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## 7 AERODROME REPORTING

In the table below are listed the procedures in place for reporting changes to the aerodrome information set out in the AIP and requesting the issue of NOTAM.

Code	Title	Scope
<b>E-7-ADQ MANUAL</b>	Aeronautical Data Quality Manual.	Manual describing the processing of aeronautical data quality within the responsibility area of the Operator, in accordance with the agreement between ADR and the ATS provider (ENAV).
<b>E-7-MOV01</b>	Reporting changes to the aerodrome information set out in the AIP	Procedure describing the management of data within the responsibility area of the Operator, in accordance with the agreement between ADR and the ATS provider (ENAV).
<b>E-7-MOV06</b>	Information diffusion on airport operations (NOTAM)	Procedure describing workflow and responsibilities in diffusing aeronautical informations through NOTAM.

All data, out of the scope of Procedure E-7-MOV01, though listed in the Aerodrome Manual (Part C and D), are managed according to the following task and responsibilities matrix:

DATA ORIGINATOR	Topographic Surveyor  Contract Technical Director	<ul style="list-style-type: none"> <li>The Topographic Surveyor surveys the remarkable points of the aerodrome mapping data in compliance with data quality standards.</li> <li>The Contract Technical Director approves and signs the documents, checking and ensuring the compliance with data quality standards.</li> </ul>
DATA RESPONSIBLE	Design and Execution Responsible (RPP)	<ul style="list-style-type: none"> <li>Supported by the Contract Technical Director, checks the documentation for completeness and compliance.</li> </ul>
DATA OWNER/ VALIDATOR	Design Post Holder	<ul style="list-style-type: none"> <li>Checks the completeness of the documentation received from the RPP;</li> <li>Is responsible for data collection update;</li> </ul>

## **8 PROCEDURES FOR ACCESSING THE AERODROME MOVEMENT AREA**

### **8.1 Coordination with the security agencies**

The National Security Plan (PNS) guarantees the protection of national and international civil aviation safety, regularity and efficiency by providing provisions and procedures to prevent unlawful acts. Those provisions, with reference to the regulation (CE) n. 300/2008, apply to:

- Italian airports open to commercial air traffic;
- airport operators;
- air carriers;
- subjects other than operators.

### **8.2 Prevention of unauthorized entry into the movement area**

Access to the movement area is regulated, in compliance with the PNS, by a set of procedures attached to the Regolamento di Scalo.

Access control to the movement area is assured through:

- The protection of all access points of the airport by security personnel;
- An alarm systems directly connected with the police authorities;
- An automatic personnel recognition system connected with the Airport Permit Directory;

ADR, in compliance with Regulation (EU) N.185 / 2010 and the PNS, has appointed a Security Manager who is entrusted with general responsibility in maintaining compliance with all applicable regulations.

## **9 PROCEDURES FOR THE INSPECTION, ASSESSMENT AND REPORTING OF THE CONDITION OF THE AERODROME MOVEMENT AREA**

In the table below are listed the procedures in place for movement area conditions monitoring.

<b>Code</b>	<b>Title</b>	<b>Scope</b>
<b>E-9-MOV02</b>	Airside inspections	Procedure describing methods and responsibilities for movement area scheduled and unscheduled inspections, including facilities within the movement area.
<b>E-9-MOV05</b>	Runway surface condition assessment	Procedure describing methods to assess runway friction conditions both during routine inspection of dry runways and during bad weather conditions.
<b>E-9-MOV17</b>	FOD measurements	Procedure describing methods to assess FOD presence on the movement area.
<b>E-9-MAN09</b>	AVL maintenance.	Procedure describing AVL inspection and maintenance plan.

### **9.1 GENERAL RULES DURING MANEUVERING AREA INSPECTIONS**

The following rules shall be followed during inspections performed within the maneuvering area:

- **EQUIPMENTS CHECK:** before starting any activity the operator shall check the CT transceiver for functionality;
- **TOWER AUTHORIZATION:** the operator shall require the authorization for accessing the maneuvering area, access point and path shall be described. Only after receiving the authorization the operator can enter into the maneuvering area. During the inspection a continuous radio connection with the TWR must be maintained, following every instruction given by TWR;
- **RWY INSPECTION DIRECTION:** Inspection must be carried out in the **OPPOSITE DIRECTION** to the direction of use of the runway in order to always have direct control of the use of the runway;
- **UNSIGNALLED AIRCRAFT:** If an aircraft is detected along the landing or taking off path, without having received any information, runway must be cleared immediately and TWR contacted for further instructions;
- **INSPECTION INTERRUPTION REQUIRED BY TWR:** If TWR orders to immediately stop the inspection, the operator, after confirming read back, immediately leaves the area and confirm for RWY CLEARED. If the inspection is not complete, the operator must request and obtain a new authorization;
- **COMMUNICATIONS BREAKDOWN:** In case of radio connection failure, the operator shall immediately stop the inspection, leave the maneuvering area and notify the TWR by phone. The procedure can be resumed only after having restored the radio link and obtained a new authorization;

- **RUNWAY CROSSING:** If the operator intends to engage a runway, a taxiway or a security strip, an authorization from TWR must be required;
  - **INSPECTED AREA CLEARING:** Once the inspection is completed, the operator shall report the result to TWR;
  - **INSPECTION CONCLUSION:** Immediately after releasing the inspected area, the operator reports to the TWR as soon as the area is cleared, reporting the exit point.
- **Note n°1 - crossing RWY 07-25:** During inspections on RWY, the authorization from TWR shall include the crossing of RWY 07-25, reporting "RWY 07-25 cleared" once all vehicles have passed the intersection.
- **Note n°2 – crossing RWY 07-25 during LVP:** in case of Low Visibility Procedures, during inspections of RWY 16R-34L, take off and landing operations shall not be allowed from/on RWY 07-25. The authorization from TWR shall include the crossing of RWY 07-25, reporting "RWY 07-25 cleared" once all vehicles have passed the intersection.

## **9.2 GENERAL RULES BEFORE ACCESSING THE APRON**

The following rules shall be followed before accessing the apron area:

- **EQUIPMENTS CHECK:** before starting any activity the operator shall check the transceiver for functionality and select the "APRON" channel;
- **AIRCRAFT IN TAXI:** In case of an aircraft taxiing in the opposite direction, the route shall be cleared by moving the vehicle in the security area;
- **100 STANDS APRON:** To reach the 100 stands Apron the operator shall communicate his entering the Maneuvering area to TWR, since using the TWY Delta is obligatory to reach that area.

More rules are included in the Driving Permit Manual.

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## **10 MAINTENANCE OF VISUAL AND NON-VISUAL AIDS AND THE AERODROME ELECTRICAL SYSTEMS**

In the table below are listed the procedures in place for the inspection, and routine and emergency maintenance of visual and non-visual aids, as appropriate, and the aerodrome electrical systems.

<b>Code</b>	<b>Title</b>	<b>Scope</b>
<b>E-9-MOV02</b>	Airside inspections	Procedure describing methods and responsibilities for movement area scheduled and unscheduled inspections, including facilities within the movement area.
<b>E-9-MAN09</b>	AVL maintenance.	Procedure describing AVL inspection and maintenance plan.
<b>E-10-MAN13</b>	Markings maintenance	Procedure describing markings inspection and maintenance plan.

### **10.1 VISUAL AIDS MANAGEMENT PROCESS**

All visual aids are ADR's property. All AVL are operated by ENAV.

ADR can operate the AVL only for maintenance purposes. At any time ENAV operating system is Master compared to ADR operating system.

Each communication during shared operations is managed through a direct connected phone line and recorded. Additional electronic and paper records are held.

## 11 MAINTENANCE OF AERODROME EQUIPMENT

Equipments directly managed by ADR, having impacts on safety requirements, are listed below:

- 400 Hz power supply;
- Preconditioning;
- Loading bridge;
- Hydrant refuelling system (managed by SERAM).

Maintenance of air navigations systems is managed by ENAV and detailed in the agreement between ADR and ENAV.

La manutenzione dei sistemi di navigazione aerea è a cura dell'Ente Nazionale di Assistenza al volo ed è descritto all'interno dell'accordo ADR-ENAV, che è parte integrante del Manuale di Aeroporto.

In the table below are listed the procedures in place for inspection and maintenance of aerodrome equipment.

Code	Title	Scope
<b>E-11-MAN16</b>	Operation and maintenance of equipments.	Procedure describing methods and responsibilities for operation, inspection and maintenance of aircraft parking stands equipments: loading bridges, preconditioning, power supply and VGDS.
<b>ENAV-ADR Agreement Annex 2</b>	Management of facilities	Document defining roles and responsibilities related to aerodrome equipments, visual aids and electrical power systems.



## 12 MAINTENANCE OF PAVED AREAS

In the table below are listed the procedures in place for inspection and maintenance of aerodrome paved areas, including:

- runways and taxiways;
- runways and runway strips;
- aerodrome drainage.

Code	Title	Scope
E-12-MAN01	Pavement Management System	Procedure describing methods and responsibilities for assessment, maintenance planning and unscheduled maintenance on aerodrome pavements.
E-12-MAN18	Drainage Management System	Procedure describing inspection and maintenance methods on the aerodrome drainage system.

### 13 AERODROME WORKS

ADR facilities' design activities are conducted in compliance with ENAC Circular APT-21.

All projects are managed according with the Change Management process described in MDA Part B and, in case of impact on ATS, with the Annex 9 to the ENAV-ADR agreement.

In the table below is listed the procedure in place for coordinating, planning, and carrying out construction and maintenance work.

Code	Title	Scope
E-13-MOV08	Airside works	Procedure defining the operational activities related to the opening and management of construction or maintenance work sites.

In the table below are listed the arrangements and means of communicating with air traffic services unit during the progress of such work.

Code	Title	Scope
Agreement ENAV-ADR Annex 8	Communications exchange	Procedure defining safety related informations exchange methods between.
Agreement ENAV-ADR Annex 9	Change management	Procedure defining change management informations exchange between ENAV and ADR.

## 14 APRON MANAGEMENT SERVICE

In the table below are listed the procedures for Apron management:

Code	Title	Scope
<b>E-14-MOV09</b>	Aircraft parking positions allocation and movements recording.	Procedure describing information flow and methods related to planning, allocation and record of aircraft movements.
<b>E-14-GEN04</b>	Walk-in/walk-out operations	Procedure describing authorization process, methods and responsibilities for walk-in/walk-out operations.
<b>Agreement ENAV-ADR Annex 6</b>	Operations letter - AMS	Procedure describing methods and responsibilities for aircraft movements in apron, including engine start, push-back, marshalling and follow-me operations.

## 15 APRON SAFETY MANAGEMENT

### 15.1 Protection from Jet Blast

Jet Blast is a phenomenon due to the air and exhaust gas flow produced by an aircraft engine.

Danger is related to the high speed and temperature of this flow.

This phenomenon is one of the standard safety concern taken into account during risks analysis.

Following the main barriers putted in place against jet blast hazard are listed:

- Design procedure, Ref.to MDA E-30-PRO01;
- ENAC projects approval procedure;
- Change management process;
- Safety notice in case of hazardous operations;
- Dedicated procedures for hazardous operations;
- Engine start up point position placement during;
- Fences installation;
- Proper markings placement;
- Proper work sites management;
- Proper aeronautical information management related to work sites in the movement area;
- Training on safety issues on aerodrome staff;

### 15.2 Enforcement of safety precautions during aircraft refuelling operations

In the table below is listed the procedure in place:

Code	Title	Scope
E-15-MOV18	Aircraft refuelling operations	Procedure describing methods and responsibilities to grant safe refueling operations both with and without passengers on board.

### 15.3 FOD prevention, including apron cleaning/sweeping

In the table below is listed the procedure in place:

Code	Title	Scope
E-15-MOV21	RWY, TWY and Apron cleaning	Procedure describing methods and responsibilities for movement area cleaning.
E-13-MOV08	Airside works	Procedure defining the operational activities related to the opening and management of construction or maintenance work sites, including FOD prevention instructions.

**15.4 Monitoring compliance of personnel on the apron with safety procedures**

In the table below are listed the procedures for safety procedures monitoring:

<b>Code</b>	<b>Title</b>	<b>Scope</b>
<b>E-15-AS</b>	Airside safety manual	Manual collecting all the safety rules and dispositions concerning the movement area.
<b>E-15-GEN01</b>	Safety procedure s	Procedure describing methods and responsibilities in monitoring compliance with safety procedures in apron. Including a general list of all the main safety issues.

## 16 CIRCULATION OF VEHICLES

In the table below are listed the Procedures for the control of vehicles operating on or in the vicinity, or the movement area, including traffic rules, right of way, speed limits, and method for issuing driving permits, and enforcement means.

Code	Title	Scope
E-16-MOV16	Airside circulation	Procedure describing vehicles requirements, traffic rules, and methods for issuing driving permits.
E-16-ADC Vol. 1	Apron driving manual	Manual defining circulation rules in the Apron area
E-16-ADC Vol. 2	Maneuvering area driving manual	Manual defining circulation rules in the Maneuvering area
E-16-ADC Vol. 3	Radio communications manual	Manual defining communication rules with TWR
E-16-MAN17	Maintenance of vehicles	Procedure describing methods and responsibilities in maintaining all the vehicles operating in the, movement area under ADR's responsibilities.

## **17 WILDLIFE HAZARD MANAGEMENT**

In the table below is listed the procedure for wildlife hazard management.

<b>Code</b>	<b>Title</b>	<b>Scope</b>
<b>E-17-MOV11</b>	Wildlife control programme	Procedure describing methods and responsibilities in implementation of the wildlife control programme, and promulgation of the relevant information to the AIS; wildlife strike forms.

## 18 SURROUNDINGS

In the table below are listed the Procedures for air navigation hazards monitoring:

Code	Title	Scope
<b>ENAV-ADR Agreement Annex 7</b>	Obstacles monitoring	Procedure describing methods and responsibilities in obstacle control and monitoring, between ENAV and ADR.
<b>E-18-GEN03</b>	Air navigation hazards monitoring	Procedure describing methods and responsibilities in: <ul style="list-style-type: none"><li>- obstacle control and monitoring within and outside of the aerodrome boundaries, notification to the Competent Authority, of the nature and location of obstacles, and any subsequent addition, or removal of obstacles for action as necessary, including amendment of the AIS publications; and</li><li>- monitoring and mitigating hazards related to human activities and land use, on the aerodrome and its surroundings.</li></ul>



## 19 AERODROME EMERGENCY PLAN

In the table below are listed the Procedures for aerodrome emergency management.

Code	Title	Scope
E-19-GEN02	Management of emergencies	Procedure describing methods, responsibilities and equipments to be used by the aerodrome operator in compliance with the Aerodrome emergency plan.
PEA	Aerodrome emergency plan	Document describing: <ul style="list-style-type: none"><li>- Coordination and communications means dealing with emergencies at the aerodrome or in its surroundings;</li><li>- exercises to test emergency plans, including their frequency.</li></ul>

## 20 RESCUE AND FIREFIGHTING

Rescue and firefighting service is granted by Italian fire brigade department (VVF) according with the Regulation 139/2014 Article 8. Facilities, equipment, personnel and procedures for meeting the firefighting requirements are under their responsibility.

In the table below is listed the Agreement in place between ADR and the VVF.

Code	Title	Scope
VVF-ADR Agreement	Informations exchange between ADR and VVF	Procedure describing informations exchange and responsibilities in risk assessment process.

## 21 REMOVAL PLAN OF DISABLED AIRCRAFT

The following procedure is in place to coordinate the removal of a disabled aircraft.

Code	Title	Scope
E-21-MOV19	Removal plan of disabled aircraft	Procedure describing arrangements, equipment, and procedures for its implementation.

## **22 DANGEROUS GOODS**

### **22.1 Safe handling of fuel and dangerous goods.**

#### **22.1.1 Equipment, storage, delivery, dispensing and handling of dangerous goods.**

It is under the responsibility of each handler to define and apply the necessary procedures in accordance with the following regulations:

- ICAO - Technical Instructions for the Safe Transport of Dangerous Goods by Air;
- IATA - Dangerous Goods Regulations;
- ENAC - Regolamento per il trasporto aereo di merci pericolose.

#### **22.1.2 Facilities assignment**

Storage of dangerous goods in the movement area is not allowed.

All dangerous goods shall be stored in dedicated areas, compliant with applicable regulations, technical standards, and, in addition, to the aerodrome operator provisions.

Areas definition and management is under the responsibility of the handling companies operating in the Cargo area of the aerodrome.

Other subjects shall submit a special request to the aerodrome operator, even for temporary needs. The aerodrome operator shall inform the Fire Brigade Local Command.

#### **22.1.3 Aircraft stand for passenger transportation**

All aircraft stands are qualified for aircrafts intended for the transport of passengers with dangerous goods on board.

#### **22.1.4 Aircraft stand for cargo and mail**

Technical Instructions require, depending on the type/quantity of dangerous goods to be carried, to make use of dedicated cargo flight.

Aircraft parkings for cargo flight are in the same area near the Cargo building, in the 100 Apron.

#### **22.1.5 Emergency management**

In case of emergency related to dangerous goods handling involving an aircraft, the PEA air accident procedure is activated. Control Tower shall be immediately informed.

In case of emergency related to dangerous goods handling not involving an aircraft, the PEA airport infrastructure procedure is activated. Fire Brigade shall be immediately informed.

#### **22.1.6 Types of dangerous goods**

Handling companies operating in the Cargo facilities are allowed to handle any type of DGR except explosives.

Only explosives Cat. 1.4s can be Authorized by ENAC – Airport director.

**22.1.7 Handling and storage of fuel.**

Fuel distribution (HFS) and storage facilities are assigned to a third company through a sub-concession.

It's within its responsibilities to define and apply the necessary procedures in compliance with applicable national and international regulations.

**22.1.8 Aerodrome operator monitoring activities**

The aerodrome operator monitoring activities is performed through the process described in the MDA Part B. Monitoring is performed through audits and inspection for availability and proper application of procedures, whose scope is to safe handling and storing dangerous goods.

**22.2 Fuel Quality.**

In the airport two kind of subjects are involved:

- A company responsible for supply, storage and distribution of fuel;
- Other companies, responsible for aircraft refuelling operations;

Procedures for fuel quality assurance are within the responsibility of these subjects, and include:

- Storage methods and facilities maintenance;
- Correct specification of aviation fuel;
- Samples methods, frequencies and record keeping;
- Training of the personnel;

Audits are performed by the aerodrome operator Compliance Monitoring, directly or by third party.

With the aim of easing the management of technical and critical issues, a Fuel Quality Management Team is instituted. The following instruction is in place to define information flow and responsibilities.

Code	Title	Scope
<b>E-22-IO-001</b>	Operative Instruction – Fuel Quality Management	Instruction defining methods, information flow and fuel quality monitoring procedures.

## 23 LOW VISIBILITY OPERATIONS

The following procedures are in place to describe low visibility operations:

Code	Title	Scope
<b>E-23-MOV03</b>	Low visibility operations	Procedure describing measures putted in place by the aerodrome operator to reduce runway incursions and ground collisions during low visibility conditions.
<b>Agreement ENAV-ADR  Annex 5</b>	All weather operations	Procedure describing operations and responsibilities between ENAV and ADR during low visibility conditions.

## 24 WINTER OPERATIONS

The following procedures are in place to describe winter operations:

Code	Title	Scope
E-24-MOV10	Snow removal plan and ice prevention	Procedure define methods, information flow and responsibilities in case of snow and ice.
E-24-MOV20	De-anti icing procedure	Procedure define methods, information flow and responsibilities for de-icing and anti-icing operations.

## 25 OPERATIONS IN ADVERSE WEATHER CONDITIONS

The following procedure is in place to describe operations in adverse weather conditions:

Code	Title	Scope
E-25-MOV25	Operations in adverse weather conditions	Procedure describing measures putted in place by the aerodrome operator to grant safe operations during adverse weather conditions such as: <ul style="list-style-type: none"><li>- Heavy rain;</li><li>- Strong wind;</li><li>- Thunderstorm;</li></ul>



## 26 OPERAZIONI NOTTURNE

The following procedure is in place to describe night operations

Code	Title	Scope
E-26-MAN19	Night operations	Procedure describing measures putted in place by the aerodrome operator to grant safe operations at night.

## **27 PROTECTION OF RADAR AND OTHER NAVIGATIONAL AIDS**

In the table below are listed procedures in place for the protection of radar and other navigational aids, control of activities, and ground maintenance in the vicinity of these installations.

<b>Code</b>	<b>Title</b>	<b>Scope</b>
<b>E-24-MOV10</b>	Snow removal plan and ice prevention	Procedure define methods, information flow and responsibilities in case of snow and ice. Including snow removal procedure in critical areas.
<b>E-27-MOV27</b>	Green area maintenance operations.	Procedure describing methods and responsibilities during green areas maintenance activities.

## 28 OPERATION OF AIRCRAFT WITH HIGHER CODE LETTER

In the table below are listed procedures in place for the operation of aircraft with higher code letter at the aerodrome, including taxiing routes.

Code	Title	Scope
E-9-MOV02	Airside inspections	Procedure describing methods and responsibilities for movement area scheduled and unscheduled inspections, including special inspections related to higher code operations.
E-28-MOV28	Operation of aircraft with higher code letter	Procedure describing methods and responsibilities for higher code operations.
Agreement ENAV-ADR Annex 6	Operations letter - AMS	Procedure describing methods and responsibilities for aircraft movements in apron, including engine start, push-back, marshalling and follow-me operations.

## 29 PREVENTION OF FIRE

The Decree of the President of the Republic D.P.R. August 1, 2011, n. 151, is the national reference legislation governing the procedures relating to fire prevention.

The standard identifies the activities subject to fire prevention and discipline controls, for the filing of projects, for the examination of projects, for technical visits, for the approval of exemptions to specific regulations, the verification of fire safety conditions that, according to current legislation, are attributed to the competence of the National Fire Department.

The scope of the regulation includes all the activities subject to fire prevention controls listed in Annex I of the same regulation.

The activities subjected to fire prevention controls are distinguished in categories A, B and C, as identified in relation to the size of the company, the sector of activity, the existence of specific technical rules, the requirements for the protection of public safety.

The scope of fire prevention therefore falls under the legitimacy of national fire regulations and is not to be considered in the context of the 139/2014 and the Airport Manual.

Additional fire prevention measures are listed in the following procedures:

Code	Title	Scope
E-13-MOV08	Airside works	Procedure defining the operational activities related to the opening and management of construction or maintenance work sites.
E-15-MOV18	Aircraft refuelling operations	Procedure describing methods and responsibilities to grant safe refueling operations both with and without passengers on board.
E-15-AS	Airside safety manual	Manual collecting all the safety rules and dispositions concerning the movement area.
E-15-GEN01	Safety procedures	Procedure describing methods and responsibilities in monitoring compliance with safety procedures in apron. Including a general list of all the main safety issues.

## **30 OTHER PROCEDURES**

### **30.1 USE OF ALCOHOL, PSYCHOACTIVE SUBSTANCES AND MEDICINES**

Without prejudice to the responsibilities of each organization in compliance with the national legislation in force on the subject (Legislative Decree 81/2008, the State Regions Agreement - Provisions 16 March 2006 and 30 October 2007, Law 125/2001, etc.), the following Policy has been issued by the Aerodrome Operator in order to raise awareness of all the companies operating in the airside.

<b>Code</b>	<b>Title</b>	<b>Scope</b>
<b>Policy</b>	Use of alcohol, psychoactive substances and medicines	Policy that recaps the requirements of the current national legislation pointing out the safety related aspects.

## **30.2 INFRASTRUCTURES DESIGN**

The following procedure is in place to describe design process related to infrastructures and equipments related to aircraft operations.

<b>Code</b>	<b>Title</b>	<b>Scope</b>
<b>E-30-PRO01</b>	Design procedure	Procedure describing methods and responsibilities in planning and design infrastructures and equipments related to aircraft operations.