

**FWAG employee:
Client**



Business relationship



**External company:
Contractor**

**This step takes place BEFORE
the digital application
process starts:**

A business relationship is established between FWAG and external company. An external employee requires an Airport ID Card because they have to work in the restricted area.



Client creates work order in the ID Card and Authorisation Management System (ABV)



Client (FWAG employee) in the ABV:

The client creates a work order in the ABV.



Contractor registers company in the USP (for initial access)



Contractor in ZÜP:

The contractor registers the company in ZÜP and receives an ID number.
If the company is already registered, this step is not necessary.



**External company employee:
ID card receiver**



Contractor enters employee data in the USP



Contractor in ZÜP:

The contractor enters all employee data for the enhanced background check in the "ZÜP – Background Check/Aviation Security". They then release the employee for the work at Vienna Airport.

Important: Once the data has been entered, a 4-week waiting period is to be expected for the background check result.



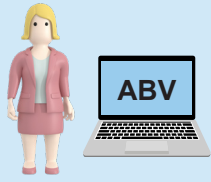
ATTENTION NEW!

These steps take place in the Federal Ministry (BMK) business service portal without involvement of the airport.

The data entry checklist for the enhanced background check and all other info can be found via the following link:

www.bmk.gv.at/themen/verkehr/luftfahrt/sicherheit/pruefung/zupe.html

Contractor enters ID number from the USP in the ABV



Contractor in the ABV:

The contractor accesses the ABV and enters the ID number that they received from the ZÜP during registration. The client (FWAG employee) must verify this in the ABV.



In the ABV, contractor assigns work order to employee registered in the UPS



enhanced background check is initiated

Contractor in the ABV:

In the ABV portal, the contractor assigns the work order created by the FWAG employee to the employee previously registered in the USP. Only then will the background check be initiated and costs will be incurred for the Airport ID Card application.

Duration of the enhanced background check by the BMK: 4 weeks



Contractor reserves training place in the ABV



Training place booking is confirmed

Contractor in the ABV:

The contractor receives a request to reserve a place on the EU-compliant security training course via the ABV. Once the BMK has completed the enhanced background check, the contractor will receive a confirmation that their previously reserved place is firmly booked.

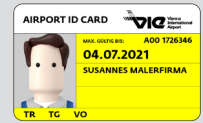


Employee comes to training with photo ID and QR code



The external employee arrives at the Airport ID Card Office for security training and proof of competence.

The official photo ID that was specified in the USP portal and the QR code from the ABV must be brought along.



The external employee will receive their Airport ID Card after completing the training and proof of competence.