



## LOCAL OPERATING PROCEDURE\_FRA05

### 11.2.6 and 11.2.3.8 Certificates

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#### OBJECTIVE

To ensure a clear, standardized and traceable procedure for handling 11.2.6 and 11.2.3.8 certificates for all DHS (PAX) employees at FRA, including actions for missing certificates, responsibilities, timelines and escalation steps.

#### APPLICATION

This procedure applies to:

Trainers and managers responsible for certificate verification, training records and training compliance.

#### RESPONSIBILITIES

##### Trainer / Management

- Verify certificates (11.2.6 and 11.2.3.8) at start of employment.
- Inform the employee about this procedure during onboarding.
- Ensure correct follow-up if certificates are missing.
- Enforce timelines and escalate if documents are not submitted.

#### 1. PROCEDURE

##### 1.1 General rules

- 11.2.6 must be available to allow registration for 11.2.3.8 training.
- Employees without a valid 11.2.3.8 are not allowed to work unsupervised.
- Temporary work during training is only permitted under direct supervision.

##### 1.2 11.2.6 Procedure

For new DHS employees (where DHS applies for 11.2.6)



- If the employee cannot present the certificate (not downloaded / no response), a copy from FRAport must be requested.
- Cost: Employee.  
Employees are informed during hiring and reminded in the training access e-mail.

### **For employees joining from another Handling Agent**

#### **Step 1 – Verification**

- On the first day of work, the employee should present 11.2.6 and 11.2.3.8 certificates.
- Within 2 weeks (training period) the documents must be submitted.

#### **Step 2 – Only 11.2.6 presented**

- Employee is immediately registered for 11.2.3.8 training.
- Until completion: only supervised work.

#### **Step 3 – No 11.2.6 presented**

- If no certificate is presented, a paid copy must be requested.
- Cost: Employee.  
Employees are informed during hiring.

### **1.3 11.2.3.8 Procedure**

- Once 11.2.6 is available, register employee for 11.2.3.8 training.
- Until training is completed: only supervised work.

### **Special case – ex-Global employees**

- Employee must request the 11.2.3.8 copy directly at AFK International (info@afk-international.de).
- If the employee can prove that AFK refuses to provide the certificate, DHS will register the employee again for 11.2.3.8 training at company expense.
- All documents must be submitted within 2 weeks of start.

## **2. TIMELINES**

- All certificates must be presented immediately at the start of work.
- Latest after 2 weeks: documents must be complete, otherwise: Registration for training or escalation by the station.

## **3. EXCEPTIONS**

- In individual cases, Management may decide between copy request and new training.