

Instructions for completing the Application Form for a Groundhandling Approval

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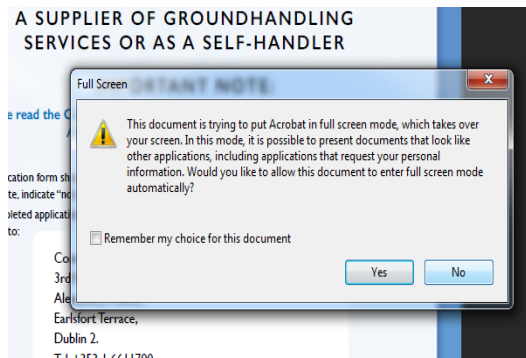
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1. Introduction

- 1.1 These instructions are intended to help you to fill out the Application Form for a Groundhandling Approval. Please ensure that you also read the Guidance Note on applying for Groundhandling Approval which is available to download from our website at, <https://www.aviationreg.ie/groundhandling-the-commissions-role/apply-for-an-approval.147.html>.
- 1.2 Upon opening, the Acrobat Reader program may ask if you wish to allow “full screen” mode. We recommend that you do not allow this function but instead, use the “maximise” button on the window to open the form to full size. In this way, all the tools and functions on the form can be clearly seen.



- 1.3 The form is 12 pages long and requires you not only to fill in the various fields, but also to attach various documents required for the application. These instructions will show you how to attach documents to the form. Note that page 2 of the form must be printed down, signed where indicated, scanned and attached to the form. Section 8 (Insurance) requires you to download the Commission’s Insurance Declaration Form, arrange for it to be completed by your insurer and attach completed version to the form.

2. Navigating the Application Form

- 2.1 Information is added to the form by filling in various fields and text boxes. In some cases, as in Section 2 and in the Schedules of Activities, the information is entered using check boxes. A lot of information will have to be submitted by attaching relevant files to the form. Instructions on how to attach files to the form are given in the following section of this Guide.
- 2.2 To move downwards from one field to the next, use the "Tab" key. To move upwards from one field to the previous one use the shift + Tab keys. You cannot use the "Enter" key to move down the page from field to field.
- 2.3 Fields can also be selected by clicking within them using the mouse.
- 2.4 If in any instance an answer to a question requires more text than will fit in the associated text box, the information required should be supplied on a separate sheet and attached to the form within the Section in question. Any separate sheets attached to the form should have the question to which they relate clearly marked.
- 2.5 To move from page to page you can either scroll up or down using your mouse, or, click on the page arrows at the bottom of the form.

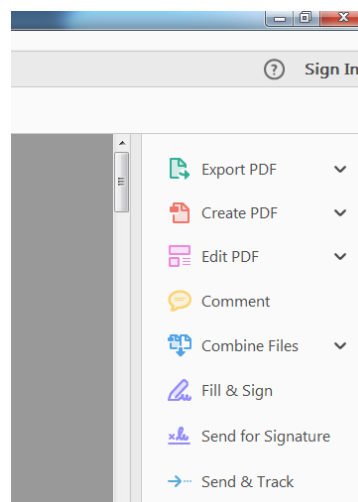
3. How to Attach Documents

- 3.1 Where a question or section on the form requires that certain documents be attached, this can be done by following the steps below. However, the nature of the form and the process by which documents are attached mean that documents can be added anywhere in the form – particularly where the text boxes or tables are of insufficient size to contain the information you wish to provide.

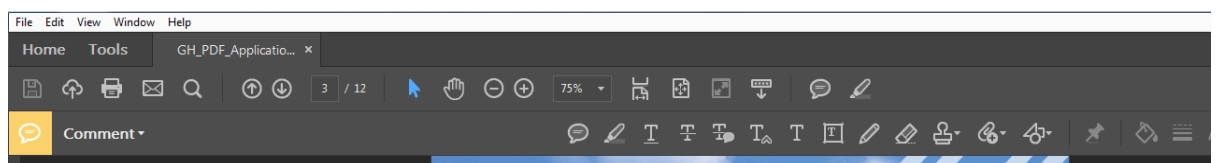
Note: to add an attachment, ensure that the form has not been opened in "full screen" mode but instead that the window has been maximised and that the right hand side bar is open. (If closed, the side bar is opened by clicking on the small arrow midway down the page.)



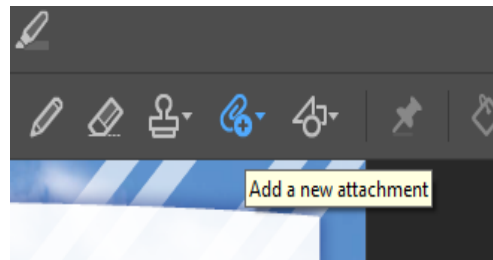
- 3.2 When you wish to add an attachment, click on "Comment" in the side bar.



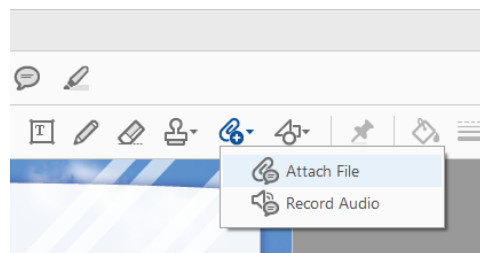
This will open a new tool bar across the top of the screen.



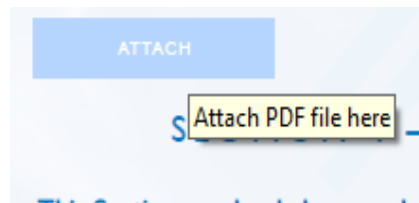
In this tool bar you will see a paperclip icon.



Clicking on this will give you the option to select "Attach file" or "Record audio". Click "Attach file".

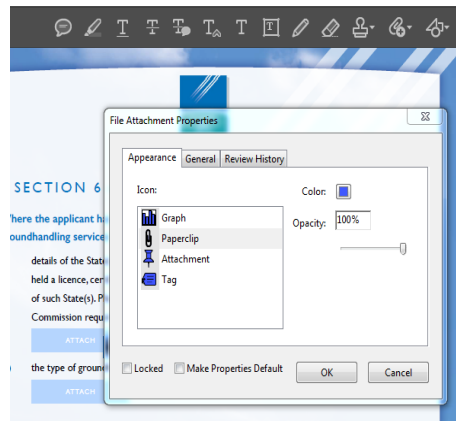


This will change the cursor to a drawing pin. Bring the cursor to the "Attach" box on the page and click. (As you can bring the cursor to any point on the page, this makes it possible to attach documents containing extra information where the text box is not large enough, even if there is no associated "attach" button.)



- 3.3 When you click on the page to add an attachment your system explorer will open so that you can navigate to where your document is saved.

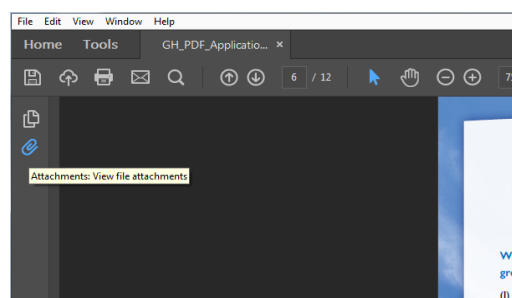
- 3.4 Double-click on the document you wish to attach. This will open a small window which will ask you to choose an icon from the "Appearance" tab.



- 3.5 The default choice will be a paperclip but you can choose any icon you wish – the options available in this window are not relevant for this particular form. When you click "OK" the document will be attached to the form.

- 3.6 To close the "Comments" tool bar, click the "X" on the right hand side of the tool bar.

- 3.7 To view a list of the documents you have attached to the form, click on the small arrow midway down the left hand side of the screen and then click on the paperclip icon.



- 3.8 Most types of documents can be attached to the form. However, with the exception of the Business Plan, which must be submitted as a Microsoft Excel Spread Sheet, we recommend that all other documents be attached in PDF format.

4. Creating PDFs

- 4.1 With the exception of the Business Plan, the Commission recommends that you attach documents in PDF format. If the documents you intend to attach are in other formats, such as Word, you can convert them to a PDF file prior to submission. Business plans which are created in a spread sheet format should be submitted as is, as the Commission will need to see all links and workings related to the plan. Spread sheets may be password protected for added security if you wish.

- 4.2 If you use Microsoft Word 2010, you can convert your Word files to a PDF by going to the "File" tab, selecting "Save and Send" in the left hand navigation menu and then clicking "create PDF/XPS document". If you don't already have your own PDF converter, you can download any one of a range of PDF converters which are available free-of-charge on the internet. When you download the conversion software to your PC a "PDF printer" will be added to your system. To convert a document, go to the print menu and select the PDF printer as the printer you wish to use. When you click 'Print' a PDF of your document is created and you can 'Save As' using a filename and location of your choice. While following the steps above, when the system explorer opens, navigate to the document in the usual way and attach it to the form.

5. Completing and Submitting an Application Form

5.1 When you are satisfied that you have fully completed all sections of the form and that all necessary documents are attached, you can submit the Groundhandling Approval application form to the Commission by e-mailing the form to the e-mail address on the front page of the form: groundhandling@aviationreg.ie. We recommend that you save the completed application form on your system for your records. There are three ways to e-mail the application to the Commission:

1. If you have an Adobe ID, choose "Send and Track" from the side bar menu and log into your Adobe account. Follow the instructions to e-mail the form.
2. Click on the envelope icon in the toolbar at the top of the screen and follow the instructions.
3. Save a copy of the application form on your system and e-mail it as an attachment to the Commission. (Recommended)