
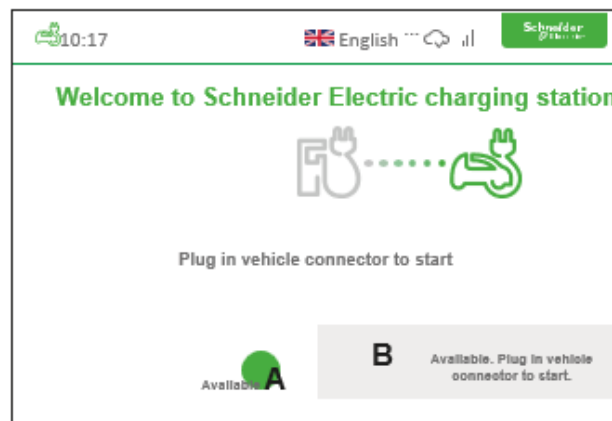


|  |                 |               |                         |   |  |                             |                                   |
|--|-----------------|---------------|-------------------------|---|--|-----------------------------|-----------------------------------|
|  |                 |               |                         | <b>Manchester Airport</b><br><b>Electric Vehicle Charging at Stand 71</b> |  | <b>Risk Rating</b>          | <b>Low – Reviewed as required</b> |
| <b>Reference:</b>  | EGCC-I-AOPS-002 | <b>Issue:</b> | 1                       | <b>Owner:</b>   | Head of Baggage and Engineering Operations | <b>Department:</b>          | Airfield                          |
| <b>Issue Date:</b>   | 04/10/2024      |               | <b>Compliance Date:</b> | 04/10/2024  |  | <b>Planned Review Date:</b> | 31/03/2025                        |

## 1 Procedures for Use of Electric Vehicle Charging Point

### 1.1 Basic Charging Steps

- A** - Park the Electric Vehicle with the charge inlet within reach of the vehicle connector is suitable for your Electric Vehicle and switch it off.
- B** - Confirm the Charging Station status is normal, and the status indicator is steady green.
- C** - Select your preferred Language
- D** - Remove the vehicle connector from the connector slot and insert firmly it into the corresponding charging port of the vehicle.
- E** - Follow the instructions on the screen.



**⚠CAUTION**

### 1.2 HAZARD OF DAMAGING A LOCKED VEHICLE CONNECTOR.

In CCS charging the Electric Vehicle locks the vehicle connector. If the user wants to unplug the vehicle connector from the car, it may be necessary to unlock all doors of the Electric Vehicle or use the "unlock charge connector button" on the car key, if present.

Do not apply force to a locked vehicle connector during charging. This might damage the inlet and locking mechanism in the car or damage the Charging Station.

Always handle cables and connectors with care & always place them back in their respective holders. Only insert a vehicle connector into a suitable car inlet.

**Failure to follow these instructions can result in injury or equipment damage.**

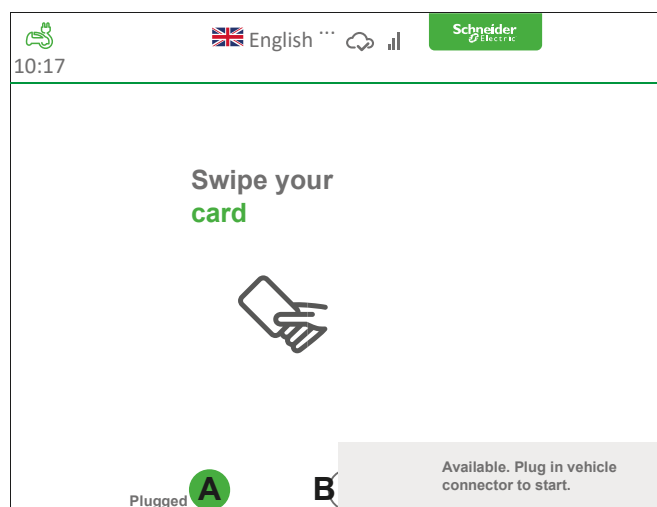
### 1.3 Charging Authentication Modes

Depending on the configured authentication modes below, the user instructions for the charger may vary depending on the customer requirements:

#### 1. Swipe Authorized Card to charge

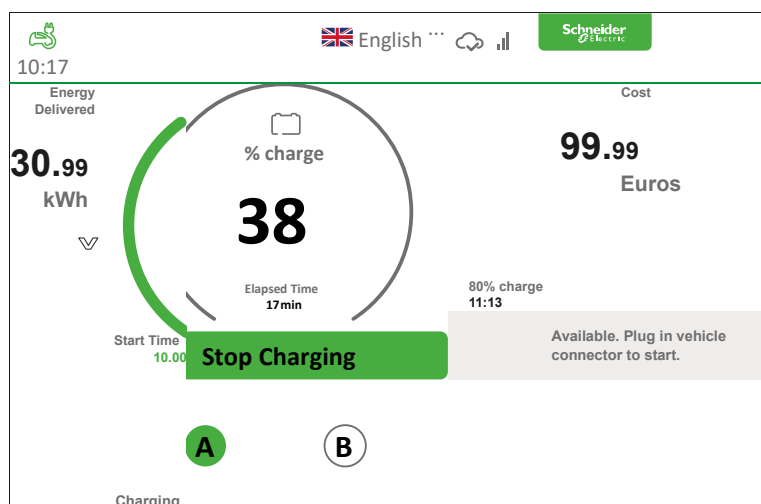
**A** - On the user interface of the Charging Station, select the suitable vehicle connector A or B and follow the instructions on the screen.

**B** - After inserting the vehicle connector in the Electric Vehicle port the user interface will prompt the user to swipe the card. Once card is swiped on swiping area a charging session will start.

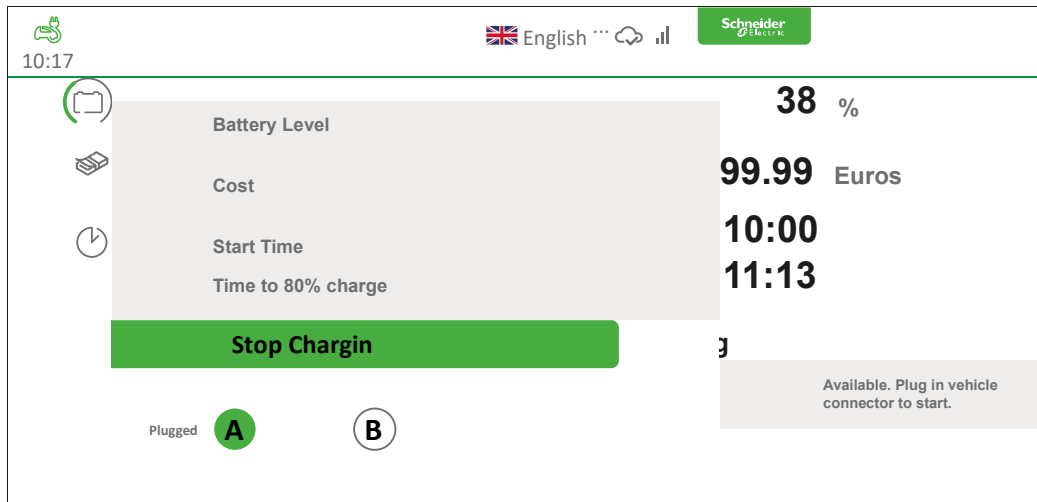


**C** - During charging, touch A and B buttons on the bottom of the screen to switch to the status interface of each vehicle connector.

**D** - Stop charging: Press "Stop Charging" to enter the stop charging interface and swipe the card again to stop charging.



**E** - Unplug the vehicle connector from the vehicle and reposition the connector in the slot.



#### 1.4 No Authentication

**A** - On the user interface of the charging station, select the suitable vehicle connector A or B and follow the instructions on the screen.

**B** - Remove the vehicle connector from the connector slot and insert firmly it into the corresponding charging port of the vehicle, charge session will start Automatically.

**C** - To stop charge session, it must be ended from the Electric Vehicle side by using the unlock connector feature in the Electric Vehicle.

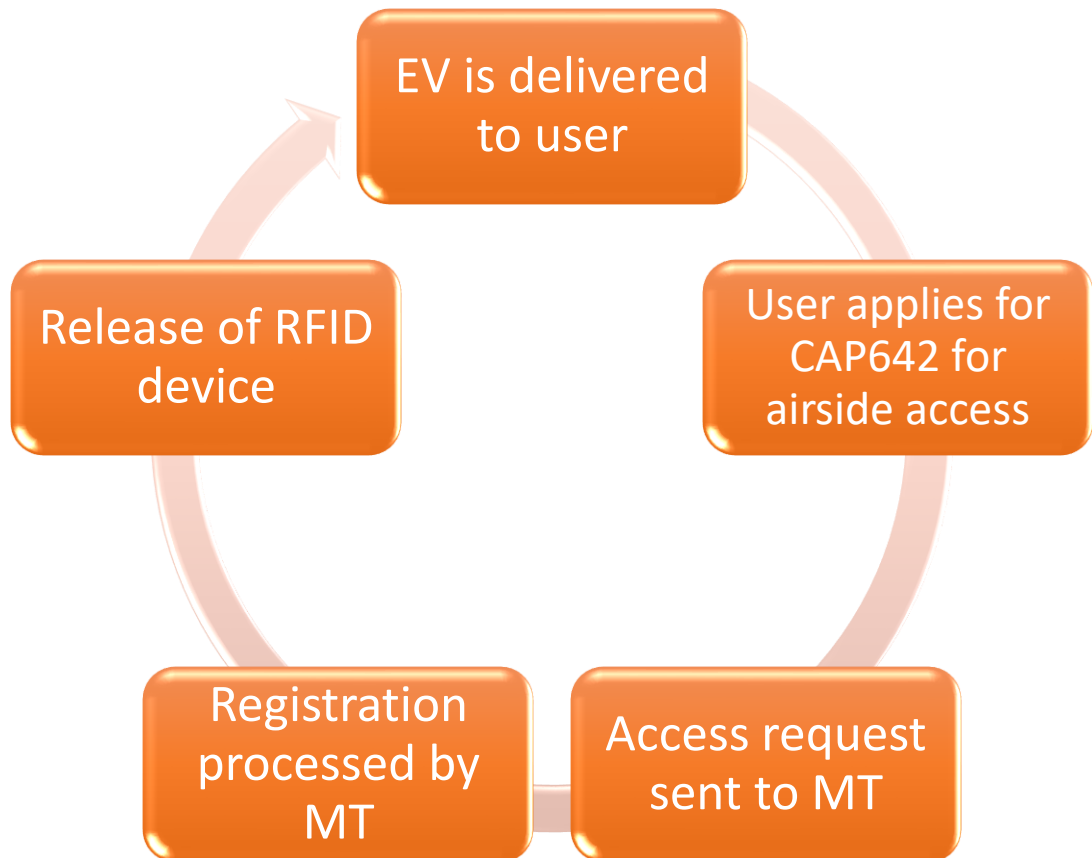
**D** - Replace the connector in the holder.

## 2 Reporting of Faults

If the EV charging point fails to operate it must be reported immediately to the Asset Support Team (AST) on 0161 489 3776 stating time, stand number, vehicle type and registration number along with the fault.

### 3 EV's Registration Process

- The registration of the EVs is processed via Motor Transport as per other vehicles.
- Users are required to apply for a RFID device to operate the EV chargers. The request can be sent by email to [mtadmin@manairport.co.uk](mailto:mtadmin@manairport.co.uk)
- The RFID device can be collected from the MT office upon receipt of confirmation email
- RFID devices are assigned to the user's employer and electric vehicle



- Lost or stolen RFID devices must be reported immediately to Motor Transport on 0161 489 8532 or [mtadmin@manairport.co.uk](mailto:mtadmin@manairport.co.uk)
- MT issue an invoice to the user's Company to recover the cost of the replacement RFID device and admin fees

