Application Form
Agreement of Use

External Access to Airport Operational Extranet (AOE)/ Responsibility for TOBT

Please complete this form and return it to the following address or e-mail:

Flughafen Berlin Brandenburg GmbH
Abteilung Flugbetrieb
Aviation Management
12521 Berlin
a-cdm@berlin-airport.de

Product: **AOE (Airport Operational Extranet) for external use via Internet**
Web Application over the Internet, Access via FBB Firewall, Data service without terminal, Quality of service can depend on internet connection and other usage of terminal

Applicant

Company or Organisation	_____
Name of applicant	_____
Postal address	_____
Building and room number	_____
Telephone number	_____
E-mail address	_____
Customer ID-number	_____

☐ **1. Person responsible for TOBT (read and write)**

Company or Organisation   _____

Name of User or position   _____

Postal address   _____

Building and room number   _____

Telephone number   _____

E-mail address   _____

☐ **2. AOE User (read only access. In case of several users, please append the required details for each user and attach to this agreement)**

Company or Organisation   _____

Name of User or position   _____

Postal address   _____

Building and room number   _____

Telephone number   _____

E-mail address   _____

Name of Applicant in block letters   **Name of person responsible for TOBT**
(if not same person as Applicant)

_____   _____
Place, date and Applicant's signature   Place, date and signature of person responsible for TOBT

Approval by A-CDM Local Manager   **Approval by Head of Aviation Flugbetrieb (OAF)**

_____   _____
Date, Signature of A-CDM Local Manager   Date, Signature Head of OAF

1. OBJECT OF AGREEMENT

Flughafen Berlin Brandenburg GmbH, hereinafter called "FBB", allows the use of the External AOE within the scope of the A-CDM Procedure and the data made available by said tool for the duration of the agreement.

The installation of the external AOE on the customer's respective computers is the responsibility of the applicant self. FBB will provide assistance with the installation and general product support but in-office support will not be provided.

The use of the product is furthermore bound by the following conditions of this agreement.

2. FORMATION OF CONTRACT

The agreement of use comes into being when the customer sends a signed copy of this agreement to FBB. After receipt of the application FBB will take the necessary steps to make the product available. The named user will be sent an E-mail with the instructions necessary to install the application.

3. AVAILABILITY AND QUALITY OF SERVICE

FBB IuK assures the highest possible availability of the system connected to the AOE external tool within the bounds of the existing technical and operational facilities. However, no guarantee can be made that the system will be available at a certain time, for a certain period or without restrictions. In particular FBB does not guarantee any data connections or data content for which it is not responsible. FBB cannot guarantee the function and performance of the tool since this is significantly influenced by the applicant's own equipment, network connections and system configurations.

Product support will generally be provided by IuK Support Hotline from Monday to Friday from 07:00 until 16:00 hrs. Telephone: +49 30 6091 1717 or via email Callannahme@berlin-airport.de.

4. LIABILITY/ACCESS AUTHORISATION/DISSEMINATION OF DATA

The user is not permitted to assign his rights from this contract to a third party. Access codes provided are to be handled with due diligence. The applicant and person responsible for TOBT signing this agreement accept liability. The user is forbidden from using the external AOE on more than one terminal, distributing any data or screen views and feeding data into other systems (for example by video or remote desktop sessions).

In the case of these responsibilities being contravened, FBB has the right to temporarily discontinue access to the system partly or wholly and with immediate effect. Furthermore the contract can be unilaterally terminated by FBB without notice. The same will be applied to any other cases of system abuse as well as deliberate wrong input or manipulation of data.

The external AOE uses an external system gateway through the firewall-infrastructure set up by FBB for such connections.

5. CHARGES

FBB provides the external AOE free of charge within the scope of the Airport CDM Procedure. The access for the TOBT-responsibility is free of charge.

6. DURATION OF CONTRACT/TERMINATION

Written notice of termination is required four weeks prior to the end of the month for both parties and should be directed to the A-CDM Manager whose address can be found on page 1. The applicant is obliged to send a written notice of termination of this agreement, if the necessity for the use of the external AOE is no longer given.

External AOE Specifications

The following table shows the specifications of the external AOE included when ordering. The specifications were valid as of the above date and can be subject to change as a result of further product development.

1 Refresh period

The external AOE and its respective servers are designed to display any changes in data within a maximum of 30 seconds. This however depends on the respective situation on the client's computer.

2 Display of data

The external AOE will only show flight plan data and alarm reports for the flights within the sphere of responsibility of the logged in user responsible for TOBT.

3 Emergency procedures

During normal operation data is supplied from FARMS connected upstream. In case of system outage the alternative procedures for transmission of TOBT according to AIP are valid.

4 Minimum requirements on client's computer

As already mentioned, with this option no guarantee of the performance or availability of the external AOE can be given, as FBB has no influence on the computer's function, configuration or network connections.

Technical minimum requirements on client's computer: Internetexplorer from version 7 or Firefox from version 10 with a current Flash Player Plug-In.

5 Access Information

The user will receive personal access codes by E-Mail. These codes are to treated as confidential and facilitate the use of the external AOE worldwide on any internet terminal which fulfils the technical requirements.

6 User roles

There are two user roles in the external AOE:

1. Person responsible for TOBT: The responsibility for the administration of the TOBT (entry, update and deletion) lies with the airline. The responsibility for TOBT must be unequivocally allocated. If necessary the airline must nominate an executive, for example a ground handling provider, for the administration of the TOBT. The user role person responsible for TOBT in the AOE accords reading and data entry permissions.
2. AOE User: The AOE User has read only permission for the external AOE.