

**DOCUMENT APPROVAL FLOW**

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## EDITIONS AND REVISIONS

Edition	Revision	Date
1	0 - Full Document	December 2020
1	1 – Cap. 7 and 8.3 updated	24 February 2021

### 1. APPLICABILITY

The provisions of this procedure apply to all registered vehicles for which a request for entry, even temporary, is made in the airside area of the airport, if an operational need has been ascertained. Passes for registered vehicles, issued as part of the provisions of this procedure, are not intended, for any purpose, as certificates of efficiency of the vehicles. The eligibility of each vehicle to circulate airside is the direct responsibility of the owner/user of the vehicle and is subject to a different procedure governed by the Airport Manual ("Authorisation to circulate airside").

It is forbidden to enter a vehicle that, by type, characteristics and size, can circulate on the road (which can be registered and licensed) within the airside area without a number plate.

It is strictly forbidden for registered vehicles to remove the number plate from the vehicle.

For vehicles without plates, which are not authorised to circulate on public roads and which clearly show the company logo and identification number on the outside, the exemption provided for in p.1.2.6.9 of EU Regulation. 2015/1998 applies and, therefore, it will not be necessary to issue a pass.

### 2. REGULATORY FRAMEWORK

- Regulation of the Parliament and Council 2015/1998
- EU Regulation no. 2015/1998
- Navigation Code Article 718
- *Programma Nazionale per la Sicurezza* [National Safety Programme] for civil aviation

### 3. ENTITIES IN CHARGE

#### 3.1. Airport Operator

In accordance with the PNS, the Airport Operator, through its ID Card Issuing Office, is responsible for issuing passes for licensed vehicles with specific reference to:

- completeness and compliance of the application submitted by the applicant;
- the existence of a legitimate reason/operational need for access to security restricted areas (in compliance with the provisions of the PNS 1 .2.1.1.2.);
- type of pass to be issued based on the application and operational needs in relation to the configuration of the airport areas reported in the Airport Security Programme;
- the creation and management of the archive and documentation relating to passes issued for vehicles.

- The airport operator guarantees, at all times, access to the database of the ID Card Issuing Office for ENAC security inspectors.

### **3.2. ENAC**

ENAC is responsible for the supervisory and control activities relating to the correct application of the provisions of this procedure for the issuance of passes for licensed vehicles. The aforementioned supervisory and control activity is to be carried out through sample inspections according to programmes prepared by the competent airport management, using a specific checklist.

To this end, ENAC is guaranteed access to the database of the airport operating company's ID card issuing office.

### **4. APPLICANT ENTITY**

Vehicle pass applicants are solely responsible for the accuracy and truthfulness of the information and data specified in the application, being aware of the responsibilities provided for, specifically, by Article 76 of Presidential Decree No. 445 dated 28 December 2000 and subsequent amendments and additions. All public and private parties concerned (such as Authorities, State Bodies, airport operators, commercial operators, sub-licensees, sub-contractors, suppliers, etc.) requesting access to airport areas must prove the existence of an operational need. To access the vehicle, the applicant must declare the operational need, specifying the difficulty or impossibility of carrying out their duties without the aid of the vehicle. Aeroporti di Roma, the Ground Handling Service Providers and/or Self-Handlers referred in Legislative Decree 18/99 (certified according to categories 2 and/or 3, or certified for categories 5.7 and 11 with more than 100 employees on fixed-term contracts) must appoint one or more persons, for a maximum of 5, designated to submit the requests, sending their names and related documents to the ID Card Issuing Office which must be informed of any changes.

The individuals listed below can request a pass for:

- their own vehicles
- vehicles of the companies with which contractual relationships are in place (procurement, subcontracting or supply contracts). In the latter case, it will be necessary to submit a copy of the contract to prove the operational need.

Individuals belonging to the Entities and/or Companies listed below are authorised to submit an application for the issuance of a pass:

- State Bodies
- Air navigation service supplier (E.N.A.V.)
- Ground handling service providers, both for categories certified pursuant to Legislative Decree No. 18 dated 13 January 1999, certified by ENAC and for categories not subject to certification (such as self-handling carriers and service providers referred to in category 1 of the aforementioned decree);
- Airport Operator Company

- Airlines – Air Navigation Company (*Compagnia di Navigazione Aerea - CNA*)
- Sub-licensees of premises located airside
- Aviation maintenance firms not subject to certification
- Appointed Security Companies
- Known Supplier of Airport Supplies
- Service Provider Companies under contract operating in the apron.

## 5. TYPE OF ACCESS PASS

The following types of vehicle passes are provided for:

- a permanent pass for vehicles operating permanently
- a temporary pass – escorted access, issued for the time necessary to carry out the functions for which it is requested.

### 5.1. Permanent Access Pass

There are two types of vehicle passes at Ciampino airport:

- “Green” includes the airside area, including the perimeter, with the exception of the manoeuvring area
- “Red” includes the entire movement area, including the perimeter and the manoeuvring area
- “Yellow” only includes access to Via Simeoni (excluding aprons and perimeter).

*Facsimile of the pass layout*

AEROPORTO G.B. PASTINE ROMA CIAMPINO			
LASCIAPASSARE PERMESSI MEZZI AREA DI APRON			
MARCA MODELLO:		N° SOC.:	
TARGA:		ENTE RICH.:	
SOCIETA':			
SCADENZA:		N° PROGR.:	
CAMPO NOTE ES: DUPLICATO			
Il presente permesso deve essere esposto			

AEROPORTO G.B. PASTINE ROMA CIAMPINO			
LASCIAPASSARE PERMESSI MEZZI AREA DI MANOVRA			
MARCA MODELLO:		N° SOC.:	
TARGA:		ENTE RICH.:	
SOCIETA':			
SCADENZA:		N° PROGR.:	
CAMPO NOTE ES: DUPLICATO			
Il presente permesso deve essere esposto			

AEROPORTO G.B. PASTINE ROMA CIAMPINO			
LASCIAPASSARE PERMESSI MEZZI LIMITATO VIA SIMEONI			
MARCA MODELLO:		N° SOC.:	
TARGA:		ENTE RICH.:	
SOCIETA':			
SCADENZA:		N° PROGR.:	
CAMPO NOTE ES: DUPLICATO			
Il presente permesso deve essere esposto			

### 5.2. Temporary Access Pass – escorted access

In exceptional circumstances, a vehicle can be brought into the airside area, by issuing an 'escorted access' pass after the fulfilment of the obligations provided for in paragraph 7 excluding sections d) and f). This pass shall be valid for a maximum of 24 hours. Furthermore, no more than 3 passes can be issued every 30 days for the same vehicle. Incoming and outgoing escorts must be carried out by ADR - Operational Security, subject to an agreement on availability and timing. Notwithstanding the foregoing, the airport security Police Forces can access airside vehicles equipped with 'escorted access' passes, escorting them under their own responsibility.

In this case, 'escorted access passes' shall be issued by ADR following the simple written

	<p style="text-align: center;"><b>PROCEDURE FOR ISSUING ACCESS PASSES FOR LICENSED VEHICLES AEROPORTO DI ROMA – CIAMPINO</b>  <small>ENGLISH TRANSLATION FOR DISCLOSING PURPOSES ONLY – IN ANY CASE OF CONFLICT THE ITALIAN TEXT SHALL PREVAIL</small></p>	<p><b>Edition: 1 Revision: 1 24 February 2021</b></p>
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request of the State Body.

For the performance of its institutional tasks, the Guardia di Finanza has escorted access permits numbered from no. 1 to no. 10, the Border Police from no. 11 to no. 12, the Airport Management has those numbered from no. 13 to no. 14 and the C.A.I. Has those from no. 15 to no. 21.

*Facsimile of the escorted access layout*

<b>AEROPORTO G.B. PASTINE ROMA CIAMPINO</b>	
<del>LASCIAPASSARE PERMESSI MEZZI ACCESSO CON SCORTA</del>	
<small>MARCA MODELLO:</small>	<small>N° SOC.:</small>
<small>TARGA:</small>	
<small>ENTE RICH.:</small>	
<small>SOCIETA':</small>	
<small>VALIDITA': 09/12/2019 ore 7:00 - 09/12/2019 ore23:59</small>	
<small>N° Progr.:</small>	
<small>CAMPO NOTE ES: SCORTATO DA FF.OO.</small>	
<small>Il presente permesso deve essere esposto</small>	

## 6. PROCEDURE FOR ISSUING ACCESS PASSES

All applications for an access pass in typewritten or block capitals format, according to the appended forms, must be sent to the airport operator at least **10 working days** prior to the date as of which access must be guaranteed.

Once the application has been obtained from the applicant, ADR shall arrange for the preliminary phase that precedes the issuance. Passes take the form of badges to be permanently displayed on said vehicles and will be delivered only upon return of the previous one (if issued).

## 7. DOCUMENTATION TO BE SUBMITTED FOR ISSUING/RENEWING ACCESS PASSES

For the issuance/renewal of passes the following documentation needs to be submitted:

- a) application for passes drawn up on the Applicant's letterheaded paper, signed by the Legal Representative or his/her delegate, according to the model appended to this procedure (Appendix 1);
- b) document certifying property or ownership of the use of the vehicle (CdP, Lease Agreement, etc.);
- c) valid front and back registration certificate with certification of revisions or single circulation document (as of 1 January 2019 following inter-ministerial transport - justice decree dated 23 October 2017);
- d) licence (governing the specific activity carried out by the applicant at the Airport (e.g., contracts referred to in Chapter 6.2 of the Airport Regulations);
- e) Valid third-party motor insurance policy with explicit mention to airport operations and/or valid third-party liability insurance policy extended to the circulation of vehicles within the airport. Both guarantees must have an overall ceiling of at least €10,000,000.00 (ten million euros /00) and this limit is has to be without deductibles. If the relevant Insurer is not willing to provide such cover without deductibles, the contract must include the full compensation of the injured third party (i.e. without applying any

deductible). Both policies must provide an express waiver of recourse against ADR in any event.

For vehicles authorised to circulate only in via C. Simeoni beyond the Southern Gate, the aforementioned policy may have a maximum limit not lower than the legal limit.

- f) If the relevant insurer is not willing to extend the scope of the third-party motor insurance policy to the airport with the above specifications, or if the third-party motor insurance cover is not applicable, operators will be required to take out appropriate third-party liability insurance cover as indicated above.

## **8. VALIDITY**

The pass has the following validity, according to the following types of subjects:

### **8.1. Airport Operator and Subsidiaries**

Passes shall be valid for a maximum of 5 years.

In the case of vehicles used for a lease/rental agreement, the pass cannot last longer than the expiry of said agreement.

If, during the period of validity of the pass, the forfeiture of the policies is found, the Airport Operator shall suspend the pass.

### **8.2. Ground Handling Service Providers for the categories for which the ENAC certification is required pursuant to Legislative Decree 18/99, which have signed a contract with the Operator governing the specific activity carried out at the airport lasting two years or longer**

Passes shall be valid for a maximum of 5 years.

In the case of vehicles used for a leasing/rental contract, the pass cannot last longer than the expiry of said contract.

If, during the period of validity of the pass, there is a forfeiture of the policies or termination of the contract, the Airport Operator shall suspend the pass.


### **8.3. Other Operators**

The passes have a deadline established according to the request made or the shorter deadline between:

- the validity of the insurance coverage (third-party motor insurance and third-party liability insurance in the airport sector) referred to in paragraph 7 points **e** and **f** of this procedure;
- the term of the tender/subcontract/supply agreement in place;
- the term of any lease/rental agreement.

### **8.4. State Bodies**

State Bodies, in order to obtain the issuance of a pass for vehicles of their public administration,

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which need to operate airside, must submit a request to ADR - ID Card Issuing Office drawn up on letterheaded paper with the following information:

- type and features of the vehicle;
- number plate;
- declaration that the vehicle is insured.

Passes shall be valid for a maximum of 5 years.

## **9. REJECTION OF THE APPLICATION FOR ISSUANCE**

Both for initial applications and for renewals of passes, ADR shall provide the applicant Company/Body with an indication of the necessary documentary additions. After 10 days have elapsed, in the absence of the requested additions, ADR shall reject the issuance of the pass. In the event of renewal, ADR shall notify the company that, upon expiry of the valid permit, the vehicle must be driven out of the airside area by and at the expense of said company.

## **10. RETURNING VEHICLE ACCESS PASSES**

The vehicle pass must be returned immediately to the Airport Operator:

- a) at the request of ENAC and/or the Airport Operator; or
- b) when the vehicle no longer needs to access the sterile area; or
- c) upon expiry.

Each operator must also promptly notify ADR of any waiver of the use (due to sale, transfer to another location) of vehicles equipped with a pass and must return the relative pass to ADR, which shall remove the aforementioned vehicles from the list of active passes.

## **11. RENEWALS**

After the initial issuance of the pass, the Applicant must submit, to ADR, within 10 working days prior to the expiry of the pass, the application for renewal with the documentation referred to in paragraph 7.


## **12. ACCESS PASS FOR EXPIRED, DAMAGED, LOST OR STOLEN VEHICLES**

In the event of loss or theft, the Individual holding the vehicle pass must:

- immediately report this to the Police Authority;
- immediately inform the Airport Operator, by submitting a copy of the report;

The Airport Operator, having received the information on the theft or loss of the vehicle pass, shall immediately disable the pass to access the airside and shall update the transmission of the list of lost/stolen/expired passes to all access gates.



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In order to request the issue of a duplicate, the company owning the vehicle must attach a copy of the aforementioned complaint to the application submitted to ADR. The issue of a duplicate valid pass must be understood as a renewal (see paragraph 7). If, following checks by ADR or the authorities responsible for controlling access to the airside area, a vehicle with an expired or illegible or missing pass is detected, even in cases in which a request for reprint of the pass due to damage has been submitted or once a report of theft or loss has been made, the use of the vehicle shall be prohibited, according to the provisions of the Airport Regulations and must be taken out of the airside area by and at the expense of the company owning the vehicle.

### **13. DISPUTES**

The airport operator is responsible for the procedure for issuing the permits authorising access to the airport for vehicles on the basis of this procedure.

ENAC is responsible for the control and supervision of the activities carried out by the airport operator. ENAC is also the competent body for settling any dispute that may arise in relation to the process of issuing the permits.

The Airport Management responsible for the area shall be specifically responsible for defining the outcome of the procedure:

- whenever there is a discrepancy in position between the applicant and the issuing airport operator, in order to ensure the non-discriminatory exercise of all airport activities;
- of suspension and/or withdrawal of vehicle passes following the lack of the requisites that justified their issue or if there are serious reasons relating to airport security.

### **14. AIRSIDE CIRCULATION OF VEHICLES**

For all matters concerning the requirements and equipment of vehicles for circulation in the Airside area, please refer to the Airport Manual.


### **15. TRANSITIONAL PERIOD**

Current vehicle passes shall continue to be valid until their natural expiry and, as regards unregistered vehicles, they shall be considered as certifying the meeting of the requirements referred to in paragraph 14 above.

Upon expiry of the permit:

- registered vehicles must display a pass valid for a maximum of 5 years;
- unregistered vehicles shall not have a pass.

All vehicles circulating in the airside area must comply with the requirements set out in paragraph 14 above on airside circulation requirements.

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## 16. LIST OF APPENDICES

**Appendix 1** Vehicle pass application.

Facsimile to be reported on the applicant's letterheaded paper

**AEROPORTI DI ROMA ID CARD ISSUING OFFICE**  
**AEROPORTO DI CIAMPINO**

**ESCORTED ACCESS** for day: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ from [time]: \_\_\_\_\_ to [time]: \_\_\_\_\_

**VEHICLE PASS APPLICATION** valid until \_\_\_\_\_

**CIRCULATION AUTHORISATION APPLICATION\*** valid until \_\_\_\_\_  
*\*(excluding yellow-coloured permits with access limited to Via Simeoni)*

**APPLICANT** (Body/Company): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Operational needs for access:** \_\_\_\_\_

**FIRST ISSUE**       **RENEWAL**  **Permit no.** \_\_\_\_\_ **Expiry date** \_ \_/ \_/ \_

CAR       LORRY       TRAILER

OTHER (please specify) \_\_\_\_\_

**Company using or owning the vehicle** \_\_\_\_\_

**Email** (for subsequent communications) \_\_\_\_\_

**Make and model** \_\_\_\_\_

**Number plate** \_\_\_\_\_

**Company No.** \_\_\_\_\_

Colour/Access Zone:  Green (Apron and perimeter)

Red (including Manoeuvring Area)

Yellow (limited to via Simeoni – mandatory company logo on the sides)

LEGIBLE STAMP AND  
SIGNATURE OF THE LEGAL  
REPRESENTATIVE