



**Aeroporto Leonardo Da Vinci – Fiumicino**  
**AERODROME MANUAL – PART E**  
**AERODROME OPERATIONAL PROCEDURES, EQUIPMENT AND**  
**SAFETY MEASURES**

**SECTIONS 7 – 33**

COURTESY TRANSLATION – IN CASE OF CONFLICT ITALIAN VERSION PREVAILS

## Summary

<b>7</b>	<b>HANDLING AIRPORT INFORMATION.....</b>	<b>5</b>
7.1	Methods and procedures for the provision of information to be included in the Publication of Aeronautical Information (PAI), as well as for the reporting of related changes for which the issuance of a NOTAM is required, including reports to the Competent Authority and the traceability thereof	5
7.2	Procedures and frequencies for the collection of aeronautical data, including areas subject to monitoring. ....	5
<b>8</b>	<b>MANOEUVRING AREA ACCESS PROCEDURES .....</b>	<b>7</b>
<b>8.1</b>	Procedure for accessing the airport and its operational areas, including the access of vehicles	<b>Error. The bookmark is not defined.</b>
8.2	Coordination with the authorities responsible for security .....	7
8.3	Preventing unauthorised access to the manoeuvring area.....	8
<b>9</b>	<b>INSPECTION, ASSESSMENT AND REPORTING OF THE CONDITIONS OF THE MANOEUVRING AREA AND OTHER OPERATIONAL AREAS.....</b>	<b>9</b>
9.1	Methods and means of communication with the ATS supplier during inspections	9
9.2	Inspection checklists, inspection reports and record keeping	10
9.3	Frequency of inspections and action management procedures .....	11
<b>10</b>	<b>ROUTINE AND NON-ROUTINE INSPECTION AND MAINTENANCE OF VISUAL AND NON-VISUAL AIDS AND OF ELECTRICAL POWER SYSTEMS</b>	<b>12</b>
10.1	Inspection checklists, inspection reports and record keeping	12
10.2	Frequency of inspections and action management procedures .....	13
<b>11</b>	<b>AIRPORT EQUIPMENT</b>	<b>14</b>
11.1	Equipment handled by the Airport Operator.....	14
11.2	Equipment not handled by the Airport Operator	14
<b>12</b>	<b>MAINTENANCE OF PAVING AND UNPAVED AREAS OF THE MANOEUVRING AREA</b>	<b>16</b>
12.1	Maintenance of the manoeuvring area relating to paved areas, unpaved runways and taxiways, the drainage of runways, strips and of the airport .....	16
12.2	Operations involving infrastructure overload conditions	16

---

<b>13</b>	<b>WORKS MANAGEMENT IN THE MANOEUVRING AREA.....</b>	<b>17</b>
13.1	Coordination, planning and construction of infrastructure and maintenance works	17
13.2	Procedures and means of communication with air traffic services providers during works	18
<b>14</b>	<b>APRON MANAGEMENT SERVICE.....</b>	<b>19</b>
14.1	Transfer of the aircraft between the air traffic service provider and the AMS unit .....	19
14.2	Aircraft stand assignment .....	19
14.3	Motor start-up and push-back.....	19
14.4	Marshalling and follow-me service	20
<b>15</b>	<b>APRON SAFETY MANAGEMENT.....</b>	<b>21</b>
15.1	Jet Blast prevention and protection .....	21
15.2	Safety measures during aircraft refuelling operations .....	22
15.3	FOD prevention, including apron cleaning.....	22
15.4	Checking of compliance with the safety procedures by the staff operating on the apron .....	23
15.5	Escort, control and protect passengers in Aprons from vehicular traffic and aircraft, using dedicated routes and avoiding interference with ground assistance activities.....	23
<b>16</b>	<b>CONTROL OF VEHICLES OPERATING IN THE MANOEUVRING AREA, CIRCULATION RULES AND ISSUANCE OF AIRPORT LICENCES</b>	<b>24</b>
16.1	Vehicle check.....	24
16.2	Circulation rules.....	25
16.3	Issuance of the airport licence .....	25
16.4	Escort procedures .....	25
<b>17</b>	<b>MANAGING WILDLIFE-RELATED HAZARDS .....</b>	<b>27</b>
<b>18</b>	<b>MONITORING OF THE AIRPORT AND NEIGHBOURING AREAS .....</b>	<b>28</b>
18.1	Monitoring of obstacles within and outside of the airport grounds and actions to be taken, within the limits of the Airport Operator's responsibilities	28
18.2	Monitoring and mitigation of hazards relating to human activities and land use at the airport and surroundings, within the limits of the Airport Operator's responsibilities.....	28

COPY NOT CHECKED IF PRINTED OR DOWNLOADED - UNCONTROLLED WHEN PRINTED/DOWNLOADED

ADR S.p.a. Restricted

This document contains information belonging to ADR S.p.a.; use of this information by the recipient is permitted exclusively in relation to the purpose for which the document was received. The reproduction or distribution of this document or any attachments is not permitted without the express authorization of ADR S.p.a.

---

<b>19 AIRPORT EMERGENCY PLAN</b> .....	<b>29</b>
19.1 Emergency management at and around the airport.....	29
19.2 Checking of infrastructure and equipment to be used in the event of emergency .....	29
19.3 Exercises aimed at checking the adequacy of the Emergency Plan .....	29
<b>20 RESCUE AND FIRE-FIGHTING SERVICES</b> .....	<b>30</b>
<b>21 REMOVAL OF CRASHED AIRCRAFT</b> .....	<b>31</b>
<b>22 MANAGEMENT AND STORAGE OF FUEL AND HAZARDOUS GOODS</b>	<b>32</b>
22.1 Equipment, storage areas, delivery, dispensing, management and related safety measures .....	32
22.2 Quality and correct fuel classification, audit and inspection intervals, control checklists, sampling and record keeping .....	32
<b>23 LOW-VISIBILITY OPERATIONS</b> .....	<b>34</b>
<b>24 WINTER OPERATIONS</b> .....	<b>35</b>
<b>25 OPERATIONS IN ADVERSE WEATHER CONDITIONS</b> .....	<b>36</b>
<b>26 NOCTURNAL OPERATIONS</b> .....	<b>37</b>
<b>27 PROTECTION OF RADARS AND OTHER AIDS TO NAVIGATION</b> .....	<b>39</b>
<b>28 OPERATIONS OF AIRCRAFT WITH A HIGHER LITERAL CODE</b>	
<b>THE AIRPORT'S REFERENCE CODE</b> .....	<b>40</b>
<b>29 FIRE PREVENTION IN THE MANOEUVRING AREA</b> .....	<b>41</b>
<b>30 COMMUNICATION PROCEDURES</b> .....	<b>42</b>
<b>31 AIRCRAFT TOWING PROCEDURES</b> .....	<b>43</b>
<b>32 HANDOVER OF ACTIVITIES</b> .....	<b>44</b>
<b>33 OTHER PROCEDURES</b> .....	<b>46</b>
33.1 USE OF ALCOHOL, DRUGS AND MEDICATION .....	46
33.2 PLANNING.....	47

## 7 HANDLING AIRPORT INFORMATION

This section is structured on the basis of the following contents:

### 7.1 Methods and procedures for the provision of information to be included in the Publication of Aeronautical Information (PAI), as well as for the reporting of related changes for which the issuance of a NOTAM is required, including reports to the Competent Authority and the traceability thereof

The Change management process described in **B-2-2.10** has, as input, the instances of infrastructural, operational and organisational change that have a potential impact on the certification requirements. In this context, any changes, be they definitive or transitory, relating to airport information are assessed.

The change management process interfaces with the ATS service provider (ENAV) under **ADR-ENAV Agreement Appendix 9** – Change management.

The aeronautical data management process published in AIP is governed by the following documents:

- **ADR-ENAV Agreement Appendix 1** - Agreement for the provision of aeronautical data;
- **E-7-MOV01** – “Notification of changes to aerodrome information reported in the PAI” operating procedure. Describes the aeronautical data management process insofar as the Airport Operator is concerned, in accordance with the ADR-ENAV Agreement;
- **E-7-ADQ Manual** – Manual that describes the quality management process of aeronautical data, in compliance with Regulation EU 139/2014 and 373/2017, ENAV-ADR Agreement and Reg. “Aeronautical Information Service” ENAC;
- **E-7-MOV06** – “Dissemination of Information on Airport Operations” Operating Procedure. Describes the communication flow and responsibilities in disseminating aeronautical information via NOTAM;

The obstacle data management process is governed by the following documents:

- **ADR-ENAV Agreement Appendix 7** – “Monitoring of Obstacles to Air Navigation”.
- **E-18-GEN03** – “Managing Obstacles and Hazards to Air Navigation” Operating Procedure. Describes the obstacles data management process insofar as the Airport Operator is concerned, in accordance with the ADR-ENAV Agreement. The procedure also describes the communication process under the responsibility of the Airport Operator in relation to the status of the obstacle reports and the presence of any hazards to air navigation.

The process of detecting airport obstacles is specifically governed by the same procedure **E-18-GEN03**.

### 7.2 Procedures and frequencies for the collection of aeronautical data, including areas subject to monitoring.

The frequencies for aeronautical data collection are described in the **E-7-ADQ Manual**.

The frequencies for the detection (for monitoring purposes) of the data relating to obstacles are reported in procedure **E-18-GEN03**.

---

**COPY NOT CHECKED IF PRINTED OR DOWNLOADED - UNCONTROLLED WHEN PRINTED/DOWNLOADED**

**ADR S.p.a. Restricted**

This document contains information belonging to ADR S.p.a.; use of this information by the recipient is permitted exclusively in relation to the purpose for which the document was received. The reproduction or distribution of this document or any attachments is not permitted without the express authorization of ADR S.p.a.

## 8 MANOEUVRING AREA ACCESS PROCEDURES

Access to the manoeuvring area and other operational areas of the Airport, including vehicle access, is governed by the following procedures:

- **Appendix 6.1 of the Airport Regulation:** Procedure for the issuance of airport badges, which also guarantees, in addition to the security requirements provided for by EU Regulation 1998/2015 and by the National Civil Aviation Safety Programme, the fulfilment of the training obligations in the field of Safety provided for by EU Regulation 139/2014 and described in the Aerodrome Manual. The procedure also describes the access procedures for escorted staff;
- **Aerodrome Manual B-3:** defines the training obligations for unescorted staff who need to access the manoeuvring area;

Access of means, vehicles and equipment to the manoeuvring area is governed by the following procedures

- **Appendix 6.2 of the Airport Regulation:** Procedure for issuing passes for circulation in the airside area for means, vehicles and equipment. The procedure guarantees, in addition to the security requirements provided for by EU Regulation 1998/2015 and by the National Civil Aviation Safety Programme, the fulfilment of the Safety obligations required by EU Regulation 139/2014 and described in the Aerodrome Manual. The procedure also describes the escorted access procedures;
- **E-15-DDS Volume 2:** Safety provisions for Airside circulation, lists the requirements defined by the Airport Operator pursuant to EU Regulation 139/2014, to allow the issuance of the access and circulation permit to the manoeuvring area and other regulated areas of Fiumicino airport.

This section includes:

### 8.1 Coordination with the authorities responsible for security

In accordance with EU Regulation 1998/2015 and with the National Civil Aviation Security Programme, the governance of the airport security system is ensured by the figure of the Security Manager, who has, amongst his duties, to coordinate this activity with the police and the ministerial and airport authorities.

The Security Manager, as part of the Airport Operator's organisational structure, reports directly to the Accountable Manager and coordinates with the other responsible figures within the airport operating committee and the dedicated working groups set up occasionally for issues that have both impacts and Safety and Security.

---

COPY NOT CHECKED IF PRINTED OR DOWNLOADED - UNCONTROLLED WHEN PRINTED/DOWNLOADED

ADR S.p.a. Restricted

This document contains information belonging to ADR S.p.a.; use of this information by the recipient is permitted exclusively in relation to the purpose for which the document was received. The reproduction or distribution of this document or any attachments is not permitted without the express authorization of ADR S.p.a.

**8.2 Preventing unauthorised access in the manoeuvring area**

Access to the manoeuvring area of people and vehicles is governed by the following procedures:

- **Appendix 6.1 of the Airport Regulation:** Procedure for issuing airport passes;
- **Appendix 6.2 of the Airport Regulation:** Procedure for issuing passes for circulation in the airside area for means, vehicles and equipment.

The prevention of unauthorised access is guaranteed by:

- Supervision of the access gates by security staff;
- An alarm system and cameras that report, directly to the Police Forces, any improper use of the unattended access gates inside the security restricted area, as well as any unauthorised access attempt through the physical perimeter barrier that delimits the manoeuvring area;
- An automatic recognition system for authorised staff directly connected to the airport card database.



## **9 INSPECTION, ASSESSMENT AND REPORTING OF THE CONDITIONS OF THE MANOEUVRING AREA AND OTHER OPERATIONAL AREAS**

This section breaks down as follows:

### **9.1 Methods and means of communication with the ATS supplier during inspections**

Communication with ENAV-TWR is mandatory for the inspection activities that are carried out in the Manoeuvring Area.

Communications with ENAV-TWR take place via UHF radio.

**ADR-ENAV Agreement Appendix 8** - Exchange of information. This is the interface procedure between ADR and ENAV that defines the procedures for exchanging operational information input to daily operations.

The general rules for carrying out these inspections are set out below:

- ☐ CHECK THE OPERATION OF THE RADIO BEFORE STARTING EACH ACTIVITY;
- ☐ REQUEST AUTHORISATION FROM ENAV-TWR TO ACCESS THE MANOEUVRING AREA DESCRIBING ACCESS POSITION, REASON AND EXPECTED ROUTE;
- ☐ ACCESS THE OPERATION AREA ONLY AFTER HAVING RECEIVED THE AUTHORISATION FROM ENAV-TWR;
- ☐ MAINTAIN RADIO CONTACT WITH TWR DURING ACTIVITIES AND FOLLOW ANY INSTRUCTIONS FROM ENAV-TWR;
- ☐ CARRY OUT THE RUNWAY INSPECTIONS IN THE OPPOSITE DIRECTION TO THAT OF THE RUNWAY IN USE;
- ☐ IN THE EVENT OF AN AIRCRAFT NOT REPORTED BY ENAV-TWR, IMMEDIATELY CLEAR THE RUNWAY AND CONTACT ENAV-TWR FOR INSTRUCTIONS;
- ☐ IN THE EVENT OF A REQUEST FROM ENAV-TWR TO INTERRUPT THE INSPECTION, CLEAR THE AREA AFTER READ BACK AND CONFIRM RWY CLEARED TO ENAV-TWR;
- ☐ IN THE EVENT OF INTERRUPTION OF COMMUNICATIONS, SUSPEND THE ACTIVITIES AND CONTACT ENAV-TWR VIA TELEPHONE;
- ☐ BEFORE ENGAGING A RUNWAY, TAXIWAY OR STRIP, AUTHORISATION MUST BE OBTAINED FROM ENAV-TWR;
- ☐ ONCE THE ACTIVITY HAS BEEN COMPLETED, COMMUNICATE TO ENAV-TWR THAT YOU HAVE CLEARED THE AREA BY COMMUNICATING THE EXIT POINT;

The detailed instructions on correct communication with ENAV-TWR are part of the mandatory training for driving licence in the manoeuvring area and are reported in the following documents:

- **E-15-DDS Volume 2**: Airside circulation rules;
- **E-16-ADC Volume 3**: Airside driving manual - Guide to communications and aeronautical phraseology;

The operating modes are described in the procedures listed in this section, Paragraph 9.2.

**9.2 Inspection checklists, inspection reports and record-keeping** The procedures mentioned in this paragraph contain the details of the checklists adopted for the execution of inspections, carried out and maintained with the aim of supporting the staff assigned to inspection activities, reducing the impact of the human factor. All evidence supporting the activities performed is maintained in compliance with the record keeping requirements (See ADR.OR D.035) described in the Aerodrome Manual (See A-0-A01).

Below are the operating procedures that include the inspection activities of the manoeuvring area:

**E-9-MOV02: "Airside Inspections" Operating Procedure.**

The procedure describes the responsibilities and operating procedures for performing the:

- scheduled inspections, carried out in the manoeuvring and movement area and specifically aimed at maintaining the safety conditions of the following infrastructures:
  - Runways and related STRIPs and RESA;
  - Taxiways and related STRIPs;
  - APRONs, including aircraft aprons and taxiways;
  - Green areas adjacent to the flight infrastructures;
  - Service roads and perimeter roads;
- non-routine inspections in the following cases at FOD risk:
  - Take-off of Code F aircraft;
  - Weather events;
  - Any reports and requests from ENAV-TWR, ENAC-DA and CEA.

**E-9-MOV05: "Detection and Diffusion of the Surface Condition of the Runways" Operating Procedure.**

The procedure describes the responsibilities and operating procedures for performing the:

- scheduled inspections for the purpose of periodic verification of runway adherence;
- inspections conducted on potentially contaminated floors and possible transmission to ENAV-TWR.

**E-9-MAN09: "AVL and Electrical Systems Maintenance" Operating Procedure.**

The procedure describes the activities that the Airport Operator puts in place for the maintenance of the AVL systems, including the periodic inspections carried out by EMN staff.

**E-15-GEN01: "Safety Provisions Monitoring" Operating Procedure.**

The procedure describes the responsibilities and operating procedures for carrying out the monitoring of the Safety provisions contained in the Aerodrome Manual.

**E-17-MOV11: "Plan for the prevention and control of the risk of impact with wildlife" operating procedure.**

The procedure describes the responsibilities and operating procedures for carrying out the monitoring carried out by the BCU.

**E-15-MOV21:** "Cleaning the Airside and FOD Prevention" Operating Procedure.

Describes the operational activities through which the manual and mechanised cleaning service of the airside areas is ensured, the equipment used and how to check the cleanliness of the airside. The cleaning of the airside operational areas is aimed at containing the F.O.D. and focused on maintaining optimal conditions of the state of the paved areas intended for the circulation of aircraft, means and vehicles. The procedure provides for an analysis system of the collected FOD in order to identify critical areas/FODs and issuance of the necessary mitigation actions.

### **9.3 Frequency of inspections and action management procedures**

The procedures mentioned in this section show the frequency of inspections and the methods of managing the actions resulting from the results thereof.

## **10 ROUTINE AND NON-ROUTINE INSPECTION AND MAINTENANCE OF VISUAL AND NON-VISUAL AIDS AND OF ELECTRICAL POWER SYSTEMS**

The facilities relating to the AVL are owned by the airport operator, Aeroporti di Roma S.p.A, whilst the radio assistance systems are owned by ENAV.

As regards AVLs, operational management is the responsibility of ENAV, whilst maintenance is the responsibility of ADR. Maintenance interventions are subject to the operational management of ENAV-TWR, the remote control system of which has priority over the maintenance system managed by ADR.

The communications between ADR and ENAV-TWR in these phases take place through a registered telephone line. All commands and operations performed are recorded electronically.

The complete configuration of the visual aids available is given in Part C of this Manual.

The maintenance programmes are developed in compliance with the principles of the Human Factor and ensuring the availability of the means necessary for the execution of planned activities.

### **10.1 Inspection checklists, inspection reports and maintenance of records**

Within the procedures mentioned in this paragraph, the details of the checklists adopted for the execution of the inspections are reported.

All evidence supporting the activities performed is maintained in compliance with the record keeping requirements (See ADR.OR D.035) described in the Aerodrome Manual (See A-0-A01).

Below are the operating procedures that the Airport Operator implements in order to ensure the efficiency of the AVLs and the horizontal and vertical signs of Fiumicino Airport:

#### **E-9-MOV02: "Airside Inspections" Operating Procedure.**

The procedure describes the responsibilities and operating procedures for carrying out inspections of the manoeuvring area, including the following visual aids:

- AVL lighting systems;
- Horizontal and vertical signage.

#### **E-9-MAN09: "AVL and Electrical Systems Maintenance" Operating Procedure.**

The procedure describes the activities that the Airport Operator puts in place for the maintenance of the following systems:

- AVL runways and taxiways;
- Approach path lighting systems;
- Optical approach slope indicator systems (PAPI);
- Light signalling systems for obstacles inside the airport grounds;
- Wind sleeves;
- Apron lighting systems (light towers);

- Vertical signage systems (luminous tables);
- Power supply systems;
- Track lights monitoring and control system;
- Temporary and field AVL systems;
- Airport lighthouse;

**E-10-MAN13:** "Management of the maintenance of horizontal signs of flight infrastructures" operating procedure.

The procedure describes the methods for managing maintenance interventions and monitoring the performance of road markings present on the following infrastructures:

- Runways;
- Taxiways;
- APRONS, including aircraft aprons and taxiways;
- Service roads and perimeter roads;

**E-11-MAN16:** "Management and maintenance of equipment" operating procedures.

The procedure describes the process of defining and implementing the maintenance programme of the VDGS and A-VDGS plants, both in relation to the management of scheduled maintenance and corrective maintenance.

## **102 Frequency of inspections and corrective action management procedures**

The procedures mentioned in this section show the frequency of inspections and the methods of managing the actions resulting from the results thereof.

The procedures mentioned in this section show the frequency of inspections and the methods for managing the actions resulting from the results thereof (ref. ICAO 9881 par. 3.3.4.4):

- a) The approach lights to the runway (where applicable, including additional CATIII systems) are inspected daily before sunset with the lights being switched on to check their efficiency;
- b) For the runway lights, there is a single lamp monitoring system that is always active and reports any anomalies;
- c) A daily inspection is planned for the taxiway lights;
- d) During the night shift, all Apron lights are inspected to identify any defects.

## 11 AIRPORT EQUIPMENT

This section includes instructions on operation, maintenance and intervention, as well as any information in this regard, of airport equipment.

The maintenance programme are developed in compliance with the principles of the Human Factor and ensuring the availability of the means necessary for the execution of planned maintenance activities.

### 11.1 Equipment handled by the Airport Operator

The equipment managed directly by ADR is listed below:

- 400 Hz converter systems;
- Air conditioning systems;
- Boarding bridges;
- Optical guidance systems (VDGS and A-VDGS);
- CCTV and supervision systems;
- Automatic doors and gates;

Their efficiency is guaranteed by the following procedure:

- **E-11-MAN16:** "Management and maintenance of equipment" operating procedures. The procedure describes the process of defining and implementing the maintenance programme of the equipment listed above, both in relation to the management of scheduled maintenance and corrective maintenance. The procedure includes instructions for the use of the pitch systems, drawn up by the Airport Operator on the basis of the manuals of the manufacturer of the individual equipment. The instructions are disclosed to the companies providing ground services which are responsible for ensuring the training and qualification of the staff responsible for using the aforementioned systems.

### 11.2 Equipment not handled by the Airport Operator

The refuelling system (Hydrant refuelling system) is managed by the sub-concessionaire company of the fuel depot.

- **ADR – SERAM SpA Agreement:** agreement for the sub-concession of state-owned areas, governing the management of the static fuel storage and distribution system.

The operation and maintenance of radio assistance and weather systems is carried out by ENAV.

- **ADR-ENAV Agreement Appendix 2 - Facilities.**

The agreement describes and defines the interface methods between ADR and ENAV in relation to the management of radio assistance and weather systems.

---

**COPY NOT CHECKED IF PRINTED OR DOWNLOADED - UNCONTROLLED WHEN PRINTED/DOWNLOADED**

**ADR S.p.a. Restricted**

This document contains information belonging to ADR S.p.a.; use of this information by the recipient is permitted exclusively in relation to the purpose for which the document was received. The reproduction or distribution of this document or any attachments is not permitted without the express authorization of ADR S.p.a.

## **12 MAINTENANCE OF PAVING AND UNPAVED AREAS OF THE MANOEUVRING AREA**

Maintenance programmes are developed in compliance with the principles of the Human Factor and ensuring the availability of the means necessary for the execution of the planned maintenance activities.

This section is structured on the basis of the following contents:

### **12.1 Maintenance of the manoeuvring area relating to paved areas, unpaved runways and taxiways, the drainage of runways, strips and of the airport**

Below are the operating procedures that describe the maintenance activities of the paved areas:

**E-12-MAN01:** "Management of the maintenance of the flooring of flight infrastructures" operating procedure.

Defines the procedures for monitoring the flooring of flight infrastructures and for planning scheduled and unscheduled maintenance interventions. It applies to the following infrastructures:

- Runways and related STRIPs and RESA;
- Taxiways and related STRIPs;
- APRONs, including aircraft aprons and taxiways;
- Service roads and perimeter roads;
- Structural part of drainage systems in the manoeuvring area;

**E-12-MAN18:** "Airport Drainage Management System" Operating Procedure.

Defines the methods for monitoring and maintaining the rainwater surface drainage system, in order to maintain in operational conditions the paved areas subject to the transit and parking of aircraft and of the unpaved areas acting as safety strips of the flight infrastructures. It applies to rainwater collection and conveyance systems of the following infrastructures:

- Runways and related STRIPs and RESA;
- Taxiways and related STRIPs;
- APRONs, including aircraft aprons and taxiways;

### **12.2 Operations involving infrastructure overload conditions**

In case of overloading of the floors, the following procedure is applied:

**E-12-MAN01:** "Management of the maintenance of the flooring of flight infrastructures" operating procedure.



### **13 WORKS MANAGEMENT IN THE MANOEUVRING AREA**

This section is structured on the basis of the following contents:

#### **13.1 Coordination, planning and construction of infrastructure and maintenance works**

The procedures applicable to the management of works that have a potential impact on the safety of operations and which are accompanied by a construction project are shown below:

##### **B-2-2.10: Change management.**

The change management process is initiated in the early planning stages. It allows for the assessment of the impacts of the activities covered by the project in relation to the hazards defined at the Airport, thus ensuring the realisation of the design documents, including for the correct management of the construction phases.

In this context, if applicable, the interface procedure with ENAV is activated.

##### **ADR-ENAV Agreement Appendix 9 - Change management.**

Interface procedure between ADR and ENAV which defines the information management methods for changes introduced by the Airport Operator that impact on ENAV and vice versa.

##### **E-30-PRO01: "Planning Procedure" Operating Procedure.**

Defines the design process, ensuring compliance with the safety requirements both in relation to the change before and after the works and in relation to compliance with the safety requirements for the various construction phases.

The following procedure applies both to interventions (be they new or maintenance) supported by the project and to minor maintenance works.

##### **E-13-MOV08: "Airside Works Checks" Operating Procedure.**

Defines the operating procedures linked to the opening, coordination and monitoring of construction sites. Also defines the procedures for the release into service of the areas following the completion of the works.

The procedure applies throughout the Manoeuvring and Apron areas and on the adjacent service roads.

The interventions on the airside infrastructures and airport systems carried out directly by ADR, ENAV or third parties, carried out directly or commissioned to external companies, fall within the scope of the following procedure.

The interventions may concern:

- construction from scratch or renovations;
- renovations with an increase in technical characteristics compared with the pre-existing situation;
- routine maintenance;
- non-routine maintenance;

---

**COPY NOT CHECKED IF PRINTED OR DOWNLOADED - UNCONTROLLED WHEN PRINTED/DOWNLOADED**

**ADR S.p.a. Restricted**

This document contains information belonging to ADR S.p.a.; use of this information by the recipient is permitted exclusively in relation to the purpose for which the document was received. The reproduction or distribution of this document or any attachments is not permitted without the express authorization of ADR S.p.a.

- urgent restorations of operations compromised by accidents or weather events.

### **13.2 Procedures and means of communication with air traffic services providers during works**

The methods of communication and coordination with ENAV-TWR are defined in the following procedures:

#### **ADR-ENAV Agreement Appendix 8 - Exchange of information.**

Interface procedure between ADR and ENAV that defines the procedures for exchanging operational information input to daily operations.

The operating methods are described in procedure **E-13-MOV08**.

## 14 APRON MANAGEMENT SERVICE

The orderly movement of aircraft on the aprons is ensured in collaboration between the Operator and ENAV in accordance with the provisions of the Navigation Code (Articles 691bis and 705) with the methods indicated in AIP - Italy and in the following document:

**ADR-ENAV Agreement Appendix 6** - “Orderly movement of aircraft, vehicles and people on aprons” Operations Letter.

Operations letter between ADR and ENAV describing the local operating procedures for coordinated management of the aprons of Fiumicino airport, in compliance with the provisions of the Navigation Code and applicable legislation in force, clearly defining and distributing responsibilities.

In summary for each operation, in the following table, the responsibilities allocated and the related procedures:

Operation	Responsibility	Procedure Referment
(1) regulate movement with the objective of preventing collisions between aircraft, and between aircraft and obstacles;	ENAV; ADR	E-14 Operation Letter Ordinato Movimento
(2) regulate entry of aircraft into, and coordinate exit of aircraft from the apron with the aerodrome control tower;	ENAV	E-14 Operation Letter Ordinato Movimento
(3) ensure safe and expeditious movement of vehicles;	ADR	E15-MOV16; E-15-DDS Vol2
(4) and appropriate regulation of the following activities:	/	/
(i) aircraft stand allocation;	ADR	E-14 Operation Letter Ordinato Movimento E-14 MOV09
(ii) provision of marshalling services;	ADR – Handler (APT02B)	E-14 Operation Letter Ordinato Movimento E-15-DDS Vol3
(iii) aircraft parking procedure and departure from the stand;	ENAV; ADR	E-14 Operation Letter Ordinato Movimento
(iv) aircraft refuelling;	ADR	E-15 MOV18
(v) jet blast precautions and engine tests;	ADR	E-33 PRO-01 Mda Parte B 2.2.10 E-14 Operation Letter Ordinato Movimento
(vi) start up clearances and taxi instructions.	ENAV	E-14 Operation Letter Ordinato Movimento

COPY NOT CHECKED IF PRINTED OR DOWNLOADED - UNCONTROLLED WHEN PRINTED/DOWNLOADED

ADR S.p.a. Restricted

This document contains information belonging to ADR S.p.a.; use of this information by the recipient is permitted exclusively in relation to the purpose for which the document was received. The reproduction or distribution of this document or any attachments is not permitted without the express authorization of ADR S.p.a.

This section includes:

#### **14.1 Transfer of the aircraft between the air traffic service provider and the AMS unit**

The AMS unit and the air traffic service provider are the same in ENAV. This aspect is governed by the following document:

**ADR-ENAV Agreement Appendix 6** - "Orderly movement of aircraft, vehicles and people on aprons" Operations Letter.

Operations letter between ADR and ENAV describing the local operating procedures for coordinated management of the aprons of Fiumicino airport, in compliance with the provisions of the Navigation Code and applicable legislation in force.

#### **14.2 Aircraft stand assignment**

The procedures applicable to the aircraft stand management process are shown below:

**E-14-MOV09:** "Stand Management and Movement Record" Operating Procedure. Defines the information flows and the methods relating to the planning process, assignment and use of remote stands and stands equipped with boarding piers for aircraft arriving and departing at Fiumicino Airport. The APOC structure, in the function of Interfunctional Coordination, manages, in coordination with Flight Control, the "Airport Journal" within which the movements of aircraft are recorded.

**E-14-GEN04:** "Additional Passenger Boarding and Disembarking Operations" Operating Procedure. Governs additional passenger boarding and disembarking operations on aprons within the limits of the field of applicability defined in the procedure itself. The purpose of the procedure is to create the conditions to ensure the safety and orderly movement of passengers during the carrying out of the aforementioned operations.

#### **14.3 Motor start-up and push-back**

Engine start-up and push-back operations are carried out under the responsibility of the pilot and handling operators according to the procedures described in the following document:

- **ADR-ENAV Agreement Appendix 6** - "Orderly movement of aircraft, vehicles and people on aprons" Operations Letter.
- **Document E-15 DDS Volume 3** – Apron Safety.

#### 14.4 Marshalling and follow-me service

The procedures for marshalling and follow me operations on aprons are carried out in accordance with the Commission Implementing Regulation (EU) No 923/2012 - SERA and SMI and related AMC and GM (rules of the air).

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

At Fiumicino airport, any Marshalling activities provided for in the Operation Letter on orderly movement and reported in the AIP are carried out:

- by ADR / ISE Operational Safety in the event of:
  - o the optical guide (VDGS) is not working;
  - o contingency parking;
  - o there are geometric constraints that do not allow autonomous access of the aircraft to the stand;
  - o there are obstacles that do not allow autonomous access of the aircraft to the stand;
  - or upon call by the TWR in case of need for the purpose of maintaining the safety of operations.
- By personnel of the handling companies (ref. APT02) suitably qualified on the remote stands not equipped with an optical guide.

The methods of intervention are described in the following document:

- **ADR-ENAV Agreement Appendix 6** - "Orderly movement of aircraft, vehicles and people on aprons" Operations Letter.
- **E-14 MO-FM&M Follow-Me and Marshalling Operating Manual**
- **E-15 DDS – Safety Rules - Volume 3 Apron Safety** section Marshalling e follow-me

## **15 APRON SAFETY MANAGEMENT**

This section includes:

### **15.1 Jet Blast and Downwash prevention and protection**

The Jet Blast/Downwash phenomenon is the flow of air and exhaust gases produced by an aircraft engine/helicopter rotor blade. The hazard of this phenomenon is linked both to the gas output speed and to their temperature. As part of the Risk Management activities, the operational conditions of the Fiumicino Airport are periodically assessed in terms of operating aircraft material and traffic levels. These aspects, together with the analysis of the events recorded at the Airport, make it possible to define the infrastructural characteristics and the operating procedures necessary to reduce the risks associated with the phenomenon within acceptable values. For the Downwash phenomenon, given that, for Fiumicino Airport, this is not certified for the standard handling of helicopters, if a rescue helicopter or state flight is expected to arrive, the operations shall be managed by operational security and staff present in neighbouring areas as required by the E-14 Operations Letter - Orderly Movement paragraph 6.4 in order to mitigate the phenomenon of Downwash and in accordance with the provisions contained in volume 3 of the E-15 Safety Rules document.

The main preventive barriers used by the Airport Operator to prevent/mitigate the Jet blast phenomenon in Apron are summarised below:

**E-30-PRO01:** "Planning Procedure" Operating Procedure.

Defines the process by which, as part of the design of airport infrastructures, in addition to being guaranteed and verified the applicable regulatory requirements, the safety aspects related to the jet-blast phenomenon are checked. Specifically, with reference to:

- positioning of start-up points;
- positioning of protections (fences) where the airport layout does not allow alternative solutions that can be managed with dedicated procedures;
- hazard signs along the road network.

**B-2-2.10:** Change management.

The change management process, applied to all infrastructural changes, enables the assessment of the impact, in relation to the specific "Jet Blast" hazard, both in the commissioning phase of the infrastructure subject to the change and in the intermediate construction phases.

**ADR-ENAV Agreement Appendix 6** - "Orderly movement of aircraft, vehicles and people on aprons" Operations Letter.

Defines the engine start-up and self-manoeuvring operations also in consideration of the safety assessments made in relation to the jet blast phenomenon.

**E-13-MOV08:** "Airside Works Checks" Operating Procedure.

---

**COPY NOT CHECKED IF PRINTED OR DOWNLOADED - UNCONTROLLED WHEN PRINTED/DOWNLOADED**

**ADR S.p.a. Restricted**

This document contains information belonging to ADR S.p.a.; use of this information by the recipient is permitted exclusively in relation to the purpose for which the document was received. The reproduction or distribution of this document or any attachments is not permitted without the express authorization of ADR S.p.a.

Defines the operating procedures linked to the opening, coordination and monitoring of construction sites. Specifically, during the works authorisation phase, additional safety measures can be introduced, partly in consideration of the jet blast phenomenon. All safety measures are periodically monitored by Operational Safety staff.

**E-15-DDS: Safety provisions**

Also gathers all the safety measures relating to the Jet Blast phenomenon and applicable to the different operating contexts in the manoeuvring area and apron.

**15.2 Safety measures during aircraft refuelling operations** The safety measures during aircraft refuelling operations are guaranteed by the following documents:

**E-15-MOV18: "Aircraft Refuelling Operations" Operating Procedure.**

Establishes the precautions that must be observed when refuelling aircraft, with or with passengers on board, or when boarding and disembarking. The procedure also applies to defuelling operations.

**E-15-DDS – Volume 3: Safety Provisions – Apron Safety**

Summarises all the safety provisions relating to refuelling operations.

**15.3 FOD prevention, including apron cleaning**

FOD prevention is ensured by the following procedures and equipment:

**E-13-MOV08: "Airside Works Checks" Operating Procedure.**

During the work authorisation phase, additional measures can be introduced, partly for the purpose of FOD prevention. All safety measures are periodically monitored by Operational Safety staff.

**E-15-MOV21: "Cleaning the Airside and FOD Prevention" Operating Procedure.**

Describes the operational activities through which the manual and mechanised cleaning service of the airside areas is ensured, the equipment used and how to check the cleanliness of the airside. The cleaning of the airside operational areas is aimed at containing the F.O.D. and focused on maintaining optimal conditions of the state of the paved areas intended for the circulation of aircraft, means and vehicles. The procedure provides for an analysis system of the collected FOD in order to identify critical areas/FODs and issuance of the necessary mitigation actions.

**E-15-DDS: Safety provisions**

Also gathers all the safety measures relating to FOD prevention and applicable to the different operating contexts in the manoeuvring area and apron. E-15-DDS Volume 1 - Disposizioni di safety – Disposizioni Generali

Reazione operativa in caso di ritrovamento FOD e successiva compilazione GSR.

**E-15-DDS Volume 2 – Safety Rules – Airside driving rules**

It also collects all the safety measures relating to the prevention of FOD and applicable to the different operating contexts in the maneuvering area and apron:

- Verification of the vehicle before use (presence of foreign FODs on the vehicle);
- Verification of vehicle efficiency (FOD generation, vehicle particulates);
- Correct management of tools useful for vehicle maintenance (possible source of fod).

**E-15-DDS Volume 3 – Safety Rules– Apron Safety**

It also collects all the safety measures relating to the prevention of FOD and applicable to the different operating contexts in the maneuvering area and apron:

- Verification of the pitches for presence of FOD in the various phases of the Turn Around;
- Verification of the work area, avoiding the production of FODs;
- Correct management of general and on-board waste;
- Correct use of baggage containment nets, transported materials.

**E-15-DDS Volume 4 – Safety Rules – Airside Works**

It also collects all the safety measures relating to the prevention of FOD and applicable to the different operating contexts in the maneuvering area and apron:

- Proper management of construction site areas (anchoring and stowage);
- Cleaning and closing of material transport vehicles.

**E-15-DDS Volume 5 – Safety Rules – Adverse Weather Operations**

It also collects all the safety measures relating to the prevention of FOD and applicable to the different operating contexts in the maneuvering area and apron:

- The imitation of operations not compatible with the Weather conditions, possible generation of FOD.

**FOD BIN:** in each apron, there are special containers for storing all the FODs found on the apron and in general in the Airside area.

**15.4 Checking of compliance with the safety procedures by the staff operating on the apron****E-15-DDS: Safety provisions**

Gathers all the safety provisions applicable to the various operational contexts in the manoeuvring and apron area. The document is structured into the following volumes:

- Volume 1 – General Provisions;
- Volume 2 – Airside Circulation;
- Volume 3 – Apron Safety;
- Volume 4 – Airside Construction Sites;
- Volume 5 – Adverse weather conditions;

COPY NOT CHECKED IF PRINTED OR DOWNLOADED UNCONTROLLED WHEN PRINTED/DOWNLOADED

**ADR S.p.a. Restricted**

This document contains information belonging to ADR S.p.a.; use of this information by the recipient is permitted exclusively in relation to the purpose for which the document was received. The reproduction or distribution of this document or any attachments is not permitted without the express authorization of ADR S.p.a.



- Volume 6 – Fight Crew.

**E-15-GEN01: "Safety Provisions Monitoring" Operating Procedure**

Defines the periodic monitoring process of the Safety Provisions contained in document E-15-DDS.

**15.5 Escort, control and protect passengers in Aprons from vehicular traffic and aircraft, using dedicated routes and avoiding interference with ground assistance activities.****E-15-DDS: Safety provisions**

Gathers all the safety provisions applicable to the various operational contexts in the manoeuvring and apron area. The document is structured into the following volumes:

- Volume 2 – Airside Circulation;
- Volume 3 – Apron Safety;

**E-15-GEN01: "Safety Provisions Monitoring" Operating Procedure**

Defines the periodic monitoring process of the Safety Provisions contained in document E-15-DDS.

**E-14-GEN04: "Additional Passenger Boarding and Disembarking Operations" Operating Procedure.** Governs additional passenger boarding and disembarking operations on aprons within the limits of the field of applicability defined in the procedure itself. The purpose of the procedure is to create the conditions to ensure the safety and orderly movement of passengers during the carrying out of the aforementioned operations.

## **16 CONTROL OF VEHICLES OPERATING IN THE MANOEUVRING AREA, CIRCULATION RULES AND ISSUANCE OF AIRPORT LICENCES**

This section includes the control of vehicles operating in the movement area, the circulation rules (including priority, speed limits, etc.), the issuance of airport licences and sanctions.

### **16.1 Vehicle check**

All vehicles and equipment circulating not escorted in the manoeuvring area must have an Airside Circulation Authorisation (ACA). This authorisation is issued by the Airport Operator upon completion of the checks and controls aimed at ascertaining:

- the implementation, by the companies operating at the airport, of suitable actions to ensure the maintenance and safety of the respective fleet of vehicles in circulation;
- The correct preparation of vehicles and equipment in accordance with the provisions of the Aerodrome Manual.

Specifically, the authorisation to access the Manoeuvring Area is issued and limited only to vehicles that must access continuously for operational reasons.

The procedures applicable to vehicle inspection are as follows:

**E-15-DDS Volume 2 “Circulation”**: Defines the mandatory requirements and equipment for vehicles and trailers operating in Airside, including the standards applicable to the maintenance programme for vehicles and equipment. Also describes the procedure for removing vehicles, trailers and equipment, if these constitute a hazard (real or potential), hindrance or cause of FOD.

**E-16-ACA**: Procedure for issuing the Airside circulation authorisation.

Defines the process for requesting, investigating and issuing the ACA. Also describes the procedures for renewal, suspension and cancellation.

**E-16-MOV16**: “Airside Circulation” Operating Procedure.

Describes the process of monitoring, checking and banning vehicles and equipment circulating in the airside area.

**E-15-GEN01**: “Safety Provisions Monitoring” Operating Procedure.

Defines the procedures for monitoring the Safety provisions contained in the Aerodrome Manual, including those contained in Volume 2 relating to the mandatory equipment of vehicles and trailers.

**E-16-MAN17**: “Vehicle Maintenance” Operating Procedure.

describes the maintenance management process of the vehicles and equipment owned by the Airport Operator.

## 16.2 Circulation Rules

The Airport Operator has defined the traffic rules applicable to the manoeuvring area of Fiumicino Airport, listing them in the following document:

**E-15-DDS Volume 2 "Circulation"**: Defines the Airside traffic rules, including speed limits and respect for precedence, the knowledge of which is essential in order to obtain the ADC licence to drive in the Airside area and is aimed at all those who have to drive a vehicle in the Airside area.

The document does not describe the type of horizontal and vertical signs at the airport nor the definitions of the areas. These definitions are contained in the mandatory training volumes.

## 16.3 Airport Licence Issuance

The driving of vehicles, within the Airside area of Leonardo Da Vinci Airport of Rome Fiumicino, is subject to possession of the appropriate authorisation to drive within the regulated areas (hereinafter also "ADC" - Airside Driving Certificate) type A ("Apron") or M ("Manoeuvring area").

The driving license issuing process is described by the following documents:

**E-15-DDS Volume 2 "Circulation"**: Defines the process of forming, qualifying, issuing and renewing the type A and M driving permit. It also describes the sanctioning process based on a points system, which includes the reduction of ADC points, up to the suspension or revocation thereof.

**E-16-ADC Volume 1**: Airside driving licence manual.

This is the driving training manual necessary to achieve the type A ADC.

**E-16-ADC Volume 2**: Manual for enabling driving in the manoeuvring area.

This is the driving training manual necessary to achieve the type M ADC.

**E-16-ADC Volume 3**: Guide to communications and aeronautical phraseology.

This is the Training Manual for the use of aeronautical phraseology in radiotelephone communications and microphone technique for drivers of vehicles operating in the manoeuvring area.

## 16.4 Escort Procedures

The Airport Operator has defined the **safety provisions** to be applied in the event of an escort of vehicles in the manoeuvring area of Fiumicino Airport, listing them in the following document:

- **E-15-DDS Volume 2 "Airside Circulation"** clarifies both the procedures to be applied for the escort of vehicles in the apron area and in the manoeuvring area. The escort procedure is suspended in the event of LVP activation.

MDA FCO Ed. 0

Part E Sec.16

Rev. 06 16.09.2021

---

---

**COPY NOT CHECKED IF PRINTED OR DOWNLOADED - UNCONTROLLED WHEN PRINTED/DOWNLOADED**

**ADR S.p.a. Restricted**

This document contains information belonging to ADR S.p.a.; use of this information by the recipient is permitted exclusively in relation to the purpose for which the document was received. The reproduction or distribution of this document or any attachments is not permitted without the express authorization of ADR S.p.a.

## 17 MANAGING WILDLIFE-RELATED HAZARDS

This section includes:

**E-17-MOV11:** "Plan for the prevention and control of the risk of impact with wildlife" operating procedure.

The procedure defines:

- the flow of information, methods and responsibilities, in the implementation of the wildlife control programme;
- the methods for assessing the hazards through the preparation of an annual report prepared by specialist staff;
- the methods for reporting relevant circumstances for the AIS service;
- forms for reporting impacts with wildlife.

## **18 MONITORING OF THE AIRPORT AND NEIGHBOURING AREAS**

This section includes:

### **18.1 Monitoring of obstacles within and outside of the airport grounds and actions to be taken, within the limits of the Airport Operator's responsibilities**

**E-18-GEN03:** "Managing Obstacles and Hazards to Air Navigation" Operating Procedure.

Describes the procedures with which the Airport Operator carries out:

- The control and monitoring of obstacles outside the airport grounds, in order to take, within the limits of its competences in the field of territorial governance, the appropriate measures to mitigate the risks.

The procedure applies within the limits of the portion of the territory represented in the "B" Type Obstacle Map (i.e., within the outer limit of the Conical Surface defined for the airport) in compliance with the "Guideline for monitoring the areas adjacent to airports" issued by ENAC.

**ADR-ENAV Agreement Appendix 7 – "Monitoring of Obstacles to Air Navigation"**. Describes the interface methods between ADR and ENAV for the exchange of data relating to the obstacles to air navigation represented in the type A and B obstacles map.

**E-9-MAN09:** "AVL and Electrical Systems Maintenance" Operating Procedure. Describes the activities of controlling obstacles within the grounds.

### **18.2 Monitoring and mitigation of hazards relating to human activities and land use at the airport and surroundings, within the limits of the Airport Operator's responsibilities.**

**E-18-GEN03:** "Managing Obstacles and Hazards to Air Navigation" Operating Procedure.

Describes the procedures with which the Airport Operator carries out:

- the monitoring of hazards deriving from human activity;
- in order to take, within the limits of its competences in the field of territorial governance, the appropriate measures to mitigate the risks.

## 19 AIRPORT EMERGENCY PLAN

This section includes:

### 19.1 Emergency management at and around the airport, AEP:

"Airport Emergency Plan".

Document for planning and coordinating the measures to be taken in relation to emergency and/or accident scenarios that may affect Leonardo da Vinci Fiumicino Airport, as well as coordinating in the event of air accident scenarios in the area surrounding the airport.

**E-19-GEN02:** "Handling States of Emergency and Plane Crashes" Operating Procedure.

Defines, for the parts under the responsibility of the Airport Operator, the following activities:

- Explains the times and methods for updating the AEP, documentation and graphics in support of the AEP.

**FAP:** "Family Assistance Plan".

Procedure that describes tasks and responsibilities, within the scope of the Airport Operator, in the management of assistance to victims and their families involved in a plane crash, pending the arrival of the Airline Operator.

The procedure also applies to victims and their families involved in other types of airport maxi emergency, pending the arrival of the bodies responsible for managing the maxi territorial emergency.

### 19.2 Checking of infrastructure and equipment to be used in the event of emergency

**E-19-GEN02:** "Handling States of Emergency and Plane Crashes" Operating Procedure

Defines, for the parts under the responsibility of the Airport Operator, the following activities:

- Identifies the resources, means, infrastructures, staff and equipment that Aeroporti di Roma makes available to the organisation to support aircraft emergency management operations;
- Lists the type and frequency of testing and checking the efficiency of the equipment necessary for managing states of alert.

### 19.3 Exercises aimed at checking the adequacy of the Emergency Plan

**E-19-GEN02:** "Handling States of Emergency and Plane Crashes" Operating Procedure

Defines, for the parts under the responsibility of the Airport Operator, the following activities:

- Indicates the times and methods of execution of the partial and total exercises and defines the methods for reviewing and defining any corrective actions following exercises, real activations and significant infrastructural/organisational changes.

## **20 RESCUE AND FIRE-FIGHTING SERVICES**

At Fiumicino Airport, the fire-fighting service is guaranteed by the Ministry of the Interior - Department of Fire Brigades by virtue of Legislative Decree no. 139 dated 8 March 2006.

In accordance with EU Regulation no. 139/2014 of the Commission dated 12 February 2014 regarding the interfacing of the respective organisations in the field of airport fire fighting in the context of the agreements provided for in Recital 8, ADR has entered into a specific agreement with the Provincial Fire Brigade Command, to which reference is made:

**ADR-VVF Agreement:** "Organisational interface" appendix

The document describes the procedures aimed at ensuring effective interfacing between ADR and the Provincial Command of the Fire Brigade.



## **21 REMOVAL OF CREASHED AIRCRAFT**

This section includes the methods and tools necessary for the recovery of crashed aircraft.

### **E-21-MOV19: "Aircraft Recovery Plan" Operating Procedure**

The procedure is applied if an aircraft has crashed or is unable to move (bursting of landing gear tires, leaving the runway with consequent dropping of the carts on soft ground, etc.) and lies within the manoeuvring area, or in its immediate vicinity, or in any case in a position such as to constitute an obstacle to the use of flight infrastructures.

It defines the coordination activities in order to make the concerned airport infrastructures available again, assigning the roles and responsibilities for the following cases:

- aircraft recovery performed by the Airline Operator/Aircraft Operator
- recovery of the aircraft performed by Aeroporti di Roma on behalf of the Airline Operator/Aircraft Operator.

## **22 MANAGEMENT AND STORAGE OF FUEL AND HAZARDOUS GOODS**

This section includes:

### **22.1 Equipment, storage areas, delivery, dispensing, management and related safety measures**

As regards the management of hazardous goods and aeronautical fuel, the following document applies:

#### **E-15-DDS – Volume 3 – Apron Safety:**

The Document defines the safety provisions in force at the Airport concerning:

- operations involving the acceptance, storage, preparation and transport of hazardous goods;
- designation of infrastructures for the handling of hazardous goods;
- aprons for passenger flights with hazardous goods on board;
- aprons for cargo flights with hazardous goods on board;
- emergency management;
- definition of the types of hazardous goods handled at the airport;
- aviation fuel management and storage operations;
- definition of the verification methods exercised by the airport operator.

### **22.2 Quality and correct fuel classification, audit and inspection intervals, control checklists, sampling and record keeping**

Two types of subjects operate in relation to the management of aeronautical fuel at the Airport:

- one responsible for the procurement, storage and distribution of fuel;
- the others, responsible for aircraft refuelling activities, operate as Category 7 airport ground handling service providers.

These guarantee the procedures relating to the quality control of the fuel used at the Airport, complete with:

- methods for storing and maintaining systems/equipment;
- methods for correctly identifying systems and equipment based on the type of fuel;
- methodologies (control checklists), test frequency and record keeping;
- methods for training the staff involved in the storage and distribution of fuel;

checks by the Airport Operator are conducted by the Compliance Monitoring function directly or through consultancy companies, with defined audit intervals (audit program) or with dedicated inspections in case of particular events, which require their execution. To support these checks, verification checklists are compiled and kept. All ADR control documentation is kept in accordance with the procedures contained in Part B of the Airport manual.

The sampling of the fuel to check its quality is monitored by ADR with the support of the fuel management companies on an annual basis.

In order to improve the management of the technical aspects and any emerging critical issues, a technical working group has also been set up which meets on a quarterly basis in which the following take part:

- the fuel depot manager;

---

**COPY NOT CHECKED IF PRINTED OR DOWNLOADED - UNCONTROLLED WHEN PRINTED/DOWNLOADED**

**ADR S.p.a. Restricted**

This document contains information belonging to ADR S.p.a.; use of this information by the recipient is permitted exclusively in relation to the purpose for which the document was received. The reproduction or distribution of this document or any attachments is not permitted without the express authorization of ADR S.p.a.

- the refuelling companies operating at the Airport;
- The airport operator (Safety and Compliance Monitoring Manager; Movement Post Holder). The management methods and communication channels of the Fuel Quality Management Team are defined in the following document:

**E-22-IO-001** – “Fuel Quality Management” Operating Instructions.

## 23 LOW-VISIBILITY OPERATIONS

Low-visibility operating procedures are described in the following documents:

### **ADR-ENAV Agreement Appendix 5 – “All Weather Operations” Operations Letter.**

Describes the local operating procedures for coordinated management of operations between ADR and ENAV. The latter contains:

- the description of the infrastructures and equipment used for the management of the LVO, including the equipment for detecting and reporting the RVR;
- procedures in the manoeuvring area in conditions of reduced visibility and low visibility;
- the contingency procedures;
- standard low-visibility taxiways (LVP Chart);

### **E-23-MOV23: “Low-Visibility Operations” Operating Procedure.**

Describes the process for managing operations during conditions of reduced visibility. It specifically describes:

- the communication methods in the various phases (preparation/activation/deactivation/cancellation);
- the operating procedures applicable to the various stages;
- the contingency management procedures;
- the procedures for checking the application of the mandatory safety measuring during the various stages.

the mandatory safety provisions in the different phases of the LVO are described in the following documents:

**E-15-DDS – Volume 4 – Airside Construction Sites**

**E-15-DDS – Volume 5 – Adverse Weather Conditions**

## 24 WINTER OPERATIONS

This section includes the following procedures that apply in the management of winter operations including the detection and dissemination of the surface condition of the runways:

**E-9-MOV05:** "Detection and Diffusion of the Surface Condition of the Runways" Operating Procedure.

The procedure describes the responsibilities and operating procedures for performing the:

- assessment of potentially contaminated flooring (GRF) and transmission of information to ENAV-TWR.

**E-09-MOV05 IO-001:** "Global Reporting Format (GRF)" Operating Instructions

**ADR-ENAV Agreement:** Appendix 4 "Operations during Winter Atmospheric and Adverse Weather Conditions"

The document describes the coordination and interface activities between ADR and ENAV in relation to Operations in winter and adverse weather conditions.

**E-24-MOV10:** "Snow Removal and Ice Prevention Plan" Operating Procedure:

The procedure defines, in the event of snowfall and/or ice formation on the airport infrastructures, the operating procedures, the information flows and the responsibilities for the activation and management of the interventions necessary to guarantee the usability of the Manoeuvring Area, with the aim of rapidly reaching a complete normalisation of operations.

**E-24-AIRPORT PLAN – Snow Removal and Ice Prevention:**

The plan describes the actions to be implemented at the airport in the event of snowfall or ice formation in order to prevent ice formation and/or to remove deposits from runways, taxiways, operational and transit areas. The following are described:

- the functions of the Authorities involved;
- the flow of information between the Authorities involved and the outside;
- the general operating procedures.

The Plan is reviewed annually and is in force during the winter season, with the possibility of being activated in the event of forecast or occurrence of meteorological phenomena such as snow and ice affecting the airport grounds.

The Plan includes a detailed description of the services and vehicles present at the Airport for the purpose of its efficient application.

**E-24-MOV20:** "De-/Anti-Icing Operations" Operating Procedure.

It defines the information flow, the operating procedures and the responsibilities for aircraft De-Icing and Anti-Icing activities, in "Standard" and "Severe" weather conditions.

## **25 OPERATIONS IN ADVERSE WEATHER CONDITIONS**

This section includes the following procedures applicable in the management of operations during adverse weather conditions:

### **E-25-MOV25: "Operations in Adverse Weather Conditions" Operating Procedure**

The procedure described the communication flows and mitigation actions implemented by the Airport Operator to guarantee the safety of operations in the event of adverse weather conditions.

The meteorological phenomena for which this procedure is expected to be activated are:

- Heavy rain
- Strong wind and/or gusts with average intensity in the 10 min higher than 27 kts - 50km/h
- Electrostatic activity (lightning)

The mandatory safety provisions in the various adverse weather conditions are described in the following documents:

**E-15-DDS** – Volume 4 – Airside Construction Sites

**E-15-DDS** – Volume 5 – Adverse Weather Conditions

As regards the EMN Maintenance function, the process of distributing the weather information to the contracted activities operating in Airside is the responsibility of the contractual contact persons for each individual maintenance procedure (Project Manager). Such personnel qualified to receive the weather reports from the weather forecasting company contracted by ADR, forward these information via email to the companies interested in scheduled activities in Airside.

## 26 NOCTURNAL OPERATIONS

There are no restrictions to nocturnal operations.

Dedicated vehicles and inspections for the safe conduct of night operations are described by:

**E-9-MAN09: "AVL and Electrical Systems Maintenance" Operating Procedure.**

The procedure describes the systems available for the safe management of night operations and the activities that the Operator puts in place for the maintenance of the systems listed below:

- AVL runways and taxiways;
- Approach path lighting systems;
- Optical approach slope indicator systems (PAPI);
- Light signalling systems for obstacles inside the airport grounds;
- Apron lighting systems (light towers);
- Vertical signage systems (luminous tables);
- Power supply systems;
- Track lights monitoring and control system;
- Temporary and field AVL systems;
- Airport lighthouse.

For details on the methods and frequency of inspections see Part E sec. 10.3

In order to reduce the environmental impact of Fiumicino Airport, runway 16R/34L will be closed at night between 23:00LT and 06:00LT.

During this closure, ENAV-TWR shuts down the following AVL systems:

- PAPI;
- Approach lights;
- Runway axis lights;
- Contact zone lights;

In order to facilitate the identification of the runway outline and ensure compliance with the rules for access to the runway, the following AVLS remain on:

- Luminous tables;
- Stop bar;
- Red bar;
- Runway lights;
- Threshold lights;
- Runway end lights;

At 05:50LT the daily inspection of the runway by ISE Operational Safety is scheduled in accordance with procedure E-9-MOV02.

The night opening of runway 16R/34L can be activated in the event of:

- Closure of one of the other two runways due to maintenance or anomaly that affects its use;

- Operational contingencies related to traffic;
- Operational contingencies related to meteorological conditions;
- Security contingencies.

In the aforementioned cases, ENAV-TWR provides for the activation of the AVLs according to the usual operating procedures.



## **27 PROTECTION OF RADARS AND OTHER AIDS TO NAVIGATION**

This section includes the protection of radar and other navigational aids, the monitoring of activities and ground maintenance in the vicinity of such facilities.

The navigation aid systems are described in the document:

### **ADR-ENAV Agreement - Appendix 2" Facilities"**

The document describes the coordination and interface activities between ADR and ENAV in relation to the systems and their installations present at Fiumicino Airport.

ADR specifically carries out the following activities:

**E-27-MOV27:** "Operations During Green Areas Maintenance" Operating Procedure. Describes the grass mowing activities in the movement area in order to ensure the functionality of the ILS system and the weather sensors.

### **E-24-MOV10:** "Snow Removal and Ice Prevention Plan" Operating Procedure

Describes the snow removal activities in order to guarantee the functionality of the ILS system and the weather sensors in the event of meteorological phenomena of snowfall on the Airport.

The protection of sensitive areas is guaranteed during operations in low visibility by the following documents:

### **E-23-MOV03:** "Low-Visibility Operations" Operating Procedure.

The procedure defines:

- Protection and methods of access to critical and sensitive areas;
- Grass maintenance requirements in ILS monitor and critical areas;
- Snow removal requirements in ILS critical and monitor areas.

### **E-13 MOV08:** Airside works control.

The procedure includes checks to prevent potential interference from airside construction sites.

### **E18 GEN03:** Managing obstacles and hazards to air navigation

The procedure provides for inspections of the surroundings and identifies any new potentially interfering obstacles.

### **MdA Part C-4-3 A-PRO-03.1-5: Markings and AVL**

The fences of critical and sensitive areas (GP and LOC) are represented in the plans.

## **28 AIRCRAFT OPERATIONS WITH LITERAL CODE HIGHER THAN THE AIRPORT REFERENCE CODE**

This section describes the operations of aircraft with a higher letter code than the airport reference code, taking into account taxiing routes.

**E-28-MOV28:** "Aircraft operations with ICAO queues higher than that of the aerodrome" operating procedure

The procedure describes the following types of operations:

- Code F aircraft operations on queue F infrastructures not subject to restrictions;
- Code F aircraft operations on restricted F-code infrastructures, or on lower-code infrastructures;
- Code D/E aircraft operations on code C infrastructure.

**ADR-ENAV Agreement Appendix 6** - "Orderly movement of aircraft, vehicles and people on aprons" Operations Letter.

Describes the preferential routes for aircraft in the Apron area, including routes and aircraft parking with operational restrictions.

## **29 FIRE PREVENTION IN THE MANOEUVRING AREA**

The Decree of the President of the Republic, D.P.R. No. 151 dated 1 August 2011, is the reference national legislation governing the procedures relating to fire prevention.

The standard identifies the activities subject to fire prevention controls and disciplines, for the filing of projects, for the examination of projects, for technical visits, for the approval of exceptions to specific regulations, the verification of fire safety conditions that, based on current legislation, are attributed to the competence of the National Fire Brigade.

The scope of application of the regulation includes all the activities subject to the fire prevention controls listed in Appendix I of said regulation.

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

Notwithstanding the need to comply with national legislation on fire prevention, the Airport Operator ensures the provisions of EU Regulation 139/2014 ADR.OR.C.040:

- providing for a ban on smoking in the manoeuvring area and all operational areas;
- setting up appropriate smoking points in non-operational areas in the Airside;
- providing for the prohibition of storing fuel or other flammable materials in operational areas;
- providing for a ban on the execution of activities that require the use of open flames in the Airside, unless expressly assessed and authorised.

To this end, the Airport Operator issues safety provisions and procedures contained in the following public documents:

### **E-15-DDS: Safety provisions**

The Airport Operator's safety provisions aimed at reducing the risk of fire in the airside area are gathered in the following volumes:

- Volume 1 – General Provisions;
- Volume 2 – Apron safety;
- Volume 3 – Airside Construction Sites.

**E-15-MOV18: "Aircraft Refuelling Operations" Operating Procedure.** Establishes the precautions that must be observed when refuelling aircraft, with or with passengers on board, or when boarding and disembarking. The procedure also applies to defuelling operations.

### 30 COMMUNICATION PROCEDURES

The communications take place in compliance with the provisions of EU Regulation 923/2012 and subsequent amendments - SERA (Rules of the Air).

The documents listed below and appendices to the Aerodrome Manual contain the instructions relating to the communication procedures, with details relating to:

- Frequency to be used;
- language and phraseology to be used when communicating with air traffic services;
- call signs for vehicles;
- actions in case of radio communication failure;
- communication signals to be used in case of radio communication failure;
- dissemination of significant information.

List of documents:

**E-15-DDS Volume 2: Airside Traffic Rules;** it contains provisions relating to the management of communications with TWR in the maneuvering area, in particular in conditions of radio failure.

In particular: In the radio contact with the Control Tower, the terminology provided for by EU Regulation n.923 / 2012 and subsequent amendments must always be adopted. - SERA, section 14 reported in the radiotelephony manual made available by ADR. Communications with ENAV-TWR take place in Italian.

**E-15-DDS Volume 3: Apron safety rules;** it contains provisions relating to the management of communications in the event of Marshalling, Follow-me, Towing and other activities in Apron.

**E-16-ADC Volume 3: Airside Guide Manual** - A Guide to Aviation Communications and Phraseology; The detailed instructions on correct communication with ENAV-TWR are part of the mandatory training for enabling driving in the maneuvering area.

**E-14 OL Ordinatio Movimento:** communication tools (frequencies) and communication methodologies for activities such as marshalling, follow-me, towing and starting engines on the stand. Information also replicated in AIP.

### 31 AIRCRAFT TOWING PROCEDURES

The documents listed below and appendices to the Aerodrome Manual contain the instructions relating to the towing activities:

- Indication of routes to be used (ENAV);
- obligation to turn on lights to be seen by aircraft;
- communication procedures;
- measures to ensure the safety of towing operations in adverse weather conditions, including visibility and weather phenomena where towing is restricted or not permitted.

List of documents:

- **ADR-ENAV Agreement Appendix 6** - “Orderly movement of aircraft, vehicles and people on aprons” Operations Letter.  
Operations letter between ADR and ENAV describing the local operating procedures for coordinated management of the aprons of Fiumicino airport, in compliance with the provisions of the Navigation Code and applicable legislation in force.
- **E-15 DDS Volume 3** – Apron Safety,

## 32 HANDOVER OF ACTIVITIES

This section reports the procedures that define the handover and internal coordination processes in order to ensure operational continuity.

The handover procedures apply to the following operating processes:

- MOV02, MOV11, MOV05 Airside inspections;
- FOD Prevention MOV21;
- MAN16, MAN 17 Airside Equipment and Vehicle Maintenance;
- AVL maintenance and related power supply systems MAN09.

For all the processes described above, shifts of the operating/maintenance staff are foreseen. In order to ensure the correct handover, the following actions/activities are envisaged for each process:

- Organisation of shifts in order to guarantee operational continuity;
- dedicated handover briefings between managers during the turnover phase, where required with the compilation of handover records;
- shared activity management software, which enable the checking of the activities performed in the previous shift;

The information necessary for other organizations for the safe execution of activities in the movement area is provided in accordance with the following procedures:

- **E-7-MOV06** – “Dissemination of Information on Airport Operations” Operating Procedure. Describes the communication flow and responsibilities in disseminating aeronautical information via NOTAM;
- **E-13-MOV08**: “Airside Works Checks” Operating Procedure. Defines the operating procedures linked to the opening, coordination and monitoring of construction sites
- **E-23-MOV03**: “Low-Visibility Operations” Operating Procedure Describes the process for communicating and managing operations during conditions of reduced visibility.
- **E-25-MOV25**: “Operations in Adverse Weather Conditions” Operating Procedure The procedure described the communication flows and mitigation actions implemented by the Airport Operator to guarantee the safety of operations in the event of adverse weather conditions.

In addition, the correct exchange of information and handover on an interfunctional level is carried out by the Airport Operations Centre (APOC) of FCO, through:

- the functional coordination of the control rooms and facilities present in APOC (Flight Control, Terminal, BHS, IT Service Control Room, ADR Security Operations Room, EMN Hub, Subsidiaries, external Stakeholders, etc.);
- medium-/long-term planning and daily pre-coordination of the use of airport infrastructures in line with corporate efficiency objectives;

### **33 OTHER PROCEDURES**

#### **33.1 USE OF ALCOHOL, DRUGS AND MEDICATION**

The Airport Operator, notwithstanding the responsibilities of each organisation in compliance with the national legislation in force on the matter (Legislative Decree 81/2008, State Regions Agreement - Provisions 16 March 2006 and 30 October 2007, Law 125/2001, ecc.), has drawn up a policy to raise awareness among all companies operating in any capacity on the airside.

**E-33-Policy:** "Use of Alcohol, Drugs and Medication pursuant to Regulation 139/2014"

Policy that reaffirms the requirements of the national legislation in force, reaffirming the aspects related to safety.



### **33.2 PLANNING**

This section reports the procedures that define the infrastructure and systems planning processes with a potential impact on aircraft operations.

#### **E-33-PRO01: "Planning Procedure".**

Defines the methods by which ADR guarantees compliance with the requirements and regulatory standards for the purposes of Airport Certification, as part of the design activities codified in the related company operating instruction of "Planning and Design".

The procedure also ensures the correct execution of the projects for the purposes of airport safety and the management of the Change Management process.

#### **E-33-PRO02: "Application procedure for permanent/temporary obstacles".**

Defines the ways in which applications for permanent or temporary obstacles are managed. It applies to all assessment requests originating from any ADR Organisational Unit or from a sub-concessionaire.