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**A. PURPOSE**

This procedure defines the process for assisting unaccompanied Minors and the actions to be taken for the correct management of boarding and disembarkation procedures.

**B. ENTITIES CONCERNED**

- State Bodies
- ADR S.p.A.
- ADR Security S.r.l.
- ADR Assistance S.r.l.
- Handler

## **1. Check-in and luggage**

Unaccompanied Minors shall check in at the Airline reception desks and shall be taken into care by the Carrier's Handler.

If travelling with Alitalia, the passenger reception and baggage procedures shall be carried out in the room dedicated for this purpose in Terminal 1.

## **2. Security checks**

### **2.1 Departure**

On completion of the reception procedure, Minors shall be accompanied by the Handler Employee to the security gate. Depending on the passenger flow, the security procedures may be carried out at the "Fast Track" gate or at the "Authorised Categories" gate.

If Minors are due to fly to "sensitive" destinations (U.S.A., Israel), they shall be led by the Handler Employee to the security checks at the following gates:

- Terminal 3, central
- Terminal 1 Est.

After passing through access control via a badge reader, the Handler Employee shall move on to the security gates together with the Minor but must identify him/herself as an "chaperone" providing an U.M. assistance service, in order to enable the ADR Security Staff to perform the relevant checks. On completion of the security procedures, the Handler Employee will accompany the Minor to the scheduled boarding area.

### **2.2 Transit**

The Minor will be accompanied to the security gates and taken through the "Fast Lane", where the necessary checks will be carried out. The Handler Employee, without having to go through security again, will go to the security gates along with the Minor and must identify him/herself as a "chaperone" providing a U.M. assistance service.

ADR Security Staff shall perform the required checks on the passenger and shall check the Handler Employee's airport badge.

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### **3. Passport control**

The Minor shall be accompanied by the Handler Employee to passport control via the lane dedicated to “Authorised Categories”, where the necessary checks will be carried out; given the specific nature of the assistance, involving the prohibition to abandon the Minor, the Handler Employee shall also pass through the gate.

### **4. Boarding from the loading bridge**

The Minor shall be accompanied by the Handler Employee through the boarding gate and on board the aircraft. For specific operational requirements, boarding may also be carried out by vehicle, in accordance with the provisions of Chapter 5 of this procedure “Remote Boarding”.

### **5. Remote boarding**

The Minor, led by the Handler Employee to the remote arrivals area, will transit via **counterflow** through the Airside access gate of the Terminal of reference dedicated to Staff. Before accessing the counterflow area, the Handler Employee must inform the *Guardia di Finanza* [Italian Finance Police], present in the arrivals area, of the transit of the unaccompanied Minor to be taken on board. Where necessary, to enable the Minor to transit through the turnstile, the Handler Employee shall use his/her airport badge.

The Minor shall then be picked up by a vehicle of the Handler of reference and accompanied airside.

The Handler Employee shall accompany the Minor on board and shall check that the boarding procedures have been completed properly.

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## **6. Arriving from the loading bridge**

The Handler Employee shall await the Minor at the arrivals exit gate.

For specific operational requirements, disembarkation may also be carried out by vehicle, in accordance with the provisions of Chapter 7 of this procedure "Remote Arrival".

### **6.1 Minor arriving at Rome**

In the case of Non-Schengen arrivals, passport control shall be subject to the procedures provided for in Chapter 3 of this procedure.

The Minor shall be reunited with his/her luggage in the baggage reclaim area.

The Minor shall then be accompanied to the Landside Arrivals Hall where the Handler Employee shall hand him/her over to his/her parent or guardian.

### **6.2 Minor in transit**

For security checks, please refer to point 2.2 above of this procedure.

For passport control, please refer to chapter 3 above of this procedure.

## **7. Remote arrival**

The Handler Employee shall accompany the Minor on board the aircraft and, using a vehicle, will head to the remote arrivals area of the relevant Terminal.

### **7.1 Minor arriving at Rome**

In the case of Non-Schengen arrivals, passport control shall be subject to the procedures provided for in Chapter 3 of this procedure.

The Minor shall be reunited with his/her luggage in the baggage reclaim area.

The Minor shall then be accompanied to the Landside Arrivals Hall where the Handler Employee shall hand him/her over to his/her parent or guardian.

### **7.2 Minor in transit**

For security checks, please refer to point 2.2 above of this procedure.

For passport control, please refer to chapter 3 above of this procedure.

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**8. PRM Unaccompanied Minor Assistance Request**

In the event that, in addition to U.M. assistance, PRM assistance is also reserved, the Handler of reference must inform the RIT-PRM of the reservation details.

If, at the time of reserving U.M. assistance, PRM assistance is not also requested, the Handler, as soon as it has been informed of the requirement, shall notify the RIT-PRM of the need for support.

The Minor shall then be accompanied by a PRM assistant and the Handler Employee.

If the boarding/disembarkation procedures are carried out from a remote area, the passenger will be moved using a suitable means of PRM transport (ambulift).

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