Leonardo Da Vinci– Fiumicino Aerodrome

E-15- SAFETY RULES

VOLUME 3 – Apron Safety
3.1. GENERAL RULES FOR THE SAFE USE OF AIRCRAFT STANDS AND THE ADJACENT AREAS ................................. 3
3.2. TURNAROUND OPERATIONS ................................................................................................................................. 5
3.3. PARKING AND VEHICLE STOPPING AREAS ON AIRCRAFT STANDS ........................................................................ 11
3.4. REFUELLING AIRCRAFT ........................................................................................................................................... 15
   • Staff training ......................................................................................................................................................... 15
   • Liability and rules ................................................................................................................................................. 15
   • Obligations not to start or to suspend refuelling operations ........................................................................... 19
3.5. REFUELLING VEHICLES ........................................................................................................................................ 23
3.6. STARTING AIRCRAFT ENGINES IN THE AIRCRAFT STAND .................................................................................. 24
3.7. AIRCRAFT ENGINE TESTING .................................................................................................................................. 24
3.8. SPECIFICATIONS FOR ENTERING/EXITING TECHNICAL AREAS AND PAINTING HANGARS ......................... 24
3.9. UNIT LOAD DEVICE (ULD) .................................................................................................................................. 24
3.10. PUSHING/TOWING OPERATIONS .......................................................................................................................... 25
3.11. FOLLOW-ME OR MARSHALLING OPERATIONS ..................................................................................................... 28
3.12. AIRCRAFT STAND EQUIPMENT .......................................................................................................................... 29
   • Generalities ......................................................................................................................................................... 29
   • Boarding bridges ................................................................................................................................................. 29
   • 400 Hz ................................................................................................................................................................. 30
   • Air conditioning systems ................................................................................................................................. 30
   • Fuel pit ................................................................................................................................................................. 31
3.13. BATTERY CHARGING STATIONS FOR ELECTRIC VEHICLES ................................................................................. 32
3.14. HANDLING FUEL AND DANGEROUS GOODS ........................................................................................................ 34
   • Receipt, storage, preparation and transport of dangerous goods ................................................................. 34
   • Designation of infrastructure for the handling of dangerous goods ......................................................... 34
   • Aircraft stands for passenger flights with dangerous goods on board .................................................. 34
   • Aircraft stands for cargo flights with dangerous goods on board ......................................................... 35
   • Emergency management .......................................................................................................................... 35
   • Types of dangerous goods handled at the aerodrome ........................................................................... 35
   • Aeronautical fuel management and storage operations ........................................................................ 35
   • Verification procedures carried out by the Manager ............................................................................... 35
3.1. GENERAL RULES FOR THE SAFE USE OF AIRCRAFT APRONS AND ADJACENT AREAS

3.1.1. When performing their activities, all Airside staff must avoid producing FOD (Foreign Object Debris), i.e. the dispersion of even small pieces of material that can be ingested in by aircraft engines.

3.1.2. Pedestrian routes: it is forbidden to walk around in the movement area, except in the areas marked out by special pedestrian crossings (generally close to terminals and technical areas). Pedestrian traffic within aircraft parking areas (stands) is permitted only for strictly operational reasons, inspections, aircraft turnaround operations, embarkation and disembarkation operations.

3.1.3. Service providers/Autoproducers and operators must comply with the reporting requirements referred to in Volume 1 of this document.

3.1.4. Smoking: Smoking in Airside is prohibited. All operators are obliged to comply with this prohibition even when on board their own vehicles; smoking is only permitted in the areas reserved for smokers and indicated by Aeroporti di Roma S.p.A. with relevant signs.

3.1.5. Alcoholic beverages and narcotic substances: it is forbidden to carry out work activities under the influence of alcohol or drugs or in physical conditions that could jeopardise the safe performance of the activity.

3.1.6. In order to ensure the visibility of pedestrians in Airside, where permitted, it is mandatory that they wear high visibility clothing at all times.

3.1.7. Jet blast signs must be respected.
3.1.8. Taxiing routes are involved with the movement of aircraft on the ground. When crossing taxiing routes, great care must be taken to follow the road signs and to respect aircraft stops and other warning signs.

3.1.9. If there are construction sites, the road system may be diverted with temporary instructions that the driver must follow scrupulously in order to remain separate from other traffic.

3.1.10. It is strictly forbidden to travel on taxilanes and taxiways in the same manner as an aircraft, unless authorised (e.g. SAR, AVL maintenance).

3.1.11. Taxiways must be crossed by following the road system signs, unless otherwise authorised (e.g. SAR, AVL maintenance).

3.1.12. The following safety distances from aircraft must be observed for the safety of the operation and of oneself. To cross a taxiway/taxilanes in an authorised vehicle in the presence of moving aircraft:

- In front of the aircraft: 100 metres;
- Behind the aircraft: 150 metres or twice the length of the aircraft, whichever is greater;
3.2. TURNAROUND OPERATIONS

3.2.1. Service providers/Autoproducers must be certified in accordance with the ENAC regulations and must guarantee the specialist training of operators who carry out aircraft activities. Service providers/Autoproducers/Carriers must, therefore, respect the provision of wheel chocks and cones as stipulated in the relevant contract and directly provide the equipment in numbers sufficient to serve all of the aircraft for which they are responsible. They must also use said equipment in compliance with the regulations and rules in force, especially those concerning Safety.

3.2.2. Specialist training of Airside personnel must comply with the standard requirements described in the “Training” section of Volume 1.

3.2.3. The application of IATA standards is strongly recommended.

3.2.4. From the moment the assigned aircraft stand is confirmed, it may only be used by the Carrier. Consequently, it may only be accessed and operated by personnel and vehicles of companies that provide services to the Carrier, the Aerodrome Operator and/or government bodies. The exclusive use of the aircraft stand is no longer applicable once the coordinated procedures for releasing the stand have been completed.

3.2.5. Subsequently, once the aircraft stand has been assigned, the Service Provider/Autoproducer must prepare the resources within the appropriate deadline (staff, vehicles and Equipment), ensuring that they are sufficient in number and skill level to deliver the handling service and, notably, to ensure the safe arrival of the aircraft onto the aircraft stand. For details on sizing and timing, please refer to Aerodrome Regulations - Annex 11.1.

3.2.6. As soon as the Service Provider/Autoproducer finds out their allocated aircraft stand, they must ensure that said aircraft stand, the aircraft’s defined manoeuvring areas, the airbridge and the system wells are completely unobstructed by vehicles or materials of any kind and that fire extinguishers and buttons to stop the flow of aircraft are accessible.
3.2.7. Wheel chocks should be attached as soon as the aircraft stops on the aircraft stand, i.e. as soon as the captain applies the parking-brake, which may only be removed if the wheel chocks are secured. No handling activity can start before the wheel chocks have been affixed and the anti-collision lights have been switched off. Wheel chocks must be attached to maintain Operational Safety especially when the surface of the aircraft stand slopes longitudinally and/or transversally.

3.2.8. At the end of the operations, each Service Provider/Autoproducer must leave the aircraft stand and its surrounding areas completely free of materials, trolleys and vehicles of any kind, and in such a condition that it can be used immediately for the next flight. All of the above is to ensure the safety of people, the integrity of aircraft and vehicles and the smooth functioning of the aerodrome. If, for serious and justified reasons, the operator's staff cannot comply with what has been established, they must immediately inform ADR-CEA. Please note that the presence of FOD on the pitch may postpone the Manager’s confirmation that the aircraft is ready.

3.2.9. ADR-CEA, if notified or if it directly identifies that there is a difficulty preventing the aprons from being used safely or impeding the performance of the handling activities due to the presence of materials and/or vehicles left by the previous Service Provider/Autoproducer, will request the latter to immediately clear the aircraft stand or area, reserving the right to take direct action in case of non-compliance both for reasons of safety and to allow aerodrome activities to run as normal, charging the non-conforming party for the costs incurred and any damage suffered.

3.2.10. ADR may carry out inspections to verify compliance with the rules regarding the clearing of holding bays after use, implementing, in the event of non-compliance, the most appropriate operational measures for safety reasons and to allow aerodrome activities to run as normal.

3.2.11. Service Providers/Autoproducers must ensure the protection of passengers during embarkation and disembarkation operations:

- By placing cones in order to protect passengers from parts of the aircraft which pose a risk to people;
- By visually checking that passengers follow the established route, paying particular attention to ensure that they do not pass under the wings of the aircraft, close to engines or propellers and that they remain outside the safety zone if refuelling is in progress.

3.2.12. Upon the instruction of ADR-CEA or ADR/ISE Operational Safety, the Service Providers/Autoproducers and operators must provide for the immediate clearing of the aircraft stand or area.

3.2.13. If the party does not immediately carry out the rules of the previous article, ADR reserves the right to take direct action for safety reasons and to allow aerodrome activities to run as normal, charging the non-conforming party for the costs incurred and any damage suffered.

3.2.14. The use of personal protective equipment is mandatory, in accordance with the rules of the risk assessment carried out by the Employer of each Company operating in Airside, under its own exclusive responsibility pursuant to Legislative Decree n. 81/2008.

3.2.15. It is forbidden to approach the aircraft on foot, except for strictly operational reasons. If permitted to approach the aircraft, with the exception of technical/operational personnel who are required to approach the aircraft to perform their duties and have been properly trained to do so, the approach must take place with anti-collision lights turned off. Aircraft with anti-collision lights switched on must always be taken into account when manoeuvring, even if stationary in their assigned parking. An aircraft is considered 'on the ground' only when it is stationary in the parking bay with anti-collision lights turned off and wheel chocks secured; until then it is to be considered as 'in flight'. Vehicles, Handling personnel and equipment must not, therefore, enter the ERA/ASA, until the aircraft has stopped, the engines and anti-collision lights have been turned off and the wheel-chocks have been secured, unless there are specific procedures agreed between the Carrier and Handler in place that allow for exceptions.

3.2.16 In order to prevent the risk of suction or jet blasting, it is forbidden for any vehicle or person to approach an aircraft with anti-collision lights
3.2.20. It is forbidden to leave vehicles unattended in an aircraft stand.

3.2.21. Vehicles may only park in the ESA of their applicable aircraft stand for the 20 minutes before the aircraft is locked down and during assistance operations.

3.2.22. Only personnel involved in aircraft handling operations are authorised to park vehicles alongside the aircraft. For vehicles parked alongside the aircraft, it is

• turn off the engine;

3.2.17. Aircraft handling operations are carried out within its ERA/ASA area and in the ESA area associated with this parking area. It is therefore essential not to occupy the NPA, as well as the Aircraft Stand Taxilane adjacent to the parking area.

3.2.18. It is forbidden to approach and tamper with or intervene in any aircraft stand facilities, except for normal operational use and/or for maintenance requirements carried out by qualified personnel.

3.2.19. Movements within the ASA, around parked aircraft, must be carried out with the necessary caution and within the prescribed speed limits (5km/h).
• leave it in gear;
• apply the parking brake;
• leave the ignition key inserted;
• close the doors of the vehicle without locking them.

3.2.23. The utmost attention must be paid to abandoned objects/waste that may constitute a hazard or produce FOD and it is mandatory to report them immediately to the manager or directly to ADR-CEA.

3.2.24. On board rubbish may not be left on the aircraft stand for any reason, but must be loaded onto the appropriate collection vehicle and transported to the areas of temporary storage/disposal.

3.2.25. Only vehicles that are taller than the airbridges/underpasses are allowed to access the aircraft stands in the most direct route without following the road network.

3.2.26. Exiting the vehicular road must be done at a right angle because this gives the driver the maximum range of vision with respect to any obstacles present.

3.2.27. When a driver needs to reverse, he/she must make use of a member of safety staff, except if the vehicle is equipped with cameras or instruments for measuring distance.

3.2.28. If the driver does not have sufficient visibility to determine the distance from the aircraft, unless the vehicle is equipped with cameras or instruments for measuring distance, he/she must make use of a member of safety staff who, on the ground, will signal the driver’s distance from the aircraft.

3.2.29. After the aircraft’s anti-collision lights have been switched off, raiseable vehicles (stairways, luggage belts, de-icers, etc.) are only allowed to lift their mobile platforms once they have reached the correct approach position.
for the aircraft. Raiseable vehicles are not permitted to move with their platform raised.

Vehicles that do not need to approach the aircraft for loading/unloading, refuelling or maintenance must remain at a sufficient distance from the aircraft and stop so that they are facing the aircraft.

3.2.30. After using a raiseable operating vehicle, before lowering it the driver must ensure that it has a sufficient safety distance from the aircraft, and from other vehicles and/or operators.

3.2.31. The aircraft water tank must be drained using the appropriate ramp vehicles.
3.3. PARKING AND VEHICLE STOPPING AREAS ON AIRCRAFT STANDS

3.3.1. There are two types of vehicle parking area and stalls at Fiumicino aerodrome:
- the first type is dedicated to a single Service Provider/Autoproducer/Carrier/Operator and is recognisable by signs;
- the second type is for communal use.

3.3.2. The parking areas and stalls are assigned by ADR as part of their role as the Managing Company. The assigned Handler must sign a statement regarding the allocation of areas for exclusive use.

3.3.3. Unauthorised materials and waste of any kind must not be left in parking areas/stalls, storage areas or at electric vehicle recharging stations. If a user comes across unauthorised materials or waste, he/she must promptly notify ADR-CEA, which will put in place the cleaning operation.

3.3.4. The allocation of areas, stalls and charging stations to Service Providers and Autoproducers may be modified by ADR at any time, in compliance with the rules of Lazio Aerodrome Management. This is particularly relevant in the event of takeovers of new Operators or due to changes in current traffic volumes and may take place in order to meet the needs of all aerodrome operators in a transparent, objective and non-discriminatory way. The changes for each Operator may involve an increase or decrease in size or a change in location of what was previously assigned.

3.3.5. Each Operator is obliged to position its vehicles/trailers/equipment exclusively within the assigned areas, regardless of whether said areas are allocated to a particular Operator or for communal use. These vehicles/trailers must not, under any circumstances, hinder the handling of aircraft and vehicles/trailers/equipment in the aerodrome area.

3.3.6. It is forbidden to park vehicles/trailers/equipment outside of their assigned parking spaces which are indicated with applicable horizontal signs.
3.3.7. Parking and stopping are strictly forbidden:

- on the road network (except for aircraft towing vehicles);
- on the Aircraft Stands, Taxilanes and Apron Taxiways;
- on the service ramps of emergency vehicles (fire brigade area, etc.);
- where there is a parking ban indicated by specific vertical and/or horizontal signs;
- in areas that could obstruct emergency exits and escape routes, firefighting equipment and extinguishers, engineering areas;
- on possible oil and/or fuel spills on the ground, even if in small quantities;
- where it could obstruct aircraft, other vehicles, pedestrians and access to facilities and buildings.

3.3.8. The vehicle must not obstruct any firefighting or medical rescue vehicles, which require rapid entry/exit, from performing their rescue operations. The vehicle/trailer/equipment may not be left unattended for more than 10 minutes, except in the case of planeside operations.

3.3.9. During planeside operations it is forbidden to park:

- in front of the nose of the aircraft or in a position that obstructs the embarkation/disembarkation of passengers, the refuelling tanks or the aircraft escape routes during refuelling operations;
- under the wings of the aircraft near both the turbine and propeller engines;
- under the embarkation airbridges;
- on all areas with horizontal signs forbidding access.
### 3.3.10. Each vehicle/trailer must be parked exclusively in the designated stalls and/or of an appropriate size in order to optimise the overall occupation of space (for example, a car must not occupy a stall intended for buses).

### 3.3.11. In the areas dedicated to the parking of trolleys (trailers), each Operator must avoid taking any action, of any kind, that could penalise the activities of operators with adjacent assigned areas.

### 3.3.12. Communal stalls designated for cars must not be used for parking service operations vehicles.

### 3.3.13. Carriers' cars operating in FCO may be parked in the stalls referred to in the previous point but only on the days on which the respective flights operate.

### 3.3.14. All vehicles/trailers/equipment, when not in use, must be switched off in order to reduce environmental and noise pollution at the aerodrome. They must be parked in an orderly fashion, taking care not to leave any fabric or tarpaulin, if present, inadequately secured both for security purposes and to maintain the image of the aerodrome. Stalls assigned to vehicles/trailers/equipment used for handling operations must not be used for the parking and/or storage of vehicles/trailers/equipment to be scrapped and/or disposed of. Any spaces to be allocated for this purpose must be arranged in agreement with ADR.

### 3.3.15. Operating areas and stalls located at the edge of aircraft stands that are not dedicated to a single Operator are, unless otherwise indicated at the site itself, available to assistance vehicles used for the incoming flight arriving on the aircraft stand in question. These areas may only be occupied by vehicles which, due to their size, technical characteristics or speed, cannot easily be relocated. The Operator may not occupy these stations before 20 minutes from the locking of the incoming aircraft and must leave them completely unobstructed when unlocking occurs in order to ensure the safety of people, the reliability of aircraft and vehicles and the normal operation of the aerodrome.
3.3.16. The airside transfer bus stalls at the boarding gate are available to the Service Provider/Carrier in question for the time strictly necessary to board the passengers. Access to the disembarkation points at the terminals depends upon the order in which the airside transfer buses arrive. The buses must stop there for no longer than the time strictly necessary for the passengers to disembark.

3.3.17. Trucks (for luggage, pallets, containers) and containers (ULDs) must be left within the assigned areas in an orderly manner and in such a way that they can be parked and picked up, at any time, easily, quickly and safely.

3.3.18. Along taxi routes in the manoeuvring area and within the aircraft aprons it is forbidden to carry out passenger and/or team member embarkation/disembarkation operations or to make unscheduled stops for maintenance, adjustments or external checks except in proven emergency situations which must be reported to ADR-CEA.
3.4. **REFUELLING AIRCRAFT**

Without prejudice to the restrictions imposed by the Ministerial Decree of 30th June 2011, the rules herein apply:

- to all refuelling and defueling operations carried out on aprons deemed suitable by ADR;
- to Carriers, Handler Suppliers and Service Handlers who have submitted a declaration of compliance of their operating procedures with the rules of the Ministerial Decree of June 30th, 2011 (Official Gazette of June 2011 n. 169) and the Regulations for the Construction and Operation of Aerodromes (Section 6.7) to ADR SpA.

**STAFF TRAINING**

3.4.1. Aircraft refuelling staff must be qualified and certified by the National Fire Brigade in accordance with the procedure attached to Part E Section 15 MOV 18 of the Aerodrome Manual.

3.4.2. Aircraft Ground Handling Staff operating on the aircraft stand during refuelling with passengers on board or during embarkation and disembarkation operations shall be trained in accordance with the procedure attached to part E Section 15 MOV 18 of the Aerodrome Manual.

**LIABILITY AND RULES**

3.4.3. Refuelling operations are carried out under the direct responsibility of the Air Operator, through the designation of a qualified person known as the 'refuelling Manager'. Air Operators must have their own refuelling procedures developed in accordance with EC Regulation 1008/2008 and EU-OPS 1.305.

3.4.4. Air Operators are obliged to appoint a Refuelling Manager.

3.4.5. The refuelling manager's task is to supervise and ensure compliance with the operating procedures described in this document and in the operating manuals of the Airline Operator, including the management of any unforeseen events that may arise. The refuelling manager ensures
that coordination and surveillance activities are carried out and verifies that the refuelling procedure set out in the Aerodrome Manual Part E Section 15 MOV 18 is adhered to. He/she must also ensure that contact with refuelling personnel and any personnel on board the aircraft is made.

3.4.6. The Refuelling Manager is obliged to present himself/herself and, if he/she is not also the Captain, must mention this fact.

3.4.7. Aircraft refuelling operations are carried out by refuelling Handlers, who must possess the certification issued by ENAC which certifies the adequacy of the organisation and of the normal and emergency operating procedures; furthermore, they must ensure that personnel certified by the Fire Brigade and known as ‘Refuelling Operators’ are present, (as stipulated in the Ministerial Decree of 30/06/2011).

3.4.8. In order to activate, for the first time, the procedure for refuelling with passengers either on board or embarking/disembarking, the Aircraft Operator must follow the process provided for in the refuelling procedure in the Aerodrome Manual Part E Section 15 MOV 18.

3.4.9. The certified Handler for refuelling operations guarantees:

- the suitability of the firefighting vehicles;
- the availability of a copy of the operators’ ‘Declaration of adequate training” during refuelling;
- that at least one operator, responsible for refuelling, is adequately trained and certified to carry out refuelling operations;
- that the refuelling vehicles are equipped with firefighting equipment in good working order that has the technical features and capability required by the rules in operation;
- the presence of the necessary staff for each refuelling vehicle to ensure, if necessary, its rapid exit and for any other safety requirements;
- The presence of at least one certified refuelling operator for each attachment point when refuelling is carried out simultaneously from two attachment points that are not located on the same side of the aircraft. The operator must have a copy of the CNVVF (Italian National Fire Corps) certification with him/her.

### 3.4.10. The certified Handler for refueling operations, the Ground Handlers/Autoproducers, and all Operators present during planeside operations must ensure that all safety standards, and all aspects learned during teaching and training are strictly adhered to at all times. In particular, for refueling operations with passengers on board or embarking/disembarking, the refueling Handler must ensure the planeside presence of staff in possession of the certification issued by the CNVVF, as required by the Ministerial Decree. On the other hand, Service Handlers receive training in accordance with the programme deemed acceptable by ENAC and the CNVVF. The Service Handler also guarantees the suitability of the service equipment.

### 3.4.11. The refuelling manager must ensure that:

- refuelling operations are carried out within the ERA/ASA areas.
- the firefighting equipment referred to in the Aerodrome Manual Part E Section 15 MOV 18 is present on the aircraft stand.
- the tanker or dispenser is positioned in such a way as to keep the escape route clear, and that the rapid exit of the refuelling vehicle is not prevented due to the presence of vehicles or equipment;
- the 'safety zone', consisting of a circular area with a 6 metre radius from the aircraft tanks, vents, equipment and mobile vehicles used for refuelling does not fall outside the ERA/ASA area of the stand or, if this is not the case, that the areas concerned remain unobstructed;
- personnel and equipment not involved in aircraft assistance operations are not in the 'safety zone';
- access by rescue vehicles is not prevented by the presence of vehicles or equipment;
- the rapid evacuation of persons on board the aircraft is guaranteed through the use of a sufficient number of exits and that a safe escape route for each of the emergency exits is provided for, in accordance with the rules of the carrier;
- in the event of refueling with a tanker, the tanker does not stop with its engine positioned under the wing;
- there are no vehicles, except those involved in refueling operations, moving or parked under the wing during refueling operations;
- there are no naked flames or combustible equipment within 15m of the aircraft.

3.4.12. Refuelling must be carried out at the aircraft apron, within the specially identified and equipped ERA/ASA areas.

3.4.13. In the refueling security area, illustrated in the Aerodrome Manual Part E Section 15 MOV 18, vehicles not equipped with suitable protection and shielding systems cannot pass through.

3.4.14. The boarding/disembarking of passengers with reduced mobility by “Ambulift” vehicles is authorised to take place on the same side of the aircraft as where refueling operations take place provided that the following precautions are taken:

- The Airline Operator has a procedure in place for the evacuation of passengers and operating staff on board the aircraft in the event of an emergency.
- ADR Assistance has a procedure in place for the transport and re-routing of passengers and staff on board the ambulift to a safe zone in the event of an emergency.

3.4.15. Each operator must comply with the following requirements during refueling operations:

- there must be no waste, and/or combustible waste;
- there must be no naked flames, cigarettes or sparks caused by impact between metal parts;
- the use of electronic equipment is prohibited, unless it is ATEX certified and authorised;
- the use of flammable substances is prohibited (excluding refueling fuel);
- the use of tools and other electric equipment able to produce flames or sparks is prohibited;
- the use of cameras with an electronic or filament flash is prohibited;
- the use of vehicles without suitable protection systems and exhaust shielding is prohibited.

3.4.16. Flight crew must ensure that none of the aircraft’s thrust engines are in operation during refueling.

3.4.17. The Air Operator is obliged to ensure that the refueling manager and the refueller are visible to each other at all times, setting out a procedure that is compatible with the presence of the ambulift vehicle.

3.4.18. Defueling is not permitted when passengers are boarding/disembarking or when they are on board the aircraft.

3.4.19. During defueling operations, the obligations set out in Article 3.4.12, 3.4.14 apply.

- OBLIGATIONS NOT TO START OR TO SUSPEND REFUELLING OPERATIONS

3.4.20. Refueling operations must not be started and, if already started, must be immediately suspended if one of the conditions listed below occurs:

a) Absence of refueling manager.

b) Unavailability of the required fire prevention devices.

c) Non-functioning fuel emergency button system in the aircraft stands which are equipped with a fuel dispensing system (unless a shared contingency procedure is in place).

d) Failure to establish the necessary electrical connections to prevent electric discharges from being generated between vehicles/infrastructures and the aircraft involved in the refueling operation.

e) Failure to put in place the flag used to identify the opening of the well where the HRS supply point is located.

f) Presence of individuals that are not involved in the operations inside the safety zone.
g) GPU and ACU positioned at a distance shorter than 6m from the infrastructures and vehicles used for refuelling.

h) Aircraft stand occupied by vehicles that are not involved in ramp activities.

i) Vehicles transiting or parked under the wing, with the exception of those used for refuelling and supplying lubricating or hydraulic oil, for the time necessary for the operations.

j) Tanker engine parked under the wing.

k) Aircraft engines on.

l) Refuelling vehicles turned off and not fitted with rapid Start and Stop system.

m) Equipment for maintenance service during parking at less than 3 metres from the vents of the aircraft fuel system.

n) Presence of roadworks/maintenance operations close to the refuelling zone that might cause sparks or naked flames.

o) Overheated breaks of the main aircraft landing gear.

p) Refuelling or maintenance of the aircraft oxygen supply system.

q) Presence of fuel vapours inside the aircraft.

r) Thunderstorms with electrical discharges at the aerodrome or within 3 nautical miles of the Control Tower. ADR must report the suspension of refuelling operations in accordance with the procedures set out in the MOV25 Part E Section 25 of the Aerodrome Manual.

s) Activation of the AEP (Aerodrome Emergency Plan) for aircraft alert status involving all Firefighters Corps stations present in the airside. ADR-CEA must report the suspension of refuelling operations according to the rules set out in the PEA (Aerodrome Emergency Plans).

t) The personnel involved in refuelling activities has on him/her or uses a lighter, matches or electronic cigarettes.

u) The personnel involved in handling activities has on him/her or uses non-ATEX approved mobile phones/smartphones within the safety area (6m). The personnel involved in the refuelling activities does not wear shoes or clothes with visible metal parts.
v) The personnel involved in refueling activities is toeing stairs or other vehicles with metal wheels or that nevertheless slide on the ground when dragged.

w) Installation or removal of aircraft batteries.

x) Ground Power Unit (GPU) and 400Hz cables are currently in the process of being connected to/disconnected from the aircraft.

y) The APU (Auxiliary Power Unit) is being powered on.

z) Vehicles and equipment in the aircraft stand do not allow free access to the aircraft by emergency services vehicles.

aa) Vehicles and equipment present in the aircraft stand prevent the rapid evacuation of the people on board the aircraft via the exits in use.

bb) Vehicles and equipment present in the aircraft stand prevent the rapid departure of refueling vehicles without reversing manoeuvres.

3.4.21. Aircraft refueling operations with passengers on board must not be started and, if already started, must be immediately suspended if one of the circumstances listed below occurs:

a) On the following unauthorised aircraft stands: 207, 208, 209, 210, 801

b) The maximum number of 20 simultaneous refueling operations is exceeded. (monitored with GRAMS - Ground Activity Monitoring System)

c) Operations are taking place on two adjacent aircraft stands. (monitored with GRAMS)

d) The Captain of the aircraft has not authorised the operation.

e) Activation of LVP (Low Visibility Procedure). ADR- CEA states that refueling operations must be suspended in accordance with the rules set out in Part E Section 23 MOV03 of the Aerodrome Manual.

f) Refueling is taking place on the left-hand side of the aircraft, unless boarding/disembarking is via a boarding bridge and alternative escape routes (e.g. Additional Stairs) are provided by the Airline Operator and situated on the right-hand side of the aircraft.

g) Loading/unloading of hazardous goods, and/or bulky goods is taking place in such a way that prevents precautions from being adhered to.

h) Presence of obstructions on the pedestrian route and along the emergency exits.
<table>
<thead>
<tr>
<th>3.4.22.</th>
<th>If aircraft refueling is taking place with the APU switched on, in the event of a spillage, the APU must be switched off immediately and must not be switched on again until the area has been cleared and there is no longer a risk of flammable vapours igniting.</th>
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<tr>
<td>3.4.23.</td>
<td>In the event of a spill, the GPU must be switched off immediately and must not be switched on again until the area has been cleared and there is no longer a risk of flammable vapours igniting.</td>
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<tr>
<td>3.4.24.</td>
<td>If aircraft refueling is taking place with an Air Conditioning Unit (ACU) in operation, in the event of a spillage, the ACU must be switched off immediately to prevent flammable vapours from entering the aircraft.</td>
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<tr>
<td>3.4.25.</td>
<td>Should the handling personnel working on airside become aware of the existence of one of the conditions referred to in the previous articles, they must immediately inform the refueling Manager, who will suspend operations and, if necessary, apply the rules of the emergency management section (ref. Aerodrome Manual Part E Section 15 MOV18).</td>
</tr>
<tr>
<td>3.4.26.</td>
<td>In the aircraft stand, authorisation to resume refueling operations can only be given by the refueling manager, who must consult with all those taking part in said refueling operation.</td>
</tr>
<tr>
<td>3.4.27.</td>
<td>The refueling manager must request the refueling operator to suspend operations whenever explicitly requested by ENAV-TWR, the Firefighter Corps, ADR-CEA or ENAC.</td>
</tr>
</tbody>
</table>
3.5. REFUELLING VEHICLES

3.5.1. The refueling of vehicles operating in Airside must be carried out in the dedicated refueling areas. However, particularly slow traction vehicles which can be refuelled by tanker are exempt from this regulation.

3.5.2. For the refueling of particularly slow traction vehicles, refer to the rules of Section 9.4 of the Aerodrome Regulations.

3.5.3. Refuelling vehicles in the ASA is not permitted if aircraft are present.
3.6. **STARTING AIRCRAFT ENGINES IN THE AIRCRAFT STAND**

3.6.1. Starting aircraft engines in the aircraft stand is not permitted. Special cases requiring the aircraft to be started on the aircraft stand must be authorised by ADR-CEA.

3.7. **AIRCRAFT ENGINE TESTING**

3.7.1. The engine testing area is located east of Quadrant 300 across aircraft stands 313-317.

3.7.2. The engine testing stands can accommodate aircraft with an ICAO code of A, B, C, D or E. The engine testing stands cannot accommodate aircraft with engine heights similar to that of the MD11 engine.

3.8. **SPECIFICATIONS FOR ENTERING/EXITING TECHNICAL AREAS AND PAINTING HANGARS**

3.8.1. The procedures for entering and exiting Hangar 6, which is used for painting/paint stripping aircraft, are detailed in Part E Section 14 MOV09 of the Aerodrome Manual.

3.8.2. The procedures to be followed for safe entry and exit from technical areas are stated in the 'Letter of Operations - Orderly Movement of Aircraft, Vehicles and Persons on Aircraft stands - Annex 01 of the Aerodrome Manual Part E Section 14 MOV09'.

3.9. **UNIT LOAD DEVICE (ULD)**

3.9.1. Each Service Provider/Autoproducer must correctly reposition the ULDs in their designated storage units. ULDs must not constitute FOD or hinder the movement of aircraft and vehicles in the movement area.

3.9.2. ULDs must be fixed to the rollers and fastened to reduce the risk of lifting in strong winds.
3.10. PUSHING/TOWING OPERATIONS

3.10.1. All towing operations are subject to prior coordination with ADR-CLD Flight Control.

3.10.2. The movement of towed aircraft for any reason must be carried out in close coordination with and under the supervision of the Control Tower. The movement of other traffic takes priority over the towing operations.

3.10.3. Towing operations are assisted by ADR/ISE Safety Operations FOLLOW-ME vehicles and must take place with radio contact with the TWR at a frequency of 445.775 MHz.

3.10.4. In visibility conditions 2 and 3, towing operations must be limited to cases of absolute necessity.

3.10.5. For push back and towing operations involving WIDE-BODY Aircrafts, the presence of a ground operator within the driver's field of vision who can communicate with the cockpit via headset is mandatory at all times to ensure that the aircraft manoeuvring space is guaranteed.

The headset operator must:

- not be inside the pushback vehicle;
- be clearly visible and in the field of vision of the operator of the pushback vehicle;
- ensure that the headset and the cockpit are connected at all times;
- support the driver in entering or exiting the stand, as well as assisting them with positioning the aircraft on the start up point.

When towing the aircraft for long distances, the operator must stay in contact with the cockpit from the cabin of the vehicle at all times.
The ground handling service provider or the aircraft maintenance company must guarantee the presence of wing walkers in special situations or in the presence of obstructions, even temporary ones.

Wing walkers are under the direction and responsibility of the ground operator by headset at all times and report to said ground operator.

In the absence of an intercom connection between the cockpit and the ground operator, the standard IATA gestural assistance procedure must be used.

3.10.6. For single operator pushback operations, the flight crew must appoint a member of the flight crew to receive the signals and confirmation that the area is free from people and vehicles before commencing the taxiing manoeuvre.

3.10.7. Pushback and towing operations, in the absence of a driving crew, must be carried out with an operator outside the aircraft connected via headset with qualified personnel on board, who will assist the driver with the pushback manoeuvre.

3.10.8. Before each pushing and towing manoeuvre of aircraft without a flight crew on board, the Handling Operator must carry out a ground briefing with ADR/ISE Operational Safety, in order to:

- verify the correct direction of the push-pull operation;
- appoint the figure responsible for ensuring that the aircraft remains separate from people, vehicles and objects.
- If uncertain about the correct execution of the pushing operation (direction), the operator must contact ADR/ISE Operational Safety.

3.10.9. During the pushback manoeuvre, it is the responsibility of the Handling Operator to ensure that the area behind the aircraft is free of FOD/people and vehicles. Said Handling operator takes the form of the Pushback Driver for the One-man Operator Procedures, and/or of the Ramp personnel assisting the manoeuvre. It is the responsibility of the drivers of the vehicles to comply with the horizontal stop sign(s) and to give priority in accordance with Volume 2 of this document. The ground operator, following approval granted by TWR for the operations, becomes the party responsible for the safety of the handling operations throughout the entire manoeuvre with regard to the
movement of other aircraft and the presence of any obstructions in the aircraft stand or in its proximity.

3.10.10. Vehicles that push or pull an aircraft must use their low beam headlights and yellow flashing lights during push/pull manoeuvres.

3.10.11. Once both the release operations along the axis of the taxiway and coordination with the flight crew have been completed, the driver of the push-back vehicle

a) if possible, move the vehicle to a position clearly visible from the cockpit;

b) remain in this position until the staff member in charge has disconnected the headset and reached a position visible from the cockpit;

c) drive to the appropriate parking and/or stopping area.

3.10.12. Once the aircraft has been released, the ramp agent must confirm that all people and vehicles have left the taxiway, and must give the crew the 'all clear' signal, after which the Pilot must inform the TWR that he/she is ready to taxi.
3.11. FOLLOW-ME OR MARSHALLING OPERATIONS

3.11.1. Marshalling activities, in accordance with the IATA definition, refer to the signals given to flight crew during entry to the aircraft stand. The aircraft is therefore moving and controlled from the cockpit and is not attached to any pushing/towing equipment.

3.11.2. The manual marshalling signals must be those recommended in Chapter 4 of the IATA standards, 'Marshalling Hand signals for aircraft' (Aircraft handling Procedures - IGOM) and its subsequent amendments and additions.

3.11.3. Follow-me activities, in accordance with Legislative Decree 18/99, refer to operations involved with moving an aircraft from one point of the Movement Area to another, using another vehicle that is suitably equipped for movement. The presence of the follow-me vehicle in front of the aircraft does not guarantee that the aircraft will remain isolated from sudden obstructions because the driver of the escorting vehicle has limited visibility.

3.11.4. For push-pull aircraft, i.e. aircraft that are not controlled by the cockpit, the term “marshalling signals” does not apply, instead, “operators’ driving signals” is used. The signals used to provide information to the drivers of pushback vehicles and all other equipment must be those stipulated in Chapter 4 of the IATA standards: 'Guide Person Hand Signal for ground service equipment” (Aircraft handling Procedures - IGOM).

3.11.5. At Fiumicino Aerodrome, any Follow Me or Marshalling activities reported in the AIP and provided for in the Operation Letter on orderly movement are carried out by ADR through ADR/ISE Operational safety.

3.11.6. ADR/ISE Safety Operations also escorts vehicles/equipment whose drivers are not authorised to drive on Airside.
3.12. AIRCRAFT STAND EQUIPMENT

• GENERALITIES

3.12.1. ADR delivers training on the correct use of communal and centralised systems through its provision of annual 'train the trainer' courses for trainers of Handling companies. ADR also provides Technical Instructions complete with the actions to be taken for their use. Said Technical Instructions are attached to the Aerodrome Regulations.

3.12.2. In the event of malfunctions or damage to systems on the aircraft stand (optical guides, loading bridges, 400 hz, preconditioning air units, etc. ...), follow the rules set out in Volume 1 of this Document.

• BOARDING BRIDGES

3.12.3. Boarding bridges must be manoeuvred by qualified and authorised personnel.

3.12.4. Before manoeuvring the boarding bridge, operators must carry out a visual check of the equipment to identify any irregularities and, if present, must immediately notify the ADR Contact Centre and ADR-CEA as such.

3.12.5. When manoeuvring boarding bridges, Operators must ensure that the handling area is free of obstacles, people and vehicles/trailers.

3.12.6. Manoeuvring the boarding bridge is prohibited if people not involved in the operation are present in the connecting tunnel.

3.12.7. To limit the use of boarding bridges in windy conditions, refer to the Technical Instructions for the use of boarding bridges attached to the Aerodrome Regulations.
3.12.8. Manoeuvring boarding bridges is prohibited if the equipment could be subject to jet blast from an aircraft moving on the adjacent aircraft stand or in the surrounding area.

3.12.9. Boarding bridge handling operations must be suspended immediately if the operator notices abnormal oscillations of either the equipment or the aircraft to which the boarding bridge is to be attached, even if the wind level is below the predetermined limited.

3.12.10. Boarding bridges must be manoeuvred slowly so that the operation can be stopped immediately should any kind of issue arise.

3.12.11. Tampering with boarding bridge steering systems is prohibited. Any technical operations on the panel must be carried out by ADR maintenance personnel.

3.12.12. After use, the Operator must leave the arms of the boarding bridge correctly in their retracted position and in perfect working order.

- **400 Hz**

3.12.13. Tampering with 400 Hz systems is prohibited. Any technical operations on the panel must be carried out exclusively by authorised technical staff.

3.12.14. After use, the operator must properly wrap the 400hz system cable inside its casing after disconnecting it from the aircraft.

- **AIR CONDITIONING SYSTEMS**

3.12.15. Tampering with air conditioning systems is prohibited. Any technical operations on the panel must be carried out by ADR maintenance personnel.
3.12.16. After use, the operator must correctly leave the air conditioning hose in its casing after disconnecting it from the aircraft.

**FUEL PIT**

3.12.17. It is forbidden to position vehicles/trailers above the fuel well.

3.12.18. It is forbidden to leave vehicles/trailers/obstructions parked or positioned near the emergency buttons as this often results in the buttons being difficult to identify and, in some cases, makes them difficult to access during an emergency. Please note that parking in this area is prohibited.

3.12.19. Aerodrome operators must pay particular attention when manoeuvring near the columns where the emergency buttons are located and must immediately contact the number on the adjacent signs in the event of an accident.

3.12.20. It is forbidden to drive a vehicle and its trailers over the fuel supply pipe.
3.13. **BATTERY CHARGER STATIONS FOR ELECTRIC VEHICLES**

3.13.1. Electric vehicle recharging stations are reserved for the Service Provider/Autoproducer stipulated in the specific delivery report; the Service Provider/Autoproducer must position any battery chargers, if necessary, in accordance with the rules of the assignment reports.

3.13.2. The allocation of areas, stalls and charging stations to Service Providers and Autoproducers may be modified by ADR PHMOV at any time, in compliance with the rules of Lazio Aerodrome Management. This is particularly relevant in the event of takeovers of new Operators or due to changes in current traffic volumes and may take place in order to meet the needs of all aerodrome operators in a transparent, objective and non-discriminatory way. The changes for each Operator may involve an increase or decrease in size or a change in location of what was previously assigned.

3.13.3. Maintenance of the infrastructure of the battery charging station is the responsibility of ADR, whereas the maintenance, installation and any transfer from one station to another of the battery charger and of pulleys supporting the electric cable, if applicable, are the responsibility of the Service Provider/Autoproducer.

3.13.4. The installation and maintenance of the battery charger and its accessories must be carried out in compliance with all current and future EU, national and local standards, rules and regulations issued by any person entitled to do so, with particular reference to the standards regarding electrical systems and safety at work.

3.13.5. Battery chargers must always display the logo of the company to which they belong and must be installed in stalls dedicated to said company. In order to ensure human safety and protect the image of the aerodrome, they must be kept in a good working and aesthetic condition.

3.13.6. Each Service Provider/Autoproducer must charge their electric vehicles exclusively at their assigned stations, allowing for
the correct calculation of electricity consumption of the subsequent charging operation.

3.13.7. Each Service Provider/Autoproducer must comply with the national regulations in force regarding safety at work in relation to the battery charging areas and their safe use.
3.14. OPERATIONS WITH FUEL AND DANGEROUS GOODS

- RECEIPT, STORAGE, PREPARATION AND TRANSPORT OF DANGEROUS GOODS

3.14.1. It is the responsibility of the individual handlers to identify 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 - Regulations for the transport of dangerous goods by air.

- DESIGNATION OF INFRASTRUCTURE FOR THE HANDLING OF DANGEROUS GOODS

3.14.1. The storage of dangerous goods in Airside is prohibited. Any exceptions regarding the storage of flammable materials in Airside concession areas are authorised following an official request to the Manager and after the subsequent positive outcome of the technical checks.

3.14.2. All dangerous goods must be stored in areas complying with the requirements defined in the applicable specific regulations and in accordance with the rules defined by the Manager.

3.14.3. The designation and management of these areas is the responsibility of the Handling Companies operating in the Cargo infrastructure of Fiumicino

3.14.4. Other parties requesting the storage, even temporary, of dangerous goods outside the aforementioned areas must make an explicit request to the Manager, who will inform the VVF (Firefighter Corps) Command present at the Aerodrome.

- AIRCRAFT STANDS FOR PASSENGER FLIGHTS WITH DANGEROUS GOODS ON BOARD
3.14.5. All aircraft stands can accommodate aircraft used for the transport of passengers with dangerous goods on board.

**AIRCRAFT STANDS FOR CARGO FLIGHTS WITH DANGEROUS GOODS ON BOARD**

3.14.6. For aircraft carrying a category/quantity of dangerous goods in their hold which the Technical Instructions only allow to be transported in cargo aircraft, the Operator, consistent with the operational requirements of flight allocation, must find aircraft stands in the “100” category.

**EMERGENCY MANAGEMENT**

3.14.7. If an emergency resulting from the transport of dangerous goods involves a moving aircraft, the actions stipulated for aircraft emergencies (ref. PEA - Aerodrome Emergency Plan) must be applied. Anyone who becomes aware of such events must notify the Control Tower in order to activate the Aerodrome Emergency Plan.

3.14.8. If an emergency resulting from the transport of dangerous goods occurs on aerodrome grounds without the involvement of aircraft, the actions stipulated for infrastructure emergencies (ref. PEA - Aerodrome Emergency Plan) must be applied. Anyone who becomes aware of such events must notify the Fire Department in order to activate the Aerodrome Emergency Plan.

**TYPES OF DANGEROUS GOODS HANDLED AT THE AERODROME**

3.14.9. Cargo Handlers can handle all DGR classes except explosives.

3.14.10. Only category 1.4S goods may be authorised by ENAC.

**AERONAUTICAL FUEL MANAGEMENT AND STORAGE OPERATIONS**

3.14.11. Fuel distribution and storage facilities and the identification and application of the necessary procedures in accordance with the applicable national and international regulations are the responsibility of the assigned company of the State sub-concession.

**VERIFICATION PROCEDURES CARRIED OUT BY THE MANAGER**
3.14.12. In accordance with Part B of the Aerodrome Manual, the Manager, through the Compliance Monitoring function must carry out specific audits or inspections to verify the provision of procedures that ensure the safe management and storage of dangerous goods.