

## Conditions for Ground Handling

BLL, July 1st, 2025

### Opening hours - Check In

The terminal building (landside) is classified as a public area and is therefore open 24 hours a day. However, from security and onwards through the airside areas, it is generally closed from "flight closed" at the last departure of the day until opening hours the following day.

### Opening Hours Common Use Self services:

- Minimum 2 hours before scheduled departure in the morning
- Minimum 2½ hours before charter departure in the morning

Common Use Self services closes after last departed flight.

### Opening Hours Check-In counters:

- Minimum 2 hours before scheduled and low-cost departure
- Minimum 2½ hours before charter departure  
\*Minimum 2 hours when level of Self Service Check-In and Self Service Bag Drop exceeds 90%, on average every quarter.  
If less than 90% on Self Service products, airlines are obliged to work towards reaching set target.
- Ad hoc flights are arranged between the Ground Handler and the customer, but sufficient time must be ensured for passengers to go through the terminal flow.  
Normal opening hours is 2 hours before departure.

The main guard, OP, Marshall office, and BOR are always staffed.

**Important:** In case of irregularities, it is the Ground Handler's responsibility to inform Security, AOCC, PEX and BLL management. Involved authorities (e.g. Passport Control, Customs) will be informed by BLL if extensions of opening hours is needed.