this is not possible, taxiing processes may only be performed with the use of a Follow Me vehicle.
- the taxiways stipulated by OCC are complied with.
- when using the taxiways and/or runway, prior authorisation has been obtained from DFS RTC TWR via the radio system, Tower channel, or on the TWR frequency VHF 118.350, and there is a constant listening watch.
- taxiing and/or towing processes to/from the soundproof installation are performed without exception via taxiway B, C and L (to the installation) and L, C and B (from the installation) – after prior authorisation by DFS RTC TWR.
- during the taxiing procedure, position lights are exhibited which indicate the aircraft's path relative to an observer, or lights are exhibited or illuminate the external points of its structure, or lights are exhibited which draw attention to the aircraft.

<b>Procedural instruction taxiing and towing</b>				
Saarbrücken Airport				
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- in unfavourable weather conditions the stipulations of the procedural instruction “Operation during adverse weather conditions” are complied with.
- if the space available is unclear, or if there is a risk of not meeting the minimum safety standards, one or more wing walkers and a Follow Me vehicle are used.

Further details of the aforementioned procedures can be found in the regulations listed under Bases and the other applicable documents, which can be inspected in the OCC as required.

This procedural instruction enters into force on 1 June 2022.



Olaf Happel  
Airport Duty Manager / Compliance Manager Operation Control Center OCC  
Flug-Hafen-Saarland GmbH