



Leonardo Da Vinci - Fiumicino Airport
AERODROME MANUAL – PART A – GENERAL INFORMATION


(Regulation 139/2014 – Subpart E – Aerodrome Manual and documentation)

SECTION 0- Administration and Control of the Aerodrome Manual

SECTION 1- General Information


COURTESY TRANSLATION – IN CASE OF CONFLICT ITALIAN VERSION PREVAILS

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PART A -SECTION 0 – ADMINISTRATION AND CHECKING OF THE AERODROME MANUAL

(Ref. AMC3 ADR.OR.E.005 – 0)

0.1 INTRODUCTION


0.1.1 DECLARATION OF CONFORMITY OF THE AERODROME MANUAL


(Ref. AMC3 ADR.OR.E.005 – 0.1.1)

The Aerodrome Manual describes the methods of managing airport operations and infrastructural adaptations of Fiumicino Airport, demonstrating the commitment of the Rome Airport Management Company S.p.A. in the systematic approach to maintaining the operational safety requirements of the airport in compliance with:

- EU Regulation 2018/1139;
- Implementing Rules contained in EU Regulation 139/2014;
- Primary and secondary sources of the national legislation in force for the matters listed in the regulation itself.

This document and all its appendices constitute the documentary basis designed to demonstrate compliance with the certification requirements of Fiumicino Airport in compliance with EU Regulation 2018/1139 and corresponding Implementing Rules contained in EU Regulation 139/14 and the related national legislation.

Date	Role	Name/Surname	Signature
12/03/2021	Accountable Manager	Ivan Bassato	

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0.1.1.1 Organisation and Operations Compliance Management (OORB)

Compliance with the requirements of EU Regulation 2018/1139 and corresponding Implementing Rules contained in EU Regulation 139/14, Part-ADR.OR and Part-ADR.OPS, is managed through the compilation and continuous control of a file specifically drawn up called Checklist Organisation & Operations Requirements Basis (OORB).

The updating of the OORB Check List is carried out by Compliance Monitoring Management following the Change Management process (Ref. MDA Part B Section 2) where the change concerned has consequences in the terms of compliance present in the Check List.

0.1.1.1.1 OORB compliance checklist

The checklist of compliance with Appendix III - Part Organisation Requirements and Annex IV Operations Requirements of EU Regulation 139/2014 provides, for each point of the regulation itself, the compliance methods and the evidence/references necessary to substantiate this compliance.

The check list consists of an excel file named **Check List OORB EASA** and stored on the Safety and Compliance Monitoring Manager server.


0.1.1.1.2 Methods of compliance

Method of compliance refers to the method that the Airport Operator uses in order to demonstrate compliance with the regulation requirement.

The methods normally used by the Fiumicino Airport Operator for the Organisation and Operations Requirements Basis are:

- Parts and Sections of the Aerodrome Manual;
- Operating procedures;
- Operating instructions;
- Manuals;
- Framework agreement;
- Operations Letters;
- Check-list;
- Corporate organisational documents;
- Corporate procedures and other corporate documents;
- Documents of compliance with national regulations;
- Documents of compliance with other certification standards;
- Management software;

and related documentation capable of demonstrating the correct application of what is contained in the main documents or in the IT management aids.

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All documents used as a compliance method must be managed and controlled according to the document management procedure set out in Section 0 - Appendix 1 of this document.

0.1.1.1.3 Organization and Operations Requirements Basis

Once the checklist has been completed, the Acceptable Means of Compliance specific to the Fiumicino Airport and the deviations from the Organization and Operations Requirements Basis, the compliance of which is constantly monitored through the procedure referred to in the preceding paragraphs.

0.1.1.1.4 OORB compliance evidence archive

It is the sole responsibility of the process manager highlighted in the checklists to manage the certification procedures in compliance with Section 0 - Appendix 1 of this Manual, keeping the documentation updated, controlled and traceable.

All procedures, if approved, constitute evidence of compliance.

0.1.1.2 Certification Specifications Compliance Management (CB)

The updating to the requirements of EU Regulation 2018/1139 and corresponding Implementing Rules contained in EU Regulation 139/14, contained in the Certification Specifications, is managed through the compilation and continuous control of a specially prepared file called Check-list Certification Basis (CB).

It is the responsibility of the organisational structures competent for the identified processes (referred to in part B of the Airport Manual) to ensure compliance with the requirement, to periodically check and update the document subject to the document control rules.

0.1.1.2.1 CB compliance checklist


The Process Manager shall activate the change management procedure (described in Part B Section 2 of this Manual) for any update of the document.

0.1.1.2.2 Methods of compliance

Method of compliance refers to the method that the Airport Operator uses in order to demonstrate compliance with the certification specifications of the Regulation.

The methods normally used by the Fiumicino Airport Operator for the Certification Basis are:

- As Built;
- Technical investigations;
- Technical Expertise;
- Altimetry photo;
- Various certifications (e.g., equipment conformity certificates);

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and, in general, all the technical documentation identified and managed to certify compliance with the requirements of the Regulations on Certification Specifications.

All documents used as a compliance method must be managed and controlled according to the document management procedure set out in Section 0 - Appendix 1 of this document.


0.1.1.2.3 Certification Basis

Once the checklist has been completed, the certification specifications of Fiumicino Airport and the deviations constitute the Certification Basis, the compliance of which is constantly monitored through the procedure referred to in the preceding paragraphs.

0.1.1.2.4 CB compliance evidence archive

It is the sole responsibility of the process manager highlighted in the checklists to manage the certification procedures in compliance with Section 0 - Appendix 1 of this Manual, keeping the documentation updated, controlled and traceable.

All procedures, if approved, constitute evidence of compliance.

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0.1.2 DECLARATION OF OPERATION OF THE AERODROME MANUAL AND OBLIGATIONS FOR INDIVIDUALS INVOLVED


(Ref. AMC3 ADR.OR.E.005 – 0.1.2)


The Aerodrome Manual and related attachments are distributed to all organisational units of the Airport Operator, to service subcontractors and, in general, to all public and private entities the activities of which have an impact on the certification requirements regarding the maintenance of operational safety requirements, according to the procedures set out in paragraph 0.2.8 of this Manual.

All individuals, both private and public, are obliged to adapt to the requirements of this document in order to carry out their business in accordance with European and national legislation in force.

All those working in the Airside area are therefore obliged to apply the requirements contained in the procedures, operating instructions and any other document contained in the Airport Manual.

All documents contained in the Aerodrome Manual or related thereto are checked and comply with the Regulations and the primary and secondary sources of national legislation applicable thereto.

Date	Role	Name/Surname	Signature
12/03/2021	Accountable Manager	Ivan Bassato	

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0.1.3 STRUCTURE OF THE AIRPORT MANUAL

(Ref. AMC3 ADR.OR.E.005 – 0.1.3)

The structure of the Manual and its annexes (procedures and other certification documents) is outlined in the annex of this Part A02 “AM Structure”. This document provides for each document information relating to:

- Document type;
- Responsibility for managing the document;
- Revision status;
- Publication status: public (available to all companies); not public (only available for ADR staff).

In order to ensure the clear and effective consultation of the document, document management requires that, where procedures and other certification documents are reported in a location other than the Airport Manual, the latter must contain a precise reference to the aforementioned documents

(that there are attachments, such as procedures, manuals (training, ADQ) and graphic tables, which are an integral part of the Airport Manual, but which have an independent review system, referring to Appendix 2 (AM Structure). It should also be better explained that there are internal procedures and procedures of external significance.

In order to ensure an effective update of all certification documentation, the contents of a document must not be reported in several documents.


All the procedures contained in the Aerodrome Manual must include and clearly define the roles and responsibilities of the Airport Operator's staff and other organisations, including subcontractors, as well as the competent Authority and any other public bodies that may be involved.

All the documentation relating to the airport certification has been mapped.

For each procedure, the manager must draw up a specific paragraph in which to insert the documentary references demonstrating the correct implementation of the procedure and their archiving as required in the document management procedure referred to in Section 0 - Appendix 1 of the Manual.

The Airport Manual, in compliance with the requirements of Appendix III - AMC3 ADR.OR.E.005, consists of the following Parts:


- A. PART A – GENERAL INFORMATION
- B. PART B – REQUIREMENTS OF THE MANAGEMENT SYSTEM, STAFF QUALIFICATION AND TRAINING
- C. PART C – PHYSICAL FEATURES OF THE AIRPORT
- D. AIRPORT FEATURES TO BE REPORTED IN THE PAI
- E. AIRPORT OPERATING PROCEDURES, EQUIPMENT AND SAFETY OF OPERATIONS

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0.1.3.1 Contents of the Manual

Any inaccuracy and/or discrepancy found in the Aerodrome Manual must be immediately reported to the Aeroporti di Roma Compliance Manager at the email address:

compliance@adr.it


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0.1.4 DEFINITIONS AND ABBREVIATIONS

(Ref. AMC3 ADR.OR.E.005 – 0.1.4)


0.1.4.1 Main definitions

<i>aircraft</i>	any device capable of sustaining itself in the atmosphere thanks to reactions of the air other than the reactions of the air on the earth's surface;
<i>airport</i>	any defined area (including buildings, plants and equipment) on land or water or on a fixed, fixed or floating offshore structure, intended to be used totally or in part for the arrival, departure and ground movements of aircraft;
<i>manoeuvring area</i>	the part of an airport used for take-off, landing and taxiing of aircraft, with the exception of aprons;
<i>movement area</i>	the part of an airport used for take-off, landing and taxiing of aircraft, consisting of a manoeuvring area and aprons;
<i>ATM/ANS</i>	and air traffic management functions defined in Article 2, point 10, of EC Regulation no. 549/2004, the air navigation services defined in Article 2, point 4, of the same regulation and the services of production, processing, formatting and supply of data to general air traffic critical for the safety of air navigation;
<i>audit</i>	systematic, independent and documented procedure for obtaining objective evidence and the objective assessment thereof in order to determine to what extent the requirements are met;
<i>visual aids</i>	indicators and signalling devices, road markings, lights, vertical markings and markers or combinations thereof;
<i>competent authority</i>	a designated authority within each Member State endowed with the necessary powers and responsibilities for the purposes of certification and surveillance of airports, as well as the staff and organisations operating therein;
<i>certificate</i>	any approval, licence or other document issued as a result of certification;
<i>certification</i>	any form of recognition certifying that a product, a part or a pertinence, an organisation or a person meets the


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applicable requirements, including the provisions of this regulation and its implementing rules, as well as the issue of the relevant certificate attesting to said compliance;

clearway	a rectangular area, on land or water, under the control of the competent authority, chosen or prepared as a suitable area above which an aircraft can perform part of its initial climb up to a specified height;
aeronautical data	a representation of the facts, concepts or aeronautical instructions, adequate for the purpose of their communication, interpretation or treatment in a formalised way;
low-visibility take-off (LVTO)	take-off operations with an RVR of less than 400 m but not less than 75 m;
landing distance available (LDA)	the length of runway declared available and suitable for the ground run of the aircraft during landing;
accelerate stop distance available (ASDA)	the length of the run available for take-off (TORA) plus the length of the stopping area, if any;
take-off distance available (TODA)	runway length available for the take-off run plus the length of the obstacle-free area available on the runway extension;
declared distances	<p>Declared distances refers to the following:</p> <ul style="list-style-type: none"> - “take-off run available (TORA)”, - “take-off distance available (TODA)”, - “accelerate stop distance available (ASDA)”, - “landing distance available (LDA)”;
deviation acceptance and action document (DAAD)	a document drawn up by the competent authority for the collection of evidence sufficient to justify the acceptance of deviations from the certification specifications published by the Agency;
airport equipment	any equipment, apparatus, connections, software or accessory used or intended to be used to assist aircraft operations at an airport;
human factors	the principles that apply to aeronautical design, certification, training, operations and maintenance, aimed at creating a safe interface between the human component and the other elements of the system, taking into account the performance variables (“human performance”);

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<i>integrity</i>	the level of certainty that an aeronautical data and its value has not been lost or altered since the creation of the data or its authorised modification;
<i>inspection</i>	an independent assessment carried out through observation and judgement, possibly accompanied by measurement, tests or calibration, in order to verify compliance with the applicable requirements;
<i>Technical Instructions</i>	the latest edition in force of the technical instructions for the safety of air transport of hazardous goods (Doc 9284-AN/905), including supplements and addenda, approved and published by the International Civil Aviation Organisation (ICAO);
<i>take-off run available (TORA)</i>	the length of the runway declared available and suitable for the ground run of an aircraft taking off;
<i>marker</i>	an object placed on the ground that signals an obstacle or indicates a limit;
<i>hazardous goods</i>	articles or substances such as to represent a risk to health, safety, material assets or the environment and which are listed in a list of hazardous goods in the technical instructions or which are classified according to these instructions;
<i>acceptable means of compliance (AMC)</i>	non-binding rules adopted by the Agency to describe the methods for establishing compliance with EU Regulation 2018/1139 corresponding implementing rules;
<i>alternative means of compliance</i>	methods that propose an alternative to existing acceptable compliance methods or those that propose new methods to establish compliance with EU Regulation 2018/1139 and corresponding implementing rules for which corresponding acceptable methods of compliance have not been adopted by the Agency;
<i>movement</i>	a take off or landing
<i>operator</i>	any individual or legal entity managing or intending to manage one or more aircraft or airports
<i>substandard category I operation</i>	Category I instrumental approach and landing operation performed with a category I DH, with an RVR lower than that which would normally be associated with the applicable DH, but not less than 400 m;
<i>non-standard category II</i>	instrumental approach and landing operation, using an ILS or MLS, when some or all elements of the lighting system

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- operation** category II accuracy approaches of Category II are not available, and with:
- a decision height (DH) of less than 200 ft but no less than 100 ft;
 - a runway visual range (RVR) of no less than 350 m;
- obstacle** all fixed (temporary or permanent) and movable objects, or parts thereof, which:
- are located on an area intended for the surface movement of aircraft; or
 - extend above a defined surface to protect aircraft in flight; or
 - are located outside of the aforementioned surfaces and are considered a hazard to air navigation;
- Apron** predefined area for aircraft parking, for the embarkation and disembarkation of passengers, the loading and unloading of mail or goods, refuelling, parking or maintenance;
- aircraft stopping apron** a designated area on an apron to be used for parking an aircraft;
- runway** rectangular area defined on an airport on land prepared for the landing and take-off of aircraft;
- non-instrumental runway** runway intended for use by aircraft using visual approach procedures;
- instrumental runway** one of the following types of runways intended for the use of aircraft using instrument approach procedures:
1. "non-precision approach runway": instrument runway served by visual aids and non-visual aids that provide at least one directional guide suitable to allow a direct approach;
 2. "category I precision approach runway": instrumental runway served by visual and non-visual aids, intended for operations with a decision height (DH) of no less than 60 m (200 ft) and a visibility of no less than 800 m a runway visual range (RVR) of no less than 550 m;
 3. "category II precision approach runway": instrumental runway served by visual and non-visual aids, intended for operations with a decision height (DH) less than 60 m (200 ft) but no less than 30 m (100 ft) and a runway visual range (RVR) of no less than 300 m;

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4. “category III precision approach runway”: instrumental runway served by visual and non-visual aids in the direction and along the surface of the runway and:
- intended for operations with a decision height (DH) lower than 30 m (100 ft) or with no decision height and a runway visual range (RVR) of no less than 175 m; or
 - intended for operations with a decision height (DH) of less than 15 m (50 ft), or with no decision height and a runway visual range (RVR) of less than 175 m but no less than 50 m; or
 - intended for operations with no decision height (DH) and with no runway visual range (RVR) limitations;

runway visual range (RVR)

the maximum distance at which the pilot of an aircraft, placed on the runway axis, can distinguish the horizontal signs or runway lights that delimit its edges or trace its axis;

low-visibility procedures (LVP)

procedures in place at an airport to ensure safe operations during substandard category I, non-standard category II, category II and III approaches and low-visibility take-offs;

data quality

the degree or level of confidence that the data provided meet the user's requirements in terms of accuracy, resolution and integrity;

quick exit link

taxiway connected, at an acute angle, to a runway and having the purpose of allowing landing aircraft to clear the runway at a speed greater than that permitted on the other exit junctions, consequently minimizing runway occupancy times;

horizontal signage

a symbol or group of symbols visible on the surface of the movement area in order to provide aeronautical information;

navigation services

facilities and services that provide aircraft with positioning and planning information ("timing");

air navigation services

air traffic services, communication, navigation and surveillance services, meteorological services for air navigation and aeronautical information services;

air traffic services

various flight information services, warning services, air traffic advisory services and air traffic control services (including area, approach and airport control services);

meteorological services

equipment and services that provide aircraft with weather forecasts, instructions and observations as well as all other meteorological information and data provided by States for aeronautical

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USE;

alarm service

a service for the provision of information to competent organizations regarding aircraft in need of search and rescue services and, if necessary, assistance to said organisations;

air traffic control (ATC) service

a service provided in order to:

- prevent collisions:
 - i. between aircraft and
 - ii. in the manoeuvring area between aircraft and obstacles;
- and
- speed up and maintain an orderly flow of air traffic;

airport control service

an air traffic control (ATC) service for airport traffic;

apron management service

service provided to manage the activities and movement of aircraft and vehicles on an apron;

aeronautical information service

a service, set up within the defined coverage area, in charge of providing aeronautical information and data necessary for the safety, regularity and efficiency of air navigation;

flight information service

a service rendered to provide advice and useful information for the safe and efficient conduct of flights;

ATM/ANS system

any combination of equipment and systems related to safety aspects defined in Article 2, point 39, of EC Regulation no. 549/2004;

security management system

systematic approach to safety management, including the necessary organizational structures, responsibilities, policies and procedures;


ongoing surveillance

the tasks that are carried out for the implementation of the surveillance programme at any time by the competent authority to verify that the conditions under which a certificate was issued continue to be met during its validity period;

certificate specifications

The certificate specifications are as follows:

- location ICAO code,
- operating conditions (IFR/VFR, day/night),
- runway - declared distances,
- type(s) of runway and approaches provided,
- airport reference code,

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- scope of aircraft operations with upper reference code letter of the airport;
- provision of apron management services (yes/no);
- rescue and fire protection level;

certification specifications

technical standards adopted by the Agency that indicate the means to demonstrate compliance with EU Regulation 2018/1139 and the corresponding implementing rules and which can be used by an organisation for certification purposes;

obstacle limitation surfaces

a surface that defines the limits beyond which objects cannot extend into the airspace;

obstacle protection surfaces

an area set-up for the approach slope optical indicator system that objects or extensions of existing objects cannot exceed except when, in the opinion of the competent authority, the new object or the new extension is in shadow with respect to an existing immovable object;

runway type

instrumental or non-instrumental runway;

human performance

the set of capabilities and human limitations that may have repercussions on the safety and efficiency of aeronautical operations;

aeroplane

any device capable of sustaining itself in the atmosphere thanks to air reactions other than the reactions of the air on the earth's surface;

taxiway

a defined route intended for the taxiing of aircraft with the purpose of connecting various areas of the airport on land, which includes:

- access road/junction to the aprons;
- taxiway on the apron;
- quick exit link;

taxiway on the apron


part of a system of taxiways located on an apron and having the function of allowing taxiing through the apron itself;

access road/junction to the aprons

part of the apron intended as a taxiway and with the function of providing access only to the aprons of the aircraft;


stopping area

rectangular area on land located at the end of the runway and set up as a suitable area in which an aircraft can be stopped in the event of a missed take-off;

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0.1.4.2 Acronyms and abbreviations

Acronym/abbreviation	Description
ADR	Aeroporti di Roma
AltMOC	Alternative means of compliance
CB	Certification Basis
CMR	Change Management Report
CS	Certification Specifications
DaaD	Deviation acceptance and action document
Elos	Equivalent level of safety
ENAC	Ente Nazionale dell'Aviazione Civile (Italian National Civil Aviation Authority)
ENAV	Società per il Controllo del Traffico Aereo S.p.A.
HZ	Hazard
MAN	Maintenance Area
AM	Airport Manual
MOV	Movement area
OORB	Organization & Operations Requirements Basis
PH	Post Holder
PRO	Planning Area
S&CMM	Safety & Compliance Monitoring Manager
SAG	Safety Action Group
SC	Permanent waiver
SM	Safety Manager
SMS	Safety Management System
TM	Training Manager
VVF	Italian Fire Brigade

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0.1.5 Deviations Management

As part of the analysis of new regulatory amendments, if the introduction of infrastructural and/or procedural changes is necessary, the Post Holders, in agreement with the Safety & compliance Monitoring Manager, will be able to assess the use of the deviation regulatory tools provided for by EASA current legislation and related ENAC guidelines.

0.1.6 Continuing Compliance Management

Continuous compliance with regulatory updates is guaranteed through the following process under the responsibility of the Safety & Compliance Monitoring manager:

- Monitoring of regulatory updates through weekly EASA site audit;
- In the event of regulatory amendments that affect the Operator: launch of an impact analysis process that involves all the Post Holders concerned according to the Responsibilities defined in the compliance Check Lists (OORB and CB);
- Following the impact analysis, if deemed relevant: start of the Change Management process (Ref. MDA part B Section 2) or management of the deviation, aimed at regulatory compliance;
- Integration of changes to the applicable Compliance Checklist;

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0.2 UPDATE AND REVISION

0.2.1 Responsibility for updating/revising and issuing the Airport Manual

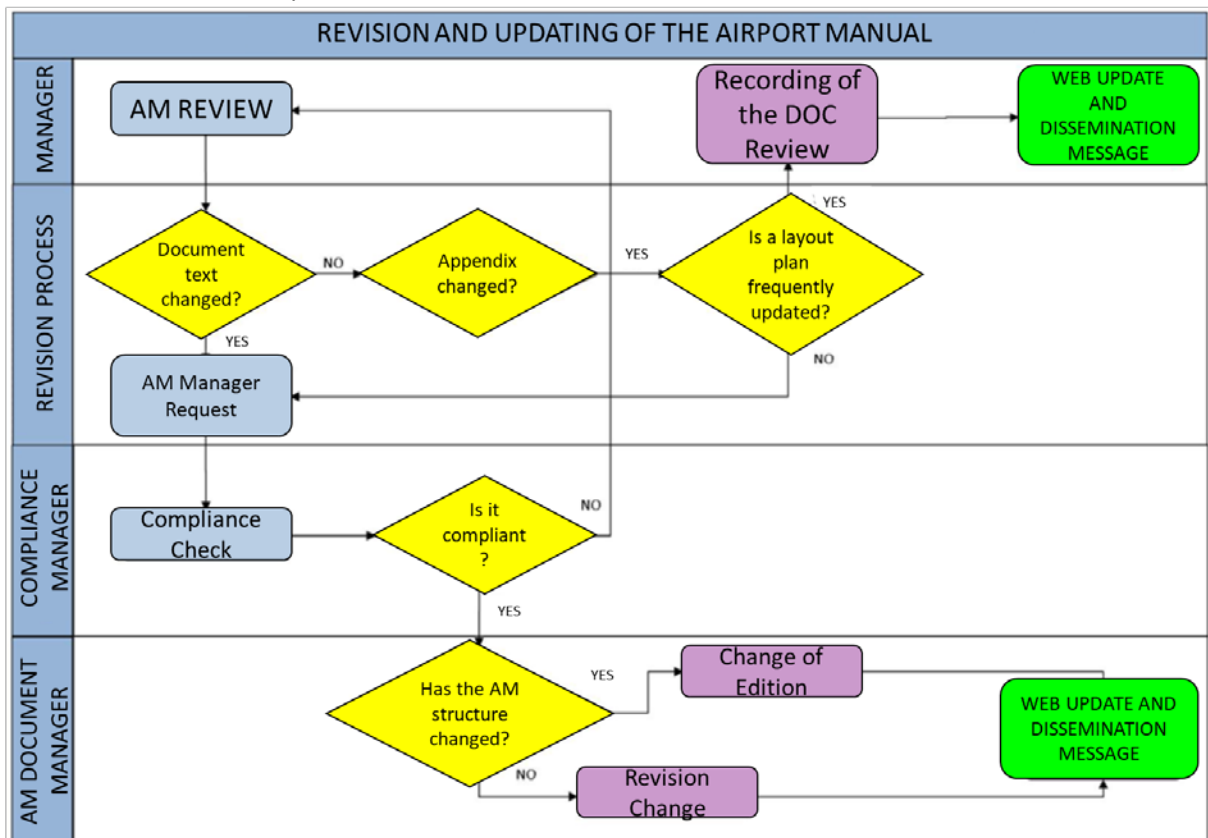
(Ref. AMC3 ADR.OR.E.005 – 0.2.1)

- Revision processing: Responsible for the process described;
- Regulatory Compliance Verification of Revisions: Safety & Compliance Monitoring Manager;
- Revision approval: Accountable Manager;
- Recording of Aerodrome Manual updates: Record Keeper of the Safety & Compliance Management System.


0.2.1.1 Aerodrome Manual and Appendices amendment/review process

(Ref. AMC3 ADR.OR.E.005 – 0.2.2)

The process of amendment/revision of the certification documentation is shown below.



The Process Manager activates the change management procedure (described in Part B Section 2 of this Manual) for each update of the Manual and its appendices (procedures and other certification documents).

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Changes to the Manual and related attachments may be requested by the Authority deriving from the supervision activity (e.g., Audit). These reviews will be managed by the Process Manager with the same methodology envisaged for the other changes.

All revisions to the Aerodrome manual and its attachments, together with the related accompanying documentation, must be sent to the Record Keeper of the Safety & Compliance Manager at:

recordkeepingmda.smn@adr.it

The documents (procedures, manuals, check lists, etc.) attached to the Aerodrome manual must be drawn up in accordance with the document management procedure referred to in Section 0 - Appendix 1.

Notwithstanding the responsibilities of each individual post holder, regarding the adaptation of procedures to regulatory requirements, as part of the change management process, a further compliance check will be carried out by the Safety & Compliance Monitoring Manager.

After the compliance check, the changes made to the and its attachments will be transmitted to ENAC according to the Level with which the change was classified.

The revision of the Aerodrome manual must be modified if the texts and contents of a part, section or paragraph of the Manual are modified.

The edition of the Aerodrome manual will have to be modified if the changes impact the structure of the document, or are substantial changes extended to the entire document.

The Record Keeper of the Safety & Compliance Monitoring Manager must record all amendments and revisions of the document and its attachments and place all documents duly revised on the website at <http://www.adr.it> in the dedicated section with IT function support.


The Aerodrome Manual is subject to the approval of the Accountable Manager.

All appendices to the Aerodrome Manual are approved by the respective manager. This responsibility, in compliance with the document control procedure, must be clear and reported in each document.

0.2.1.2 Frequency of revisions and checking of the AM

The Aerodrome Manual will be revised whenever the need arises following the issue of documentary changes that impact its content. In any case, the Manual will be checked for adequacy at least once a year by the Compliance Monitoring Manager through a dedicated Audit providing for:

- the verification of continuous alignment with AMC3 ADR.OR.E.005 both in terms of structure and content;

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- the verification of all the regulatory references present.

Any amendment/revision of the Aerodrome Manual that modifies the obligations of third-party companies and/or State Bodies will formally enter into force not from the date of issue but from the indicated effective date. If the document does not indicate the effectiveness, it must be considered as effective 20 days from the date of issue.

0.2.1.3 Obligations of the recipients


All operators / companies who carry out airside activities for any reason are required to access the website www.adr.it in order to view all the Safety documentation (AM and Appendices) in compliance with European Regulation 139/14. Access to this documentation is managed and authorised by Safety and Compliance Monitoring Management. Those who receive notice of modification, amendment and/or revision of the Aerodrome Manual are required to:

- analyse the reviewed document;
- Define the operational and/or procedural impacts within your organisation;
- Define the actions to adapt to changes (no action, manual/procedure review or dedicated alert issue);
- Staff training on changes with the appropriate methods (read & sign, briefing or classroom training);
- Maintain evidence of the document analysis process, manual/procedural review and subsequent training;
- Delete all obsolete copies within their organisation;

0.2.2 Recording of updates/revisions and issuances

Edition number	Part of the Airport Manual	Date	Inserted by
0	A	05/12/2016	Safety & Compliance Monitoring Manager
0	B	05/12/2016	Safety & Compliance Monitoring Manager
0	C	05/12/2016	Safety & Compliance Monitoring Manager
0	D	05/12/2016	Safety & Compliance Monitoring Manager
0	E	05/12/2016	Safety & Compliance Monitoring Manager

Please see paragraph 0.2.4 for the revisions/updates record.

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0.2.3 Unauthorised Manual revision procedures, except for urgency due to safety purposes.

(Ref. AMC3 ADR.OR.E.005 – 0.2.3)

Manual revisions of the Aerodrome Manual and its appendices are prohibited.

In cases in which an urgent change to the AM and its appendices is required for the benefit of Safety requirements, the Process Manager makes an urgent formal communication to the distribution list indicating the change to be made immediately to the process being reviewed.

Following the communication, the Record Keeper of the Safety & Compliance Monitoring Manager (for revisions relating to the AM text) or the process manager (for revision of the attachments to the Airport Manual), will update the documents with the established the procedure and redistribute it.

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0.2.4 Annotation of the reviewed pages


(Ref. AMC3 ADR.OR.E.005 – 0.2.4)

All revisions of the appendices to the AM must be found within the document itself as highlighted in the document management procedure referred to in Section 0 - Appendix 1 by the manager identified in the attached document.


All amendments/revisions to the Aerodrome Manual are recorded in this section by the Record Keeper of the Safety & Compliance Monitoring Manager.

0.2.4.1 Recording of revisions


Rev.no.	Revision date	Entry into force	Part	Sec.	Par.	Summary description of the revision	Approv/Notif. and change lev. Ref. no.
0	05/12/2016	20/12/2016	A	0-1	/	First Edition in accordance with Regulation 139/14.	Ref. ENAC 130624 dated 19/12/2016
0	05/12/2016	20/12/2016	B	2-3	/	First Edition in accordance with Regulation 139/14.	Ref. ENAC 130624 dated 19/12/2016
0	05/12/2016	20/12/2016	C	4	/	First Edition in accordance with Regulation 139/14.	Ref. ENAC 130624 dated 19/12/2016
0	05/12/2016	20/12/2016	D	5-6	/	First Edition in accordance with Regulation 139/14.	Ref. ENAC 130624 dated 19/12/2016
0	05/12/2016	20/12/2016	E	1-30	/	First Edition in accordance with Regulation 139/14.	Ref. ENAC 130624 dated 19/12/2016
1	05/04/2017	10/04/2017	A	0	/	Integration of ENAC requirements.	U0013997-31-03-2017-Lev.1
1	05/04/2017	10/04/2017	B	2	/	Integration of ENAC requirements.	U0013997-31-03-2017-Lev.1
1	05/04/2017	10/04/2017	D	5-6	/	Integration of ENAC requirements.	U0013997-31-03-2017-Lev.1
1	05/04/2017	10/04/2017	E	15, 18, 22, 29	/	Integration of ENAC requirements.	U0013997-31-03-2017-Lev.1
1	29/05/2017	01/06/2017	C	4	/	Apron layout update.	U0021837-30-05-2017-Lev.2
2	29/05/2017	01/06/2017	D	5-6	/	Apron layout and taxiway data update.	U0021837-30-05-2017-Lev.2
1	13/06/2017	21/06/2017	E	14	/	Insertion of procedure MdAE_GEN04	U0024206-15-06-2017-Lev.2
2	31/07/2017	31/07/2017	C	4	/	New 824-829 and TWY K stands	U0029904-28-07-2017-Lev.2

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3	31/07/2017	31/07/2017	D	6	/	New 824-829 and TWY K stands	U0029904-28-07-2017-Lev.2
5	31/10/2017	13/11/2017	A	0	0.1.20 .1.9	Check List CB management process correction. Alignment of definitions with EC Reg. 216/2008 and EU Reg. 139/2014.	U0043260-20-11-2017-Lev.2
2	31/10/2017	13/11/2017	B	2	/	EASA normative references inserted; Integrated responsibilities and contracted activities management; Safety Policy in English added; Adaptation to the new organisation of Safety and Compliance Monitoring management; Risk Management process alignment; New SPI list in compliance with the Safety Benchmark group; Reporting System process alignment; New classification of compliance findings; Safety Reaction insertion;	U0043260-20-11-2017-Lev.2
1	31/10/2017	25/06/2019	B	3	/	Issuance of a new training manual and introduction of training requirements for external parties; Review of the proficiency check and the management of staff qualifications.	Ref. ENAC 74801 dated 25/06/2019/Lev.1
2	31/10/2017	17/11/2019	E	19	/	PEA entry	Ref. ENAC 117065 dated 17/11/2017/Lev.1
3	15/01/2018	15/01/2018	B	2	/	Post Holder Maintenance Update; Insertion of deputy manager list.	U0001644-16-01-2018-Lev.2
4	15/01/2018	15/01/2018	D	6	6.1.2	Runway 16R LVTO entry	U0001644-16-01-2018-Lev.2
2	15/01/2018	15/01/2018	E	14	/	Amended O/L/ description Orderly movement	U0001644-16-01-2018-Lev.2
2	15/01/2018	15/01/2018	E	15	/	Integrated reference procedures	U0001644-16-01-2018-Lev.2
2	15/01/2018	15/01/2018	E	22	/	Fuel quality management and local committee institution	U0001644-16-01-2018-Lev.2
1	15/01/2018	15/01/2018	E	23	/	AWO Operations Letter entry	U0001644-16-01-2018-Lev.2
1	15/01/2018	15/01/2018	E	28	/	Amended section and procedures description	U0001644-16-01-2018-Lev.2

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4	16/04/2018	16/04/2018	B	2	2.1.2	Deputy Compliance Monitoring introduction	U0008288-16-04-2018-Lev.2/3
3	16/04/2018	16/04/2018	D	5	5.8	Obstacle data update	U0008288-16-04-2018-Lev.2/3
1	16/04/2018	16/04/2018	E	7	/	Integration of data management responsibilities published in the Aerodrome Manual but not present in PAI	U0008288-16-04-2018-Lev.2/3
3	16/04/2018	16/04/2018	E	22	/	MOV22 procedure abrogation and integration of contents relating to the management of hazardous goods	U0008288-16-04-2018-Lev.2/3
5	04/07/2018	10/07/2018	B	2	2.1.1	Maintenance PH organisational structure amendment	U0017222-17-07-2018-Lev.2
2	10/07/2018	10/07/2018	E	7	/	ADQ Manual Introduced	U0010279-17-05-2018-Lev.2
3	10/07/2018	10/07/2018	E	14	/	Procedures description amendment	U0017218-17-07-2018-Lev.2
1	10/07/2018	10/07/2018	E	30	/	MOV07 procedure repealed	U0017218-17-07-2018-Lev.2
2	01/12/2018	01/12/2018	E	30	30.2	PRO02 procedure inserted	U0038179 -12-12-2018-Lev.2
5	10/12/2018	10/12/2018	D	6	6.3.2	Update of the geographical coordinates of the lay-bys.	U0038179 -12-12-2018-Lev.2
6	10/12/2018	10/12/2018	B	2	2.2.8	New event reporting method.	U0038179 -12-12-2018-Lev.2
10	01/03/2019	01/03/2019	A	0	0.1; 0.2	- Update to Reg. 2018/1139 - New revisions issued	U0010255- 07-03-2019-Lev.2/3
7	01/03/2019	01/03/2019	B	2	2.1, 2.2, 2.3	- Update to Reg. 2018/1139 - New Deputy Safety Manager	U0010255- 07-03-2019-Lev.2/3
3	01/03/2019	01/03/2019	E	15, 16,	/	E-15 Safety Provisions Issuance	U0010255- 07-03-2019-Lev.2/3
4	01/03/2019	01/03/2019	E	22	/	E-15 Safety Provisions Issuance	U0010255- 07-03-2019-Lev.2/3

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2	01/03/2019	01/03/2019	E	29	/	E-15 Safety Provisions Issuance	U0010255- 07-03-2019- Lev.2/3
11	02/05/2019	17/05/2019	A	0	0.2	New revisions issued	U0019499- 07-05-2019- Lev.2
2	02/05/2019	17/05/2019	E	19	/	Family Assistance Plan entry	U0019499- 07-05-2019- Lev.2
12	15/05/2019	15/05/2019	A	0	0.2	New revisions issued	U0021366-20-05-2019 – Lev.3
3	15/05/2019	15/05/2019	C	4	/	Transposition as built and modification of construction site boundaries	U0021366-20-05-2019 – Lev.3
13	13/06/2019	13/06/2019	A	0	0.2	New revisions issued	U0032019 - 31-07-2019 - Lev.2
4	13/06/2019	13/06/2019	C	4	4.2; 4.4	New Quadrant 900 infrastructures inserted. Information on DAAD and ELoS integrated.	U0032019 - 31-07-2019 - Lev.2
7	13/06/2019	13/06/2019	D	5, 6	5.11; 6.2; 6.3	Revision numbering unified for both sections 5 and 6. New Quadrant 900 infrastructures inserted. Information on DAAD and ELoS integrated.	U0032019 - 31-07-2019 - Lev.2
14	31/07/2019	31/07/2019	A	0	0.2	New revisions issued	U0032019 - 31-07-2019 - Lev.2
8	31/07/2019	31/07/2019	B	2	2.1	Change of name of Training manager and organisational structure of PH Design	U0032019 - 31-07-2019 - Lev.2
15	01/12/2019	01/12/2019	A	0	/	Ref. CMR 44.19 & 52.19	U0048136 -03-12-2019 - Lev.2
9	01/12/2019	01/12/2019	B	2	/	Ref. CMR 44.19 & 52.19	U0048136 - 03-12-2019 - Lev.2
5	01/12/2019	01/12/2019	C	4	/	Ref. CMR 12.18	U0048136 - 03-12-2019 - Lev.2
8	01/12/2019	01/12/2019	D	5, 6	/	Ref. CMR 12.18	U0048136 - 03-12-2019 - Lev.2
16	04/05/2020	04/05/2020	A	0	0.2	New revisions issued	U0012289 07.04.2020 Lev.2
10	04/05/2020	04/05/2020	B	3		Ref. CMR 64.19	U0012289 07.04.2020 Lev.2

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17	01/06/2020	01/06/2020	A	0	0.2	New revisions issued	Ref. ENAC 128744/2019/Lev. 1
9	01/06/2020	01/06/2020	D	5.6	/	Ref. CMR 12.18	Ref. ENAC 128744/2019/Lev. 1
18	15/09/2020	15/09/2020	A	0	0.2	New revisions issued	N/A
11	01/09/2020	01/09/2020	B			Ref. CMR 39.20	U0020723 12.08.2020 Lev.2
19	01/11/2020	01/11/2020	A	0	0.2	New revisions issued in Ref. CMR 20.20	N/A
6	01/11/2020	01/11/2020	C	4		Ref. CMR 20.20	U0007333 18.02.2020 Lev.2
10	01/11/2020	01/11/2020	D	5-6		Ref. CMR 20.20	U0007333 18.02.2020 Lev.2
3	01/11/2020	01/11/2020	E	7-30		Ref. CMR 20.20	U0007333 18.02.2020 Lev.2
20	04/12/2020	04/12/2020	A	0	0.2	New revisions issued	N/A
11	04/12/2020	04/12/2020	D	5-6		Text corrections for internal and external checks. Updating with the data reported in PAI AIRAC 12/2020 cycle. PCB data update	N/A
21	15/02/2021	15/02/2021	A	0	0.2	New revisions issued	N/A
12	15/02/2021	15/02/2021	B	2-3	2.1.2, 3.2, 3.3, 3.4	Review of deputy list and refresher training	U0003197 05.02.2021 U0001114 15.01.2021 Lev.2
4	15/02/2021	15/02/2021	E	30	30.3	Handover introduction	U0001114 15.01.2021 Lev.2
22	12/03/2021	12/03/2021	A	0	0.1 and 0.2	ENAC-PROT-15/12/2020-0123247-P Document audit: AM and documentation; Report sheet: 0003/6684	U0006642 12.03.2021 Lev.2
13	12/03/2021	12/03/2021	B	2	2.2.3, 02/02/2011, 2.5.1, 2.5.2, 2.7.1, 2.7.2, 2.7.3.	ENAC-PROT-15/12/2020-0123247-P Document audit: AM and documentation; Report sheet: 0003/6684 Introduction of a revised change management process approved by ENAC	U0006642 12.03.2021 Lev.2 ENAC-PROT-11/03/2021-0027845-P Approval of paragraph 2.2.10 Change Mng Lev.1

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7	12/03/2021	12/03/2021	C	4	4.2, 4.4.1, 4.5, 4.6,	ENAC-PROT-15/12/2020-0123247-P Document audit: AM and documentation; Report sheet: 0003/6684	U0006642 12.03.2021 Lev.2
12	12/03/2021	12/03/2021	D	6	6.1, 6.3.2, 6.3.5, 6.5	ENAC-PROT-15/12/2020-0123247-P Document audit: AM and documentation; Report sheet: 0003/6684	U0006642 12.03.2021 Lev.2
5	12/03/2021	12/03/2021	E	7, 10, 14, 22.2 5.26, 27, 29	7.1, 10.2, 14.4, 22.2	ENAC-PROT-15/12/2020-0123247-P Document audit: AM and documentation; Report sheet: 0003/6684	U0006642 12.03.2021 Lev.2
23	23/04/2021	23/04/2021	A	0	0.2	New revisions issued	N/A
6	14/04/2021	14/04/2021	E	9, 10, 11, 12, 15, 16, 25, 30, 31, 32 and 33	15.5, 16.4	Alignment to EU Reg. EU 2020/2148 and related AMCs	N/A
24	24/06/2021	24/06/2021	A	0	0.2	New revisions issued	N/A
14	24/06/2021	24/06/2021	B	3	1.6.3	Introduction of recurrent training ADC A and M at 24 months and related changes. Structure revision according to AMC3 ADR.OR.E.005	U0006642 12.03.2021 and U0016612 23/06/2021 Lev.2
7	24/06/2021	24/06/2021	E	7-33	27	Entry of reference to A-PRO-03	U0006642 12.03.2021 Lev.2
25	30/07/2021	30/07/2021	A	0	0.2	New revisions issued	N/A
15	30/07/2021	30/07/2021	B	3	3.1.2. 1.1/2	assessment introduction after recurrent training	U00016612 dated 23/06/2021 Lev.2
8	30/07/2021	30/07/2021	E	7-33	9, 15, 24.	MOV17 cancellation; FOD Bin introduction; new GRF.	U00020522 dated 04/08/2021 and U00016612 dated 23/06/2021 Lev.2
26	13/10/2021	13/10/2021	A	0	0.2	New revisions issued	N/A

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16	16/09/2021	13/10/2021	B	2	2.6	Alignments to AMC3 ADR.OR.E.005 and contents of policy E-30 Alcohol, Drugs and Medicines Use Policy, renumbered to E-33	U0026787 13/10/2021 – Lev.2
8	02/09/2021	13/10/2021	C	4	4.4.6	Alignments to AMC3 ADR.OR.E.005	U0026787 13/10/2021 – Lev.2
13	15/09/2021	13/10/2021	D	6	6.1	Alignments to AMC3 ADR.OR.E.005 and entry of Runway Slope data	U0026787 13/10/2021 – Lev.2
9	16/09/2021	13/10/2021	E	7-33	8.1,8.2, 15.1,16.1,16.4,33.2	Alignments to AMC3 ADR.OR.E.005 and renumbered E-33 Policy	U0026787 13/10/2021 – Lev.2
27	22/11/2021	22/11/2021	A	0	0.2	New revisions issued	N/A
17	25/10/2021	22/11/2021	B	2-3	2.1, 3.1	APOC and APOC Manager entry and ADE qualification requirements	U0030613 dated 12/11/2021 and U0016612 dated 23/06/2021 - Lev.2
10	25/10/2021	22/11/2021	E	7-33	14, 32	APOC management of the airport journal. APOC contribution to the handover.	U0030613 dated 12/11/2021 – Lev.2
28	27/01/2022	27/01/2022	A	0	0.2	New revisions issued	N/A
18	10/12/2021	27/01/2022	B	2-3	2.1, 2.2, 2.3, 3.1.2.1.4/5	Safety Board” renamed “Safety Review Board”. Changes of safety committee output. Revised description of the continuous compliance process (monitoring and gap analysis process). Revised description of the audit program issue. Clarification of external instructor qualification requirements for ADC type M.	U0002846 del 27-01-2022 – Liv.2
14	18/01/2022	27/01/2022	D	6	6.5	Standard taxiroutes entry in alignment with AIP	U0012417 del 14-05-2021 – Liv.2
11	25/01/2022	27/01/2022	E	7	7.1	Updating of the reference legislation.	U0002839 del 27.01.2022 - Liv.2
29	24/02/2022	24/02/2022	A	0	0.2	New revisions issued	N/A
19	18/02/2022	24/02/2022	B	2-3	2.1.1.5	New Asset Operation & Maintenance org chart.	U0006372 del 24-02-2022 – Liv.2
30	17/03/2022	17/03/2022	A	0	0.2	New revisions issued	U0009136 del 16-03-2022 – Liv.2
20	15/03/2022	17/03/2022	B	2-3	2.2.2.1; 3.1.2.1.2	New Safety Policy. ADC Vol.3 Course Syllabus integration.	U0009136 del 16-03-2022 – Liv.2

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Rev.no.	Revision date	Entry into force	Part	Sec.	Par.	Summary description of the revision	Approv/Notif. and change lev. Ref. no.
12	03/03/2022	17/03/2022	E	7-33	14.1, 14.4, 15.3, 22.2, 25, 30.	Revision to details referments to E-15 DDS specific docs. Clarified the procedures of record keeping and checklist management. Introduced description of the process of sending weather report to contracted activities. Revisioned to details referments to applicable procedures.	U0009136 del 16-03-2022 – Liv.2
31	22/04/2022	22/04/2022	A	0	0.2	New revisions issued	U0009953 del 23.03.2022 – Liv.1-2 ENAC-PROT-14/04/2022-0046319-P
21	22/04/2022	22/04/2022	B	2-3	2.1, 2.1.1.1	Insertion of New PH Terminal and PH Design. Organizational change: introduction of "Operations Fiumicino".	U0009953 del 23.03.2022 – Liv.1-2 ENAC-PROT-14/04/2022-0046319-P

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0.2.5 List of effective pages

(Ref. AMC3 ADR.OR.E.005 – 0.2.5)

Part	Section	Pages	Rev. N.	Latest rev. date	Explanatory notes
A	0	All	31	22/04/2022	Aerodrome Manual Updates Record
A	0	All	30	17/03/2022	Aerodrome Manual Updates Record
A	0	All	29	24/02/2022	Aerodrome Manual Updates Record
A	0	All	28	27/01/2022	Aerodrome Manual Updates Record
A	0	All	27	22/11/2021	Aerodrome Manual Updates Record
A	0	All	26	13/10/2021	Aerodrome manual Updates Record
A	0	All	25	30/07/2021	Aerodrome manual Updates Record
A	0	All	24	24/06/2021	Aerodrome manual Updates Record
A	0	All	23	23/04/2021	Aerodrome manual Updates Record
A	0-1	All	22	12/03/2021	Update log and adjustment of the ENAC AM audit
A	0	All	21	15/02/2021	Aerodrome manual Updates Record
A	0	All	20	04/12/2020	Aerodrome manual Updates Record
A	0	All	19	01/11/2020	Aerodrome manual Updates Record
A	0	All	18	15/09/2020	Aerodrome manual Updates Record
A	0	All	17	01/06/2020	Aerodrome manual Updates Record
A	1	All	0	05/12/2016	First Edition of the Airport Manual
B	2-3	All	21	22/04/2022	Insertion of New PH Terminal and PH Design. Organizational change: introduction of “Operations Fiumicino”.
B	2-3	All	20	15/03/2022	New Safety Policy. ADC Vol.3 Course Syllabus integration.
B	2-3	All	19	18/02/2022	New Asset Operation & Maintenance org chart.
B	2-3	All	18	10/12/2021	Safety Board” renamed “Safety Review Board”. Changes of safety committee output. Revised description of the continuous compliance process (monitoring and gap analysis process). Revised description of the audit program issue. Clarification of external instructor qualification requirements for ADC type M.
B	2-3	All	17	25/10/2021	APOC and APOC Manager entry and ADE qualification requirements
B	2	All	16	16/09/2021	Alignment to AMC3 ADR.OR.E.005 and contents of the E-30 policy
B	3	All	15	30/07/2021	assessment introduction after recurrent training
B	3	All	14	24/06/2021	Introduction of recurrent training ADC A and M at 24 months and subsequent necessary related changes; Section 3 structure alignment to AMC3 ADR.OR.E.005
B	2-3	All	13	12/03/2021	AM ENAC Audit update
B	3	All	12	15/02/2021	Refresher training update Reg.EU2020-2148
B	2	All	11	01/09/2020	Additions to ENAC prescriptions and ADR internal audit
B	3	All	10	04/05/2020	Training/recurrent training/proficiency check requirements for unescorted persons inserted.
B	2	All	9	01/12/2019	Form amendment/supplementation. Update of safety, risk management and compliance monitoring committees
B	B-3	All	3	20/12/2019	New Training Manual Issuance
C		All	8	02/09/2021	Alignments to AMC3 ADR.OR.E.005
C	4	All	7	12/03/2021	AM ENAC Audit update
C	4	All	6	01/11/2020	Chapter structure update
C	4	1-26	5	01/12/2019	Stand Q300 entered.
D	5	All	11	04/12/2020	Text update
D	5	All	10	01/11/2020	Chapter structure update

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D	6	All	14	18/01/2022	Standard taxi routes entry in alignment with AIP
D	6	All	13	15/09/2021	Alignments to AMC3 ADR.OR.E.005 and runway slope data
D	6	All	12	12/03/2021	AM ENAC Audit update
D	6	All	11	04/12/2020	PAI and PCN data update
D	6	All	10	01/11/2020	Chapter structure update
D	6	1-22	9	01/06/2020	Obstacle data update.
E	7	1	5	25/01/2022	Updating of the reference legislation.
E	7	1	4	12/03/2021	AM ENAC Audit update
E	7	1	3	01/11/2020	Section structure changed with additional references to procedures concerned
E	7	1	2	10/07/2018	ADQ Manual Introduced
E	8	1-2	2	16/09/2021	Modified structure in alignment with AMC3 ADR.OR.E.005
E	8	1-2	1	01/11/2020	Section structure changed with additional references to procedures concerned

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E	8	1-2	0	05/12/2016	First Edition of the Airport Manual
E	9	1-3	3	30/07/2021	MOV17 annulment
E	9	1-3	2	14/04/2021	Text update
E	9	1-3	1	01/11/2020	Section structure changed with additional references to procedures concerned
E	9	1-3	0	05/12/2016	First Edition of the Airport Manual
E	10	2	3	14/04/2021	Alignment to EU Reg. EU 2020/2148 and related AMC's
E	10	2	2	12/03/2021	AM ENAC Audit update
E	10	2	1	01/11/2020	Section structure changed with additional references to procedures concerned
E	10	1	0	05/12/2016	First Edition of the Airport Manual
E	11	1	2	14/04/2021	Alignment to EU Reg. EU 2020/2148 and related AMC's
E	11	1	1	01/11/2020	Section structure changed with additional references to procedures concerned
E	11	1	0	05/12/2016	First Edition of the Airport Manual
E	12	1	2	14/04/2021	Alignment to EU Reg. EU 2020/2148 and related AMC's
E	12	1	1	01/11/2020	Section structure changed with additional references to procedures concerned
E	12	1	0	05/12/2016	First Edition of the Airport Manual
E	13	1-2	1	01/11/2020	Section structure changed with additional references to procedures concerned
E	13	1-2	0	05/12/2016	First Edition of the Airport Manual
E	14	1-3	7	03/03/2022	Alignments to the new EU regulation 2020/1234 - AMS.
E	14	1-2	6	25/10/2021	APOC management of the airport journal.
E	14	1-2	5	12/03/2021	AM ENAC Audit update
E	14	1-2	4	01/11/2020	Section structure changed with additional references to procedures concerned
E	14	1	3	10/07/2018	Procedures description amendment
E	15	1-4	8	03/03/2022	Revision to details referments to E-15 DDS specific docs.
E	15	1-3	7	16/09/2021	Title and content alignment to AMC3 ADR.OR.E.005
E	15	1-3	6	30/07/2021	FOD Bin introduction
E	15	1-3	5	14/04/2021	Alignment to EU Reg. EU 2020/2148 and related AMC's
E	15	1-3	4	01/11/2020	Section structure changed with additional references to procedures concerned
E	15	1-3	3	01/03/2019	E-15 Safety Provisions Issuance
E	16	1-2	6	16/09/2021	Contents alignment to AMC3 ADR.OR.E.005
E	16	1-2	5	14/04/2021	Alignment to EU Reg. EU 2020/2148 and related AMC's
E	16	1-2	4	01/11/2020	Section structure changed with additional references to procedures concerned
E	16	1	3	01/03/2019	E-15 Safety Provisions Issuance
E	17	1	1	01/11/2020	Detailed applicable procedure contents
E	17	1	0	05/12/2016	First Edition of the Airport Manual
E	18	1	2	01/11/2020	Section structure changed with additional references to procedures concerned
E	18	1	1	05/04/2017	Integration of ENAC requirements
E	19	1	3	01/11/2020	Section structure changed with additional references to procedures concerned
E	19	1	2	02/05/2019	PEA review
E	20	1	1	01/11/2020	Modified section structure
E	20	1	0	05/12/2016	First Edition of the Airport Manual

E	21	1	1	01/11/2020	Modified section structure
E	21	1	0	05/12/2016	First Edition of the Airport Manual
E	22	1-2	7	03/03/2022	Clarified the procedures of record keeping and checklist management.
E	22	1-2	6	12/03/2021	AM ENAC Audit update
E	22	1-2	5	01/11/2020	Modified section structure
E	22	1-2	4	01/03/2019	E-15 Safety Provisions Issuance
E	23	1	3	01/11/2020	Section structure changed with additional references to procedures concerned
E	23	1	2	15/01/2018	AWO entry
E	24	1	2	30/07/2021	New GRF (Global Reporting Form)
E	24	1	1	01/11/2020	Modified section structure
E	24	1	0	05/12/2016	First Edition of the Airport Manual
E	25	1	4	03/03/2022	introduced description of the process of sending weather report to contracted activities.
E	25	1	3	14/04/2021	Text updates
E	25	1	2	12/03/2021	AM ENAC Audit update
E	25	1	1	01/11/2020	Section structure changed with additional references to procedures concerned
E	25	1	0	05/12/2016	First Edition of the Airport Manual
E	26	1	2	12/03/2021	AM ENAC Audit update
E	26	1	1	01/11/2020	MAN19 procedure repealed and applicable procedures described in the body of the section.
E	26	1	0	05/12/2016	First Edition of the Airport Manual
E	27	1	3	24/06/2021	Entry of reference to A-PRO-03
E	27	1	2	12/03/2021	AM ENAC Audit update
E	27	1	1	01/11/2020	Section structure changed with additional references to procedures concerned
E	27	1	0	05/12/2016	First Edition of the Airport Manual
E	28	1	2	01/11/2020	Detailed applicable procedure contents
E	28	1	1	15/01/2018	Amended section and procedures description
E	29	1	4	12/03/2021	AM ENAC Audit update
E	29	1	3	01/11/2020	Section structure changed with additional references to procedures concerned
E	29	1-2	2	01/03/2019	E-15 Safety Provisions Issuance
E	30	1	1	03/03/2022	Revised to details referments to applicable procedures
E	30	1	0	14/04/2021	Alignment to EU Reg. EU 2020/2148 and related AMCs
E	31	1	0	14/04/2021	Alignment to EU Reg. EU 2020/2148 and related AMCs
E	32	1-2	2	25/10/2021	APOC contribution to the handover.
E	32	1	1	14/04/2021	Alignment to EU Reg. EU 2020/2148 and related AMCs
E	33	1-3	6	16/09/2021	Appendix E-33 Policy renumbering
E	33	1-3	5	14/04/2021	Alignment to EU Reg. EU 2020/2148 and related AMCs
E	30	1-3	4	15/02/2021	Handover paragraph introduced
E	30	1-3	3	01/11/2020	Modified section structure
E	30	1-3	2	01/12/2018	PRO02 procedure inserted
E	30	1-3	1	10/07/2018	MOV07 procedure repealed

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Key: R: reviewed page; A: added page; D: deleted page

Date	Role	Name/Surname	Signature
22/04/2022	Safety and Compliance Monitoring Manager	Marina Maschio	
22/04/2022	Accountable Manager	Ivan Bassato	

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0.2.5.1 Index to the Appendices

Part	Sec	Name	Code	Manager	Title
A	0	Appendix 1	A-0-A01	Safety & Compliance Monitoring Manager	Management of certification documents.
B	2	Appendix 1	B-2-A01	Safety & Compliance Monitoring Manager	List of manager names
B	2	Appendix 2	B-2-F01	Safety & Compliance Monitoring Manager	Occurrence Management Forms
B	2	Appendix 3	B-2-F02	Safety & Compliance Monitoring Manager	Change Notification Form Document
B	2	Appendix 4	B-2-F03	Safety & Compliance Monitoring Manager	Compliance Monitoring Report
B	2	Appendix 5	B-2-F04	Safety & Compliance Monitoring Manager	Change Management Report
B	2	Appendix 6	B-2-IO01	Safety & Compliance Monitoring Manager	Instruction for posting documentation on websites
B	3	Manual	B-3-TRM01	Training Manager	Training Manual

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0.2.6 Display of changes made to texts

(Ref. AMC3 ADR.OR.E.005 – 0.2.6)

As highlighted in the procedure referred to in Section 0 - Appendix 1, part of the modified paragraphs will be marked with a sidebar as shown below.

Modification

When the whole paragraph is modified, the title of the latter will be marked with a sidebar.

Any insertion of chapters or paragraphs from scratch in the Aerodrome Manual and/or its appendices will instead be highlighted in grey.

0.2.7 Temporary revisions

(Ref. AMC3 ADR.OR.E.005 – 0.2.7)

If there is a need for a temporary revision of the AM due to:

- Temporary changes in the use of infrastructures
- Temporary inhibition of the use of an infrastructure
- Temporary changes to the organisational structure (e.g., interim manager).

This revision will be marked by a sidebar as shown below. Temporary revision

The process of this type of review must in any case follow what is indicated in paragraph 0.2.

A typical example of a temporary review is the interim appointment of a key certification figure for a limited time awaiting a new appointment or, more generally, a document integration with a limited action in time resulting from an ongoing change process.

0.2.8 Distribution

(Ref. AMC3 ADR.OR.E.005 – 0.2.8)


0.2.8.1 Distribution system

The Aerodrome Manual is made available:

- on the ADR "Leonardo" corporate website
- on the Aeroporti di Fiumicino website at www.adr.it

The website has a dedicated notification system to identify the part of the Aerodrome Manual or the modified appendix/attachment.

All the contents of the portal are the exclusive and confidential property of the ADR Management Company and/or its successors in title and/or third parties where indicated and are protected by current national

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and international regulations regarding the protection of Intellectual and/or Industrial Property and copyright.

The recipients of the Aerodrome Manual and all its appendices acknowledge that they are prohibited from disclosing information and documentation to third parties without the authorisation of ADR for purposes other than those contemplated in EU Regulation 139/14.

0.2.8.2 Distribution list


The Manual and its appendices are available in electronic copy only.

The recipients of the Aerodrome Manual and its appendices can print the document whilst being aware that the printed document is an uncontrolled copy.


It is the responsibility of the recipients of the Aerodrome Manual and its appendices to collect obsolete copies within their organisation and to disseminate, within them, the only copies in force marked by an amendment and a revision.

The Aerodrome Manual is a public document that can be viewed, through credentials, by all persons who in any capacity operate in the airside area.

The attachments to the Aerodrome Manual are not public and have a distribution list according to the distribution mapping in Section 0 - Appendix 1.

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PART A -SECTION 1 – GENERAL INFORMATION

(Ref. AMC3 ADR.OR.E.005 – 1)

1 GENERAL INFORMATION

1.1 PURPOSE OF THE AERODROME MANUAL

(Ref. AMC3 ADR.OR.E.005 – 1.1)

The Aerodrome Manual represents an efficient management tool based on a systematic approach aimed at the correct functioning of the Airport.

The Manual contains or refers to all the information necessary for the safe use, operation and maintenance of the Airport and its equipment as well as the protection and obstacle limitation surfaces and other areas connected thereto. The Manual consists of a collection of documents, plans and procedures aimed at representing the characteristics of the airside infrastructures, operations and organisation of the ADR Management Company.

The Aerodrome Manual is a tool for:


- informing operators about their duties and responsibilities regarding safety;
- clarifying "safety responsibilities";
- defining the expected performance policy and standards and the procedures with which they will be achieved.

The Manual constitutes the reference for all staff, both Airport Operator and of other airport entities, public and private, who must compulsorily comply with what is indicated therein during the performance of their duties to guarantee the functioning of the airport with reference to operational safety.

The content of the Aerodrome Manual reflects the certification basis and the requirements listed in the Certification Specification part and in the Organisation and Operation Requirements part (Appendix III and IV of EU Regulation 139/2014) suitable not to contravene the certificate specifications.

For services not provided directly by the Airport Operator at the FCO airport, ADR has signed specific agreements which define the perimeters of competence and responsibility, respectively, of the Airport Operator and of the third parties providing these services, as well as the Airport Operator's control procedures to guarantee compliance of the essential requirements dictated by the Regulation.

The Aerodrome Manual observes the principles of human factors and is organised to facilitate its preparation, use and review.

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1.2 ROLE OF THE AIRPORT OPERATOR

(Ref. AMC3 ADR.OR.E.005 – 1.2)

The Airport Operator is the subject entrusted with, under the control and supervision of ENAC, together with other activities or exclusively, the task of administering and managing the airport infrastructures according to criteria of transparency and non-discrimination and check the activities of the various private operators present in the airport in question.

The eligibility of the Airport Operator to carry out these activities, in compliance with the technical safety standards, is certified by the certification issued by ENAC pursuant to EU Regulation 139/14.

Aeroporti di Roma S.p.A. ensures the management and development of the capital's airport system, consisting of Fiumicino and Ciampino airports, pursuant to Law No. 755 dated 10 November 1973 and the *“Agreement for the management of the airport system of the Capital and Planning Agreement, pursuant to Article 17, paragraph 34-bis of Decree Law No. 78 dated 1 July 2009, converted, with amendments, into Law No. 102 dated 3 August 2009, including the principles and criteria for its periodic updating”*, stipulated with the Ente nazionale per l’Aviazione Civile (**“ENAC”**) [Italian National Civil Aviation Authority] on 25 October 2012, as approved by DPCM [Decree of the President of the Council of Ministers] dated 21 December 2012 and subsequent additional deeds.

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1.3 CONDITION OF USE OF THE AERODROME

(Ref. AMC3 ADR.OR.E.005 – 1.3)


All those who carry out activities in the airside area are required to comply, in addition to the requirements contained in the legislation applicable to the type of activity carried out, with the provisions contained:

- in the Aerodrome Manual
- In the Airport Regulations (containing provisions not related to the maintenance of safety requirements).

All staff of ADR or third parties operating at Fiumicino airport must carry out their activities in full compliance with the applicable Community and national legislation, in force and in the future, with all the ENAC Ordinances and Provisions, also in its peripheral branches, and any other competent Authority at the airport, as well as all the Procedures, Regulations and Operational Provisions, in force and in the future, issued by ADR in its capacity as Airport Manager.

Each Airport Operator shall specifically be required to comply with the contents of this Manual, both for the activities carried out directly and for the activities carried out with the help of third parties, within the limits allowed by the applicable legislation, towards which it is obliged to provide adequate information regarding the contents of said Manual.

Each Airport Operator must comply with all current and future Laws, Provisions and Regulations on occupational safety, operational safety of flight infrastructures and systems and environmental protection, also being subject to all the limitations and constraints deriving from the fact of operating in the airport area.

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1.4 OBLIGATIONS OF ADR

(Ref. AMC3 ADR.OR.E.005 – 1.4)

1.4.1 Responsibilities of the Airport Operator

The Aeroporti di Roma Company holds certificate no. IT.ADR.0001 issued on 20/12/2016 by ENAC which certifies its suitability to manage Fiumicino Airport in compliance with the technical standards of operational safety.

In application of the provisions of the certificate, the Accountable Manager must respect and ensure that the technical specifications of the certificate are complied with.

The National Civil Aviation Authority must oversee and monitor, through periodic audits of the Compliance Management structure, the competence of the Manager in ensuring and maintaining the safety of operations over time in accordance with the applicable EASA requirements as well as the certification basis.

For the purposes of determining compliance with the relevant requirements of EU Regulation 2018/1139 and the corresponding implementation rules, the Aeroporti di Roma Company ensures the competent ENAC staff:

- a) access to systems, documents, registers, data, procedures and any other material relevant to the activity subject to certification or declaration, whether or not it is the subject of a contract; and
- b) the execution of any action, inspection, control, assessment or activity that the competent authority deems necessary in order to demonstrate compliance.