External company: Contractor

90 DAYS

ID card receiver

E-Mail reminder:
About 90 days before the enhanced background check (E-ZÜP) expires, the external company receives an email reminder from the ABV.

The client creates a new work order in the ABV.

ABV

Client (FWAG employee) in the ABV:
The client creates a new work order in the ABV.

If there is already a work order, this step is not necessary.

Contractor registers company in the USP (for initial access)

USP

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/zuep.html

Contractor enters ID number from the USP in the ABV

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

4 WEEKS

enhanced background check is initiated

Contractor reserves training place in the ABV

ABV

Training place booking is confirmed

Employee comes to training with photo ID and QR code

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

AIRPORT ID CARD
MAX. GÜLTIG BIS: A00 1726346
04.07.2021
SUSANNES MALERFIRMA
TR TG VO

Contractor in the ABV:

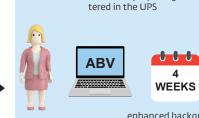The contractor accesses the ABV and enters the ID number that they received from the ZÜP during registration. The client (FWAG employee) must verify this in the ABV.

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 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.

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.