

# Operating instructions for Background Checks (ZÜP)

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# Overview



This page serves as an overview and offers the possibility to request rights, to switch directly to the respective detail page via the icon "magnifying glass" and to contact the ServiceDesk.

**Navigation bar**

**Overview of various combinations of ZÜP statuses**

**Your current rights and the possibility to request additional rights**

**Your current registration; by clicking on it you can see more details incl. the last 10 registrations**

**The date and time of your first and last login**

**Releases issued to other companies**

**Releases received from other companies**

**General information such as imprint, privacy policy, operating instructions, etc.**

**Information on maintenance work, latest changes etc.**

**Overview of which ZÜP deadlines will expire in the next few months**

**ZÜP applications submitted**

**Information on maintenance work, latest changes etc.**

**Information on maintenance work, latest changes etc.**



## Company

This page is used to maintain company and contact information as described in the Initial Access Guide.

The screenshot shows the 'ZÜP-Unternehmen' interface. The left sidebar contains navigation options: Übersicht, Unternehmen, Personenliste, Freigaben (erteilt), Freigaben (erhalten), and Antragsliste. The main content area is titled 'Unternehmensdaten' and contains the following information:

- KUR (USP): R654T561T
- Art: Zivilflugplatzhalter
- Name: USP-ZUP Flughafen
- Land: (AT) Österreich
- Ort: Wien
- PLZ: 1030
- Straße: Radetzkystrasse
- Hausnr.: 2
- Erstellt: 2020-11-20
- Geändert: 2020-11-20
- ID: 2
- Speichern button

Below the company data is a 'Kontakte' section with a 'Kontakt hinzufügen' button. A table lists existing contacts:

Bearbeiten	Nachname ↑	Vorname	Telefon	Mail	Ansprechperson in	von	bis
	Bartek	Alexander	0664/8188886	alexander.bartek@bmk.gv.at	Ausweisfragen	2020-11-23	-

Under Contacts you can enter contact information that could be useful for BMK to contact your company.

## Add contact

The 'Ansprechperson' form is used to add a contact. It includes the following fields:

- Unternehmen: USP-ZUP Flughafen
- Nachname:
- Vorname:
- Mail:
- Telefon:
- Ansprechperson in:
- Von:
- Bis:
- Kontakt hinzufügen button

Under "Contact person in" you can enter the competence of this contact person or select a predefined entry (currently personnel issues or selection issues).

The two data fields "From" and "To" refer to the duration of this contact person's responsibility. For example, if someone becomes responsible for a certain area only in the future, you can enter the date in the "From" field accordingly. If someone is no longer responsible, you can set the "To" date.



## List of persons

This page is used to enter and maintain the personal data required for a ZÜP application or for a release. Here you will also find the option to import and export mass data (if you have the corresponding rights). Here you can also directly apply for a ZÜP or release at airports, provided that you have the right to do so and have filled in the required fields.

Personal data must always be recorded and maintained by the company with which the person is employed.

The screenshot shows the 'ZÜP-Unternehmen' web application. It features a sidebar with navigation options: 'Übersicht', 'Unternehmen', 'Personenliste', 'Freigaben (erteilt)', 'Freigaben (erhalten)', and 'Antragsliste'. The main area contains a filter section with dropdowns for 'ZÜP-Status' (set to 2024), 'Normal', and 'Erweitert'. Below the filters is a search bar and a 'Personen anfragen' button. The main content is a table with 12 columns: 'Details', 'Antrag', 'Freigabe', 'Vollständig', 'Familienname', 'Vorname', 'Geschlecht', 'Geb.Datum', 'ZÜP-Status-N', 'ZÜP-Status-E', 'SÜP gültig bis', and 'Geändert'. The table lists 14 entries, each with a magnifying glass icon in the 'Details' column.

Details	Antrag	Freigabe	Vollständig	Familienname	Vorname	Geschlecht	Geb.Datum	ZÜP-Status-N	ZÜP-Status-E	SÜP gültig bis	Geändert
	ZÜP-Antrag stellen	Freigabe erteilen	ja	ABLEICHINGER	DIETMAR	männlich	1996-01-01	Unbekannt	Unbekannt	-	2021-03-12 von alexander.bartek@bmk.gv.at
	ZÜP-Antrag stellen	Freigabe erteilen	ja	BILUSODDSSD	BLA	divers	1010-01-01	Unbekannt	Unbekannt	-	2021-02-25 von alexander.bartek@bmk.gv.at
	ZÜP-Antrag stellen	Freigabe erteilen	ja	LASCHET	ARMIN	divers	1978-12-03	Unbekannt	Unbekannt	-	2021-09-15 von Matthias.Boehm@bmk.gv.at
	ZÜP-Antrag stellen	Freigabe erteilen	ja	LIMA	TEST	weiblich	1010-01-01	Unbekannt	Unbekannt	-	2021-03-05 von alexander.bartek@bmk.gv.at
	ZÜP-Antrag stellen	Freigabe erteilen	ja	MÜLLER	ANDREA	divers	2021-02-08	Angeshalten	Zuverlässig	-	2021-03-05 von alexander.bartek@bmk.gv.at
	-	-	nein	PIERINGER	JOHANNES	männlich	2021-02-01	Unzuverlässig	Unzuverlässig	-	2021-02-08 von alexander.bartek@bmk.gv.at
	-	-	nein	RUDI	WIENER	männlich	2021-02-02	Unbekannt	Unbekannt	-	2021-08-17 von alexander.bartek@bmk.gv.at
	ZÜP-Antrag stellen	Freigabe erteilen	ja	SCHILL	MAXIMILIAN	männlich	2021-02-01	Unbekannt	Unbekannt	-	2021-02-12 von alexander.bartek@bmk.gv.at
	-	-	nein	SKODA	BRIGITTE	weiblich	1970-01-01	Unbekannt	Unbekannt	-	2020-11-24 von Margit.Winter@bmk.gv.at
	-	-	nein	TONI	MARKUS	männlich	2021-03-01	Unbekannt	Unbekannt	-	2021-08-17 von SYSTEM

## Column description

- Details: the magnifying glass takes you to the detailed view of this person
- Request/release: If a corresponding entry is available in the list, you can use this link to submit a ZÜP request or issue a release directly. The link is only available if the personal data has been entered completely → column Complete=yes
- Complete: This shows whether or not the personal data has been recorded completely (yes/no).

- ZÜP status-N, -E: The corresponding ZÜP status is displayed here (see also [Annex 1](#) and [Annex 2](#) for this).

## Filter

Here you can filter your list of persons by specific ZÜP statuses for the two different ZÜP characteristics (see also [Annex 2](#)).

## Search box/actions

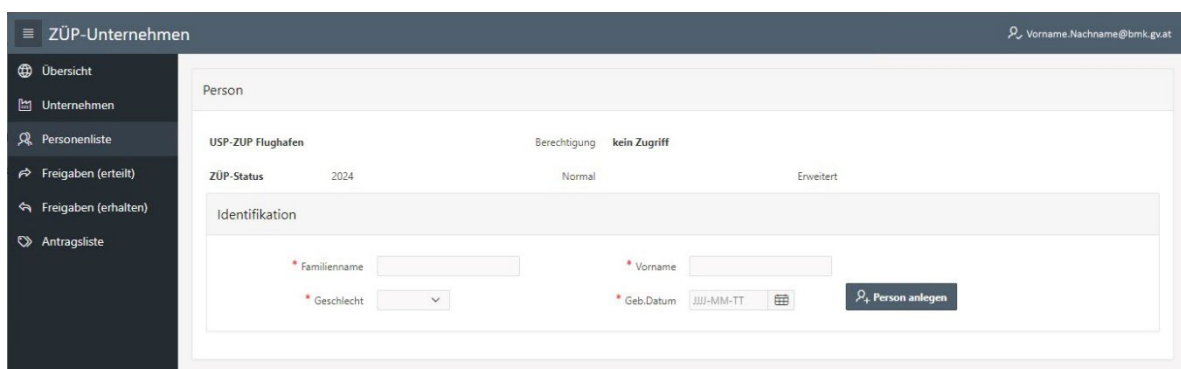
Using the search field you can search for any text across all columns. Via Actions you have advanced filtering, searching, sorting and grouping options (for details see Help in the dropdown menu).

## Import data/export data

Here you can import and export personal data via JSON format (if you have requested the corresponding right). If you find this interesting, please contact us by mail at [alexander.bartek@bmk.gv.at](mailto:alexander.bartek@bmk.gv.at) for a detailed description.

## Create person

You can enter new personal data via this button.

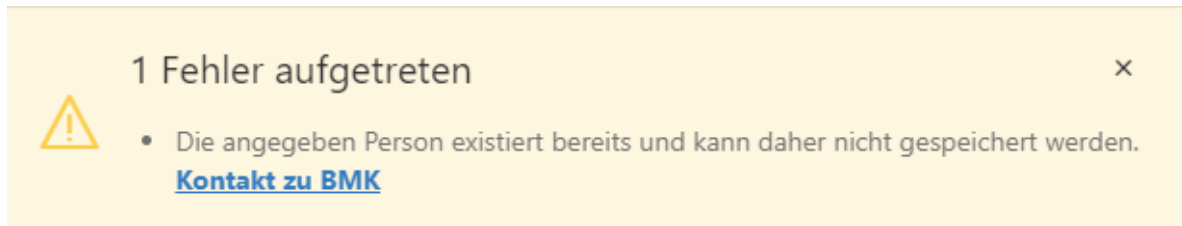


The screenshot shows the 'Person' creation form in the 'ZÜP-Unternehmen' system. The interface includes a sidebar with navigation options: 'Übersicht', 'Unternehmen', 'Personenliste', 'Freigaben (erteilt)', 'Freigaben (erhalten)', and 'Antragsliste'. The main content area displays the 'Person' details for 'USP-ZUP Flughafen' with a 'Berechtigung' of 'kein Zugriff'. The 'ZÜP-Status' is '2024' and 'Normal', with an 'Erweitert' option. The 'Identifikation' section contains four mandatory fields: 'Familienname', 'Vorname', 'Geschlecht', and 'Geb.Datum'. The 'Geb.Datum' field is set to 'JJJ-MM-TT' and includes a calendar icon. A 'Person anlegen' button is located at the bottom right of the form.

Here, the first part of the personal data for identification such as surname, first name, gender and date of birth would now have to be entered. These are all mandatory fields (\*) and must be filled in completely before the person can be created.

Note on mandatory fields (general): if something is "unknown" or "not applicable", enter this text in the field.

Since each person can only be entered once, an error message may occur when creating a person.



If this is the case, the person already exists in the system. If you do not find this person in the list of persons, then he/she was created by another company. In this case, use the link "Contact BMK" and report the personal data you wanted to enter.

In order to be able to submit a ZÜP application or make a release, there are a number of mandatory fields and required additional data. If any of these are missing, you will be notified accordingly.

After entering the mandatory fields for identification, the missing mandatory fields (\*) and the required additional data will be displayed as follows:

ZÜP-Unternehmen Vorname.Nachname@bmk.gv.at

Übersicht  
Unternehmen  
Personenliste  
Freigaben (erteilt)  
Freigaben (erhalten)  
Antragsliste

Person

BMK Berechtigung **schreiben**

ZÜP-Status 2024 **Unbekannt** Normal **Unbekannt** Erweitert **Unbekannt**

Identifikation

\* Familienname GRUBER \* Vorname HANS

\* Geschlecht männlich \* Geb.Datum 1967-09-23

Pflichtfeld aus Personendaten nicht befüllt  
Identitätsdokument fehlt  
Wohnsitzlücke in den letzten 5 Jahren  
Beschäftigungslücke in den letzten 5 Jahren größer als 28 Tage

Personendaten

Geb.Name GRUBER \* Geb.Ort

Geb.Ort.PLZ Geb.Ort.Land (AT) Österreich

\* Vorname.Mutter \* Vorname.Vater

\* Staatsangehörigkeit.1 (AT) Österreich Staatsangehörigkeit.2

\* Kontakt-Telefon \* Kontakt-Mail

\* Zustimmung.eingeholt SÜP.gültig.bis

Erstellt 2021-09-17 von Matthias.Boehm@bmk.gv.at Geändert

**Löschen** **Speichern**

All mandatory fields (\*) under personal data are marked accordingly. However, you can save your data at any time and continue later.

If a valid security check (SÜP) already exists, the validity can be entered.

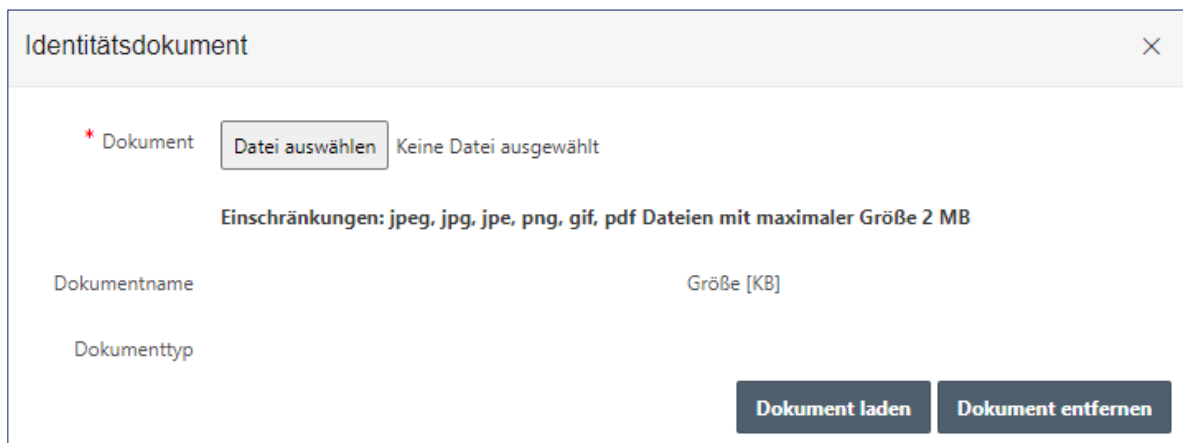
For each registered person, consent to the disclosure of personal data must be obtained formally. (Consent obtained)

Required additional data

- An identity document must be uploaded in any case.
- Main residences must be reported without gaps for the last 5 years.
- Employment relationships, as well as education and training, must be reported without gaps for the last 5 years with gaps of up to 28 days being disregarded. If the gap is greater than 28 days, it must be recorded as such in the system.
- Criminal record certificates are to be uploaded if at least one of the residences of the last 5 years was not exclusively in Austria and in any case if the current residence is not in Austria.

### Identity documents

Via "Add identity documents" you can upload the scan of an identity proof (travel document).



The screenshot shows a web form titled "Identitätsdokument" with a close button (X) in the top right corner. The form contains the following elements:

- A label "\* Dokument" followed by a "Datei auswählen" button and the text "Keine Datei ausgewählt".
- A restriction notice: "Einschränkungen: jpeg, jpg, jpe, png, gif, pdf Dateien mit maximaler Größe 2 MB".
- Input fields for "Dokumentname" and "Größe [KB]".
- An input field for "Dokumenttyp".
- Two buttons at the bottom right: "Dokument laden" and "Dokument entfernen".

After you have selected a document and clicked on "Load document" further selection options appear.

If you select Other under "Document type", you will get an additional field where you can enter the type of this document.



Identitätsdokument
✕

\* Dokument Datei auswählen Keine Datei ausgewählt

Einschränkungen: jpeg, jpg, jpe, png, gif, pdf Dateien mit maximaler Größe 2 MB

Dokumentname **document.pdf** Größe [KB] **26,45**

Dokumenttyp **application/pdf**

Dokument laden
Dokument entfernen

\* Dokumentart Reisepass ▾

\* Nummer

\* Ausstellung JJJ-MM-TT 📅

Übernahme **2021-09-15**

📄 + Erstellen

The file name is irrelevant, PDF is recommended as the document format. **Please avoid uploading images in high resolution. → Maximum size 2 MB**

After uploading the travel document, press the F5 function key and you will notice that the line **Travel document missing** has disappeared.

### Main residences

Via "Add main residence" you create a record for a main residence. If the person has had several main residences in the last 5 years, this step must be repeated accordingly.

Adresse
✕

Art **Hauptwohnsitz**

\* Land  ^

\* PLZ       \* Ort

\* Straße       \* Hausnr.

\* von        bis

bleibt für aktuellen Wohnsitz offen

Dates must be given by month. Pick the date of a specific date from the calendar and it will be implemented accordingly.

For the current residence, the "to" field remains empty.

The system checks whether a gap-free entry of residences has been made for the last 5 years. The line **Residence Gap in the last 5 years** will only disappear once this has happened.

The system goes on to check the country of residence. If residences outside Austria have existed in the course of the last 5 years, criminal record certificate from each respective country must be uploaded.

Otherwise, the lines **Residence gap in Austria in the last 5 years, Criminal record certificate not older than 6 months required** continue to be displayed.

### **Employment relationships, training and further education**

Via "Add employment" you create a record for an employment relationship (or for education and training).

If the person has had several employment relationships in the last 5 years, this step must be repeated accordingly.

Beschäftigung
✕

\* Art

\* Organisation

\* Tätigkeit

\* von

bis

For the current employment relationship, the "until" field again remains empty.

The system checks whether there are gaps in employment records over the last 5 years. Employment gaps of more than 28 days must also be entered as gaps in the system.

Via "End employment relationship" you can enter the termination of the employment relationship of this person with your company (e.g. in case of termination). However, this is only possible if you have previously filled in the "until" field (= end date) for all recorded employment relationships.

Once you have terminated an employment relationship, you no longer have access to that person's data.

### Criminal record certificates

Via "Add criminal record certificate" you can upload the scanned file.

This is only required **if one of the residences of the last 5 years has not been in Austria or the current residence is not in Austria**. Foreign criminal record certificates or comparable proof of the countries of residence of the last five years must be provided in German or English, must not be older than 6 months at the time of submission and must be uploaded for each foreign place of residence.

As soon as all mandatory fields have been filled in and the required additional data has been entered, the red lines disappear, the buttons "Release" (Freigabe erteilen) and "Submit ZÜP application" (ZÜP-Antrag stellen) appear and in the list of persons, the column Complete contains a yes and the links for "Release" and "Submit ZÜP application" are also displayed.

The screenshot shows the 'Person' profile page in the 'ZÜP-Unternehmen' system. The user is logged in as 'Vorname.Nachname@bmk.gv.at'. The profile is for a person at 'USP-ZUP Flughafen'. The 'ZÜP-Status' is '2024 Unbekannt' with a 'Normal' 'Berechtigung'. The 'Identifikation' section contains:
 

- Familienname: BIRKLHUBER
- Vorname: BERNHARD
- Geschlecht: männlich
- Geb.Datum: 1866-02-02

 The 'Personendaten' section contains:
 

- Geb.Name: BIRKLHUBER
- Geb.Ort: Wien
- Geb.Ort PLZ: 1010
- Geb.Ort Land: (AT) Österreich

 Two buttons are present: 'Freigabe erteilen' and 'ZÜP-Antrag stellen', both with red arrows pointing to them.

List of persons:

Details	Antrag	Freigabe	Vollständig	Familienname ↑	Vorname	Geschlecht	Geb.Datum	ZÜP-Status-N	ZÜP-Status-E	SÜP gültig bis
🔍	ZÜP-Antrag stellen	Freigabe erteilen	ja	LASCHE	ARMIN	divers	1978-12-03	Unbekannt	Unbekannt	-

## ZÜP applications

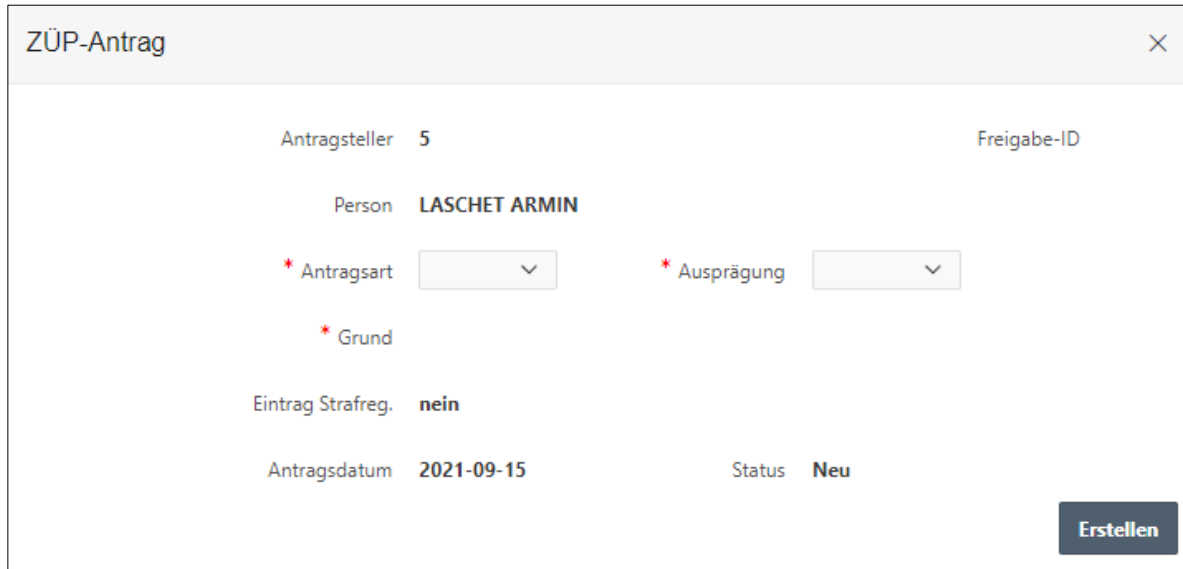
can only be submitted by the following types of companies:

- Civil aerodrome operator
- Airlines
- Entities (regulated agents, known shippers, and regulated suppliers)
- Trainers
- EU validation auditor

Other companies issue a clearance to the civil aerodrome operator at which the person is to work. The civil aerodrome operator then submits the ZÜP application on the basis of this clearance.

## Submitting a ZÜP application

You can now submit a ZÜP application from the list of persons via the link "Submit ZÜP application" or via the button of the same name in the detailed view of the person.



The screenshot shows a web form titled "ZÜP-Antrag" with a close button (X) in the top right corner. The form contains the following fields and values:

Antragsteller	5	Freigabe-ID
Person	LASCHET ARMIN	
* Antragsart	<input type="text"/>	* Ausprägung <input type="text"/>
* Grund		
Eintrag Strafreg.	nein	
Antragsdatum	2021-09-15	Status Neu

An "Erstellen" button is located in the bottom right corner of the form.

Application type: Select ZÜP-neu for a first-time application, ZÜP for a follow-up application.

Type: ZÜP-Normal and ZÜP-Extended for selection (see [Annex 2](#)).

As soon as you have selected the type, a corresponding list of reasons for the ZÜP application appears. Select the applicable points here.

ZÜP-Antrag
×

Antragsteller **5**
Freigabe-ID

Person **LASCHET ARMIN**

\* Antragsart

\* Ausprägung

\* Grund

- Flugbesatzungsausweis
- Flughafenausweis
- Kontrollbedienstete/r
- Zugangskontrollorgan
- Verantwortliche/r für Kontrollen (leitende/r Mitarbeiter/in)
- Ausbilder/in
- Sicherheitsbeauftragte/r
- EU-Validierungsprüfer
- Person für andere Sicherheitskontrollen

Eintrag Strafreg. **nein**

Antragsdatum **2021-09-15**
Status **Neu**

Erstellen

By clicking on "Create", the application is submitted, the 28 day period commences and you will find a corresponding entry in the application list. As long as this application has not been completed, you cannot submit a ZÜP application for this person.

Please understand that ZÜP applications and approvals can only be made during the office hours of the BMK. These are from Monday to Friday, 07:00 to 16:00.

### Granting clearance

You can grant a clearance from the list of persons via the link "Grant clearance" or via the button by the same name in the detailed view of the person.

Freigabe erteilen
✕

Unternehmen **BMK**

Person **LASCHET ARMIN**

\* Zivilflugplatzhalter

\* Tätigkeit

Frist **1 [Monate]**

Freigabe **2021-09-15** Status **Neu**

Erstellen

Now select the civil aerodrome holder where this person is to be deployed and briefly describe the intended activity.

By clicking on "Create", the clearance is issued to the specified civil aerodrome operator (this operator then has reading access to the personal data, sees the clearance under "Clearances received" and can submit the ZÜP application). You will see the clearance under "Clearances granted".



## Clearance granted

Here you can see for which persons you have given clearances to civil aerodrome operators so that they can submit a ZÜP application (for details on the status see [Annex 1](#)).

≡ ZÜP-Unternehmen
Vorname.Nachname@bmk.gv.at

Filter

Jahr: 2021    Status: Alle     Abgeschlossene/Fehlende ausblenden

1 - 4 von 4

Details	Status	Freigabe   F	Person	Tätigkeit	Zivilflugplatzhalter
<input type="checkbox"/>	Abgeschlossen	2021-02-25	BLUBSD00SSD BLA	Text Freigabe	Flughafen Wien AG
<input type="checkbox"/>	Abgeschlossen	2021-02-23	BLUBSD00SSD BLA	ausflachf	Traier Flughafenbetriebsgesellschaft m.b.H.
<input type="checkbox"/>	Abgeschlossen	2021-02-23	BLUBSD00SSD BLA	Text	Sekizurper Flughafen GmbH
<input type="checkbox"/>	Abgeschlossen	2021-02-25	BLUBSD00SSD BLA	Text	Flughafen Graz Betriebs GmbH



## Clearance received

(only for civil aerodrome owners)

Here you can see for which persons from which companies you have received approvals, with the possibility to submit a ZÜP application (for details on the status see [Annex 1](#)).

The screenshot shows the 'ZÜP-Unternehmen' interface. The left sidebar contains navigation options: Übersicht, Unternehmen, Personenliste, Freigaben (erteilt), Freigaben (erhalten), and Antragsliste. The main area has a filter section with 'Jahr: 2021' and 'Status: Alle'. Below the filter is a search bar and a table with one entry.

Antrag	Status	Freigabe d.F.	Unternehmen	Person	Tätigkeit
-	Abgeschlossen	2021-03-08	USP-ZÜP Shop	WALLENSTEIN ALBRECHT	Strategie



## List of applications

(Only for companies that have the necessary right to apply)

Here you can see which ZÜP applications you have submitted and when, including the current status, and view the details of the application data.

- For details on the statuses, see [Annex 1](#)
- For details on type, see [Submitting a ZÜP application](#)
- See [Annex 2](#) for details on specification, ETI status, and ETI deadline

The screenshot shows the 'ZÜP-Unternehmen' interface with a more detailed table of applications. The filter section is the same as in the previous screenshot. The table has 12 columns: Details, Antrag d.F., Status, Prüffrist, Antragsteller, Unternehmen, Person, Art, Ausprägung, ZÜP-Status, ZÜP-Frist, and ZÜP gültig bis.

Details	Antrag d.F.	Status	Prüffrist	Antragsteller	Unternehmen	Person	Art	Ausprägung	ZÜP-Status	ZÜP-Frist	ZÜP gültig bis
QL	2021-02-09	Abgeschlossen	-	BMK	BMK	MÜLLER ANDREA	ZÜP-neu	ZÜP-Erweitert	Zuverlässig	2022-02-15	-

At the bottom of the page, it says 'Release 0.12 Modul Bildschirmpräsentation aktivieren'.



## Annex 1 – Overview of the various statuses

### ZÜP status

<b>Unkown</b>	Default when creating a person and after expiry of the ZÜP period
<b>Stopped</b>	Application is under in-depth review by the BMK
<b>Unreliable</b>	The person has been classified as unreliable
<b>Reliable</b>	The person has been classified as reliable

The commencement of the activity that requires a background check may only be taken up or carried out if the ZÜP status is Reliable.

### Application status

<b>New</b>	ZÜP application has been submitted
<b>In process</b>	ZÜP application is being processed at the BVT
<b>In-depth examination</b>	An in-depth review was initiated by the BMK
<b>Under review</b>	BAT cannot complete the ZÜP application within the 28-day period
<b>Completed</b>	ZÜP application was completed by the BAT

### Approval status

<b>New</b>	Clearance has been given to a civil aerodrome operator
<b>Accepted</b>	ZÜP application has been submitted by aerodrome operator
<b>Completed</b>	ZÜP application has been completed by the BAT
<b>Revoked</b>	A clearance has been revoked (only seen by the releasing company)

## Annex 2 – Overview of ZÜP types and the ZÜP deadlines

Description in the application

ZÜP-Type	ZÜP-Status	ZÜP- Deadline	Validity period
ZÜP-Normal	ZÜP-Status-N	ZÜP- Deadline -N	max. three years
ZÜP- Extended	ZÜP-Status-E	ZÜP-Deadline-E	max. one year

From 31 December 2021, the following persons must have successfully completed a normal background check (ZÜP-Normal):

- Persons hired to perform screening, access control or other security controls in areas other than security restricted areas;
- Persons having unescorted access to air cargo and air mail, air carrier mail and materials, in-flight supplies and airport supplies that have been subjected to the required security controls;
- Persons having administrator privileges or unattended and unrestricted access to critical information and communication technology systems and data used for civil aviation purposes referred to in point 1.7.1 or otherwise identified in the risk assessment referred to in point 1.7.3, in accordance with the national civil aviation security programme

As of 31 December 2021, the following persons must have successfully completed an extended background check (ZÜP-Extended):

- Holders of an airport identification card with access to the security area
- Holders of a flight crew identification card for a crew member employed by a Union air carrier
- Persons responsible for the implementation of the security programme submitted by a regulated agent
- Persons responsible for implementing the security controls and monitoring their compliance of a known shipper
- Persons recruited to carry out controls in security restricted areas
- Persons hired to perform access control in security restricted areas
- Persons hired to perform other security controls in security restricted areas
- Persons recruited to take responsibility for the implementation of these controls

- Trainers
- EU aviation security validation auditor

**Enquiry note**

Federal Ministry for Climate Protection, Environment, Energy, Mobility, Innovation and Technology

Department IV/L 3 Aviation Infrastructure

Status: 19. April 2022

E-mail: [airportsecurity@bmk.gv.at](mailto:airportsecurity@bmk.gv.at)