



Leonardo Da Vinci - Fiumicino Aerodrome

# **E-15 - SAFETY RULES**

**Volume 2 – Airside Traffic**

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**AUDIT LOG VOLUME 2**

Revision	Date of Issue	Effective Date	Revised Section and Chapter	Page	Summary description of the revision
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1	01/11/2020	01/12/2020	Whole Volume	/	<ul style="list-style-type: none"> <li>• Introduction Procedure E16-ACA</li> <li>• LPM Introduction</li> <li>• Integration of Safety rules: <ul style="list-style-type: none"> <li>• E-15-001/2019</li> <li>• E-15-002/2019</li> <li>• E-15-003/2019</li> <li>• E-15-004/2020</li> </ul> </li> <li>- Upgrading features and equipment</li> <li>- Added rules on mobile phone use while driving</li> <li>- Alignments to MOV16 rev. 7</li> </ul>
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3	25/10/2021	01/11/2021	2.5		<ul style="list-style-type: none"> <li>• Integration rule of Safety: <ul style="list-style-type: none"> <li>• E-15-007/2021</li> </ul> </li> <li>• ADC Release Process Update</li> <li>• Practical, initial and refresher training delivered through A.D.E.</li> </ul>
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## **2.1. GENERALITIES**

For the purposes of the requirements of this document:

- Vehicles - all machines, of any kind, circulating in the airside, with driver (self-propelled motor vehicles and/or equipment including all special vehicles in use for aircraft servicing and refuelling operations);
- Trailers - all equipment and appliances (fire extinguishers, trolleys, etc.) towed by vehicles, regardless of tonnage.

For the purposes of this device document, they are subdivided and distinguished into registered vehicles, non-registered vehicles and towed trolleys for the transport of goods and luggage.

## **2.2. OBLIGATIONS FOR VEHICLES/TRAILER OWNERS**

- **GENERAL RULES**

2.2.1. In order to access and circulate in the Airside with the vehicles and trailers necessary to carry out their activities, any subject, whether public or private, must comply with the stipulations:

- Fiumicino Aerodrome Regulations: 'Procedure for issuing vehicle passes for licensed vehicles' (Annex 6.2);
- Aerodrome Manual: 'Issue of Airside Vehicle Authorisation (ACA)' (Part E Section 16 - E-16 ACA).

2.2.2. Airport Operators, in particular situations of operational necessity and expressly authorised by the Lazio Airport Management, may equip their vehicles, used for airport services and authorised to access the Airside in accordance with point 2.2.1, with an authenticated photocopy of the vehicle registration certificate, in place of the original one. The same Airport Operators, or those acting on their behalf, shall be obliged to produce, at the request of the police officer or agent carrying out checks, the

original document, at the time and place, established from time to time, or in any case, during the time strictly necessary for the collection of the original

2.2.3. Every vehicle and equipment in traffic must be provided with an Airside Permit (ACA) which must be kept inside the vehicle itself, with the exception of trolleys for which the ACAs will be kept and exhibited following inspections by the State Authorities and the Manager and, where required, the LPM (Airside Permit Pass) must always be displayed and visible on the windscreen or in other suitable places on the vehicles.

2.2.4. Construction site vehicles may be exempted from applying for an access permit (ACA and/or LPM) if they meet the following requirements:

- airside access via transporter/trolley or similar;
- traffic EXCLUSIVELY within the confined area of the works (construction site area);
- entry to/exit from the construction site exclusively on a car transporter/trolley or similar.

2.2.5. The mandatory requirements and equipment for vehicles and trailers operating on airside are summarised in Article 2.3.1.

2.2.6. The user/owner of the ACA of the vehicle and/or trailer must ensure that it is equipped with the foreseen equipment listed in Article 2.3.1.

2.2.7. Vehicles/trailers without the required equipment as per Article 2.3.1 are not authorised to enter and circulate in the airside unless they are escorted and preceded by a vehicle complying with the required equipment. In addition, the vehicles that will be escorted to the manoeuvring area must have the anti-collision light, company identification and the chequered flag.

2.2.8. The vehicles/trailers referred to in Article 2.3.1, which are also authorised to circulate on landside, must also be type-approved in accordance with the Highway Code.

2.2.9. The user/owner of the ACA of the vehicle is obliged to maintain it. The vehicle may only be used if it is in a serviceable condition.

2.2.10. ENAC and ADR, in compliance with EU Regulation 139/14 and Article 705 of the Navigation Code, may reserve the right to carry out audits during which maintenance management documents may be analysed.

2.2.11. Each Operator who has vehicles authorised to circulate in the Manoeuvring Area shall notify the Manager of the list of vehicles for the assignment of their radio call signs and shall promptly notify any changes.

2.2.12. Vehicles, as per article 2.3.1, authorised to enter and circulate in the Airside must be provided with a suitable valid insurance policy covering damage to persons, aircraft, vehicles and aerodrome infrastructures, as indicated in the "Procedure for issuing vehicle passes" annexed to the Aerodrome Regulations (Annex 6.2) and available at [www.adr.it](http://www.adr.it).

## 2.3. EQUIPMENT AND SUPPLIES

2.3.1. The mandatory requirements and equipment for vehicles/trailers operating in Airside are summarised in the table below:

REQUIREMENT ↓ Means/equipment	1	2	3	4	5	6	7		8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
	ACA	Road registration	Third party liability insurance	OBU On Board Unit	Flame arresters	Fire	Company logo and company number Nameplate with CE Logo		Manufacturer, make/model and	Checked flag panels	Reflective components	No. 1 Obstacle Light	No. 2 Obstacle Light	No. 4 Obstacle Light	Beacon/UNECE	Siren	Layout map	OAP-I SE Manoeuvring Area Register	Numeric abbreviation	Conspicuous colour (from	No. 1 Obstruction light EASA Type C	Light bar EASA Type D	Transponder A-SMGCS	Radio fixed frequency UHF TWR	Portable radio frequency UHF	Mobile phone	Airport Grid Map	Low Visibility Procedures Chart
AmbuLift	X		X	X	X	X	X	X		X				X		X												
Drinking water tanker	X		X	X	X	X	X	X		X				X		X												
Toilet tanker	X		X	X	X	X	X	X		X				X		X												
Truck	X	X	X	X	X		X	X		X		X	X	X		X												
Fuel tanker truck	X	X	X	X	X	X	X	X		X		X	X	X		X												
Crane truck	X	X	X	X	X		X			X		X	X	X		X												
Gully emptier	X	X	X	X	X		X			X				X		X												
Car	X	X	X	X	X		X			X						X												
Bus crew	X	X	X	X	X	X	X	X		X		X	X			X												
Passenger buses	X	X	X	X	X	X	X	X		X				X		X												
PRM bus	X	X	X	X	X	X	X	X		X		X	X			X												
Luggage trolley	X		X				X	X	X		X																	
Container trolley	X		X				X	X	X		X																	
Pallet trolley	X		X				X	X	X		X																	
Other trolley type	X		X				X	X	X		X																	
Towed air conditioner (ACU)	X		X	X	X	X	X	X		X				X		X												
Towed air conditioner (ACU)	X		X		X	X	X	X		X				X		X												
Deicer	X		X	X	X		X	X		X				X		X					X							
Fuel dispenser	X	X	X	X	X	X	X	X		X				X		X												
Diesel Forklift	X		X	X	X		X	X		X		X				X												
Electric Forklift	X		X	X			X	X		X		X				X												
Self-propelled generator (ASU and GPU)	X		X	X	X	X	X	X		X				X		X												



REQUIREMENT ↓	ACA	Road registration	Third party liability insurance	OBU On Board Unit	Flame arresters	Fire	Company logo and company Nameplate with CE Logo	Manufacturer, make/model and serial	Checked flag panels	Reflective components	No. 1 Obstacle Light	No. 2 Obstacle Light	No. 4 Obstacle Light	BeaconUNECE	Siren	Layout map	OAP-ISE Manoeuvring Area Register	Numeric abbreviation	Conspicuous colour (from 01/01/2021)	No. 1 Obstruction light EASA Type	Light bar EASA Type D	Transponder A-SMGCS	Radio fixed frequency UHF TWR	Portable radio frequency UHF TWR/Apron	Mobile phone	Airport Grid Map	Low Visibility Procedures Chart
Means/equipment	1	2	3	4	5	6	7		8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Towed generator (ASU and GPU)	X		X		X	X	X		X				X														
Cargo loader	X		X	X	X	X	X		X		X					X											
Catering Loader	X	X	X	X	X	X	X		X				X			X											
Sweeper	X	X	X	X	X	X	X		X				X			X		X		X				X	X		
Self-propelled luggage belt	X		X	X	X	X	X		X			X				X											
Towed luggage belt	X		X		X	X	X		X																		
Self-propelled lifting platform	X		X	X	X		X	X	X				X			X											
Trailers	X	X	X				X		X																		
Self-propelled ladder	X		X	X	X	X	X		X			X				X											
Towed ladder	X		X		X	X	X		X																		
Transporter	X		X	X	X	X	X		X		X					X											
Transporter-Loader	X		X	X	X	X	X		X		X					X											
Electric tractor	X		X	X		X	X		X		X					X											
Diesel tractor	X		X	X	X	X	X		X		X					X											
Pushback tractor with bar	X		X	X	X	X	X		X			X <sub>1</sub>	X <sub>1</sub>			X											
Pushback tractor without bar	X		X	X	X	X	X		X		X					X											
Operational ADR ISE-SAR vehicle	X	X	X	X	X	X	X		X <sub>2</sub>		X					X	X	X	X		X	X	X	X	X	X	X
Mowing vehicle	X	X	X	X	X	X	X		X		X					X	X	X		X				X <sub>3</sub>	X		
Operating ADR-AVL vehicle	X	X	X	X	X	X	X		X <sub>2</sub>		X					X	X	X	X	X		X	X	X	X	X	X
Operating ADR-PAV vehicle	X	X	X	X	X	X	X		X <sub>2</sub>		X					X	X	X	X	X		X	X	X	X	X	X
ADR-PSO vehicle	X	X	X	X	X	X	X		X		X			X	X	X							X	X	X	X	X
Snow clearing vehicle	X	X	X	X	X		X		X			X				X				X			X		X	X	X
ENAV-TECHNO SKY Vehicle	X	X	X	X	X	X	X		X <sub>2</sub>		X					X	X	X	X	X		X	X	X	X	X	X

Note 1: variable requirement. No. 1, 2 or 4 obstruction lights depending on the configuration of the special vehicle (truck/crane/special vehicle - gross laden mass greater than or less than 35 q; convertible, boxed, panel van and tarpaulin vehicles). Contact ADR/ISE Operational Safety in advance.

Note 2: Compulsory only for vehicles without the new finish (conspicuous colour).

Note 3: Portable radio tuned to Apron frequency.

2.3.2. For vehicles not included in those listed in Article 2.3.1, the mandatory requirements and equipment may be requested from ADR/ISE Operational Safety personnel for checks prior to the issue of an airside permit.

2.3.3. Vehicles, as referred to in Article 2.3.1, with a permit to enter the Manoeuvring Area, must be registered in the register of vehicles authorised to enter the Manoeuvring Area, managed by ADR/ISE. Upon entry in the register, ADR/ISE issues the alphanumeric code that distinguishes the vehicle during Ground-to-Tower communications. Each update of the register is forwarded to ENAV-TWR for the purpose of issuing access authorisations in the Manoeuvring Area. The operator is obliged to notify ADR/ISE of any changes in good time.

2.3.4. Vehicles, referred to in Article 2.3.1, with a permit to enter the Manoeuvring Area must have an inscription bearing the numerical code assigned by ADR/ISE. The inscription, bearing the numerical code, must be affixed at least on the sides and front of the authorised vehicle. The characters of the inscription must have a minimum height of 30cm. The inscription must be made of adhesive or magnetic material, perfectly adhered to the surfaces of the vehicle.

- **MANDATORY EQUIPMENT AND VEHICLE IDENTIFICATION**

2.3.5. Vehicles, as defined in Article 2.3.1, powered by an engine must be equipped with an OBU (On Board Unit) satellite tracking device. The OBU must be installed in accordance with procedure E-16 ACA.

2.3.6. Vehicles, as referred to in Article 2.3.1, powered by an internal combustion engine, must be fitted with a flame arrester at the end of the exhaust gas system or with an internal flame arrester. Vehicles equipped with a catalytic converter or equivalent device (FAP) are exempt.

2.3.7. Vehicles, as defined in Article 2.3.1, operating within the ASA (Aircraft Safety Area), must be equipped with at least 1 fire extinguisher.

2.3.8. Vehicles, as referred to in Article 2.3.1, must be equipped with:

- logo of the company, organisation or administration to which it
- company number assigned to the
- only for non-registered vehicles and trailers: identification plate
- for trailers only: nameplate with manufacturer's name, make/model and serial number;
- the company logo and number must be placed on the sides of the vehicle;
- the logo must have a minimum size of 30 cm in diameter or on one
- the font used to represent the social number must have a minimum height of 5 cm ± 0.5 cm;
- the logo and the company number must be made of adhesive or magnetic material that

2.3.9. Vehicles, where required by Article 2.3.1, must be equipped with panels depicting a red and white chequered flag on their sides. The panels must be made of reflective material. The dimensions of the panels must be 45x45 cm. In cases where the vehicle does not have sufficient surface area to permit the affixing of a 45x45 cm panel, the size of the panel may be reduced to a minimum size of 15x15 cm. Panels smaller than the standard 45x45 cm must in any case be congruent with the usable area of the vehicle and must be approved during the inspection prior to the issue of the Airside access permit. Vehicles equipped with panels larger than 45x45 cm are considered compliant in any case.

2.3.10. Vehicles, where required by Article 2.3.1, must be fitted with reflective devices placed on both sides of the bodywork, in a position that is always visible to other vehicles and aircraft. Reflective elements must be red, yellow or white. Retro-reflective elements must be made of adhesive material complying with the UNECE standard

Regulation 104, with a minimum width of 50mm and linear development between 1m and 2m, subject to available surfaces. As an alternative to reflective elements made of adhesive material, reflective paints of equal visual effect can be applied under the same test conditions.

2.3.11. For vehicles circulating in the Manoeuvring Area, specific colours are defined (conspicuous colour); mandatory from 01/01/2021.

● **OBSTACLE LIGHTS AND OTHER LUMINOUS EQUIPMENT**

2.3.12. Vehicles, where required by Article 2.3.1, must be equipped with obstacle lights, red in colour, fixed, which must develop a luminous intensity of not less than 10 candelas (cd) and must have an azimuthal coverage of 360° (degrees). The installation of lights, depending on the requirements of Article 2.3.1, must be as follows:

- No. 1 light: the light must be placed on the top of the medium, in the most visible part.
- No. 2 lights: the lights must be placed at the two highest ends.
- No. 4 lights: the lights must be placed at the 4 upper corners of the

ADR, at the time of the verification, will, if necessary, acquire documentation proving compliance with this requirement.

2.3.13. Vehicles, where required by Article 2.3.1, must be equipped with 1 obstacle light Type C in accordance with ADR.OPS.B.080 IR and AMC. The light must be placed on the top of the medium, in the most visible part. The obstacle light Type C must always remain switched on while driving in the Manoeuvring Area. The table below summarises the technical characteristics of the Type C light.

Type of light	Colour	Type of signal	Peak intensity [cd] at levels predetermined levels of background luminance background (a)	Intensity minimum [cd]	Intensity Maximum [cd]	Vertical angle of the light beam (f)
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			Day (above 500cd/m <sup>2</sup> )	Nightfall (between 50 and 500 cd/m <sup>2</sup> )	Night (Below 500cd/m <sup>2</sup> )			Minimum beam angle [°]	Intensity [cd]
Type C	Yellow	Beacon (60-90 fpm)	N/A	40	40	40cd (b)	400cd	12° (d)	20

(a) Equivalent light intensity. As defined in ICAO Doc 9157 for light beam apertures between 2° and 10°.  
(d) the peak intensity value must be reached at approximately 2.5°.  
(f) The aperture of the beam is defined as the angle between the horizontal plane and the direction for which the intensity value exceeds that shown in the intensity ratio

2.3.14. Vehicles, where required by Article 2.3.1, must be equipped with EASA Type D light bar in accordance with ADR.OPS.B.080 IR and AMC. The light bar must be placed on the top of the vehicle, in the most visible part. The Type D light bar must remain lit at all times while driving in the Manoeuvring Area. The table below summarises the technical characteristics of the D-type light.

Type of light	Colour	Type of signal	Peak intensity [cd] at set background luminance levels (a)			Minimum Intensity [cd]	Maximum Intensity [cd]	Vertical angle of the light beam (f)	
			Day (above 500cd/m <sup>2</sup> )	Nightfall (Between 50 and 500 cd/m <sup>2</sup> )	Night (Below 500cd/m <sup>2</sup> )			Minimum beam angle [°]	Intensity [cd]
Type D	Yellow	Beacon (60-90 fpm)	N/A	200	200	200cd (c)	400cd	N/A (e)	N/A

(a) Equivalent light intensity. As defined in ICAO Doc 9157  
(c) for light beam apertures between 2° and 20° the peak intensity value must be reached at approximately 17°.  
(f) The aperture of the beam is defined as the angle between the horizontal plane and the direction for which the intensity value exceeds that shown in the intensity ratio

The vehicles to which this requirement applies must also be equipped with no. 1 information display visible to the pilot during FOLLOW-ME taxiing operations.

2.3.15. Vehicles, where required by Article 2.3.1, must be equipped with flashing lights in accordance with UNECE Regulation No. 65, in application of Article 177 of the Highway Code.

2.3.16. Vehicles, where required by Article 2.3.1, must be equipped with a siren, in application of Article 177 of the Highway Code.

- **COMMUNICATION AND LOCALISATION EQUIPMENT**

2.3.17. Vehicles, where required by Article 2.3.1, must be equipped with no. 1 working fixed radio tunable to the UHF Tower frequency 445.775 MHz.

2.3.18. Vehicles, where required by Article 2.3.1, must be equipped with one working portable radio tunable to the UHF Torre/Apron frequency. The portable radio must be carried even if you intend to operate on foot.

2.3.19. Vehicles, as referred to in Article 2.3.1, must be equipped with one mobile phone to be used in the event of radio equipment failure.

2.3.20. Transponder A-SMGCS: Vehicles, as referred to in Article 2.3.1, must be equipped with one vehicle transponder with ADS-B System protocol and an operating frequency of 1090 MHz.

- **MAPS**

2.3.21. Vehicles, where required in Article 2.3.1, must be equipped with no. 1 airport Grid Map in A3 format made of water-resistant plasticised material. The plan to be used is annexed to Part C of the Aerodrome Manual: C-4 APRO 10 - Grid map and the Emergency Plan, and can be requested from the Safety & Compliance Monitoring Management System at [compliance@adr.it](mailto:compliance@adr.it).

2.3.22. Vehicles, where required in Article 2.3.1, must be equipped with No. 1 Low Visibility Procedures Chart in A3 format, published in AIP AD-2-LIRF 2-7. The map must be made of water-resistant plasticised material.

2.3.23. Vehicles, where required in Article 2.3.1, must be equipped with no. 1 E-15 DDS Layout Map Annex 2. The map, in its current version, must be available inside the vehicle in paper format or, alternatively, must be readily available in digital format on an electronic medium.

## **2.4. MINIMUM MAINTENANCE REQUIREMENTS FOR VEHICLES, EQUIPMENT AND FACILITIES**

- **APRON MAINTENANCE:**

2.4.1. In Apron, for means and equipment, the execution of:

- scheduled maintenance,
- washing,
- painting,
- extraordinary maintenance requiring the use of solvents or bulky equipment, except

in authorised technical areas.

2.4.2. For the prescriptions concerning emergency repair, please refer to the Terminal Regulations "Emergency Response and Vehicle Maintenance" (ref. Section 5).

- **MAINTENANCE PROGRAMME FOR VEHICLES/EQUIPMENT**

2.4.3. The vehicle/equipment maintenance programme must be drawn up in accordance with the manufacturer's maintenance manual with regard to the planned inspection and maintenance deadlines (hourly 100h, 200h, 300h etc. and/or calendar). Inspection/maintenance tasks must be carried out within the set deadlines, maintaining objective evidence of all interventions.

2.4.4. The companies that use/own the ACA of the vehicles/equipment must have a system of actual recording of the hours of use so that the inspection/maintenance interventions indicated by the manufacturer can be correctly scheduled in hourly terms.

2.4.5. For operational requirements, inspection or maintenance tasks can be anticipated, but not postponed with respect to deadlines. If a task is anticipated, the next due date must be calculated from the actual date of execution of the task.

2.4.6. Any changes (postponements) to the scheduled inspection/maintenance deadlines can only be made after formal approval by the vehicle/equipment manufacturer.

2.4.7. Special vehicles/equipment used in Turn Around activities have a life limit of 10 years from registration, or more than 10 years, only if the vehicle/equipment is maintained continuously by the same maintenance company, at intervals of not less than 2 years, both for scheduled and unscheduled maintenance, and as long as the availability of the spare parts referred to in the manufacturer's manual, or equivalent parts accompanied by a report/document/certificate, attesting their equivalence, is guaranteed.

- **MAINTENANCE MANUALS:**

2.4.8. Manuals must be available for all vehicles/equipment, which are subject to maintenance, and at the disposal of operators carrying out maintenance activities.

2.4.9. Manuals must be continuously updated and the use of outdated manuals must be avoided.

- **WAREHOUSE:**

2.4.10. All stock materials/spare parts must be stored in dedicated areas, in compliance with the storage conditions (temperature, humidity, DGR etc.) stipulated in the material/spare part sheet.

2.4.11. The identification and location of materials/spare parts in the warehouse must be such as to avoid difficulties in finding spare parts.



2.4.12. A list of materials/spare parts kept in stock with their expiry date and location must be available.

2.4.13. Expired spare parts/materials must be disposed of in a dedicated area.

2.4.14. In the case of DGR warehouses within the airport grounds, the operator must be informed of the precise location.

2.4.15. A process for managing spare parts/materials must be established and described in the operating manuals.

- **MAINTENANCE EQUIPMENT OR EQUIPMENT USED**

2.4.16. All available equipment must be efficient and, where applicable, certified.

2.4.17. A list of available equipment must be available showing the equipment subject to periodic calibration/calibration and the relevant calibration/calibration intervals.

2.4.18. An equipment management process must be established and described in the operating manuals.

2.4.19. Unused equipment must be stored in a dedicated area and/or room ("Equipment"), where the identification and location of the equipment is such as to avoid difficulties in finding it.

- **TOOL BOXES**

2.4.20. All equipment contained within the toolboxes must be surveyed. A list of equipment must be contained within the box itself.

2.4.21. The organisation of the boxes must be such as to allow the operator, at the end of the activities, to identify equipment that has not been stowed and possibly left on board the maintained vehicle (FOD).

2.4.22. Toolboxes must not contain spare parts and miscellaneous small parts.

- **SPARE PARTS**

2.4.23. Suitable spare parts and materials, referred to in the manufacturer's manual, must be used.

2.4.24. Any equivalent materials and spare parts must be accompanied by a report/document/certificate attesting to their equivalence.

- **WORK ENVIRONMENTS**

2.4.25. The state of the maintenance workshops must be characterised by tidiness and cleanliness, such that no FOD problems arise.

2.4.26. Within the workshops, all processing/storage areas must be properly identified and respected (e.g. efficient/inefficient materials area, equipment storage area, etc.).

2.4.27. Any unsafe/unsuitable areas (e.g. containing inefficient or non-certified equipment/parts) must be appropriately inhibited from personnel access.

- **IMPLEMENTATION OF PERSONNEL**

2.4.28. Sizing: the number of available resources must be suitable for the type and number of maintained vehicles under active contracts. The MAN POWER analysis must be properly documented.

2.4.29. Personnel performing a maintenance task must be trained and qualified to perform the task. The company must maintain evidence of staff training (ref. Aerodrome Manual Part B Section 3).

2.4.30. Competence Matrix: a competence matrix of personnel must be drawn up, so as to demonstrate their overall competence in relation to all vehicles maintained under existing contracts, and for all activities covered by the maintenance manuals. It is necessary to identify a list of vehicle classes (grouping them, where possible, by type, generation or plant similarity) and generic workings (electrical, mechanical or structural), exhaustive for the managed vehicle fleet, to which the specific skills of the personnel should be linked. Evidence of technical training must be maintained or a qualification assessment with an identified and qualified in-house instructor/examiner must be provided for each piece of evidence recognised to personnel within the competence matrix.

2.4.31. External personnel: must be included in the competence matrix by collecting evidence of training and/or providing qualification assessments.

2.4.32. Maintenance personnel must be trained and sensitised on the correct handling of FOD, both for the management of tools and spare parts, inefficient parts, materials and scrap.

- **RECORDS**

2.4.33. All maintenance activities must be properly recorded. These records must be appropriately retained for a period of

at least four years from the date of cessation of use of the vehicle and made available to the maintainer.

2.4.34. The serial numbers of the spare parts installed and, where applicable, the serial numbers of the equipment used (e.g. equipment subject to periodic calibration) must be recorded.

- **SUBCONTRACT**

2.4.35. The maintenance subcontractor must meet the same requirements as those listed above applicable to the contractor.

2.4.36. The contracting company must provide a procedure for qualifying subcontractors and monitoring the activities performed.

2.4.37. The contract between the parties must define the criteria for verifying and managing these requirements.

## **2.5. AIRSIDE DRIVING CERTIFICATE**

2.5.1. 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").

2.5.2. The ADC-A enables driving:

- on aircraft aprons,
- on vehicular traffic on the Airside,
- on the perimeter road (authorised subjects/permitted activities).

2.5.3. The ADC-M enables driving:

- in the Manoeuvring Area.

2.5.4. For the issuance of an Airside driving permit, the following are compulsory:

- possession of a suitable valid driving permit, of an appropriate category for the type of vehicle to be driven, in accordance with the rules of the Highway Code in force or in any case referable to the types listed therein. For vehicles not covered by the Highway Code (tractors, loaders, transporters, ladders), at least a B permit is required. It is the responsibility of the company and the driver of the vehicle to verify the appropriate category of the civil driving permit.
- possession of a green, red or blue-band airport access permit 4, which authorises access to the airside area in front of the cargo warehouses, including canopies, for loading/unloading cargo;
- Having carried out the theoretical education, training and practical assessment required for the specific rating by and under the responsibility of the relevant company or organisation, as indicated in the following paragraphs
- having passed an in-person examination at ADR.

The employer must ensure specific training/education for the types of vehicles used, and must also ensure that evidence of this training is archived and,

if necessary, made available to ADR in the manner specified when applying for a driving permit.

2.5.5. The ADC holder, when driving a vehicle on the airside, must carry the ADC with him/her along with a valid driving permit, and present it to the competent bodies if requested to do so.

2.5.6. The entitlement is personal, non-transferable and does not replace the driving permit, which remains the only valid document for the purpose of identifying the driver's technical/physical/psychological abilities and the categories of vehicles authorised to drive in accordance with the Highway Code.

2.5.7. The ADC holder is obliged to notify his employer of any renewal, expiry or withdrawal of his driving permit.

- **TRAINING FOR THE PERMIT**

2.5.8. **INITIAL THEORETICAL TRAINING:** The initial theoretical training consists of participation in a dedicated course aligned to the standards contained in this document and the Aerodrome Manual and subsequent passing of an examination. ADR delivers ADC-A training directly or through instructors belonging to airside companies/bodies/administrators and qualified by ADR.

2.5.9. For ADC-A, instructors, in order to be qualified and to maintain their qualification, must meet the requirements set out in Section 3 of Part B of the Aerodrome Manual, attested by signing the appropriate form signed by the company/institution/administration to which they belong, and participate in the required initial and recurrent training.

2.5.10. **TRAINING WITH PRACTICAL ASSESSMENT and REFRESHER TRAINING:**  
Practical driving training consists of driving a vehicle, side-by-side, in the areas for which the ADC is to be achieved, carried out by personnel who have the qualification of A.D.E (Airside Driving Expert)

belonging to the same company or to the ADR Group, the requirements and the initial and recurrent training are set out in the Aerodrome Manual, Part B,

The practical training must last a minimum of 4 hours for ADC-A and 400 hours for ADC-M\*Note and is followed by a structured assessment to verify that the candidate has acquired (for the apron or manoeuvring area) the following skills

- correct orientation in the airside;
- correct observation and recognition of obligations and prohibitions;
- awareness of the risks involved in airside driving.

Refresher training (in the event of a break in airside driving of between 3 and 12 continuous months) is provided in the same way as practical training (shadowing with A.D.E. and practical assessment) but lasts 2 hours for ADC-A, while for ADC-M the modalities are indicated in point 2.5.43. The monitoring of driving break periods is the responsibility of the licensed driver's company/organisation.

For ADC-A, the company/entity that does not have A.D.E. qualified personnel to carry out the practical training or refresher training may turn to ADR, which will carry them out for a fee.

\*Note: not applicable for fire brigade personnel for whom dedicated and specialised practical training is foreseen for the specific activities carried out in the manoeuvring area, lasting at least 1 month, following the acquisition of the ADC type A qualification. This training will be recorded and validated on a dedicated checklist by suitably qualified VVF instructors who will accompany the candidate. The practical training will ensure that the following requirements are met:

- Correct orientation in the manoeuvring area;
- Correct recognition of horizontal and vertical signs and lights in the manoeuvring area;
- Adequate awareness of the risks associated with manoeuvring in the manoeuvring area and apron when moving off ordinary roads;
- Adequate knowledge and use of radio telephony.

**2.5.11. RECURRENT TRAINING E PROFICIENCY CHECK:** For personnel holding both valid ADCs A and M, recurrent training and a proficiency check (test and continuity declaration for ADC-A; theoretical-practical proficiency check for ADC-M) are compulsory 24 months after the issue of the ADC. See dedicated sections for details.

2.5.12. For ADC-M, assessment and proficiency checks are conducted by ADR/ISE-Operational Safety, ENAV and VVF personnel internally qualified as 'assessors' and with the following requirements:

- at least 3 years of driving experience in a manoeuvring area;
- no points deduction (ADC) in the last 2 years.

2.5.13. **AIRSIDE DRIVING PROHIBITION:** If an operator holds both A and M valid ADCs:

- has not completed the compulsory recurrent training by the deadline set or communicated by ADR, or
- has not completed the refresher training in the cases provided for, or
- has an expired driving permit,

it will be the responsibility of the Employer to inhibit the operator from driving the vehicles independently until the recurrent or refresher training or driving permit renewal has been completed.

In the transitional period until the course is passed, the operator must always be accompanied by an operator holding a permit that has been valid for at least two years (ADC-A) or for at least three years (ADC-M) without deduction of points in the last 24 months.

2.5.14. Theoretical education, training and practical assessment must be recorded in documents in which the following are stated: name and surname of the trainer, name and surname of the trained/trained personnel, date of execution and completion of the training, name of the A.D.E. (ADC-A) or the assessor (ADC-M). A copy of these documents must be kept in the care and responsibility of the company/body/administration.

2.5.15. ENAC and ADR reserve the right to carry out periodic audits and checks during which, in addition to verifying training and/or training documentation, interviews/tests may be conducted with operators to verify the assimilation of notions learned during theoretical and practical training.



2.5.16. Since airport safety aspects are an integral part of the knowledge required to operate vehicles in the Airside, the operator wishing to obtain the ADC must have a valid certificate (no more than 24 months from the date of issue) for the Airside Safety course, Module 2 - Airside Safety or the complete Airside Safety course (Module 1 + Module 2).

2.5.17. In relation to the type of airside driving permit that can be obtained, the following table shows the volumes of the 'Airside Driving' manual that the operator must study in order to pass the examination. The documents are attached to the Aerodrome Manual and can be downloaded via the website [www.adr.it](http://www.adr.it).

Driving Manuals	Type of Airside	
	A	M
<b>Volume 1_Apron</b> Authorisation to drive in the Apron	<b>Mandatory</b>	<b>/</b>
<b>Volume 2_Manoeuvring Area</b> Authorisation to drive in the Manoeuvring Area	<b>/</b>	<b>Mandatory</b>
<b>Volume 3_Radiotelefonìa</b> Radio communications	<b>/</b>	<b>Mandatory</b>

- **APRON DRIVING PERMIT**

2.5.18. Anyone wishing to obtain ADC-A must:

- carry out an initial theoretical training course (see 2.5.8)
- submit an application for admission to the examination in person
- to the ADR licensing office after the theoretical training carry out training and a practical assessment (see 2.5.10) in the relevant areas by the company concerned, during which personnel must carry proof of their application for admission to the examination
- Pass an in-person theoretical examination, based on the theoretical training and teaching material prepared by ADR and accessible via the ADR website at <https://www.adr.it/bsn-training-patenti>.

and If the candidate passes the theory test, he/she must withdraw the adc within a maximum period of 30 days from the date of passing the examination, after which the permit will be revoked. However, it remains forbidden to drive vehicles in the airside without an accompanying adc.

2.5.19. In the event of failure in the theoretical examination, at least two weeks must elapse before the candidate can retake the test and, in the event of a further failure, the candidate will have to repeat the entire procedure for the first release

2.5.20. The organisation and supervision of the examination sessions is entrusted to the ADR OPR-SCZ-ACO function, guidance and are available At the <https://www.adr.it/bsn-patente-aeroportuale->

2.5.21. Examining boards for ADC-A consist of at least two members, one of whom acts as chairman, and are composed of ADR staff. If personnel belonging to the State Entities take part in the examination session, ENAC may participate at its discretion as an optional member.

2.5.22. For each administrative activity related to the ADC (issue, renewal, duplication due to theft, loss or deterioration, reissue due to variation of the certificate of competence) a fee is due to ADR as indicated in the specific fee schedule published on the website <https://www.adr.it/bsn-patente-aeroportuale-fiumicino2>

2.5.23. In order to allow one of its employees or collaborators to take the theory test, the Company/Body concerned must submit a specific request for admission to the chosen examination session, indicating the candidate's personal data, the access permit to the airport areas held by the latter and the driving permit data, attaching photocopies thereof; at the same time, it shall pay the fee envisaged, according to the specific fee schedule published on the website <https://www.adr.it/bsn-patente-aeroportuale-fiumicino2> a according to indicated therein.

2.5.24. Within 5 working days of the requested examination session, the company/institution must submit to ADR-OPR-SCZ-ACO-Certification confirming theoretical and practical training, also signed by the operator who carried out the training, together with the valid certificate of the Airside Safety course, Module 2, Airside Safety valid for a period of up to 24 months from the date of issue. All necessary forms are available in electronic format at <https://www.adr.it/bsn-patente-aeroportuale-fiumicino2>

2.5.25. The theory test consists of solving a questionnaire consisting of 20 multiple-choice questions on the topics covered in the initial theoretical training and in Volume 1 - Apron Driving permit; the test is deemed passed if the candidate answers exactly at least 18 questions in the 25 minutes available for the examination. The tests take place during sessions according to a schedule prepared by ADR and at the locations indicated on <https://www.adr.it/bsn-patente-aeroportuale-fiumicino2>. The theoretical examination for obtaining and renewing the ADC is carried out in ADR's specially designated premises.

2.5.26. **ESCORT IN POSSESSION OF AN AIRPORT PASS:** All those who, All those who, exclusively for reasons connected to the performance of their duties, need to drive vehicles within the Airside area of Rome Fiumicino Leonardo Da Vinci airport (for occasional use) and do not hold an ADC, must be escorted by personnel in possession of the qualification (such personnel with the qualification may be beside the driver or in their own vehicle preceding the escorted vehicle).

2.5.27. **ESCORT OF A VISITOR:** Those for whom a "Visitor" airport access permit is required, as defined in the "Procedure for the issue of airport passes", must drive vehicles accompanied by personnel who have been authorised to do so for at least one year, or, if the vehicle is accompanying an ADR Operational Security vehicle, it must be driving on the airside with an "escorted access".

2.5.28. **ESCORT CHECKS:** It is the responsibility of the escort applicant to verify:

- that the escort is in possession of a valid driving permit of the appropriate category for the type of vehicle to be driven in accordance with the rules of the Highway Code in force or in any case referable to the types listed therein;
- that the escort has specific training/education for the type of vehicle to be driven.

2.5.29. Airside driving certification is not required for external support staff who must enter the operating area in the event of the activation of any state of emergency; such staff, in order to enter the apron area, must in any case always be escorted by the State Authorities or by ADR Operational Security personnel, while for access to the Manoeuvre Area, they must be escorted exclusively by ADR Operational Security personnel. External support personnel are defined as emergency vehicles, police forces and those directly involved in the management of the emergency condition.

2.5.30. In accordance with the regulations concerning the maintenance of Safety requirements at the Airport, the same rules set out in this section apply to public entities. Notwithstanding the rules of the previous articles, the issue and renewal of ADCs are not subject to payment and are managed through the competent ADR structure.

#### • **MANOEUVRING AREA DRIVING PERMIT**

2.5.31. It is strictly forbidden to enter a runway or an aircraft taxiway if:

- not in possession of a permit to drive in the Manoeuvring Area;
- without explicit entry authorisation from the Fiumicino Control Tower.

possession of ADC type M does not, under any circumstances, allow access to critical and sensitive areas by men and vehicles unless authorised in advance.

2.5.32. Those who, in addition to possessing the ADC-A, meet the following requirements may be authorised to drive vehicles in the Manoeuvring Area:

a. belong to one of the companies or entities that continuously operate in the Manoeuvre Area: ADR (ADR Operational Safety and Maintenance), ENAV, Techno Sky (a company that carries out maintenance on flight assistance equipment) and VV.F., unless expressly authorised by ADR;

b. have carried out a period of practical training driving the vehicle in the relevant areas of at least 400 hours \*Note (this training cannot begin before the ADC-A has been obtained). The training period is completed by a 6-hour theoretical course, with a final test to verify learning, and a practical test (both held by ADR, for ADR personnel, and by ENAV, for ENAV and Techno Sky personnel) preparatory to taking the examination, as per letter d. below, based on the programme contained in the Manual prepared by ADR (Volume 2 and 3);

For firefighters ADR will conduct a 6-hour theoretical course, with a final learning test, and a practical test.

\*Note: not applicable for fire brigade personnel. See note ref. 2.5.10.

c. have submitted to ADR the specific request for authorisation to drive in the Manoeuvring Area (available on the site [www.adr.it](http://www.adr.it)) by filling in the relative forms; for fire fighters, there is a minimum interval of 1 month between the date the ADC-A is obtained and the date the request is submitted;

d. have passed a theoretical examination. The theory test consists of solving a questionnaire consisting of 20 multiple-choice questions on the topics covered in the Manual Volume 2 (Manoeuvring Area section) and Volume 3 (Radiotelephony section). The test is deemed passed if the candidate correctly answers at least 18 questions in the 25 minutes available for the examination. 2.5.19. In the event of a failure in the theoretical examination, at least two weeks must elapse before the candidate can retake the test and, in the event of a further failure, the candidate must repeat the entire procedure for the first release with practical training under b) limited to four weeks.

2.5.33. The entitlement to drive in the Manoeuvring Area takes the form of the application of a red sticker on it.

2.5.34. The examining boards for the ADC-M examination will consist of ADR and ENAV personnel. One of the members acts as chairman. If the examination session is attended by personnel belonging to the fire brigade, ENAC may, at its discretion, participate as an optional member.

2.5.35. The driver who needs to enter the Manoeuvre Area, but is not equipped with the ADC-M or does not have the equipment required for access to the Manoeuvre Area, is obliged to ask ADR/ISE Operational Security to accompany/escort his vehicle in order to maintain constant contact with the Control Tower.

2.5.36. **ESCORT CHECKS:** It is the responsibility of the escort applicant to verify:

- that the escort is in possession of a valid driving permit of the appropriate category for the type of vehicle to be driven in accordance with the rules of the Highway Code in force or in any case referable to the types listed therein.
- that the escort has specific training/education for the type of vehicle to be driven.

2.5.37. Please note that once you have passed the waiting positions (RHP) you are considered to be already on track. This information is necessary in order to prevent runway incursions.

- **VALIDITY OF THE AIRSIDE DRIVING CERTIFICATE**

2.5.38. the entitlement to drive in Apron (ADC-A) is valid for 48 months, and is in any case conditional on the validity of the driving permit (if the latter has expired, the validity of the driving permit lapses). It is also conditional on the completion of recurrent training within 24 months from the date of issue (recurrent training may be brought forward by up to three months, with the expiry date of the permit remaining unchanged).

*permits issued or renewed by 30/06/2021 remain valid for five years.*

2.5.39. In the event of a break in Apron driving for a continuous period of between 3 and 12 months, it is the responsibility of the Employer to ensure refresher training provided by an A.D.E. (Airside Driving Expert) as indicated in point 2.5.10.

2.5.40. If driving in Apron is interrupted for a period of more than 12 months, the validity of the ADC lapses and the normal procedure for obtaining a new driving permit in Apron, including the test, must be repeated.

2.5.41. It is the responsibility of the employer of the company/institution requesting the airside driving permit to verify the duration of the airside driving interruption and, if necessary, to provide any refresher training or to repeat the normal process as for the first issue.

- **VALIDITY OF THE MANOEUVRING AREA DRIVING PERMIT**

2.5.42. The authorisation to drive in the Manoeuvring Area (ADC-M) is valid for 48 months and is in any case subject to the validity of the driving permit (if the latter has expired, the validity of the driving authorisation lapses). It is also conditional on the completion of recurrent training within 24 months from the date of issue (recurrent training may be brought forward by up to three months, with the expiry date of the permit remaining unchanged).

*permits issued or renewed by 30/06/2021 remain valid for five years.*

2.5.43. In the event of a break from driving in the Manoeuvring Area for a continuous period of between 3 and 12 months, it is the responsibility of the Employer to ensure refresher training in the following manner:

- a. in the case of interruption of driving for a period of between 3 months and 6 months: 5 days of shadowing, including 4 hours of theoretical refreshment and an assessment;
- b. in the case of interruption of driving for a period of between 6 months and 12 months: 10 days of shadowing, including 4 hours of theoretical refreshment and an assessment.

If driving is interrupted for a period of more than 12 months, 15 days of coaching, including 4 hours of theoretical refreshment and final assessment must be carried out. In this case, a new ADC must be obtained by repeating the theoretical examination for the first issue. It will be the responsibility of ADR, VVF or ENAV to submit an application for access to the examination to the ADR membership office, declaring that they have carried out shadowing, theoretical refreshment and assessment. Upon passing the examination, the permit will be reissued with a 48-month expiry date, as in the case of a first

2.5.44. If you are in possession of the ADC-M and you no longer need to drive in the Manoeuvring Area, it is the responsibility of your club/organisation to return the authorisation. A type A authorisation will be reissued with the same expiry date as the type M authorisation.

- **RECURRENT APRON DRIVING TRAINING**

2.5.45. In order to maintain the validity of ratings issued or renewed as from 01/07/2021, a theoretical recurrent training course is required every 24 months. The course can be taken up to 3 months before the deadline (without altering the qualification deadline), is delivered in e-learning mode, and can be purchased by companies/institutions/administrators who will then have to enrol their staff. The fees and modalities of purchase, registration and use can be found at [www.adr.it](http://www.adr.it)

*TRANSITIONAL PERIOD:*

*From 01/11/2021/ to 31/12/2021, 'theoretical course' certificates issued up to 31/10/2021 will also be accepted for renewal of the ADC-A.*

*For authorisations issued or renewed before 30/06/2021, it will be the responsibility of the ADR manager, by means of dedicated training campaigns, to provide recurrent training within 5 years in order to keep personnel up-to-date.*

For personnel holding ADC-As at both airports, when one ADC is renewed, it is also possible to renew the other with the same expiry date, subject to presentation of the required documentation.

2.5.46. For access to the recurrent training course, the Company/Body/Administration, when assigning the course to the candidate, will declare, via the e-learning platform: 1) to guarantee the identity of the



participant 2) to guarantee that the participant has been trained in the driving of the vehicles he/she is authorised to use 3) to guarantee that the participant has driven without any training deficiencies 4) to guarantee that in the event of a break in driving of between 3 and 12 continuous months, the participant has undergone refresher training in accordance with the procedures set out in this

2.5.47. A final learning test is scheduled at the end of the course. If the candidate fails the test, he/she may retake it after 3 days and within 14 days of the first attempt. For intermediate recurrent training in the event of two failures or failure to complete the course, the permit is revoked and a new permit must be applied for in the same way as for the first issue.

- **RECURRENT TRAINING MANOEUVRE AREA DRIVING PERMIT**

2.5.48. In order to maintain the validity of issued or renewed ratings, a theoretical recurrent training course is required every 24 months. The course can be held from 3 months before the expiry of the 24-month period while keeping the authorisation deadline unchanged. The activity must be recorded in documents in which the name and surname of the trainer, the name and surname of the staff trained, the date of execution and completion of the recurrent training are stated. A copy of these documents must be kept in the care and responsibility of the company/body/administration.

***TRANSITIONAL PERIOD:***

*The 24-month theoretical/practical recurrent training applies to holders of ADC-Ms issued as of 1 January 2020.*

*Holders of ADC-Ms issued between 1 January 2017 and 31 December 2019 will have to perform recurrent training by 31 December 2021.*

2.5.49. The theoretical course includes topics related to both ADC-A and ADC-M, with a total duration of approximately 2 hours. At the end of the course there is a theoretical-practical proficiency check.

If the candidate fails the proficiency check, he/she may repeat it after 3 days and within 14 days of the first attempt.

In the event of further failure, the candidate must complete five days of coaching, including 4 hours of theoretical refreshment, before repeating the

2.5.50. The theoretical course and proficiency check are conducted by qualified instructors and assessors from ADR/ISE-Operational Safety, ENAV and VVF

- ADR/ISE Operational Safety instructors/assessors: for ADR personnel.
- ENAV instructors/assessors: for ENAV and Techno Sky personnel;
- VVF instructors/assessors: for VVF personnel.

2.5.51. The expected recurrent training for the ADC-M exceeds the expected recurrent training for the ADC-A, which therefore does not have to be carried

#### ● **APRON DRIVING PERMIT RENEWAL**

2.5.52. In order to obtain the renewal of the driving permit in Apron, the applicant company/institution must, by the expiry date of the ADC-A:

- a. Present a double-sided copy of the ADC holder's valid driving permit;
- b. submit proof of completion of a recurrent training course, in the manner indicated under Recurrent Training ADC A, carried out within the 3 months preceding the application
- c. Present the valid certificate (not exceeding 24 months from the date of issue) of the Airport Safety Course, Module 2 - Airside Safety or the complete Airport Safety Course (Module 1 + Module 2)

The candidate must then pass the theoretical examination in the same way as for the first issue

In the event that the examination is not passed within the second attempt or the renewal application is not submitted by the time the ADC expires, the entire first issue process must be repeated.

*TRANSITIONAL PERIOD:*

*From 01/11/2021/ to 31/12/2021, 'theoretical course' certificates issued up to 31/10/2021 will also be accepted for renewal of the ADC-A.*

- **RENEWAL OF MANOEUVRING AREA DRIVING PERMIT**

2.5.53. In order to obtain the renewal of the Airside Driving permit, the applicant Company/Body, before the expiry date of the ADC-M, must submit to the ADR Membership Office the appropriate Airside Driving Permit renewal form (available at [www.adr.it](http://www.adr.it)) certifying:

- a. Recurrent training at 24 months (theoretical course and proficiency check).
- b. the completion of a theoretical course and a theoretical-practical proficiency check within the three months preceding the application, carried out in the same manner as the recurrent training at 24 months.

The candidate must then pass the theoretical examination in the same way as for the first issue.

If the examination is not passed within the second attempt, a five-day coaching session, including four hours of theoretical refreshment, must be repeated in order to re-take the examination.

- **ADC-A EXTENSION TO ANOTHER STOPOVER**

2.5.54. In order to obtain ADC/A at either of the two stopovers already having an ADC/A issued or renewed as of 01/07/2021, it is sufficient to carry out the practical training in accordance with the modalities laid down at the requesting stopover and submit the relevant documentation to the membership office of the stopover in question.

2.5.55. In order to align the expiry dates of both permits, the new ADC/A has the same expiry date as the first ADC/A.

## **2.6. OBLIGATIONS OF THE DRIVER**

This section lays down the main rules for driving in the Airside, knowledge of which, among other things, is essential in order to obtain the ADC Airside driving permit, and is intended for all those who have to drive a vehicle in the Airside area.

This document does not describe the airport's horizontal and vertical signage and area definitions. These definitions are contained in the mandatory training volumes. It is the obligation of public and private companies operating on the airside to train drivers in accordance with the driving permit session of this document.

It is the duty of all those driving in the airside area to strictly adhere to the requirements of this section.

2.6.1. Unless otherwise stated, the requirements of the Highway Code apply at the Airside. It is therefore recalled that responsibility for the conduct of the vehicle lies with the driver.

2.6.2. Driving mopeds, motorbikes, and bicycles in the Airside is prohibited.

2.6.3. All motorised vehicles and unauthorised vehicles are forbidden to enter the baggage handling areas; the only vehicles authorised to enter are tractors and baggage carts pulled by them.

2.6.4. The driver shall comply with the reporting obligations, Volume 1 of this Document.

2.6.5. Before driving the vehicle, the driver is responsible for checking that he or she is qualified to operate the vehicle, is familiar with its correct operation, and that the vehicle itself is suitable for the operations to be performed.

2.6.6. Alcohol and drugs: It is prohibited to drive a vehicle while intoxicated, under the influence of drugs or in poor physical condition.

2.6.7. The driver, before driving a vehicle, is obliged to check the efficiency of the vehicle and its trailer:

- Brakes and other stopping
- the wheels/tyres;
- front, rear and clearance lights;
- the windscreen, windows and wiper(s);
- the rear-view mirrors;
- the presence of sufficient fuel;
- the possible presence of liquid leaks under the vehicle;
- the efficiency of load securing devices where present;
- the presence and validity of the airside access permit.

2.6.8. The driver is obliged to ensure that the vehicle and his or her own does not generate FOD (parts and/or materials that, when released on vehicles/taxiways, could damage other vehicles/aircraft) and that there is no hydrocarbon leakage.

2.6.9. Drivers qualified to drive vehicles in the Airside are only entitled to use and drive the vehicles, towed rolling stock or motorised vehicles, of the company they belong to, which holds the ACA, and in accordance with the rules and procedures issued by the company itself, without prejudice to any agreements between companies, exclusively of a temporary nature, which must however be formalised and communicated in advance to the Lazio Airport Management, the State Authorities and ADR. The mixed use of rolling stock is therefore prohibited.

2.6.10. Vehicles, in order to circulate in the airside, must have the ACA and, where applicable, the LPM, which must always be displayed on the vehicle.

2.6.11. Drivers must use the vehicles in such a way as not to hinder traffic and airport operations as a whole, and in full

compliance with all the procedures issued by ADR, the Lazio Airport Management and any other competent authority.

2.6.12. Airside traffic is authorised for service/operational purposes only. Moving vehicles for reasons not strictly related to one's job is therefore forbidden.

2.6.13. Passengers may only be transported in vehicles intended for this purpose, except in exceptional cases of transport carried out by the staff of passenger assistance companies, with cars assigned to them in the cases of:

- final passenger boarding;
- transport of unaccompanied minors;
- transport of crew members required for the start of departure operations.

2.6.14. Only ADR Security personnel, or personnel of companies to which ADR Security has contracted the same service, are permitted to transport passengers to the hold baggage checkpoint, for the sole purpose of opening their checked baggage.

2.6.15. It is the driver's obligation not to leave vehicles in no-parking zones. Vehicles must be left in areas marked by appropriate road signs.

2.6.16. Vehicles left in no-parking zones will be removed in accordance with the procedures set out in this document in the specific chapter.

2.6.17. It is forbidden to drive with the doors open.

2.6.18. Drivers in accordance with the rules of the Highway Code,

- o o are obliged to use safety belts when driving, except in cases where the vehicle is not equipped for type-approval purposes.

- o o DRIVING DISTURBANCES AND DISTRACTIONS: In addition, drivers engaged in activities other than the essential ones while driving foreseen by the activity in order to avoid a decrease in attention, judgement and situational awareness.

In particular, while driving, drivers should adhere to the following:

- o o Mobile phone use is not permitted, except for active Bluetooth synchronisation with systems installed on the vehicle/headset, or wired headsets.

o Drivers are not authorised to text on mobile phones or any other instrument;

o They are not allowed to listen to music or watch videos;

o They are not authorised, in the case of radio-equipped vehicles, to perform Which require turning down the radio volume;

o They are not allowed to carry out non-essential (non-inherent running) conversations with passengers on board,

o They are not authorised, in the case of radio-equipped vehicles, to make non essential conversations (not inherent to the operational activity being performed) on the radio.

In addition, vehicle cabs must not contain objects or elements that could distract the driver from driving

2.6.19. It is forbidden to pass between a follow-me car and the tractor used to push/pull the aircraft.

2.6.20. It is forbidden to drive with the high beams on except for operations that make it necessary such as inspecting runways and green areas, in low light conditions, as long as they cannot cause dazzle to other vehicles/aircraft.

2.6.21. Vehicles circulating in manoeuvring areas are obliged to keep their lights on during the night and during the day in conditions of poor visibility: fog, snow, heavy rain, nightfall, etc.

2.6.22. If you have an ADC-M driving permit, to access the Manoeuvring Area and the green areas included in the runway and taxiway strips, either from the Apron area or from the perimeter roadway, you must request authorisation from the TWR. Only ADR ISE, AVL, PAV personnel, ENAV and Techno Sky personnel and the Fire Brigade (the latter only for handling emergencies or for training/exercises) are allowed access to these areas.

When driving in the Manoeuvring Area, personnel in possession of ADC-Ms must observe the instructions (obligations and prohibitions) provided by the horizontal, vertical signs and tables, dedicated to aircraft, unless otherwise authorised by TWR. When driving in the Manoeuvre Area, personnel holding ADC-Ms must observe the instructions (obligations and prohibitions) provided by the AVLS (e.g. stopbar). While driving in APRON, personnel authorised by the operator through the issue of the ADC-M, will only use and cross Apron Taxiways and Taxi lanes for the operations necessary to carry out operational activities, maintaining separation from any aircraft, vehicles and persons present

2.6.23. In radio contact with the Control Tower, the terminology foreseen by EU Regulation no. 923/2012 and subsequent amendments and additions - SERA, section 14 in the radiotelephony manual provided by ADR must always be adopted.

- **TRAFFIC ON THE PERIMETER ROAD**

2.6.24. The Perimeter Road is the road located in the Airside and adjacent to the external fence, intended for the traffic of service vehicles whose driver is qualified to drive in Apron ADC-A. The perimeter road allows the approach of all runways without interfering with the Manoeuvring Area.

2.6.25. Traffic on the road is only permitted for service purposes. For security purposes, ADR-Security carries out continuous patrols of the perimeter road system.



2.6.26. There is a subway that connects the north and south areas, which makes it possible to cross the runway and reach the Apron and vice versa without having to walk the entire perimeter road. Access to this subway follows the same limitations as access on the perimeter.

2.6.27. Drivers accessing the perimeter road must be familiar with the contents of Volume 1 'Apron Driving Habilitation' of the Airside Driving Manual made available by ADR.

## ● **AIRSIDE ESCORT TRAFFIC**

2.6.28. Preliminary to the start of the escort:

- the escorted person must compulsorily check the efficiency of their vehicle, as stated in point 2.6.7.
- The escort must brief the escorted person to operate the vehicle in accordance with the instructions given.

2.6.29. The driver of the vehicle following the escort must maintain visual contact with the escorting driver and ensure the possibility of contacting him by telephone or other efficient means of communication.

2.6.30. Escorts of vehicles, vehicles and equipment not engaged in the management of an emergency are suspended in the case of activation of the 'Low Visibility Procedures' (LVP).

## ● **SAFETY DISTANCES**

2.6.31. Safety distances between vehicles must be observed.

2.6.32. Following the passage of an aircraft (behind A/M) it is possible to cross a taxiway/taxilanes while keeping a safe distance from the aircraft of at least 150 metres or twice the length of the aircraft, whichever is greater.

2.6.33. With an approaching aircraft (ahead A/M), it is possible to cross a taxiway/taxilane while maintaining a distance of more than 100 metres from the aircraft.

- **UNDERPASSES - HIGH OR ELEVATED VEHICLES**

2.6.34. It is forbidden to pass under boarding bridges and subways with vehicles higher than the height indicated by appropriate signs. If the sign is not present because it has been torn down, and/or if in doubt, stop and do not pass under the jetty/underpass.

2.6.35. It is forbidden to drive with elevated vehicles (baggage belt, passenger ladder, disabled lift, cargo loader, etc.). The vehicle must be hoisted inside the apron for the sole manoeuvre of approaching the aircraft and must be lowered at the end of the assistance operations.

- **HORIZONTAL AND VERTICAL SIGNAGE**

2.6.36. Drivers are obliged to observe the road signs in accordance with the models provided for in the Highway Code, as well as those specifically intended to regulate vehicle traffic in relation to aircraft traffic, as prescribed by European Regulation EU 139/14, national regulations (ENAC Circular APT 24) and in the ADR training manuals implemented for training purposes.

2.6.37. All vehicles must move from one point to another of the forecourts exclusively following the vehicular road system prepared for this purpose and equipped with the appropriate horizontal and, where present, vertical signs. It is therefore forbidden to drive your own vehicle across the aircraft aprons.

2.6.38. Failure to comply with road markings and vertical signs is a serious breach of traffic rules on the airside that can cause extensive damage and result in fatalities. The driver is therefore obliged to observe the behaviour indicated by road signs or in the relevant regulations of this document and/or the Highway Code.

2.6.39. It is strictly forbidden to taxi along the taxiways like aircraft except for:

- ADR operating vehicles
- ADR maintenance vehicles
- ENAC vehicles

which are in operational, with yellow flashing light on.

The above vehicles are obliged to maintain separation from aircraft traffic and contact with the Control Tower.

2.6.40. Before crossing a taxiway on the Apron at the intersection with vehicular traffic, it is compulsory to always stop at the aeronautical stop sign indicated with appropriate vertical and/or horizontal markings and to make sure, looking to the right and left, that the same taxiway is not occupied by any taxiing aircraft, vehicles, or other obstacles.

● **PRIORITY**

2.6.41. Drivers exiting lay-bys onto the carriageway must give priority to vehicles travelling on the latter.

2.6.42. The driver must give way according to the priority indicated in the table below:

PRIORITY	VEHICLES WITH PRIORITY
1	<ul style="list-style-type: none"> <li>- Aircraft landing or taking off, taxiing or about to taxi (anti-collision lights on).</li> <li>- Follow-me with aircraft in tow.</li> <li>- Aircraft in pushback or towing (vehicles carrying out pushback and/or towing operations must give precedence to follow-me with accompanying aircraft, unless otherwise coordinated with the same and/or ENAV-TWR).</li> </ul>
2	- Emergency vehicles (with blue flashing light and siren on).
3	- ADR vehicle (with yellow flashing light on).
4	- Snow vehicles during snow clearing/infrastructure de-icing activities)

In the Manoeuvring Area, the instructions communicated by ENAV-TWR must be complied with.

2.6.43. The driver, in the absence of traffic signs and where possible, must give priority to the vehicles indicated in the following table:

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<b>TYPE OF VEHICLE</b>
A. Aircraft Refuelling <sup>1</sup>
B. Ambulift vehicle with passengers on board <sup>2</sup>
C. Baggage, mail and goods handling equipments <sup>3</sup>

2.6.44. Operational rescue vehicles with a blue and/or yellow flashing light in operation include medical rescue vehicles, fire-fighting vehicles, police cars and operational vehicles.

2.6.45. Drivers of other vehicles legitimised to intervene for necessities deriving from states of emergency or aircraft accidents, according to the rules of the Aerodrome Emergency Plan (PEA), or authorised by the Lazio Airport Management, may derogate from compliance with the rules indicated regarding observance of the speed limit and signs, but never from the obligation to give precedence to aircraft.

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1 Heavy goods vehicle, wide braking distances (traffic safety).

2 Presence of passengers on board (quality of service and passenger safety).

3 Punctuality of luggage delivery (quality of service and luggage safety)

- **SPEED LIMITS**

2.6.46. The following speed limits apply in the Airside area:

It is forbidden to exceed the permitted speed limit.

Area	Speed Limits
Inside the baggage handling areas	5 Km/h
Within the storage ULD areas	5 Km/h
<b>Vehicular traffic</b>	30 km/h or less, where applicable.
Perimeter road	<b>30</b> Km/h
Lay-by/Apron	30 km/h, in the apron, outside the stands. At a walking pace, within the ERA/ASA
<b>Airside construction areas</b>	10 km/h in the vicinity of construction sites

2.6.47. Routes between aircraft parking aprons and aircraft parking aprons, and vice versa, must always be the shortest, in compliance with the speed limits indicated above.

2.6.48. Movement around parked aircraft must take place with the necessary caution within the prescribed speed limits.

2.6.49. Speed, without prejudice to the limits, must never exceed what is considered reasonable and prudent in relation to the traffic and weather conditions existing at the time. No operational requirement can legitimise exceeding the stated speed limits.

2.6.50. Lower speeds, to be maintained on particular routes, may be prescribed by appropriate signs.

- **TRANSPORTING LOADS AND TOWING**

2.6.51. The driver, when transporting loads on his vehicle and/or trailer (luggage, ULDs, pallets, etc.), must ensure that they are correctly positioned and secured.

2.6.52. It is forbidden to travel with protruding loads that are not specially anchored to the vehicle and marked there. Luggage and goods on trolleys must therefore be loaded in such a way that they do not pose a danger to vehicle traffic. Before moving, the operator must therefore ensure that the load is securely placed on the trolleys and that the trolleys are firmly connected to each other and the nets/canopies lowered;

2.6.53. It is forbidden to use plastic and adhesive tapes to block the loading on board of baggage/goods trolleys.

2.6.54. Regarding the maximum capacity, it is mandatory to comply with the IATA manual.

2.6.55. Under load conditions, it is possible to tow:

- maximum 5 standard trolleys;
- maximum 4 dolly/ULD trolleys;
- maximum 3 dolly/pallet trolleys;

In the case of empty trolleys, a maximum of five trolleys can be towed.

2.6.56. It is forbidden to pull more than 3 trolleys within the Baggage Handling Facilities (BHS).

#### ● **VEHICLE MALFUNCTION OR LOCATION UNCERTAIN**

2.6.57. At Apron, any breakdown of the vehicle must be promptly reported by the driver to the company in order to activate the repair process. In the event of a malfunction that prevents movement, you must report it to your supervisor and take action for safe removal. The following are the actions to be taken in the event of a problem or failure of a vehicle in a position to obstruct aircraft operations:

turn on all luminous devices to be identified by ENAV-TWR or aircraft;

- report the location and the problem on the registered telephone to CEA-ADR (06 65953022) and to ISE-Operational Security (06 65953432);
- take prompt action for removal, notifying the CEA and ADR/ISE Operational Safety of the time required.

**2.6.58.** In the Manoeuvring Area, in the event of a breakdown of the vehicle, which prevents its movement,

- turn on all luminous devices to be identified by ENAV-TWR or aircraft;
- report immediately to TWR using the radio (frequency 445.775 MHz) or by calling the registered telephone;
- take prompt action for removal, notifying ENAV-TWR and ADR/ISE Operational Safety of the time required.

**2.6.59.** In the Manoeuvring Area, in the event of uncertainty about one's position, the driver is obliged to:

- turn on all luminous devices to be identified by ENAV-TWR or aircraft;
- Immediately report to ENAV-TWR by reporting the last reported/known position, using the radio (frequency 445.775 MHz) or by calling the registered telephone;
- wait for the Follow-me ADR which will provide the necessary guidance.

**2.6.60.** Obligation for all Handlers/Companies Operating at Airside to have an emergency service proportional to the number of available vehicles.

## ● **RADIO FAILURE**

**2.6.61.** The driver of the vehicle operating in the Manoeuvring Area and in a radio failure situation shall:

- Clear the Manoeuvre Area as soon as possible (possibly avoiding routes for aircraft) paying particular attention to the traffic in place;
- inform ENAV-TWR by the quickest means available that you have left the Manoeuvring Area.

## 2.7. TRAFFIC AND SANCTIONING MEASURES

### • ADC POINTS AND DETECTION OF TRAFFIC OFFENCES

2.7.1. An ancillary penalty system based on the deduction of Airside Driving Certificate (ADC) points is in place at Fiumicino Airport.

2.7.2. Points of the Airside Driving

- 1) Driving permit, including those already issued and valid, have an initial allocation of five points.
- 2) Airside Driving Certificate points may be deducted according to the offence committed, based on the table

Infringement committed	Points deducted
Failure to give way to aircraft, even if towed	3
Unescorted access to Manoeuvring Area without authorisation	3
Unescorted access to the Manoeuvring Area with a non-secured vehicle	3
Exceeding speed limits in airside area	1
Failure to respect vehicle signs	1
Failure to produce the driving permit to the competent authorities	1
Failure to comply with other driver obligations	1
Failure to comply with other driver bans	1

3) once the points have been used up, the rating will be revoked and may be obtained again in the same way as for the first issue. In this circumstance, the theoretical training course must be compulsorily attended at the ADR Training Centre and will not be allowed delivery by qualified instructors, external to ADR.

4) in the event that any of the violations referred to in point 2 above jeopardise the safety of the aircraft or other vehicles or cause an accident resulting in the injury of persons and/or serious damage to aircraft and/or airport facilities, ADR will revoke the rating for a period commensurate with the seriousness of the case; at the end of this period, the rating may be reissued in the same way as for the first issue. In this circumstance, the theoretical training course must be compulsorily attended at the ADR Training Centre and will not be allowed delivery by qualified instructors, external to ADR.



In the case of driving with an expired ADC:

- if the ADC has been expired for a period of 60 days or less: it may be reissued in the same manner as for the first issue, but not before 60 days have elapsed since the date on which the expired driving permit was returned. In such a circumstance, the theoretical training course must be compulsorily attended at ADR's Training Centre and will not be allowed to be delivered by qualified instructors from outside ADR.
- If the ADC has expired for a period of more than 60 days, it may be re-issued in the same manner as for the first issue, but not before 120 days have elapsed since the expired driving permit was returned.

In both cases, the theoretical training course must be compulsorily attended at ADR's Training Centre and will not be allowed to be delivered by qualified instructors from outside ADR.

7) In the case of driving without ever having obtained the ADC (with the exception of driving during the practical training envisaged for obtaining the ADC), the ADC may be obtained, in the same manner as for the first issue, not earlier than 365 days after the date on which the infringement was established. In such a circumstance, the theoretical training course must be compulsorily attended at ADR's Training Centre and will not be allowed to be delivered by qualified instructors from outside ADR.

2.7.3. The following persons are responsible for the supervision and control of compliance with the traffic regulations at the airport:

- a. ENAC inspection staff;
- b. Police
- c. Carabinieri Headquarters;
- d. Guardia di Finanza
- e. ADR-OAP-ISE Security personnel.

## • REPORTING TRAFFIC OFFENCES

2.7.4. ADR/ISE Operational Safety personnel who detect an infringement of traffic regulations will contest the violation of this document.

2.7.5. Personnel of State Agencies who detect an infringement of traffic rules:

- disputes the violation of the rules set out in this document;
- send the electronic version of the complaint to the Post Holder Manoeuvring Area as soon as possible to the e-mail address: [infrazioni\\_PHMOV@adr.it](mailto:infrazioni_PHMOV@adr.it).
- transmits the dispute report to ENAC.

2.7.6. ENAC inspection staff. detecting an infringement of traffic rules:

- disputes the violation of the rules set out in this document;
- send the electronic version of the complaint to the Manoeuvring Area Post Holder as soon as possible to the e-mail address:

## • ADC POINTS DEDUCTION PROCESS

2.7.7. The ADR Airport Manager, on the basis of the dispute report received from ADR-OAP-ISE-Operational Safety or the State Authorities, applies the process of deducting points from the Airside Driving Certificate, in accordance with the rules of this Document and:

- records the deduction of points from the ADC in the system;
- records any revocation of the ADC in the system;
- notifies the offender's Employer and the State Bodies of the decision to curtail and/or revoke the ADC.

In the event of revocation of the ADC, ADR will send an e-mail notification to the Employer in advance of the formal communication;

2.7.8. The offender's employer is obliged to:

- communicate the measure to the offending employee;
- in the event of revocation of the ADC, surrender the driving permit to the ADR Office within 10 days of receipt of the communication.

In the event of revocation of the ADC, upon receipt of the notification e-mail from ADR, the Employer shall order the offending employee to be banned from driving.

## • PROCEDURE FOR REMOVING VEHICLES, TRAILERS AND EQUIPMENT

2.7.9. The removal of vehicles and equipment that are in the conditions described in the following article is the responsibility of the user company/owner of the ACA; should the company be unable to comply with the terms and conditions, ADR-ISE Operational Safety will arrange for removal by ADR-MOE Electromechanical personnel, according to the procedures indicated in the following articles. ADR will also be able to intervene on the vehicle with actions from the outside to enable it to be transported.

2.7.10. In the event that ISE Operational Safety detects, either directly in the course of monitoring activities or as reported by other operators, the presence of vehicles or trailers or equipment (hereinafter briefly referred to as vehicles) in the Airside area that constitute a danger to the safety of persons and/or aircraft, or a potential obstacle to the movement of aircraft or a possible source of FOD generation and which do not comply with the requirements of this document, on the basis of an assessment of the hazard if and/or technical considerations of the vehicle, shall request the ACA user/owner company for their immediate removal and, should the latter fail to comply with the situation in a timely manner, shall arrange for their removal or immobilisation.

2.7.11. By way of example but not limited to, a vehicle constitutes a danger to the safety of persons, an aircraft hazard/intrusion or a possible cause of FOD, if:

- is left parked outside the dedicated parking areas and in such a way as to prevent the safe use of a parking apron by an aircraft;
- circulates or is left parked and is potentially dangerous to the safety of persons and/or aircraft due to obvious deficiencies (e.g. missing one or more parts, undercarriage with inoperative braking system or torn tarpaulin at risk of ingestion by aa/mm);
- is left parked in such a way as to potentially endanger the movement of aircraft on the taxiways;
- is left parked in such a way as to constitute an obstruction to normal passenger service activities;

- does not meet the security requirements set out in this Document.

2.7.12. For the purpose of documenting the condition in which the vehicle was found before removal, ADR will produce a special report including photographic evidence.

2.7.13. The means will be:

- Inhibited with a plaque on the spot
- moved so as not to be in the way and then
- removed and deposited in a designated unsupervised area not accessible to third parties, identified from time to time by ADR Operational Security

2.7.14. ADR will subsequently inform, in writing and attaching the photographic documentation produced, the ACA user/owner company of the removal and/or inhibition, giving details of the reasons and location of the same, inviting the same to collect or remove the vehicle.

2.7.15. Vehicles that have been inhibited on site and/or moved so as not to constitute an obstruction, if not collected within 5 days of receipt of the notification referred to in the previous point, shall be removed and deposited in the

2.7.16. The user company/owner of the ACA must in any case take it back promptly in order to dispose of it in accordance with the following rules:

- Restoration of the vehicle's functionality and compulsory requirements; the vehicle must be made available to ADR for suitability checks before being put into operation.
- Permanent removal from the airport, providing documentary evidence to ADR.

The return of the vehicles is carried out by ADR Operational Security to a representative appointed by the user company/owner of the ACA, subject to payment of the costs of removal, transport and storage. There is no payment of storage costs for inhibited vehicles that are collected within five days

after notification. If they are removed due to non-collection, payment of the storage fee will also be due for the first 5 days.

2.7.17. For vehicles not collected within 30 days, ADR, in addition to issuing an invoice for the reimbursement of removal, transport and storage costs, will order the definitive removal of the vehicle from the airport by the user company/owner of the ACA, with the consequent possible sanctions.

2.7.18. The user company/owner of the ACA bears the full risk for the theft of or damage to objects left in the removed vehicles, except in cases of wilful misconduct and gross negligence on the part of ADR personnel.

2.7.19. The removal or blocking of vehicles for police, ambulance, fire brigade, rescue and invalid services is forbidden in airport areas, provided that these vehicles do not obstruct traffic and do not comply with Safety requirements. In the event of serious traffic obstruction, these vehicles may be moved on sight in order to restore normal traffic flow conditions.