



CORE PRINCIPLES TRAINING PACK

DRAFT Q&A's FOR T'PUT LOCATIONS

Location _____

Operator Company Name _____

Q1- When do you need to update a Tier 2 Confidentiality Agreement?

- 1) Never
- 2) When the Operator or Manager changes
- 3) Every 2 years

Q2 - How often do the staff need training?

- 1) Every 12 months
- 2) Every 2 years
- 3) Every year

Q3 - Who can have access to individual customer sales data?

- 1) The individual supplier
- 2) All suppliers
- 3) The individual supplier and employees at the location that need access in order to carryout their role.

Q4 - When can reference to an individual supplier's percentage of an airline's total fuel requirements be made in a communication from the operator to that supplier?

- 1) Communications involving split contracts
- 2) Never
- 3) If a JV, the throuputters sales data may be made available to participants/shareholders

Q5 - When is it permissible for the operator to share total volumes supplied to a customer with another into plane operator?

- 1) Never
- 2) For split contracts
- 3) All individual volumes can be shared to support open competition between the operators.

Q6 - Where should paper copies of sensitive information be held?

- 1) In the managers office
- 2) In a secure/locked location, with a key held by each of the suppliers/users
- 3) In a secure/locked location, with a key held by authorised staff of the operator

Trainee Name _____

Date _____

Trainer Name _____

Date _____

ANSWERS

Q1- When do you need to update a Tier 2 Confidentiality Agreement?

A1 - 2

A Tier 2 Confidentiality Agreement is between the Operator and the Manager. Should either of these change a new agreement should be drawn up and signed.

Q2 - How often do the staff need training?

A2 - 1

Staff at throughput locations should be trained at intervals not exceeding 12 months ie someone trained in June one year, should be trained no later than the end of May the following year.

Q3 - Who can have access to individual customer sales data?

A3 - 3

Clearly the individual supplier is entitled to have its own sales data, and in addition to where it is strictly necessary for such staff at the throughput location to carryout their role.

Q4 - When can reference to an individual supplier's percentage of an airline's total fuel requirements be made in a communication from the operator to that supplier?

A4 - 1

A supplier of a split contract customer is entitled to know their own sales data + the total volume for that split contract customer so they know their sales contract has been followed. They can also be told their volumes and total volume of shorthaul and longhaul flights if this have been separately identified in their sales contract.

Q5 - When is it permissible for the operator to share total volumes supplied to a customer with another into plane operator?

A5 - 2

One ITP operator is permitted to share its total volume for a customer with another ITP provider if they both service that same customer ie it is a split contract customer. Total shorthaul and longhaul volumes can also be shared for that customer if they are dealt with separately in the customer's split contract.

Q6 Where should paper copies of sensitive information be held?

A6 - 3

Hard copy, sensitive information is subject to filing restrictions and must be locked away, with keys available only to authorised JV staff.