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| Key-Application  Stand: 12.2017  For Keys and I-Buttons  Each key holder must complete a separate application!  Authorizations for I-Buttons need to be applied for separately under following e-mail address: [i-button@munich-airport.de](mailto:i-button@munich-airport.de) | | | | | Location: Terminal 1, Module B  level 03 (near the Cola-Bar)  Opening hours: Mon – Thur 8 am – 4 pm  Fr 8 am – 2 pm  Availability:  Tel.: 089 975 525 33  Fax: 089 975 525 36  E-Mail [key@munich-airport.de](mailto:key@munich-airport.de) | | | | | |  |
| (1) Applicant | | | | | | | | | | | |
| Company  Stand: 01.2017 | | | | Organisational Unit or branch | | | | Company Stamp (with Address and Signature) | | | |
| Tel. | | | | E-Mail | | | |
| (2) Key Holder | | | | | | | | | | | |
| First Names  Stand: 01.2017 | | | | Surname | | | | FMG-ID Card Number | | | |
| Tel. | | | | E-Mail | | | | Date of Application | | | |
| Key issued until | | | | Extended until | | | | | | | |
| I-Button (Authorisations for I-Buttons need to be applied for separately under following e-mail address: [i-button@munich-airport.de](mailto:i-button@munich-airport.de)) | | | | | | | | | | | |
| Number of I-Buttons | |  | | Continuing Nr. (filled in by KSZS) | |  | | | | | |
| Keys | | | | | | | | | | | |
| Part of building/building/gate  Stand: 01.2017 | | Level | Room No. | Special Information | | | Lock-No. | | | Continuing Nr. (filled in by KSZS) | |
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| The Key System Management reserves one’s right to deny the issue of keys and I-Buttons without declaration of reason! | | | | | | | | | | | |
| (3) Statement for the necessity of the keys | | | | | | | | | | | |
| Description (in case the space is not sufficient please use an extra sheet)  Stand: 01.2017 | | | | | | | | | | | |
| (4) Authorisation | | | | | | | | | | | |
| - for FMG employees, their Vice President (VP)  - for tenants, responsible person in the rental department  - for external companies/tenants/T2G, the Head of the organisational unit  Org.einheit | | | | Org. Unit | | Name in block letters | | | Date, Signature | | |
| (5) Release | | | | | | | | | | | |
| Issue of a key outside the organisational unit requires the approval of the manager responsible for that area (for FMG: VP) | | | | Org. Unit | | Name in block letters | | | Date, Signature | | |
| The signature of the responsible organisational unit is required for access to the security restricted area (e.g. according to Sec. 8 LuftSiG [German Aviation Security Act]). | | | | Org. Unit | | Name in block letters | | | Date, Signature | | |
| (Sec. 8 Key and BSB Key) Remark KSR: | | | |  | | | | | | | |
| (6) Issue of Key | | | | | | | | | | | |
| Date | Signature Key System Management/Secondary Signature | | | | | Reason for manual key issue (Later recording in the system necessary!) | | | | | |
| The applicant undertakes to comply with the regulations in the guideline for the issue of keys printed on the reverse and to ensure that the respective key holder is made aware of these regulations and complies with them. | | | | Org. Unit | | Date | | | Signature Key Holder | | |

Stand: 12.2017

Guideline for the issue of keys (incl. I-Button)

Issue of Keys

The application must be completed in full and include all relevant information. In this connection it should be regarded, that as applicant the company (1) (e.g. the service provider or tenant) is stated with complete company name (corporate form, if applicable the branch office, address) and the full name of the person who is to use the key (key holder) (2). The issuance always needs an explanatory statement of the necessity per key (3). In case the available space is not sufficient, an extra sheet is to be used.

Die necessary approvals and releases (4 and 5) must be obtained by the applicant in due time. The person collecting the key needs to legitimate himself/herself to the key system management office with his Airport ID Card or an official personal document. For tenants, the basic equipment per lock cylinder has three keys as standard.

Care to be taken when using provided keys

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 key holder registered with FMG and not swapped with fellow employees or passed on to third parties! The keys are strictly for official business uses only! The keys provided must be produced on request for key inventories. The applicant must comply with any (including future) conditions imposed (e.g. guideline on key carrying).

More valuable keys (these are keys which, if lost, cause a financial damage over 50.000€)

must furthermore be kept in a locked container on the airport premises to prevent their unauthorized use and theft. This means that such keys may not be taken home. When using such a key, the additional issued key chain must be used.

Security keys (these are keys that allow access to the security restricted area according to Sec. 8 LuftSiG [German Aviation Security Act])

must be shown in addition to the issuing office every 6 months. For this the applicant will receive a separate request.

Return of keys

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

Loss of keys

The loss of a key must be reported to the Key System Management Office immediately (in advance by telephone, when necessary):

Tel.: +49 89 975 525 33

Fax: +49 89 975 525 36

E-Mail: key@munich-airport.de (using the «Reporting a Lost Key» form). Outside duty hours, the Security Operations Center must be notified:

Tel.: +49 89 975 631 10

Fax: +49 89 975 631 26

E-Mail: sicherheit@munich-airport.de

Measures in the case of an infringement of the duty to take due care

In the event of an infringement of the duty to take 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 labor law, such as a written warning (for employees), withdrawal of the access authorization to the security restricted area or also the 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 not returned, the applicant and the key holder will be liable personally as joint and several debtors to FMG resp. T2 for the damage incurred as a result. To be reimbursed are the costs incurred for exchanging the key cylinders and keys to the extent required to restore the security locking circuit.

If the Key System Management Office 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. In this case FMG can also 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 Security Authority and stored and processed there to carry out the check. Any party may contact the Regional 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]).