

**LEONARDO DA VINCI AIRPORT- ROME
FIUMICINO****INSTRUCTIONS FOR RETURNING
PERSONAL PRM PRAMS AND
WHEELCHAIRS TO THE GATE**

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2. Introduction

The delivery / return service to the boarding / disembarkation gate of the pushchair can be provided by the ground staff (handler) when one or more passengers have arrived, in the case of boarding at the gate, at the aircraft door with their pushchair and wish to load it in the hold or, in the case of disembarkation at the gate, wish to take it back as soon as they disembark, thus proceeding to disembarkation from the aircraft and subsequent transit through the terminal with their pushchair.

On the other hand, the service of delivery/return at the boarding/disembarkation gate of the personal wheelchair must be guaranteed to the PRM who presents them self at the gate with their device or who requests it at check-in. For further information, please refer to the following references:

- ECAC DOC No. 30 (PART I) Annex 5A Point 2.4.5
- Interpretative Guidelines on the application of Regulation (EC) N° 1107/2006 Article 7(7) – Appropriate assistance

Please note that "the personal wheelchair, if any, is considered as checked-in baggage of the passenger and, as such, its management is under the full responsibility of the Carrier and its handlers "1. For further details, please refer to the Fiumicino Airport Regulations, General Regulations, paragraph "Assistance to passengers with reduced mobility (PRM) 5.1.104-5.1.111.

At all the loading bridges at Fiumicino Airport, systems are installed and operational to allow the handling and boarding of pushchairs and wheelchairs at the passenger disembarkation level (aircraft door). Such systems may be: (i) motorised slides (image 1) or (ii) hoists (image 2 and 3).



Image 1. Motorised slide installed at a landing stage, runway level



Image 2. Goods lift, runway level



Image 3. Freight elevator, pier level

In the table below, a synthetic view of the systems currently installed at each of the boarding/disembarking areas at Fiumicino:

Quadrant / PZL	Boarding area	Slide No.	Planned technology
400	Pier B	10	Pedestal (motorised slides)
500 502-504-506	Pier D	3	Pedestal (motorised slides)
500 503-5050-507- 508-509-510		6	Apron drive (lifts)
600	Pier E	-	The lifts already present in the towers are used
700	Satellite	11	Apron drive (lifts)
806-807	E51-E52	2	Pedestal (motorised slides)

Image 4. Summary view of each system installed at the boarding / disembarkation areas at Fiumicino

3. Operational instruction description

The handling of pushchairs or personal wheelchairs involves the following phases:

3.1. Case 1: motorised slides - handling of the personal device from runway level to pier level:

1. After removing the personal device (pram or wheelchair) from the hold, the handler operator makes sure that the treadmill is in the correct position, i.e., at the bottom end of the stroke (image 5); if not, they operate the motorised slide to bring the treadmill to the required starting position
2. The handler operator ensures that the device or wheelchair is folded or in its least cumbersome configuration (e.g. handles not extended, closed footrests,..)
3. The handler operator places the device in the rail, in contact with the treadmill, taking care that the device is positioned as stably and securely as possible (image 6)
4. The handler operator operates the motorised slide by pressing the button for raising the treadmill (image 7)
5. During the operation of raising the treadmill, the handler must pay attention to the treadmill, stopping the ascent immediately if the treadmill is no longer stable or is in danger of falling to the ground
6. Once the treadmill and the device have reached the end of the track, the handler stops operating the slide
7. The handler operator, who is at the pier level, lifts the device and places it on the ground (image 8)
8. The personal device is returned to the passenger



Image 5. Ideal initial situation: moving platform at the bottom end of the slide



Image 6. Ideal positioning of the device, firmly in contact with the escalator and in its least cumbersome configuration



Image 7. The handler operates the button to raise the device from runway level to pier level



Image 8. The handler operator removes the personal device from the motorised slide

3.2. Case 2: lifts - handling of personal equipment from runway level to pier level:

1. After removing the personal device (pram or wheelchair) from the hold, the handler operator ensures that the freight elevator is at runway level; if it is not, they operate the button to return it to runway level
2. The handler operator ensures that the device or wheelchair is folded or in its least cumbersome configuration (e.g. handles not extended, closed footrests,..)
3. The handler operator opens the hoist door and places the device inside the lift
4. The handler operator closes the door and operates the lift by pressing the button to raise the lift
5. When the lift has reached the pier level, the handler operator opens the door and removes the device
6. The personal device is returned to the passenger

3.3. Case 3: motorised slides - handling of the personal device from runway level to pier level:

1. Before entering the aircraft entrance door, the PRM or able-bodied passenger leaves their personal device (wheelchair or pram) at the end of the pier to the handler operator
2. The handler operator makes sure that the escalator is in the correct position, i.e., at the top end of the pontoon, if not, they operate the motorised slide to bring the escalator to the required starting position
3. The handler operator ensures that the device or wheelchair is folded or in its least cumbersome configuration (e.g. handles not extended, closed footrests,..)
4. The handler operator places the device in the rail, in contact with the treadmill, taking care that the device is positioned as stably and securely as possible (image 6)
5. The handler operates the motorised slide by pressing the button for lowering the escalator
6. During the operation of lowering the treadmill, the handler must pay attention to the moving device, immediately stopping the descent if the device is no longer stable or is in danger of falling to the ground
7. Once the treadmill and the device have reached the end of the track, the handler stops operating the slide
8. The handler operator, who is at the runway level, lifts the device and places it on the ground
9. The personal device can now be loaded into the aircraft hold

3.4. Case 4: lifts - handling of personal equipment from runway level to pier level:

1. Before passing through the aircraft entrance door, the PRM (passenger with reduced mobility) or normally able-bodied passenger leaves their personal device (wheelchair or pram) at the end of the pier with the handler operator
2. The handler operator checks that the lift is at the pier level; if not, they press the button to return it to the pier level
3. The handler operator ensures that the device or wheelchair is folded or in its least cumbersome configuration (e.g. handles not extended, closed footrests,..)
4. The handler operator opens the hoist door and places the device inside the lift
5. The handler closes the door and operates the lift by pressing the button to lower the lift

itself

6. When the lift has reached runway level, the handler operator opens the door and removes the device

7. The personal device can now be loaded into the aircraft hold