

Guidelines for working at Stockholm Arlanda Airport

5th edition



**Swedavia
Airports**

Contents

Welcome to Arlanda	5
Authorisation documents	7
Security checks	13
Reporting	15
Risks	16
Occupational health and safety	17
Fire and fire safety	19
When you work on airside	21
Vehicles on airside	25
Foreign object debris (FOD)	27
Radio transmitting and EMC	28
Waste	29
Construction sites	31
Chemicals	33
Other	35
Glossary	36
Important telephone numbers	37

You will also find these guidelines at swedavia.net/arlanda:
Flygplatsinformation > Dokument och ansökningar > Manualer och
handböcker



Welcome to Arlanda

You are part of Stockholm Arlanda

These guidelines have been prepared for everyone who works on assignment for Swedavia at Stockholm Arlanda Airport. The airport is subject to civil protection regulations and has aviation operations that are conducted around the clock throughout the year, which naturally places special demands on everyone who works here. Anyone who intends to work in the airport area is obliged to be familiar with and comply with the order and safety regulations and environmental requirements in effect at the airport. The purpose of these guidelines is to provide an introduction to the most important rules as well as indicate where additional information can be found.

When you work here, you represent not just your own company – you also represent Stockholm Arlanda. This means that you are expected to be pleasant and helpful in your interaction with the airport's employees and passengers. For everyone's comfort and safety, you should also keep the area around your workplace clean and tidy.

These guidelines provide you with the rules of conduct that apply at the airport. Contractors who bring in subcontractors are obliged to inform them about relevant rules according to those. Terms and abbreviations in italics are explained in the glossary at the end of these guidelines.

Rules and regulations

The rules of conduct at the airport are stipulated under *AR* (Airport Regulations), *TSFS - Sec* (the Swedish Transport Agency's regulations - security), *EASA*, Commission Regulation (EU) 139/2014.

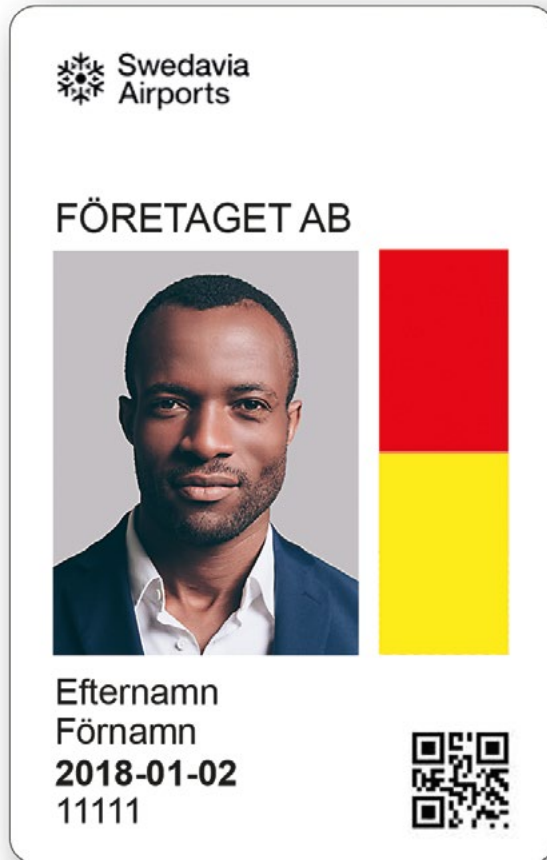
Alcohol and drugs

It is prohibited to bring alcohol or drugs into the airport area or to partake of alcohol or drugs in the airport area. If you know or suspect that someone is under the influence of alcohol or drugs, the matter should be reported. Random drug tests may be carried out.

Smoking

A general ban on smoking is in effect at the airport, except in specially designated areas.

Authorisation documents



Badge

In order to be in the airport's authorisation areas, an authorisation document is required. If you are an employee with an assignment at the airport, you must have a badge that shows what areas you are authorised to be in. The badge must be worn clearly visible at chest height.





How do I gain authorisation?

Your employer conducts a background check including a check of public records. Once the application for a check of public records has been submitted, you as an employee must complete a security and safety training course.

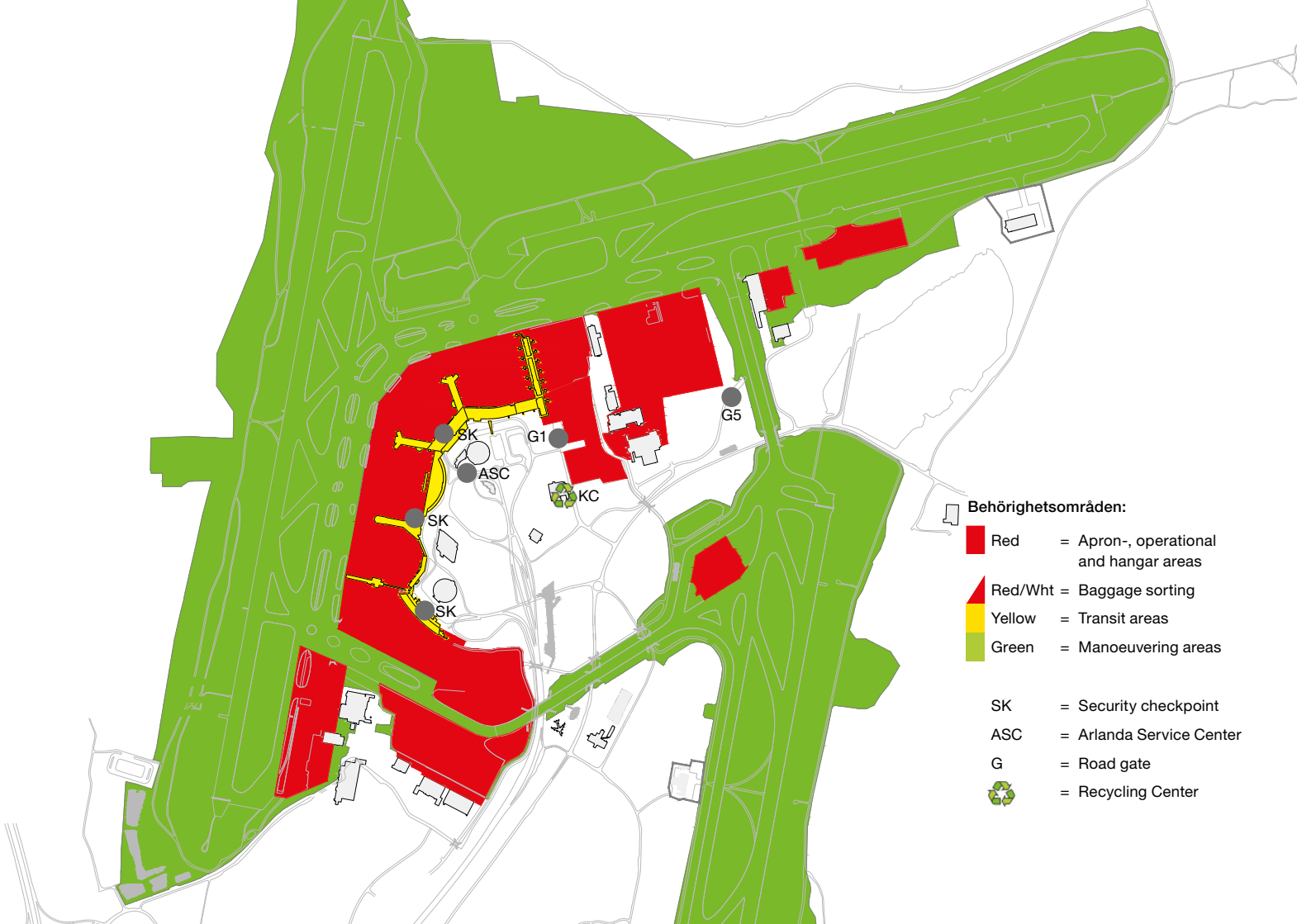
When you have passed this course, you can apply for a badge through your employer. More information about the authorisation process is available at swedavia.net/arlanda, where you will also find details about the security and safety training course. Note that the check of public records takes 2–3 weeks as a rule, and in some cases even longer.

Which colours apply for each authorisation area?





Authorisation areas:


-  Red = Apron, operational and hangar areas
-  Red/Whit= Baggage sorting
-  Yellow = Transit areas
-  Green = Manoeuvring areas

You are only authorised to be in these areas for work purposes.
For more information, see AR A-02-2013, A-03-2013 and A-04-2013.



Behörighetsområden:

-  Red = Apron-, operational and hangar areas
-  Red/Wht = Baggage sorting
-  Yellow = Transit areas
-  Green = Manoeuvring areas

- SK = Security checkpoint
- ASC = Arlanda Service Center
- G = Road gate
-  = Recycling Center

What should I do if I have forgotten my badge?

If you have forgotten your badge, you need to pick up a replacement badge at the Arlanda Service Center. Your regular badge will be temporarily deactivated but will be reactivated when you can present it at the same time that you return the replacement badge. The replacement badge is valid for a maximum of 7 days and a fee is charged for this, according to the information on the next page.

Visitor

If someone is at the airport on a temporary visit, that person may be provided with a visitor badge, which is valid for a maximum of 24 hours, although on no more than 5 occasions during a 6-month period.

As a visitor, you must be escorted by an authorised person, and you may not be left alone in an authorisation area.

An application for a visitor badge is submitted by your employer. It is not possible to apply for a visitor badge if an application for a permanent badge has already been submitted for that person while awaiting the results of a check of public records on that person.

For more information, see AR A-03-2013 and A-04-2013.

What should I do if I see someone without a badge?

If you see someone in an authorisation area without a visible/valid badge, you should immediately contact the Airport Security Centre (LC). The same thing applies if you discover someone or something unusual that is in breach of normal behaviour and procedures.

Under no circumstances may you lend your badge to someone else. If you discover that this has happened, it should be immediately reported to the Airport Security Center (LC).

What should I do if I have lost my badge or key?

If you lose your badge or key, you should immediately report the loss to the Arlanda Service Center, and you must also file a police report; see the list of telephone numbers. A copy of the police report must be submitted to the Arlanda Service Center. An application for a new badge must be submitted.

What should I do with my badge, keys and other authorisation documents once I have completed my assignment at Stockholm Arlanda?

When you have completed your employment/assignment, or if you change employers, you are obliged to return your badge, keys, driving permit and vehicle permit to the Arlanda Service Center.

If the items above are not returned, a fee will be charged according to the price lists ("Prislistor") found at arlandaairport.net under "Flygplats-information" and "Ansökningar och blanketter".

A check of public records is conducted throughout the person's period of employment/assignment and should be completed separately on the intended form by the employer when employment is terminated or the assignment is completed.

Agreement with the airport

To ensure that the regulations in effect regarding aviation security are followed, companies that apply for access to the airport's authorisation areas must enter into an agreement containing a security clause with the airport or enter into a separate Security agreement.

Contractors without a Licence agreement of their own should appoint a contact person with managerial responsibility and a mandate to make decisions regarding security issues. The contractor's authorisation documents only apply to the assignment for which the employer (the company with a licence agreement) has submitted an application.

Is anyone allowed to be in the baggage sorting area?

Only people with a red/white badge are allowed in the baggage sorting area. If you have right of access to this area, please help to make sure that no unauthorised persons are there. Also keep in mind that there are many people who need to use relatively small spaces, so show consideration for others when driving a vehicle, and always follow the rules in effect.

For more information, see AR A-02-2013 and A-08-2013.

For everyone's safety, keep an eye on other people's authorisation to be in the baggage sorting area, and please drive carefully.



Security checks

What should I think about when I undergo a security check?
Entry to an authorisation area occurs through specially monitored entry points or checkpoints for employees and goods (*PVK*), where all employees, vehicles and goods undergo security screening.

Make things easier for yourself and the security officers before you pass through a security checkpoint by:

- opening the bonnet of your vehicle.
- taking in bags and/or other loose objects that you have in your vehicle so that they can be checked.
- placing all loose objects (such as your mobile phone, keys, wallet etc.) in the designated tray on the conveyor belt.
- being prepared to hand over your badge for checking.

Be aware that you should always follow the security officers' instructions.

More information about how security checks are conducted, the entry points that exist and their opening hours is available at [swedavia.net/arlanda](https://www.swedavia.net/arlanda).

Remember to always wear your badge so that it is clearly visible at chest height. Discrepancies will be reported in conjunction with the security checks.

There are also unmanned security entry points inside the authorisation areas. For some entry points, you need a security code in order to gain access. The security code will be provided to you at the Arlanda Service Center.

What should I do if I have tools with me?

It is your responsibility to ensure that all sharp objects and tools, such as knives in restaurants or tools in workshops, are stored out of reach of unauthorised persons. If you discover any abandoned tools or sharp objects left in an authorisation area, contact the Airport Security Centre (LC) or Airport Duty Manager (ADM); see the list of telephone numbers.



Reporting

Who should I call in the event of an injury/serious illness?

Call 112 and answer the SOS staff member's questions about what has happened, injuries, pulse etc. Then contact the Airport Security Centre (LC); see the list of telephone numbers.

What should I do if I find an abandoned or misplaced bag?

If you find an abandoned or misplaced bag, do not touch the bag. Call the police or the Airport Security Centre (LC); see the list of telephone numbers. The same thing also applies if you suspect some form of criminal activity.

Incident reporting

Everyone who works at Stockholm Arlanda Airport must report incidents in the web-based reporting system found at arlandaairport.net. For incidents of an emergency nature, call 112 or contact the Airport Security Center (LC), ADM or ATOS before submitting a report.

An incident report should be submitted for an incident or action that has entailed, or that could have entailed:

- disruptions to aviation security and/or aviation services.
- disruptions to other planned operations.
- detrimental or unforeseen environmental impact.
- deterioration in the workplace environment.
- fire.

Read more in AR G-06-2013.

Fault reporting

A fault report could involve a light that is not working or an escalator or lift that is out of order. It could also involve a broken window or something else that is not working properly. A fault should be reported by calling the Technical coordinator - Arlanda OPC (Operational Planning Center); see the list of telephone numbers. It is also possible to report a fault online at swedavia.net/arlanda.

Risks and risk analysis

In conjunction with a change in operations at the airport, a risk analysis must be carried out. Examples of changes:

- New construction or addition
- Replacement of equipment
- Organisational change
- New working method

The risk analysis must take into account the following:

- Aviation safety
- Aviation security
- The external environment
- The workplace environment
- Access

Aviation safety risks must be analysed in a safety case and documented in an aviation safety plan.

Read more in AR G-01-2013 and in AR G-13-2017.



Occupational health and safety

Each employer is responsible for its employees' workplace by:

- providing an introduction, instructions and other information about what rules are in effect in the workplace in question, for example local safety regulations. If you are unsure about what rules apply, contact the local safety representative.
- studying and passing on the information about occupational health and safety in the Arbetsmiljöbesked concerning temporary jobs to its employees.
- providing personal protection equipment.
- finding out from the client about any risks that may exist regarding the work in question, and performing a risk analysis.

Each employee is responsible:

- for reading and understanding any risk analysis and other occupational health and safety documents that the employer or client provides.
- if performing work for which an occupational health and safety plan is required, for reading and understanding the plan and following the instructions that exist in order to avoid risks.
- for reading and complying with the terms specified in occupational health and safety documents.
- for notifying the construction safety coordinator of any shortcomings regarding occupational health and safety, accidents or incidents.

Swedavia is responsible for coordinating occupational health and safety matters between different companies and organisations at the airport by:

- coordinating the work to mitigate risks to people's health and accidents.
- scheduling different activities to mitigate risks.
- arranging general protective equipment.
- clarifying the responsibility for special protective equipment.
- ensuring that there is consultation with the health and safety coordinator for execution of work (BAS-U) for temporary shared workplaces.
- Swedavia Stockholm Arlanda is divided into areas for coordinators and agents with delegated responsibility.

For more information, see AR G-12-2015 and under "Flygplatsinformation" and "Säkerhet" at swedavia.net.



Fire and fire safety

What should I do if there is a fire?

Help any people who are in immediate danger, then call 112 and, if possible, try to put out the fire. Try to confine the fire so that it does not spread.

What should I think about before starting work?

- Study the evacuation plans and evacuation routes, and note where the assembly points are located.
- Check the location of the closest fire extinguisher, fire alarm button, safety shower, eyewash and first aid kit.

Note that:

- evacuation routes, safety showers, electrical cabinets and firefighting equipment may never be obstructed
- most premises are equipped with smoke or heat detectors that are connected to an automatic fire alarm
- some premises are equipped with gas and evacuation alarms
- the fire alarm may only be shut off by the airport emergency services. An application to have the fire alarm shut off must be submitted to the airport emergency services' Airport Rescue Officer (ARO) well in advance before work starts; see the list of telephone numbers.
- questions regarding the handling of gas cylinders in conjunction with contracts should be forwarded to the airport rescue service –preventive fire safety; see the list of telephone numbers.

For more information about Fire Safety Regulations, see AR G-04-2013.

When you work on *Airside*

What should I think about during the work and after it is completed?

- In order to minimise the risk of a fire spreading, waste that is generated during the course of work should be dealt with immediately.
- Any fire-fighting equipment, signs etc. that have been removed or moved in conjunction with work should be returned to their original location once the contract has been completed.
- Work that entails a special fire risk, referred to as “hot work”, requires good language skills in Swedish or English for both the person supervising the work and the person actually performing it.

What is required for hot work?

- A valid certificate.
- Written permission.
- The contractor’s own fire extinguishing equipment, available for use.
- Equipment must be labelled with the contractor’s company name.
- An interpreter must be used if there is a need for this.

An application for a permit for temporary hot work or to shut off fire alarms must be submitted to the airport emergency services’ Airport Rescue Officer (*ARO*); see the list of telephone numbers.

For more information about Fire Safety Regulations, see AR G-04-2013.

How can I be sure that I can be seen when I work at the airport?

High-visibility clothing must always be worn when you are in the movement area apron, manoeuvring area or baggage sorting hall. High-visibility clothing must always be the outermost garment, and you must wear it on your upper body.

For more information about high-visibility clothing, see AR A-04-2013.

For your own safety, remember to always wear high-visibility clothing when on airside.

What procedures are in effect when visibility is poor?

When visibility is poor, Low Visibility Procedures (*LVP*) are used to prevent collisions between aircraft and vehicles. When *LVP* is in effect, a flashing red light will appear on the signal posts set up along the inner transport route. This means that all vehicular traffic is banned from the parts of the airport covered by *LVP*. Special requirements also apply if you want to drive a vehicle in the manoeuvring area during *LVP*. If you require escort assistance, contact the Airport Technical and Operative Supervisor (*ATOS*).

For more information, see AR A-08-2013.

During *LVP*, vehicular traffic is prohibited in those parts of the inner transport route covered by *LVP*.



What should I think about when I am near aircraft?

When the aircraft's anti-collision light is on, the engines are either under start-up or else the engines are running. If you are near an aircraft, it is important to know that you are absolutely not allowed to enter the safety area, which is indicated by red lines, when the aircraft's anti-collision light is on.

For your own safety, keep away from aircraft that have their anti-collision light on.

May I have my pet with me on *airside*?

Due to aviation safety and quarantine regulations, it is not permitted to have pets on airside. The only exceptions to this rule are animals used by wildlife control, police, security companies and Swedish customs.

For more information, see AR A-03-2013.

Please leave your pet at home when you are working at the airport.



Vehicles on *airside*

Vehicles that are used on *airside* must:

- Be marked with the company's logo.
- Have a valid vehicle permit.
- Have reflective stripes for visibility.
- Meet the requirements of (environmentally) clean car in AR A-08-2013.
- Be in good working condition. Regular self-inspections must be carried out and documented.

The type of vehicle permit that is required depends on the period of validity required and where the vehicle will be used. Vehicle permits should be applied for at the Arlanda Service Center; see the list of telephone numbers.

For more information, see AR A-08-2013.

Remember to apply for a vehicle permit before you take your vehicle on *airside*.

What should I think about if I am going to be driving on *airside*?

In order to be allowed to drive a vehicle on *airside*, you must complete a driving permit course and be issued a driving permit. An application should be submitted to the Arlanda Service Center. More information about the course is available at swedavia.net/arlanda. However, if you are being escorted by someone else who has a valid driving permit, you do not need to take the course.

If you will be driving a vehicle in the manoeuvring area, you need to a complete radio communication course in addition to the driving permit course. You can arrange this with the instructor; see the list of telephone numbers.

Remember to register well in advance for the driving permit or radio communication course.

Foreign Objects Debris *FOD*

What rules must I be aware of when driving a vehicle on *airside*?

The biggest differences between driving a vehicle on *airside* and driving a vehicle somewhere else are the risk of colliding with aircraft and the fact that there are many vehicles in a constricted space at the same time.

Some important rules to keep in mind:

- The general speed limit is 30 km/h.
- Vehicles and equipment may only be parked in designated locations.
- Vehicles may only be driven in conjunction with work duties, and then preferably on marked vehicular routes.
- Vehicles driven on the inner transport route must have a red/white or pink/white vehicle permit.
- Aircraft always have right of way – even when they are being towed.
- You may only talk on the phone if you use a hands-free set.
- A vehicle can have its engine idling for a maximum of one minute. This rule also applies on *landside*.

For more information about driving a vehicle, see AR A-08-2013.

Remember to always have your driving licence and driving permit with you. Keep in mind that traffic violations could result in you having points added to your licence or, in the worst case, you losing your licence.



Why is it important to keep the airport clean and tidy?

Foreign object debris (*FOD*) is any foreign object on *airside* – any loose material that could cause damage to an aircraft, either by being sucked into an engine or by damaging the body or tyre of an aircraft in any way and jeopardising the safety of the passengers on board.

Cardboard boxes and bags containing food remains or sweet and ice cream wrappers, for example, can attract birds and other animals. A collision between a bird and an aircraft, for example, can have devastating consequences in the same way as *FOD*.

So keep in mind that:

- waste bins and skips must be kept covered.
- animals, at or in the vicinity of the airport, should not be fed.
- rubbish and *FOD* at the airport must be picked up.

Contact the Airport Technical and Operative Supervisor (*ATOS*) or your immediate supervisor when you are not able to take care of the object yourself.

What should I do if I discover birds or other animals on *airside*?

If you see large flocks of birds or mammals, for example hares or deer, on *airside*, you should notify Support at the Technical coordinator - Arlanda *OPC*. Notify the Airport Security Center (*LC*) if you discover holes in or under the airport perimeter fence; see the list of telephone numbers.

Radio transmitting and EMC

What applies concerning radio transmitters and other electrical /electronic equipment?

Different kinds of radio transmitters can produce disruptions in aviation operating systems. Requirements and regulations that specify which equipment requires a permit and what can be used without a permit are described in AR G-08-2013.

For spoken communication via radio during temporary set-ups such as construction projects, events, filming or the equivalent, it is recommended that the existing Airport Radio System set up at Stockholm Arlanda Airport be used.

If Airport Radio is needed, contact: Airport Telecom, tel 0770-111538, e-mail airporttelecom@swedavia.se

Electromagnetic compatibility (EMC) and products

For safety and security reasons and to protect radio systems and other equipment from interference (electromagnetic (EMI) or radio frequency (RFI)), Swedavia requires documentation with an EC Declaration of Conformity for EMC for electric and electronic products that will be used at the airport.

Read more in AR G-08-2013.

Waste

What should I do with the waste generated during work?

All waste generated at the airport must be sorted and always be placed in a designated container in order to avoid the risk of *FOD*. There are sorting areas for waste from regular business operations in each terminal.

Small amounts of hazardous waste and small amounts of construction waste can be dropped off in designated locations at the Recycling Center (Swedavia's environmental station) on Driftvägen (about 150 m before Road Gate 1), Monday–Friday 12.00–14.00.

Hazardous waste, such as fluorescent lights, spilt oil, leftover paint etc. may never be mixed with other waste. Contact your employer if you have any doubts about whether waste should be treated as hazardous waste or if you have large amounts of waste.

For more information, see AR G-09-2013.

Avgångar Departures					Avgångar Departures				
Tid Time	Destination Destination	Flyg Flight	Skid Skid	Anmärkning Remark	Tid Time	Destination Destination	Flyg Flight	Skid Skid	Anmärkning Remark
1325	Tallin	OV129	SK8712	41-58	1325	Rehovi	RF284	SK0064	41-58
1330	Brussels	SK1507		41-58	1325	Duis	RF456	SK0090	41-58
1340	Turku/Helsinki	RF482	SK8370	41-58	1325	Vasa	RF460	SK8390	41-58
1345	Tampere	RF482	SK8642	41-58	1325	Tampere	RF488	SK8650	41-58
1350	Oslo	SK497	OV6139	41-58	1330	Faro	SK2583		02-04
1350	Stockholm	SK1507		41-58	1330	Copenhagen	SK1415	JK3036	41-58
1355	Vasa	RF482		41-58	1330	Zakynthos	NR9251		09-61
1355	London LHR	SK1527	BT5175	41-58	1330	Malaga	NR355		02-64
1355	Copenhagen	SK427		41-58	1330	Oslo	SK1497		41-58
1355	Helsinki	NR058	35-37		1330	Frankfurt	LH5097	AC3232	41-58
1355	Helsinki	OV6139		41-58	1330	Copenhagen	SK431	NR6192	41-58
1355	Stockholm	SK1507	SK3107	41-58	1330	Shanghai	RF1263	CL6477	10-13
1355	Oslo	BT110	SK3643	41-58	1330	Stockholm	SK1106	NR0222	22-26
1355	Stockholm	SK425		41-58	1330	Reykjavik	NR290		41-58
1355	Rehovi	SK700	SK7343	41-58	1330	Paris M	LH121		20-32
1355	Oslo	SK1497	SK6126	41-58	1330	Munich	LH2209		41-58
1355	Stockholm	RF482	SK4372	41-58	1330	Copenhagen	NR110		14-18

Till flygplanen
To the aircraft



Construction sites

Earthworks and connections to utility systems

Contact your employer/client before beginning earthworks or work involving connections, switching/changeover measures or other measures that affect the airport's utility systems. A risk analysis must be carried out and approved. Examples of utilities are telecoms, data, IT, water and sewage, electrical systems, heating, cooling and ventilation.

ATOS is responsible for coordinating all work on airside and work in the terminals and landside that can effect on aviation operations or entail risks to aviation safety.

When such work is carried out, an application for work on airside must be sent to ATOS Coordination at an early stage (planning stage). The form is available at www.swedavia.net/airport/arlanda.

In case of uncertainty, contact ATOS Coordination; see telephone list.

Please note that no work may be started without approval from ATOS. Read more in AR G-13-2017.

Set-up and dismantling of construction sites

Material, equipment, containers and work site huts must be placed in an area that ATOS has indicated and with a safety distance (3 metres) to the nearest fence.

The movement area and safety distance (for aircraft) must not be affected other than what is indicated in the approved aviation safety plan. Vehicular traffic may not be affected other than what is indicated in the prepared traffic plan.

Keep the workplace free from rubbish (*FOD*).

The preparation of food is not allowed on airside. Consumption and heating of food and beverages must be carried out in an assigned area.

Waste receptacles must be covered and marked with the contact information of the construction manager/supervisor responsible, who is responsible for ensuring that the receptacles are not overfilled.

Chemicals

Skips furnished with lids must be kept shut between loadings. Flatbed skips must have netting over the skip between loadings. The construction manager/supervisor is responsible for ensuring that skips are not overloaded.

Entrance to and exit from the work site may only occur via assigned routes.

The workplace must be accessible for inspection by Swedavia.

When dismantling a construction site, the work area must be cleaned and inspected together with and approved by representatives from Swedavia.

Hoisting cranes and aerial equipment

If hoisting cranes or other aerial equipment needs to be set up, an application must be submitted to ATOS well in advance before the planned start of the work. An application form is available at www.swedavia.net/airport/arlanda

Workplace lighting

Any workplace lighting must be placed and directed in such a way that moving aircraft or the air traffic control tower is not blinded by it. If necessary, lighting must be screened off. In questionable cases, contact ATOS for an assessment.

Excavated earth

The dumping and storage of leftover excavated earth in the airport area is prohibited. It must be transported to an approved waste dump outside Stockholm Arlanda.

Mobile work platforms

When working with mobile work platforms/aerial lifts, you must:

- have completed approved training and be able to provide proof of that training.
- be able to show the inspection certificate for the relevant equipment.

Be careful with cordons/road blocks, especially in areas where there are passengers.

What rules apply if I am going to use chemical products at the airport?

Chemical products must be stored in clearly labelled containers in locations or areas that unauthorised persons do not have access to.

Chemical products must be handled and stored in such a way that no leakage into soil or water can occur. All chemical products must be stored in a bunded area, in spill trays or in areas that do not have floor drains.

Chemical products require written documentation in the form of safety data sheets. These, along with the company's contact details, must be posted where chemicals are stored and/or used. Safety data sheets may not be more than 3 years old. Once the work has been completed, the remaining chemical products must be removed from the airport.

If the work at the airport entails more than 100 litres of surface water or discharge to the sewage network, you as a contractor must consult with your client. If the assignment entails the use of more than 50 litres of chemicals, this must also be approved by the client at Swedavia.

Clean-up of oil spills and other types of contamination

If there is a spill, the Airport Security Center (LC) must be notified immediately; see the list of telephone numbers. The Airport Security Center (LC) makes sure that the relevant organisations are alerted and informed. Always fill out an incident report.

If you have caused or discovered a spill, you should ensure that appropriate clean-up measures are taken immediately. If the leakage cannot be stopped, the spread of the spill should be limited as far as possible. Equipment for cleaning up minor oil or fuel spills is available at every designated aircraft parking stand location.

For more information, see AR G-05-2013.



Other

Signs and advertising in connection with a workplace

The following applies to companies that set up operations at the airport and intend to have construction work performed on site:

- Swedavia must always approve the signs that are set up at the airport.
- Signs must be of an informative nature and not of an advertising nature.
- It is not permitted to put up signs that provide information about anything other than the work being carried out on site.

How does the airport monitor other companies and organisations at the airport?

ADM has overall responsibility for leading and coordinating the rapid-response measures needed to maintain a safe and efficient flow of traffic and passengers at the airport.

ATOS is an extension of the safety department and is responsible for the monitoring of aviation safety on airside. *ATOS* has a mandate to deny or discontinue operations in a facility where aviation safety requirements cannot be complied with under prevailing conditions.

ADM and *ATOS* are on site around the clock.

May I take photographs at Stockholm Arlanda?

While there is no general prohibition regarding the taking of photographs at Stockholm Arlanda, it should be remembered that the airport is subject to civil protection regulations, which means that there are locations where photographs may not be taken, for example in the direction of the security checkpoints, both indoors and outdoors. If you intend to take pictures or film for commercial use, you must first be given permission from the Airport Visitor Service; see the list of telephone numbers.

For more information, see AR G-02-2013.

Glossary

ADM	Airport Duty Manager, the airport management's representative for incidents that occur in the airport area.
AI	Airport Information, the airport's way of informing companies and organisations at the airport about important matters.
Airside	Authorisation area to which access is subject to authorisation; see map.
AR	Airport Regulations = rules and regulations specific to the airport. Considered equivalent to Swedish law and could lead to criminal prosecution in the event of a breach.
ARO	Airport Rescue Officer, must be contacted when hot work is to be carried out.
ATOS	ATOS Airport Technical and Operative Supervisor = must be contacted at start of work on airside and for incidents that can affect or have affected aviation safety.
EASA	Commission Regulation (EU) 139/2014. Includes regulations and requirements for aviation safety.
FOD	Foreign Object Debris = Foreign objects that could cause damage to aircraft.
Obstacle limitation surface	Abstract area established in which obstacles that project into the area may not be allowed without a special assessment.
Landside	Area outside of <i>airside</i> ; see above.
LC	Airport Security Center. The airport emergency services are alerted via the Airport Security Center.
License agreement	Agreement entered into between Swedavia, Stockholm Arlanda Airport and companies that want to conduct business operations at the airport.
LVP	Low Visibility Procedures = procedures used on <i>airside</i> when visibility is low.
Manoeuvring area	Area where access requires clearance from the control tower and two-way radio communication for access.
PVK	Security checkpoint for employees and goods.
Security agreement	Agreement issued by Swedavia, Stockholm Arlanda Airport and which is required for all companies that are to have access to authorisation areas at the airport.
TSFS-Sec	The Swedish Transport Agency's Security statutes. Includes regulations and requirements for aviation safety and security.

Important telephone numbers

ADM – Airport Duty Manager	010-109 13 00
ARO – Airport Rescue Officer	010-109 14 50 070-891 64 32
Arlanda Service Center Authorisation documents	010-109 66 50
Arlanda Visitor Service Photography	010-109 10 80
ATOS – Airport Technical & Operative Supervisor	010-109 15 10
Field maintenance manager, <i>airside</i>	010-109 14 97
Instructor, radio communication	010-109 14 80
LC – Airport Security Center	010-109 66 66
Police	114 14
Preventive fire safety	010-109 14 66 010-109-14-74
Reporting of wildlife Via Technical coordinator – OPC	010-109 66 00
Switchboard	010-109 10 00
Technical coordinator – OPC Support, to report a problem	010-109 66 00
Waste management To be contacted via the switchboard	010-109 10 00

swedavia.se
swedavia.net