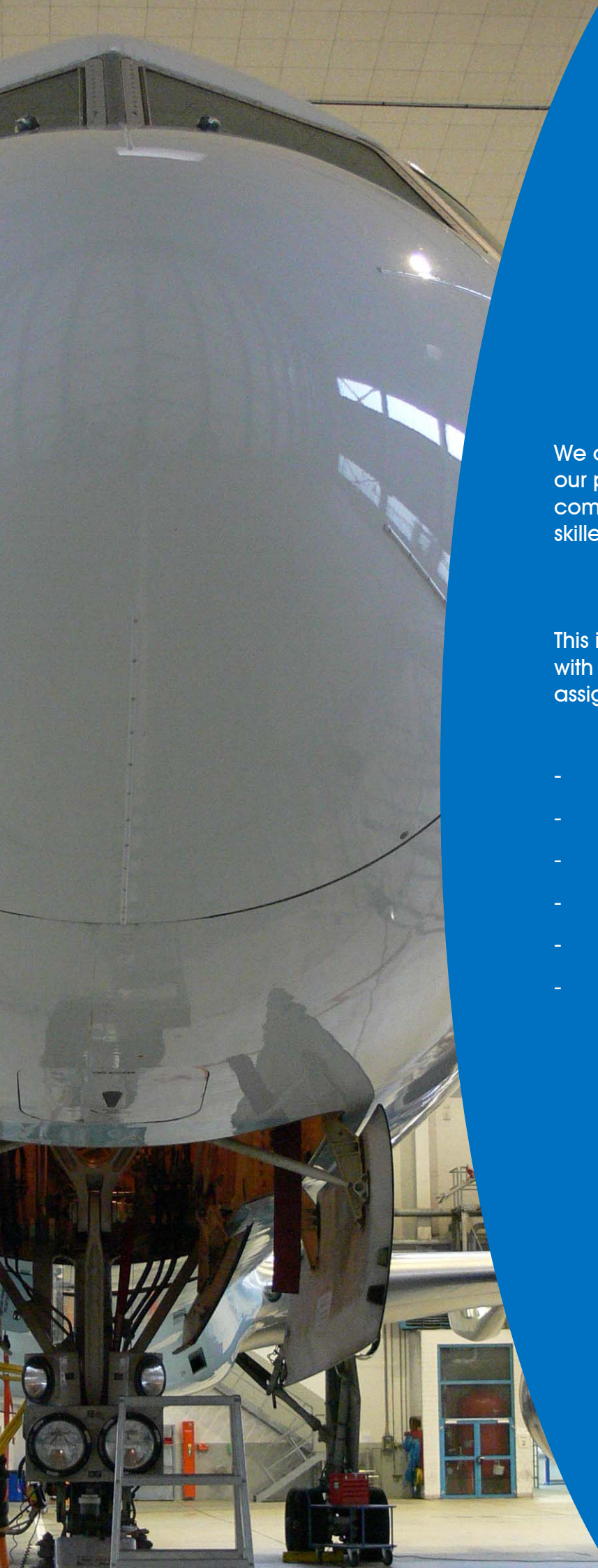




ENGINEERS'  
INFORMATION  
PACK

  
BOSTONAIR



## Welcome to Bostonair

We are committed to giving excellent service to our prestigious clients, and as part of this commitment, we do all we can to look after our skilled contractors.

This information pack is designed to equip you with practical details you may need on your assignment. This includes:

- Bostonair Guidelines
- Travel and Accommodation
- Key Contacts
- Clearance Procedures
- Workwear Allocation
- Registration in Germany\*  
(\* where relevant for Germany)

## BOSTONAIR OPERATIVE GUIDELINES

While on site you are representing Bostonair. Our operatives act with the utmost professionalism and adhere to the following guidelines.

### ARRIVAL ON SITE

- Be punctual. If you are going to be delayed, contact Bostonair or your linkman immediately.
- When arriving on site inform the foreman or supervisor immediately who you are and that you work for Bostonair.
- Before commencing work be sure to clarify specific details of your job and the duties required.
- Locate the customer's Health and Safety Policy; read, understand and comply with the policy at all times. If you are unable to locate the policy inform the customer and request a copy.
- Take two passport photographs with you on each assignment for your airport pass.

### WORKING ON SITE

- Take pride in your work and appearance.
- Safety footwear must be worn at all times when on site.
- Consumption of drugs and/or alcohol is strictly prohibited on site and no tolerance will be given to any operative reporting to work under the influence. Bostonair reserve the right to carry out random drugs and alcohol testing.
- Use of the customer's telephone, fax or other facilities should take place only after they have given permission.

### YOUR CONTRACT

- If you experience a problem at work or are not satisfied with the conditions of your employment, please notify Bostonair at once.
- Prior to visiting the doctors, dentist or hospital, please call your local Bostonair representative or the Bostonair office for the correct procedure to follow: Tel. +44 1482 679757 (Option 1) email [admin@bostonair.co.uk](mailto:admin@bostonair.co.uk)
- For any accounts or payroll enquiries contact +44 1482 679757 (Option 4), email [wages@bostonair.co.uk](mailto:wages@bostonair.co.uk)
- Final payments at end of contract will be made once all passes, tooling, work clothes and customer property, are returned to the customer or Bostonair as necessary. Please see clearance sheet for further details.

### ABSENCE

- Absenteeism, for any reason, is to be reported to Bostonair or your linkman immediately.
- All holidays must be notified either through your link man or through Bostonair and authorised against the shift plan before being taken. Please complete an Application for Holiday form, prior to taking holiday leave. Please contact the Recruitment office for a copy. If holidays away will exceed two days, you are to fully check out of your accommodation. Failure to do this will result in the cost of the accommodation being charged to you.

### CV AND DOCUMENTATION UPDATES

- As an ongoing process, Bostonair require regularly updated documentation. CVs should be updated every three months, or prior to the end of each assignment, and should give details of location, aircraft types, tasks and duties performed, together with any specific modifications or special duties carried out.
- Please ensure that copies of updated passports, AMLs and personal experience logbooks are also sent.
- Please forward copies of all continuation training i.e. Human Factors, Fuel Tank Safety, EWIS and type training; other relevant training courses, including Airport Safety Training, on-job training.

### ADDITIONAL INFORMATION

Please note that downloadable documentation including timesheets are available at [www.bostonair.co.uk](http://www.bostonair.co.uk)

A contract completed professionally and on time is the best guarantee to secure work through Bostonair.



## BOSTONAIR CLEARANCE PROCEDURES

### 1. Company ID Cards

- You are responsible for handing ID to the relevant issuing office. Please familiarise yourself with the terms of the ID. Please liaise with your linkman for further information.

### 2. Airport Passes

- Please note that all airport passes or badges must only be returned to the issuing authority and not given to a third party. Failure to return passes could make you liable to a fine.

### 3. Tools / Tool Tags / Stamps

- You are responsible for returning these once they have been issued to you.
- Tooling cost, tags or stamp cost can be deducted from your salary if you fail to return them.

### 4. Clothing / Workwear

- When issued with non-Bostonair workwear, you have an obligation to return it to the stores.
- The cost to replace workwear will be deducted from your salary if you fail to return it.

### 5. Additional Stores Items

- Any additional items on your signature must be returned when clearing.

### 6. Hire Cars

- If you are responsible for a hire car, you have a duty to return the car with a full tank of fuel and in a clean state as received.
- At the end of your assignment, if in possession of a car please contact Bostonair to confirm instructions for returning the car, or passing the car on to another person.
- Failure to inform of any name changes may result in any subsequent fines or speeding tickets being legally charged to you by the company.

### 7. Hotel

- You should advise the hotel and Bostonair of the date you will check out.
- Ensure that all bills for extras are paid, including phone, tv, bar etc....
- Any outstanding costs will be held back from your final salary, if not settled in full.

### 8. Apartments

- Apartments must be left in a clean condition.
- Arrangements should be made with the owner, to return the apartment keys.

Any Other Clearance Points:

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## GERMAN SOCIAL SECURITY (2016)

### Social Security Payments When Employed in Germany

Any person employed by Bostonair in Germany either has to pay social security in the UK or in Germany if they are not subject to the UK NI system.

To qualify for UK social security contributions, employees must provide a UK NI number, and have been seconded outside the UK for less than 2 years. For those who also claim dual residency outside of the UK must provide evidence of residence in UK, by way of a recent household utility bill in their own name.

The rates of German social security premiums for employees are as follows:

Pension Insurance	9.35% (paid on earnings up to a ceiling of €6,200.00 per month)
Unemployment Ins	1.50% (paid on earnings up to a ceiling of €6,200.00 per month)
Health Insurance*	8.40% (paid on earnings up to €4,237.50 per month)
Care Insurance	1.43% (paid on earnings up to €4,237.50 per month)

\* For people who have gross taxable earnings in excess of €56,250 per annum then they can opt to pay into their own governmental private scheme instead of paying the 8.40% above. This option will be possible for all licensed engineers. Bostonair require proof that the engineers have such a scheme in place.

Therefore the likely deductions are as follows:

Licensed Engineers:	10.85 %
Unlicensed Engineers:	20.68 %

All allowable expenses under the German tax system are also social security free except for mileage to work. Premiums for Sundays, bank holidays and night shift are also social security free.

### Example:

Deductions for a licensed engineer on German social security are:

Total Gross Earnings in a month:	€ 7,046.49
Less	
Night shift premium	€ 915.87
Allowance of €24.00 per day for keeping 2 home (3 months only)	€ 552.00
Provision of own tools	€ 33.33
Telephone calls to family abroad	€ 49.29
Travel to visit family in home country (on provision of receipts)	€ 0.00
Taxable earnings in Germany	€ 5,496.00
<b>Social security in Germany. (no health insurance deductions)</b>	<b>€ 596.32</b>

Please note that contributions into the German Pension Insurance will be added to one's home country pension scheme when calculating the pension due. This means that the employee will not be penalised for non-payment into their home country scheme whilst working in Germany.

## GERMAN SOCIAL SECURITY (2016)

In addition, providing we comply with the following requirements of the new regulations, this will have no impact on your earnings,

An employee can only opt out of the governmental health and care insurance if the estimated annual taxable salary exceeds €56,250 (prorated if necessary, see above) **AND** if their income in 2015 exceeded the threshold of € 54,900.

**It is not necessary that the income earned in 2015 was taxable in Germany, or liable to German social security. Foreign earned income will qualify for this, too.**

To avoid a liability to the governmental health and care insurance it is necessary to prove that the income threshold has been exceeded in 2015 for every single employee.

In addition, if an employee qualifies for opting out of the governmental health insurance scheme, a foreign health insurance needs to provide the same coverage as the German governmental health insurance to be accepted as a substitution.

Please can you provide such evidence either directly to Gary Hirst at Bostonair at [garyhirst@bostonair.co.uk](mailto:garyhirst@bostonair.co.uk) or to our accountant in Germany [brune@stb-brune.de](mailto:brune@stb-brune.de) .If you are unable to do this then we will have no option but to deduct health insurance costs from your earnings at a rate of 8.40% on earnings up to €4,237.50 per month.

If you have any questions then please do not hesitate to contact either Bostonair or Martin Brune.

## REGISTRATION FOR INCOME TAX IN GERMANY

Employees who will be eligible to pay income tax in Germany, must register to obtain a wage tax certificate (Bescheinigung für den Lohnsteuerabzug).

By registering for income tax in Germany as soon as possible, we will ensure that the correct tax class is applied, and thus the correct level of income tax is deducted from your wages.

Please note that, failure to register for income tax in Germany will result in a higher level of tax being deducted than would usually be necessary. Therefore, it is in your personal interest to follow these procedures.

- Visit the local town hall (Rathaus) to register in Germany. Please confirm with your linkman on the location of the nearest Rathaus, should you have any queries.
- You will need to take with you your passport, evidence of address outside Germany, and address details in Germany. Temporary accommodation can also include the hotel where you are staying. However, you may be required to provide a letter or statement from the hotel confirming that you are a guest there.
- You will receive a registration form (Anmeldung), which you will need to take to the Finance Office (Finanzamt), which is likely to be located at the Rathaus.
- The Finanzamt will then issue a certificate of deduction of income tax (Bescheinigung für den Lohnsteuerabzug)
- A copy of the certificate (Bescheinigung) should be sent to Bostonair, and the original sent to our German tax advisor Martin Brune, at the following address:

Steuerberatung Brune,  
Postfach 28 12 50,  
47241 Duisburg  
Germany

Please note, that the certificate will be returned to you by Steuerberatung Brune, once it has been successfully registered. And therefore, to prevent any delays, it is important that the original document is sent to Martin Brune.

In the event of any queries, please contact Bostonair or Steuerberatung Brune:

Tel.: +49 203 713 6878 0

Fax: +49 203 713 6878 9

[www.stb-brune.de](http://www.stb-brune.de)

[brune@stb-brune.de](mailto:brune@stb-brune.de)

## KEY CONTACTS

### RECRUITMENT

Office: +44 (0) 1482 679757

Email [admin@bostonair.co.uk](mailto:admin@bostonair.co.uk)

### TECHNICAL TRAINING

Bookings & Administration: +44 (0) 1482 679757

Email [enquiries@bostonairtraining.com](mailto:enquiries@bostonairtraining.com)

### LINE MAINTENANCE

Detlef Jenemann: +49 (0) 151 241 89836

Email [detlefjenemann@bostonair.co.uk](mailto:detlefjenemann@bostonair.co.uk)

### QUALITY & SAFETY MANAGER

Jeff Rice: +44 (0) 7813 858967

Email [jeffrice@bostonair.co.uk](mailto:jeffrice@bostonair.co.uk)

### REPRESENTATIVE IN THE NETHERLANDS & BELGIUM

Richard van den Oudenalder: +31 (0) 651 180649

Email [richard@bostonair.co.uk](mailto:richard@bostonair.co.uk)

### EUROPEAN RELATIONSHIP MANAGER

Holger Behn: +49 (0) 160 5139863

Email [holgerbehn@bostonair.co.uk](mailto:holgerbehn@bostonair.co.uk)

### ASSISTANT TO EUROPEAN RELATIONSHIP MANAGER

Gary Wellisch: +49 (0) 160 5139583

Email [garywellisch@bostonair.co.uk](mailto:garywellisch@bostonair.co.uk)

### MUNICH DOCTOR

BAD Medical, Zentrum Munich Airport,  
Thresien Strasse 38  
Tel: +49 (0) 811 552610  
Fax +49 (0) 811 552611

### MUNICH / ERDING DOCTORS

Kreiskrankenhaus Erding,  
Bajuwarenstr.5,  
85435 Erding  
Tel: +49 (0) 812 2590  
Fax: +49 (0) 812 2591748

### HAMBURG DOCTOR

Dr. med. Ursula Diestel, Gemeinschaftspraxis Erikastrasse  
Erikastrasse 94, 20251 Hamburg-Eppendorf  
Tel: +49 (0) 40 4806710  
Fax: + 49 (0) 40 4801987  
Email [info@gemeinschaftspraxis-erikastrasse.de](mailto:info@gemeinschaftspraxis-erikastrasse.de)

### DUSSELDORF DOCTOR

BAD Gesundheitsvorsorge und Sicherheitstechnik Gmb,  
Flughafenstr 120, 40474 Hamburg  
Tel: +49 (0) 211 5161600  
Fax: +49 (0) 211 516 16016  
Email [busser@bad804.bad-gmbh.de](mailto:busser@bad804.bad-gmbh.de)

### FRANKFURT MEDICAL CENTRE

Medical Airport Service GmbH  
Hessening 13a, 64546 Mörfelden  
Tel: +49 (0) 6105 3413 0  
Fax: +49 (0) 6105 3413 442  
Email: [arbeitsmedizin@medical-gmbh.de](mailto:arbeitsmedizin@medical-gmbh.de)

### FRANKFURT DOCTOR

Dr. med C.M Dettler,  
Kleine Taunusstrasse 1  
65451 Kelsterbach  
Tel: +49 (0) 610 74581

### FRANKFURT DENTIST

Martin-Luther Strasse 9,  
65451 Kelsterbach  
Tel: +49 (0) 610 72464

### BRUSSELS DOCTOR

Emergency Doctor,  
Zaventem region  
Tel: +32 (0) 272 50020

### BRUSSELS HOSPITAL

AZ Jan Portaels, Algemeen Ziekenhuis Vilvoorde  
Gendarmeriestraat 65,  
1800 Vilvoorde  
Tel: +32 (0) 225 46400

### BRUSSELS DENTIST

Koenraad Knockaert,  
Desmedtstraat 72,  
Zaventem  
Tel: +32 (0) 272 02632

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[www.bostonair.co.uk](http://www.bostonair.co.uk)

### Bostonair GmbH

Finkenwerder Norderdeich 88, 21129 Hamburg  
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As a market leader in aviation recruitment, we know that we are only as good as the personnel we place. Bostonair is here to support you through to successful completion of the contract.

We know that a job done well, will secure future work.



**BOSTONAIR**

[www.bostonair.co.uk](http://www.bostonair.co.uk)

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**You'll love our approach**