

# Guideline for Issuing Keys (incl. iButtons)

## Issue of keys

The application must be completed in full and include all relevant information. It is important to ensure that as applicant the company **(1)** (e.g. the service provider or tenant) is stated with full company name (form of the company, if applicable, branch office, address) and the full name of the person who is to use the key (key holder) **(2)**. If the person collecting the key is not the future key holder, the respective employee who collects the key must be indicated in the line "collection authorisation" **(3)**.

The necessary approvals and releases **(4 and 5)** must be obtained by the applicant in due time. The person collecting the key must prove his/her identity to Locking System Management by presenting his/her airport identification card or an official document. For tenants, each lock cylinder has three keys as standard.

## Due care to be taken when using keys provided

Keys and lock cylinders remain the property of FMG resp. Terminal 2 Gesellschaft mbH & Co oHG (T2). They may not be modified or altered and must be treated with corresponding care. Keys provided may only be used by the employees registered with FMG and not swapped with fellow employees or passed on to third parties! The keys provided must be produced on request for key inventories. The applicant must observe any (including future) conditions imposed (e.g. guideline on key carrying).

More valuable keys (these are keys which, if lost, give rise to damage of K€ 50) must furthermore be kept in a locked container on the airport premises to prevent their unauthorised use and theft. This means that such keys may not be taken home. When using such a key, the key chain issued with the key must be used.

Security keys (these are keys that allow access to the security zone according to Sec. 8 LuftSiG [German Air Security Law]) must be shown in addition to the issuing office every 6 months. The applicant will receive a separate request for this.

## Return of keys

Keys that are no longer required (e.g. the employee leaves the company, relocates or is transferred) must be returned to Locking System Management by the applicant resp. key holder. (The "control slip" guideline, Organisation Manual Register 30, applies to FMG employees).

## Loss of keys

Loss of a key must be reported to Locking System Management immediately (in advance by telephone, as appropriate):

Tel. +49 89 975 5 25 33

Fax +49 89 975 5 25 36

email: [key@munich-airport.de](mailto:key@munich-airport.de) using the "Reporting a Lost Key" form. Outside duty hours, the Security Operations Centre must be notified:

Tel. +49 89 975 6 31 10

Fax +49 89 975 6 31 26

email: [sicherheit@munich-airport.de](mailto:sicherheit@munich-airport.de).

## Measures in the case of breach of the duty to exercise due care

In the event of a breach of the duty to exercise due care, especially failure to produce, return or renew a key, FMG/T2 reserves the right to take appropriate action. These may be measures under labour law, such as a written warning (for employees), withdrawal of access authorisation to the security zone or also exchange of the locking system, including, if necessary, the higher level locking circuit, the costs of which will have to be reimbursed. Your attention is drawn to the fact that the costs incurred for exchanging the locking system may be substantial. If a key is lost or is not returned, the applicant and the key holder will be liable personally as joint and several debtors to FMG resp. T2 for damage incurred as a result. Costs to be reimbursed are the costs incurred for exchanging the key cylinder and keys to the extent required to restore the security locking circuit.

If Locking System Management decides not to restore the locking circuit immediately, this may be deferred at the applicant's risk until the rooms are handed over/until closure. FMG can also then request the sum of money required to restore the locking circuit (damages). The limitation period for FMG's claim for damages will only start to run after the room has been handed over/after closure.

## Privacy policy

FMG stores and processes personal data which are collected to grant or amend an application for a key for the purposes of processing the application and the management of access rights and access media. Where a background check is requested, personal data collected will be transmitted to the German Aviation Safety Agency and stored and processed there to carry out the check. Any party may contact the *Land* Data Protection Officer with the assertion that his/her/its rights have been violated in the collection, processing and use of his/her/its personal data by public authorities (Sec. 6 *Bundesdatenschutzgesetz* [Federal Data Protection Act]).

Status: June 2013