

LOST PROPERTY RULES
OF THE ECOLE NATIONALE DE L'AVIATION
CIVILE

Article 1

These rules apply to any item of property, misplaced or left by its owner in the Ecole Nationale de l'Aviation Civile (Toulouse Campus and centres).

Article 2

Lost property may be handed in at the main reception in Toulouse or at the secretariat of the Head of Centre and will be stored in a dedicated place.

Each item handed in will be given a reference number and recorded in a document indicating the date, where it was found and where it will be stored.

Article 3

If the item is claimed by the owner, and provided the item is still in ENAC's possession, the latter will check by all relevant means that the person is the rightful owner (in particular the pin code, serial no., detailed description, photo, etc.).

The item will be handed over to the owner or to his representative – subject to valid authorisation– for which a signature will be required.

Article 4

If the item is not claimed, and, except for the special cases described below, on expiry of a six-month period from the date it is recorded, regardless of what the item is, the latter is deemed to have been abandoned and may, at the choice of the ENAC, be destroyed or given to an association or charity.

With regard to suitcases and other luggage deemed to have been abandoned, as well as any item of pedagogical interest, ENAC will be able to choose to retain them for its teaching and training needs, in particular as regards safety.

Specific cases for certain items:

- Perishable foodstuffs will be destroyed immediately,
- Cash whose origin is not identifiable will be immediately donated to associations or charities,
- Low value items (magazines, etc.) will be kept for a week and then destroyed,

- Bank cards will be kept for one week and then cut up and returned to the issuing bank,
- A search will be made of the files of ENAC enrolments for administrative identity documents such as identity cards, passports and residence permits in order to try to find their owner.

Should these documents not be returned or claimed within a fifteen-day period, they will be sent to the authority having issued the documents if it is identifiable, or otherwise to the police or the gendarmerie.

- Items of great value, such as jewellery, will be stored in an enclosed and secured space for a year. In the absence of a claim during this period, they will be donated to associations or charities.

- Items that may contain a flammable product, those under pressure and generally those which may present a danger, will be immediately handed over to the security desk.

- Bicycles abandoned by their owners, either in the closed two-wheeled vehicle garages or outside buildings, will be removed by ENAC's services, stored for one year in a secure space and, unless claimed by their owners, scrapped or donated to associations or charities.