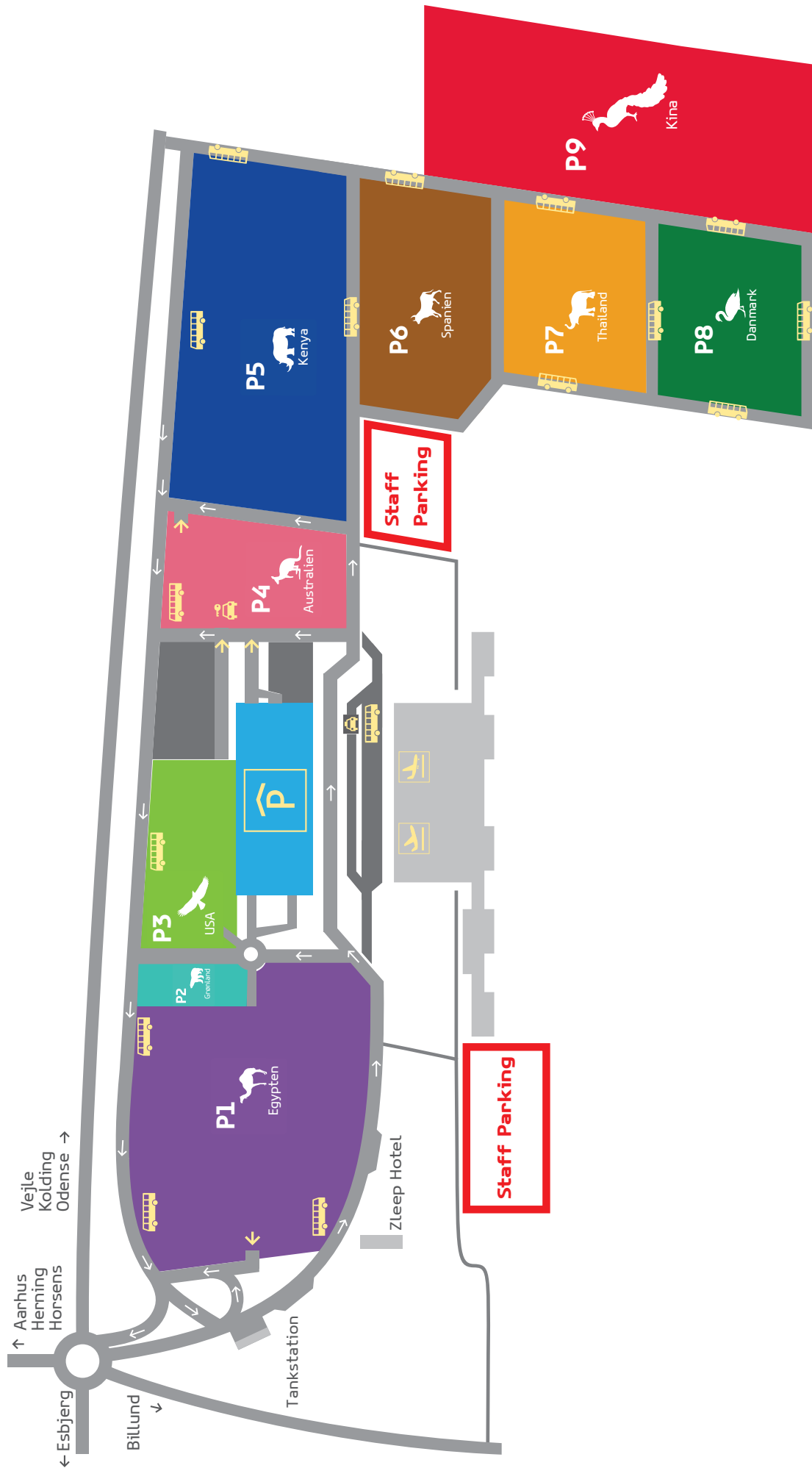




Information about Billund Airport For crew

Maj 2017

Parking



Valid identification

Arriving/departing crew can use one of the following valid identifications: Passport, Pilots License/Certificate, Crew Member Certificate or Crew Member License.

Staff screening at Billund Airport

Liquids, coats/jackets & electronic equipment

Staff/crew is not included in the same limitations concerning liquids which apply to passengers. However on request liquids, sprays and toiletries have to be presented at the screening point and screened separately.

If a container has a capacity of more than 100 millilitres, proof of authenticity of the exempted liquid shall be provided, when requested to do so.

On request laptops and other electronic equipment shall be screened separately.

Safety shoes and other objects, which contain a large amount of metal shall be screened through the x-ray.

Only hand luggage and smaller suitcases through Security Staff Entrance. Larger items that cannot be processed through security Staff Entrance x-ray, must be checked in.

Active or Passive crew travel from Billund Airport

ACTIVE CREW

Active crew are allowed to proceed via security staff entrance.

PASSIVE CREW

Passive crew who are added to general declaration as crew are allowed to proceed via security staff entrance.

Passive crew who are checked-in and hold a boarding card must follow passenger flow through security (e.g. regulation for LAGs) and must be boarded via correct departure gate.

NB. Passive crew have the possibility to use the automated Fast Track, free of charge. For this service, passive crew must register at the "Billund Airport Ticket Office" in order to be let through the automatic Fast Track.

Departure

When departing from BLL to a Third country or Non-EU Non-Schengen destination crew must follow the normal passenger flow through the Passengerterminal, including passport control.

Only BLL ID card holders can access elevator from level 0 to level 2 via swipe of BLL ID card.

Crew without BLL ID card must coordinate time for boarding with OP.

Bustransport must be coordinated with Marshal.

Crewlane at passport control (fig. 1).

Figure 1

**Staff and Crew
Only**



Access to apron via Gate 3, 6 and 14, BLL ID card must be swiped (fig. 2).

Figure 2

Crew must ensure that no other persons get access to apron when door is left open - takes 45 sec. (fig. 3).



Figure 3

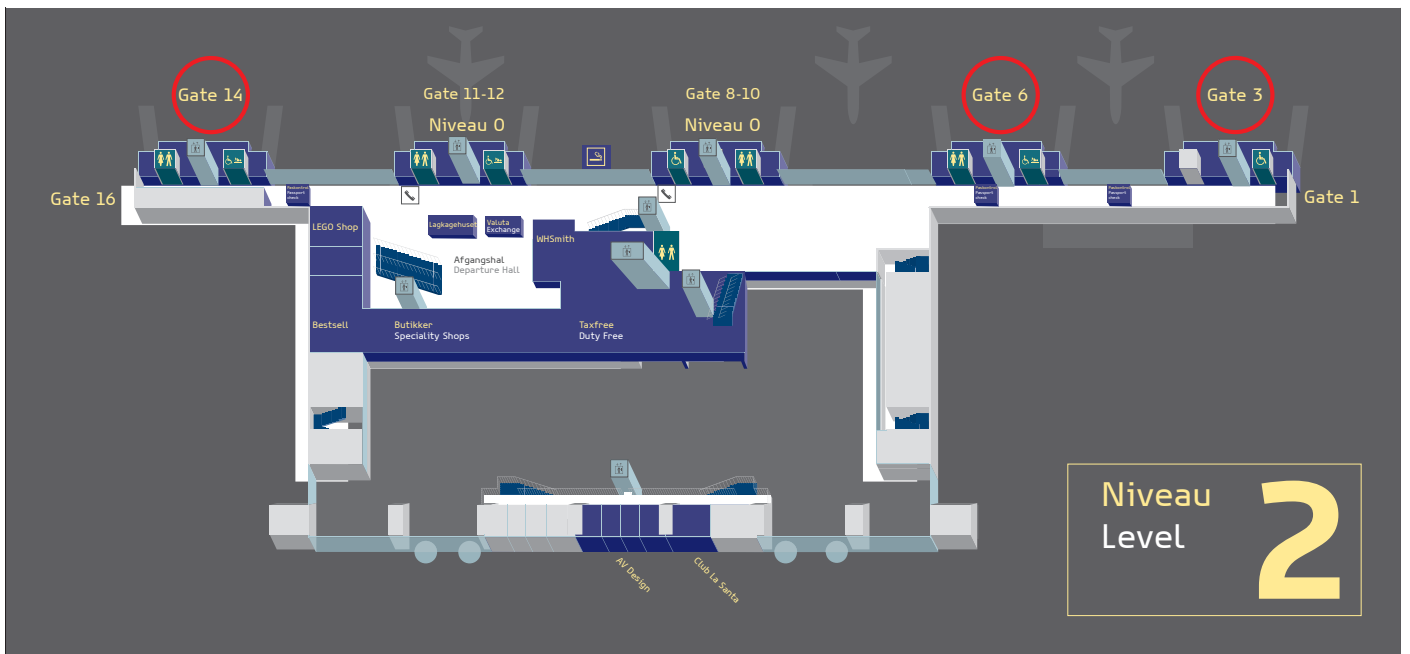


Figure 4

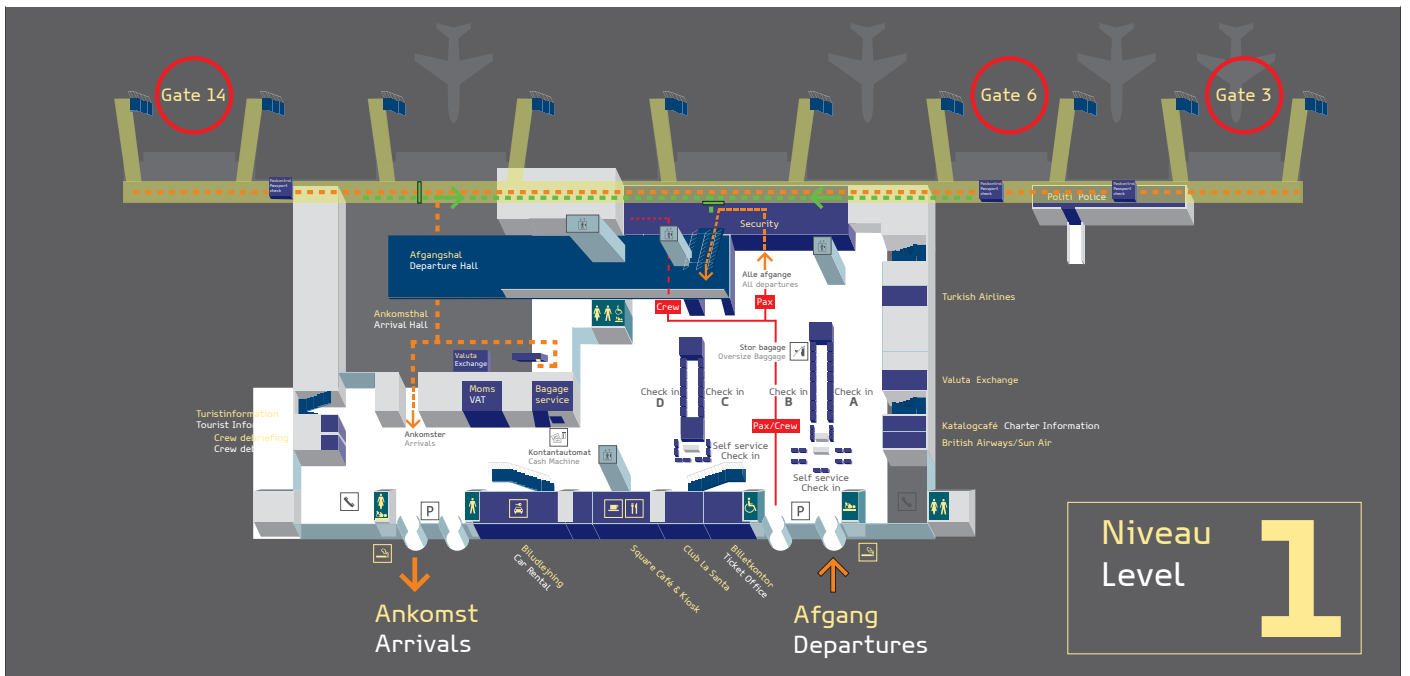


Figure 5

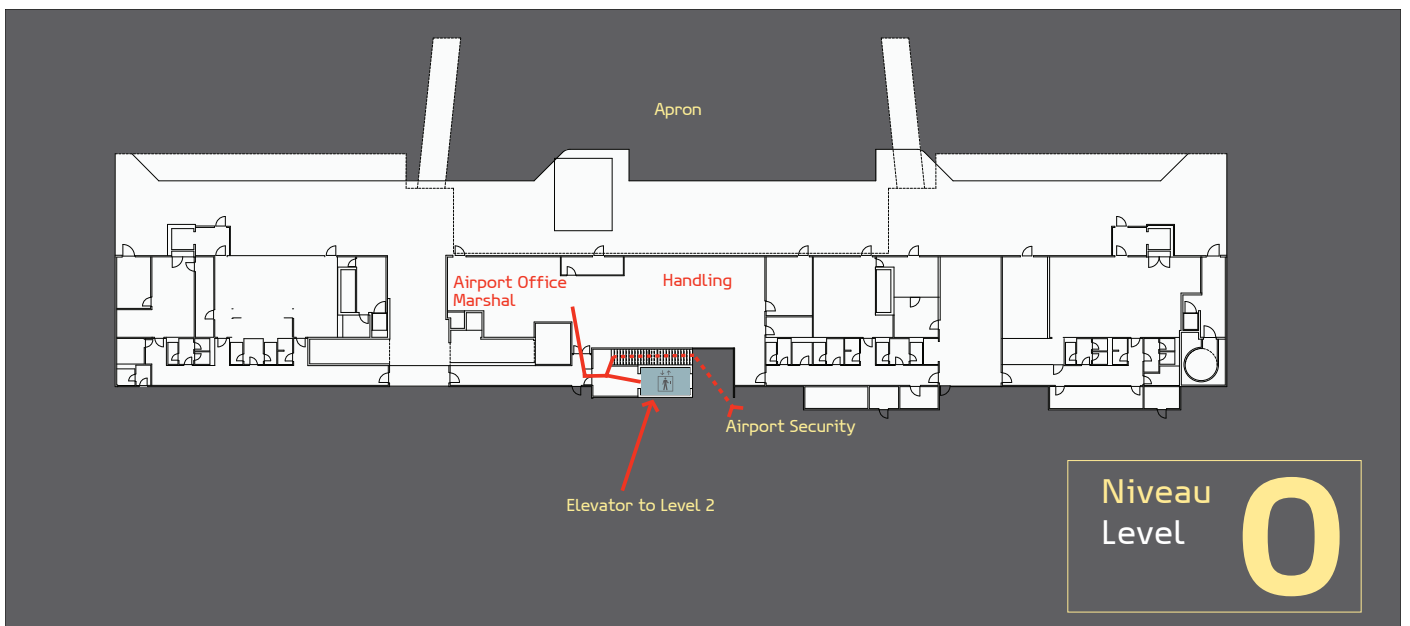


Figure 6

Arrival

When arriving to BLL from a Third country or Non-EU Non-Schengen destination crew must follow the normal passenger flow through the Passengerterminal, including passport control and exit through Customs control.

Crew debriefing landside. Please see fig. 7 for designated area.

When crew needs access to OP or other airside airport facilities, following categories of arrival procedures applies:

- Procedure 1:** EU Schengen destination
Follow green indication on fig. 7
- Procedure 2:** EU Non-Schengen destination
Follow green indication on fig. 7
- Procedure 3:** Third country or Non-EU Non-Schengen destination
Follow orange indication in fig. 7 (through passport control and customs)

General precaution: Separation door/Transfer door is blocked, during simultaneous arrivals from Third country or Non-EU Non-Schengen. Then procedure 3 must be followed.

Turnarounds

In case of a turn-around flight where crew stays on board, or the flight changes status to an EU-departure, crew is only allowed to move away 10 meters from the aircraft.

If crew from Third country or Non-EU Non-Schengen destination needs access to OP or other airport facilities, in relation to the specific flight, they must be escorted by a BLL staff throughout the process.

Escort must be arranged via OP.

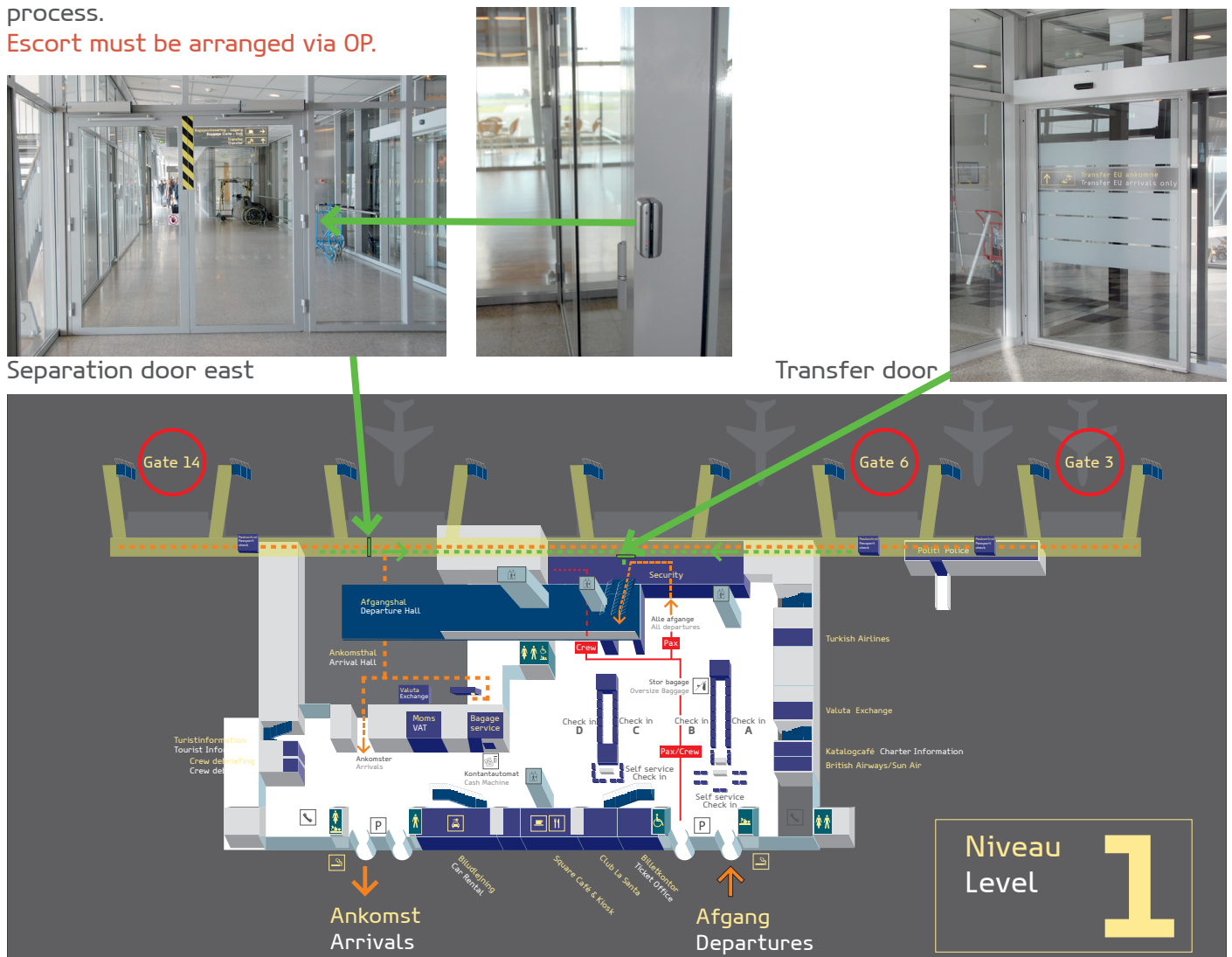


Figure 7

Guideline for delivering crewmail and money bags for airline crew at Billund Airport

The safety box is located at the Arrival Hall at the Baggage Service. All airline crew will get through the Arrival Hall at arrivals at Billund Airport.



Safetybox

Instructions for using the safety box

1. Press code "199400"
2. Turn the number lock keyboard- a ¼ round
3. It is now possible to open the drawer by turning the handle around and dump the money bag
4. As soon as the money bag has been dumped be sure to close the drawer and turn back the handle again.

Please inform all crew that flight numbers and dates have to be visible and readable at the money bag.

The safety box will be emptied every morning by Exchange*m staff.



Mailbox



- 2. Hotel Svanen
- 8. Zleep Hotel
- 9. Hotel Propellen
- 10. Hotel LEGOLAND
- 12. Refborg Hotel