	<p align="center">PROCEDURE FOR THE TYPE A ADC RELEASE/RENEWAL AT THE AIRPORTS OF FIUMICINO "LEONARDO DA VINCI" - CIAMPINO "G. B. PASTINE"</p>	<p align="right">Ed. 1 – Rev. 11</p> <p align="right">24/05/2024</p>
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1.VALIDITY

- The validity of ADC-A licenses issued or renewed is 4 years.
- From the release date, every 24 months it is mandatory to carry out theoretical recurrent training in e-learning

2.REQUIREMENTS FOR THE RELEASE AND MAINTENANCE OF TYPE A ADC

- Have carried out initial theoretical training provided by ADR or by an instructor qualified by ADR.
- Carry out, in the event of renewal, e-learning recurrent training provided exclusively by ADR
- Be in possession of a valid Airport Safety Course module 2, Airside Safety certificate (not exceeding 24 months from the date of issue). Below is the link to register for the course: <https://www.adr.it/corso-airside-safety>
- Be in possession of a valid civil driving license
- Be in possession of a valid airport card that enables access by airside (TIA red or green color and, for the FCO airport only, light blue 4)
- Having carried out, following theoretical training, training and a practical assessment (minimum 4 hours for Fiumicino and minimum 2 hours for Ciampino) carried out by an ADE. (Airside Driving Expert) of the Company/Body to which it belongs or of the ADR Group, which is included in a specific list drawn up by ADR and qualified as required by the Airport Manual, part B, chapter 3 with the following requirements:
 - 1.At least 2 years of driving experience in the reference airport
 - 2.No point deductions (ADCs) in the last 2 years
 - 3.Have passed a specific theoretical/practical qualification assessment for the individual airport by a qualified ADR ADC instructor or the company/body to which you belong.
- In the event of interruption of driving for a continuous period of between 3 and 12 months, a practical refresher training must be carried out (minimum 2 hours for Fiumicino and minimum 1 hour for Ciampino) with the same methods as the initial practical training (carried out by an CEO of the Company/Body to which it belongs or of the ADR Group).
- It is the responsibility of the Company/Body to which you belong to train staff in the management of the types of vehicles used in the work activity
- The ADC must be withdrawn within 30 days from the date of passing the exam, after which the qualification will be revoked. However, the driving of vehicles in airside without the accompanying ADC remains prohibited.

The complete procedure is reported in Volume 2-Circulation in Airside, attached to the Fiumicino and Ciampino Airport Manual which can be viewed on the www.adr.it website

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- b) Certificate of initial theoretical training issued by ADR or by an instructor qualified by ADR, obtained during the three months preceding the request
- c) Initial practical training module, carried out by an ADE. (Airside Driving Expert) of the Company/Body to which it belongs or of the ADR Group, to be carried out following the initial theoretical training, to be completed on headed paper of the Company/Body to which the employee belongs (form 2)
- d) Certificate of the Airport Safety Course module 2, Airside Safety valid (not exceeding 24 months from the date of issue)
- e) Front-back photocopy of the candidate's valid airport card and civil driving licence
- f) Front-back photocopy of the valid airport card, ADC and civil driving licence of the ADE that carried out the training and practical assessment
- g) Photocopy of a valid identity document of the Head of the Company/Institution (signatory of the forms) on the reverse side
- h) Payment receipt "**issuance of licence**":

FIUMICINO - <https://www.adr.it/de/bsn-pagamento-on-line-servizi-aeroportuali-fiumicino>

CIAMPINO - <https://www.adr.it/de/bsn-pagamento-on-line-servizi-aeroportuali-ciampino>

5.2 Type A ADC renewal (request for renewal by the expiry date)

- a) Application form to be completed on the letterhead of the Company/Entity to which the employee belongs (form 1)
- b) Certificate of recurrent training (not exceeding 24 months from the date of issue) provided exclusively via the e-learning platform and purchasable via the ADR e-commerce portal at the following link: <https://www.adr.it/bsn-corsi-e-learning-per-operatori-aeroportuali>. Certificates of initial theoretical training will not be accepted.
- c) Certificate of the Airport Safety Course module 2, Airside Safety valid (not exceeding 24 months from the date of issue)
- d) Front-back photocopy of the candidate's valid airport card, ADC and civil driving licence
- e) Front-back photocopy of a valid identity document of the Head of the Company/Institution (signatory of the forms).
- f) Payment receipt "Renewal":

FIUMICINO - <https://www.adr.it/de/bsn-pagamento-on-line-servizi-aeroportuali-fiumicino>

CIAMPINO - <https://www.adr.it/de/bsn-pagamento-on-line-servizi-aeroportuali-ciampino>

• In the expired ADC case, the Company/Body must resubmit the documentation as for the first issue (see chapter. 5.1)

- In the event of two failures or failure to complete the course, the qualification is revoked and it is necessary to request a new qualification in the same way as the first issue (see chap. 5.1)

5.3 Type A ADC extension to another airport

(Applicable only for ratings issued from 07/01/2021. The new ADC will have the same expiry date as that of the airport of origin)

- Application form to be completed on the letterhead of the Company/Entity to which the employee belongs (form 3)
- Type A ADC practical training module Carried out by an ADE of the Company/Body to which the employee belongs or of the ADR Group, to be completed on headed paper of the Company/Body to which the employee belongs (module 2). Training must be carried out at the stopover for which the extension is requested
- Front-back photocopies of the airport cards of both of the employee's airports. Airport cards must both be valid
- Photocopy of ADC to be extended
- Front-back photocopy of the employee's civil driving licence
- Front-back photocopy of the airport card, the ADC (valid for at least two years and without deduction of points over the last 24 months) and the valid civil driving licence of the ADE which carried out the training and practical assessment.
- Photocopy of a valid identity document of the Head of the Company/Institution (signatory of the forms) on the reverse side
- Payment receipt extension other stopover

FIUMICINO: <https://www.adr.it/bsn-pagamento-on-line-servizi-aeroportuali-fiumicino>


CIAMPINO: <https://www.adr.it/bsn-pagamento-on-line-servizi-aeroportuali-ciampino>

5.4 Duplicate ADC request for theft/loss/deterioration

- Application form to be completed on the letterhead of the Company/Entity to which the employee belongs (form 5)
- Photocopy of the airport card and the civil driving licence on the front of the back
- Photocopy of a valid identity document of the Head of the Company/Institution (signatory of the forms) on the reverse side
- Any report of theft or loss
- Payment receipt "Duplicate"

FIUMICINO: <https://www.adr.it/bsn-pagamento-on-line-servizi-aeroportuali-fiumicino>

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5.5 Type m to type a adc substitution

(the new ADC will maintain the same maturity as the M-type)

- a) Application form (Form 4)
- b) Duplex photocopy of airport card,
- c) Photocopy of type M driving rating,
- d) Photocopy of a valid civil driving licence
- e) Photocopy of the identity document of the Responsible
- f) Payment receipt "Duplicate"

FIUMICINO: <https://www.adr.it/bsn-pagamento-on-line-servizi-aeroportuali-fiumicino>

CIAMPINO: <https://www.adr.it/bsn-pagamento-on-line-servizi-aeroportuali-ciampino>

5.6 ADC reactivation following return

In the case of a valid but returned ADC, the following documentation shall be delivered for the duplicate application:

DRIVING INTERRUPTION LESS THAN THREE MONTHS

- a) Application form (form 5) to be completed on the letterhead of the Company/Entity to which the employee belongs
- b) Double-sided photocopy of a valid civil driving licence
- c) Duplex photocopy of airport card,
- d) Payment receipt "Duplicate"

DRIVING INTERRUPTION BETWEEN THREE AND TWELVE MONTHS

- a) Application form (form 5) to be completed on the letterhead of the Company/Entity to which the employee belongs
- b) Double-sided photocopy of a valid civil driving licence
- c) Duplex photocopy of airport card,
- d) Type A ADC practical training module Carried out by an ADE of the Company/Body to which the employee belongs or of the ADR Group, to be completed on the letterhead of the Company/Body to which the employee belongs (module 2)
- e) Payment receipt "Duplicate"

In the event of a driving interruption exceeding 12 months, the Company/Body must resubmit the documentation as for the first issue (see chapter. 5.1)