

**CATALOGUE
OF SANCTIONS**

**Procedure for
the processing of offences
against EU Regulations, BL11-1,
and Local Regulations**

CATALOGUE OF SANCTIONS FOR COPENHAGEN AIRPORT

(Procedure for the processing of offences against EU Regulations, BL 11-1, and Copenhagen Airport Local Regulations)

Reference documents:

- Applicable EU regulations;
- Civil Aviation Regulation BL11-1;
- CPH Copenhagen Airport Local Regulations, current online edition;
- Civil Aviation Regulation BL8-10 – Mandatory reporting of aviation security occurrences;
- Danish Road Traffic Act.

Background:

The Catalogue of Sanctions has been presented to the Airside Safety and Operational Committee. The Catalogue of Sanctions was revised in collaboration with resident users of the airport, including trade unions, 3F, Metal and others.

Applicability:

- Airside and landside parts of Copenhagen Airport, cf. BL 11-1, Appendix 1.

Offence categorization:

Offences are categorized into five phases based upon the following principles:

- Phase 0 comprises an on-site reprimand. In other words, minor offences and misunderstandings which can be dealt with by means of a verbal reprimand on site.
- Phase 1 comprises offences that do not immediately endanger oneself or others or offences involving a potential security risk. A phase 1 sanction does not automatically trigger a higher-phase sanction by being “added to” a phase 2 or phase 3 sanction. Repeated phase 1 offences may, however, upon a disciplinary hearing be sanctioned as one higher phase offence. Consequently, phase 1 offences are therefore registered separately.
- Phase 2 comprises offences that may endanger oneself or others or offences involving a security risk.
- Phase 3 comprises gross offences.
- Phase 4 comprises malicious offences.

A written report will be filed for every phase 1, 2, 3, and 4 offences.

Reports:

The reports are completed by Copenhagen Airports A/S, Security (SEC), and subsequently reviewed and processed by Airside Safety (TRA) or the Security Staff (SES).

Proceedings:

Proceedings for phase 0 offences

Security issues a verbal reprimand on site.

Proceedings for phase 1 and 2 offences

TRA/SES will forward a letter to the company's personnel manager/contact with a sanction assessment. A copy of this letter will also be forwarded to the employee via the company.

The company must acknowledge receipt of this letter and that the sanction has been recorded in the employee's file. The company must also ensure that the employee gets enrolled for the appropriate CPH safety or security courses.

In the event of repeated phase 2 offences the permit to move about unaccompanied outdoors on airside will be revoked pursuant to the rules specified under phase 2 offences.

In case the written report gets downgraded or nullified TRA/SES will notify the company's personnel manager/contact by letter, a copy of which will also be forwarded to the employee via the company.

Proceedings for phase 3 offences

TRA/SES will forward a letter or make a phone call to the company's personnel manager/contact to convene a disciplinary hearing with the employee, his/her superior, and the local union representative if such attendance is requested by the employee. Depending on the circumstances, a temporary driving ban may be issued with effect until after the hearing.

At the hearing the employee is invited to present his/her version of the incident, upon which TRA/SES will assess the case and determine the appropriate sanction.

After the hearing a letter of the outcome will be forwarded to the company's personnel manager/contact. A copy of this letter will also be forwarded to the employee via the company.

The company must acknowledge receipt of this letter and that the sanction has been recorded in the employee's file. The company must also ensure that the employee gets enrolled for the appropriate CPH safety or security course. The employee must pass this course before being allowed again to move about unaccompanied on airside.

In case the written report gets downgraded or nullified based upon the hearing and assessment, TRA/SES will notify the company's personnel manager/contact by letter, a copy of which will also be forwarded to the employee via the company.

Proceedings for phase 4 offences

TRA/SES will forward a letter or make a phone call to the company's personnel manager/contact to convene a disciplinary hearing with the employee, his/her superior, and the local union representative if such attendance is requested by the employee. Depending on the circumstances, a temporary driving ban may be issued with effect until after the hearing.

At the hearing the employee is invited to present his/her version of the incident, upon which TRA/SES will assess the case and determine the appropriate sanction.

After the hearing a letter of the outcome will be forwarded to the company's personnel manager/contact. A copy of this letter will also be forwarded to the employee via the company.

In case the written report gets downgraded or nullified based upon the hearing and assessment, TRA/SES will notify the company's personnel manager/contact by letter, a copy of which will also be forwarded to the employee via the company.

TRA/SES will without delay contact SEC to suspend the Airport Driving Permit and, if applicable, the CPH ID Card.

Appeal options:

In the event that the company/employee disagrees with the verdict in the particular case, the following may be contacted for further elaboration:

Head of Airside safety:**Lars Iversen****Tel.: +45 3231 2338****Fax: +45 3231 3117****E-mail: lars.iversen@cph.dk**

or

Head of Security Staff (Security Stab):**Erik Nelbom****Tel.: +45 3231 2370****Fax: +45 3231 3112****E-mail: e.nelbom@cph.dk**

Examples of offences:

Below are shown examples of offences of phases 0 – 4.

Please note that some of the offences presented here may be covered by BL8-10.

Phase 0 offences: (below examples are intended as a guide only)

- 0.01 Staying on, driving on or crossing an empty stand without a lawful errand.
- 0.02 Riding a bicycle/moped between Check West and Terminal 1 (former Domestic Terminal).
- 0.03 Unauthorised parking which is not covered by 1.18.
- 0.04 Driving on the SAS apron (Hangar Apron North) without a lawful errand.
- 0.05 Unnecessary idling of the vehicle engine.

Recommended sanction, phase 0

The reprimand will be issued on site.

Phase 1 offences: (below examples intended as a guide only)

- 1.01 Reckless activity or driving – thus violating the Road Traffic Act – including use of a handheld cellphone while driving, speeding, etc.
- 1.02 Driving under the movable part of a jetbridge while not in use. I.e. the bridge not connected to an aircraft and the bridge not moving.
- 1.03 Leaving or throwing away potentially hazardous objects (F.O.D. or various equipment), on roads or aircraft stands within the apron area.
- 1.04 Feeding of birds.
- 1.05 Failure to carry or display CPH ID card while operating on airside.
- 1.06 Misuse of vehicle pass, e.g. for driving in an unauthorized area according to the vehicle pass, for convenience driving (e.g. servicing of personal vehicle or other non-airport relevant activities), or lending the vehicle pass to another vehicle.
- 1.07 Driving in apron areas without a valid vehicle permit or escort.
- 1.08 Driving on Service Road South without a lawful errand.
- 1.09 Walking behind buses on the road along the bus terminal.
- 1.10 Use of tall equipment higher than 12 metres without permission. If placed adjacent to a building, however, only when the equipment is higher than the maximum height of the building itself.
- 1.11 Failure to carry or display the vehicle pass.
- 1.12 Driving with more trailers than permitted.
- 1.13 Failure to use hi-vis clothing.
- 1.14 Parking in orange-hatched areas during aircraft handling.
- 1.15 Unintentionally leaving behind prohibited objects unattended on airside.
- 1.16 Careless keeping of the CPH ID Card.
- 1.17 Unintentional operation of gates, which, according to EU standards, results in the mixing of inspected/non-inspected passengers and/or Schengen/non-Schengen passengers.
- 1.18 Parking too close to a security fence, i.e. less than 3 metres.
- 1.19 Obstructing a security check.
- 1.20 Illegal possession of objects for which a carrier permit is required.
- 1.21 Opening or passing through emergency doors.

Recommended sanctions for phase 1 offences

A verbal warning as well as renewed Safety or Security Awareness training.

In the event of repeated phase 1 offences, the employee is required to attend at a hearing, and dependent upon the outcome the offence may be sanctioned as a higher phase offence.

The period of limitation for phase 1 offences is 1 year.

Phase 2 offences: (below examples intended as a guide only)

- 2.01 Reckless moving or driving that may endanger or harm one self or others – thus violating the Road Traffic Act – including use of a handheld cellphone while driving, speeding, etc.
- 2.02 Without a lawful errand waiting on, driving on or crossing a stand upon which an aircraft is parked.
- 2.03 Parking in the orange-hatched areas underneath the movable jetbridge or on overlapping safety lines between aircraft stands.
- 2.04 Driving without a mandatory escort on terminal or pier roads in the apron area.
- 2.05 Without a permit, use of tall equipment higher than 12 metres or equipment exceeding the maximum height of the adjacent structure, but without penetrating any obstacle limitation surfaces.
- 2.06 Waiting or driving so close to an aircraft taxiing under own power that it causes inconvenience.
- 2.07 Waiting or driving so close in front of or behind a marshaller guiding an aircraft that it causes inconvenience.
- 2.08 Waiting or driving so close in front of a towed aircraft that it causes inconvenience.
- 2.09 Waiting or driving so close behind an aircraft being pushed back that it causes inconvenience.
- 2.10 Waiting or driving between a marshaller and an aircraft.
- 2.11 Driving on taxiways in apron areas without a valid permit.
- 2.12 Smoking outdoors on airside, though not in close vicinity of an aircraft (this also applies to smoking while inside a vehicle.)
- 2.13 Impeding snow-clearing equipment in operation.
- 2.14 Driving between an escort vehicle and the vehicle or line of vehicles following it, including a VIP motorcade.
- 2.15 Display of threatening behaviour.
- 2.16 Ignoring marshaller instructions while an aircraft is being guided into/out from a stand.
- 2.17 Driving on airside (except the manoeuvring area) without having completed the training required.
- 2.18 Unnecessary driving beneath aircraft wings.
- 2.19 Driving over cables/ventilation hoses on the aircraft stand.
- 2.20 Unescorted driving on airside without valid Airside Traffic Permit/training.
- 2.21 Intentionally leaving behind illegal objects unattended on airside.
- 2.22 Intentionally erroneous operation of gates, which, according to EU standard, results in the mixing of inspected/not-inspected passengers and/or Schengen/non-Schengen passengers.
- 2.23 Deliberate parking within 3 metres of a security fence.
- 2.24 Intentionally repeated obstruction of a security inspection.
- 2.25 Intentionally repeated illegal possession of objects without a carrier permit.
- 2.26 Unauthorized entry into Critical parts of Security Restricted Area (CSRA).
- 2.27 Intentionally repeated opening of or passing through emergency doors.
- 2.28 Failure to escort an airside visitor.
- 2.29 Misuse of temporary access permit.

Recommended sanctions for phase 2 offences

By first offence: renewed safety or security awareness training and a verbal warning.

By second offence: confiscation of the Airside Traffic Permit until completion of renewed safety or security awareness training.

By third offence: a written warning and confiscation for 1 month of the Airside Traffic Permit.

Please note special sanctions for phase 2.26

By first offence: renewed safety or security awareness training and a written warning.

By second offence: confiscation for 1 month of the Airside Traffic Permit and renewed safety and security awareness training.

By third offence: confiscation of the CPH ID card for a period of time, though not exceeding 2 months.

Please note special sanctions for phase 2.28

By first offence: Temporary revoking of the personal escorting rights for 1 month, and required completion of a renewed authorization training.

By second offence: Permanent revoking of the personal escorting rights.

The period of limitation for phase 2 offences is 1 year.

Phase 3 – gross offences: (below examples intended as a guide only)

- 3.01 Grossly reckless moving or driving that may endanger or harm oneself or others – thus violating the Road Traffic Act – including use of a handheld cellphone while driving, speeding, etc.
- 3.02 Without a lawful errand waiting on, driving on or crossing a stand where an aircraft is being towed or where an aircraft is taxiing under own power.
- 3.03 Driving beneath the movable part of a jetbridge which is in use, i.e. while it is connected to an aircraft or moving across the ramp.
- 3.04 Leaving behind or throwing away potentially hazardous objects (F.O.D.) on stands, runways and taxiways.
- 3.05 Intentional misuse of a CPH ID Card or temporary access permit.
- 3.06 Driving without a mandatory escort on taxiways and roads in areas with aircraft traffic.
- 3.07 Without a permit, use of tall equipment which is likely to cause penetration of runway obstacle limitation surfaces.
- 3.08 Waiting or driving so close in front of an aircraft taxiing under own power that it causes serious harassment (e.g. forcing the aircraft to brake).
- 3.09 Waiting or driving so close in front of or behind a marshaller who is guiding an aircraft that it causes serious harassment.
- 3.10 Waiting or driving so close in front of a towed aircraft that it causes serious harassment.
- 3.11 Staying or driving so close behind an aircraft being pushed back that it causes serious harassment.
- 3.12 Waiting or driving between a marshaller and an aircraft, or so close to a marshaller or aircraft that it causes serious harassment.
- 3.13 Crossing of or driving on taxiways in apron areas, that endangers others.
- 3.14 Smoking close to an aircraft (this also applies to smoking while inside a vehicle.)
- 3.15 Impeding escort vehicles and a vehicle, a line of vehicles, an ambulance or a VIP motorcade following behind it.
- 3.16 Threats.
- 3.17 Refusal to obey instructions from a marshaller who is guiding of an aircraft into/out from of a stand, thus endangering oneself and the aircraft.
- 3.18 Driving on roads in the Manoeuvring Area without a Class 4 Airside Traffic Permit.
- 3.19 Driving on taxiways in the Manoeuvring Area without a Class 4 Airside Traffic Permit.
- 3.20 Driving on roads in the Manoeuvring Area in poor visibility without permission from TOWER.
- 3.21 Impeding fire-fighting and rescue vehicles during turn-out.
- 3.22 Refusal to present upon demand a CPH ID Card to airport officials.
- 3.23 Intentionally and under aggravating circumstances leaving behind illegal objects unattended on airside.
- 3.24 Refusal to participate in a security check.
- 3.25 Unauthorised opening of or passing through emergency doors in critical security areas.

Recommended sanctions for phase-3 offences

By first offence: confiscation for 1 month of the Airside Traffic Permit and renewed safety or security awareness training as well as a written warning.

By second offence: confiscation of the CPH ID Card for a period of time, though not exceeding 2 months.

The period of limitation for phase 3 offences is 2 years.

Phase 4 – malicious offences: (below examples intended as a guide only)

- 4.01 Misuse of the CPH ID card or temporary access permit.
- 4.02 Refusal to present upon demand a CPH ID card to airport officials.
- 4.03 Without a permit, use of tall equipment which causes penetration of runway obstacle limitation surfaces.
- 4.04 Waiting or driving so close in front of an aircraft taxiing under own power that an incident or an accident occurs.
- 4.05 Waiting or driving so close in front of or behind a marshaller who is guiding an aircraft that an incident or an accident occurs.
- 4.06 Waiting or driving so close in front of a towed aircraft that an incident or an accident occurs.
- 4.07 Waiting or driving so close behind an aircraft being pushed back that an incident or an accident occurs.
- 4.08 Waiting or driving between a marshaller and an aircraft or so close to a marshaller or aircraft that an incident or an accident occurs.
- 4.09 Smoking right next to an aircraft (this also applies to smoking while inside a vehicle).
- 4.10 Violence.
- 4.11 Operating within a runway area without having completed the training required.
- 4.12 Crossing or driving on a runway without permission.
- 4.13 Deliberate refusal to participate in a security check.
- 4.14 Unauthorized entry into Critical parts of Security Restricted Area (CSRA) under aggravating circumstances.
- 4.15 Unauthorized opening of or passing through emergency doors in particularly critical security areas, thus compromising airport security.
- 4.16 Three phase 3 offences.

Recommended sanctions for phase 4 offences

Confiscation of the CPH ID Card for more than 1 month and confiscation of the Airside Traffic Permit for an extended period of time.

The period of limitation for phase 4 offences is at least 2 years.