



Leonardo Da Vinci - Fiumicino Aerodrome

E-15 - SAFETY RULES

VOLUME 3 – Apron Safety

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AUDIT LOG VOLUME 3

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3.1. GENERAL RULES ON THE SAFE USE OF AIRCRAFT APRONS AND ADJACENT AREAS

- 3.1.1.** All personnel working at Airside must avoid, while carrying out their activities, the production of FOD (Foreign Object Debris), i.e. the dispersion of material, even of small dimensions, that can be sucked up by aircraft
- 3.1.2.** Footpaths: it is forbidden to walk in the area of movement with the exception of areas delimited by special footpaths (generally near terminals and technical areas). Pedestrian traffic within the aircraft parking areas (stands) is only permitted for strictly operational reasons, inspection checks, aircraft turnaround operations, embarking and disembarking operations.
- 3.1.3.** Lenders and operators must comply with the reporting obligations set out in Volume 1 of this document.
- 3.1.4.** smoking is prohibited in the airside. All operators are obliged to comply with vehicles; smoking is only permitted in the areas/areas reserved for smokers set up and identified by the Company Aeroporti di Roma S.p.A. with appropriate signs.
- 3.1.5.** Alcoholic beverages and narcotics: it is forbidden to carry out activities in a state of intoxication or under the influence of drugs/medicines or in a physical condition that could impair the safe performance of activities.
- 3.1.6.** In order to ensure the visibility of persons in airside pedestrian traffic, where permitted, high-visibility clothing must be worn at all times.
- 3.1.7.** It is compulsory to respect jetblast signs.
- 3.1.8.** Taxiways are affected by the movement of aircraft on the ground. Extreme care must be taken when crossing them, taking care to follow the road signs, respecting aeronautical stop signs and other danger signals.

3.1.9. If there are construction sites, vehicular traffic may be diverted with temporary signs that the driver must meticulously follow in order to remain separated from other traffic.

3.1.10. It is strictly forbidden to use taxilanes and taxiways in the same way as an aircraft, except if authorised (e.g. SAR, AVL maintenance).

3.1.11. Taxiways are to be crossed following the signs of the vehicular traffic, except if authorised (e.g. SAR, AVL

3.1.12. For the safety of operations and your own safety, the following safety distances from the A/M must be observed. With aircraft in motion for the purpose of crossing a taxiway/taxilanes on an authorised roadway:

- Front A/M: 100 metres;
- Behind A/M: 150 metres or twice the length of the aircraft, whichever is greater;

3.1.13. Although the responsibility for separating the helicopter from other traffic/personnel/obstacles rests with the pilot, when entering the apron, personnel present on neighbouring aprons must move away and find shelter in a safe area.

3.2. TURNAROUND OPERATIONS

3.2.1. Lenders/Self handlers must be certified according to the Enac Regulations and ensure specialised training of operators performing activities around aircraft. Lenders/Self handlers/Carriers shall, therefore, comply with the heel and cone allocation provided for in the relevant contract and provide directly for the equipment in an adequate number to serve all the aircraft under their jurisdiction and use them in compliance with the regulations and rules in force, especially those concerning Safety.

3.2.2. Specialised training of airside personnel must meet the standard requirements described in Volume 1 section 'Training'.

3.2.3. The application of IATA standards is strongly recommended.

3.2.4. From the moment the assigned pitch is confirmed, it becomes the exclusive use of the Carrier. Consequently, only personnel and vehicles of companies providing services to the Carrier itself, the Airport Operator and/or State bodies may access and operate there. Exclusive use ceases at the end of the coordinated procedures for the release of the pitch itself.

3.2.5. Subsequent to the assignment of the lay by, the Lender/Self handler shall prepare the resources (personnel, means and equipment) adequate in number and qualification, and in the appropriate time frame, for the rule of the service, in particular for the safe access of the A/M to the Lay by. For details on sizing and timing please refer to the Aerodrome

3.2.6. As soon as the allocation of the apron is known, the Lender/Self handler shall ensure that the apron itself, in the demarcated manoeuvring areas and in correspondence with the equipment manholes and accesses to the fire extinguishers and stop buttons, is completely cleared of vehicles and materials of any kind.

3.2.7. The chocks and cones must be attached as soon as the a/m locks in place, i.e. as soon as the skipper engages the parking-brake, which can only be removed if the chocks are present. Once the anti-collision lights are turned off and the chocks are set, safety cones must be placed to protect the aircraft from collision with the GSEs in accordance with the Carrier's GOM. No servicing activities must begin before the anti-collision lights have been switched off, the chocks have been put on and the safety cones have been positioned. The obligation to affix the chocks is also necessary for the safety of operations due to the presence of longitudinal and/or transverse slopes of the apron pavement. It is understood that in the event of aircraft being positioned in contingency parking positions (e.g. taxiway) due to extraordinary events, it is mandatory to place chocks on both the front and rear undercarriage unless otherwise indicated by the carrier.

3.2.8. At the end of use, each Lender/Self handler shall leave the pitch, including the adjacent areas, completely cleared of materials, trolleys and vehicles of any kind, and in a condition such that it can be used immediately for the next flight. Chocks and safety cones must be stored in the appropriate stalls. This is to protect the safety of persons, the integrity of aircraft and vehicles, and the smooth operation of the aerodrome. If the operator's personnel cannot comply for serious and justified reasons, they must immediately notify the CEA-ADR. Please note that the presence of FOD on the pitch may jeopardise the issuance of Ready by the Manager.

3.2.9. In the event that ADR-CEA is notified of or directly notices difficulties in the safe use of the aprons or impediments in the performance of assistance activities due to the presence of materials and/or vehicles left behind by the previous Lender/Self handler, ADR-CEA will invite the latter to immediately clear the apron or area, reserving the right to take direct action in the event of non-compliance, for safety reasons and to allow the regular performance of aerodrome activities, charging the non-compliant party for the costs incurred and

3.2.10. ADR can carry out inspections to verify compliance with the rules concerning the clearing of stands after use, taking the most appropriate operational measures in the event of non-compliance, for reasons of safety and to allow the smooth running of aerodrome activities.

3.2.11. Lender/Self handler must ensure the protection of passengers during boarding and disembarkation operations:

- Placing cones to protect the parts of the aircraft that pose a risk to people;
- Visually checking that passengers follow the pre-determined route, taking particular care to ensure that they do not pass under the wings of the aircraft, close to the engines and propellers, and remain outside the safety zone if refuelling is in progress.

3.2.12. On the instructions of the CEA-ADR or ADR/ISE Operational Safety, the Lenders/Self handler and Operators must clear the pitch or area immediately.

3.2.13. If the party does not immediately comply with the rules set forth in the preceding article, ADR reserves the right to do so directly for security reasons and to allow aerodrome activities to run smoothly, charging the defaulting party for the costs incurred and damages suffered.

3.2.14. The use of personal protective equipment is mandatory, according to the rules of the risk assessment carried out by the Employer of each Company operating in Airside, under its own and exclusive responsibility pursuant to Legislative Decree no.

3.2.15. It is forbidden to approach aircraft on foot, except for strictly operational reasons. The approach, if permitted, except for technical/operational personnel who by job description have such requirements and have been properly trained to do so, must take place with the anti-collision lights off. An aircraft with its anti-collision lights

even when it is stationary on its assigned apron. An aircraft is only considered to be 'on the ground' when it is stationary in the car park with its anti-collision lights off and its chocks set; until then it is considered to be 'in flight'. Vehicles, handling personnel and equipment must not, therefore, enter the ERA/ASA until the aircraft has stopped, turned off its engines, switched off its anti-collision lights, and put on its chocks, except as provided for in 3.2.16.

3.2.16. In order to avoid the danger of aspiration or jet blast, it is mandatory that no vehicle or person approaches an aircraft with its anti-collision lights on. The only persons authorised to enter the ERA/ASA (aircraft stand) and

- certified technicians to carry out aircraft checks;
- technicians or ramp attendants to connect to the cockpit with the headset/intercom;
- the technicians or ramp attendants for positioning the aircraft heels to the front undercarriage;
- the operators in charge of positioning and connecting the external power supply (GPU or 400Hz system).

3.2.17. Assistance operations to an aircraft take place within its own ERA/ASA area and in the ESA area associated with that parking area. The occupation of NPAs, as well as of Aircraft Stand Taxi lanes adjacent to car parks, must therefore be

3.2.18. It is forbidden to approach and tamper with or work on any pitch equipment, except for the normal operational use of the same and/or maintenance requirements by qualified personnel.

3.2.19. Movements within the ASA, around parked aircraft, must take place with the necessary caution within the prescribed speed limits (5km/h).

3.2.20. It is forbidden to leave your vehicle unattended at an aircraft stand.

3.2.21. The parking of vehicles in the ESA of the Reference Pad is only authorised for the 20 minutes prior to the aircraft blockade and during servicing operations.

3.2.22. Vehicle parking is permitted below deck for aircraft servicing personnel only. In the case of stopovers below deck it is compulsory

- switch off the engine;
- shift into gear;
- apply the parking brake;
- leave the ignition key inserted;
- close vehicle doors, but not lock them.

3.2.23. It is compulsory to pay the utmost attention to abandoned objects/waste that may constitute a danger or generate FOD and to report them immediately

3.2.24. Waste on board may not be abandoned on the apron for any reason but must instead be loaded onto the appropriate collection vehicles and transported

3.2.25. Only vehicles with a height greater than that of the jetties/underpasses are authorised to access the lay-bys from the closest point to them without following the

3.2.26. In order to leave the road, a right angle must be made, as this maximises the driver's view of the obstacles present.

3.2.27. When the operator has to carry out the reversing manoeuvre, they must use with the exception of vehicles equipped with cameras or distance measuring instruments.

3.2.28. When the operator does not have sufficient visibility to ascertain the they must use safety personnel on the ground to signal that they are separated from the aircraft, with the exception of means equipped with cameras or distance measuring

3.2.29. Following the switching off of the aircraft's anti-collision lights, elevating vehicles (ladders, belts, de-icers, etc.) are only allowed to lift the mobile platforms once they have reached the correct approach position to the aircraft. Elevated vehicles are not allowed to travel with

Vehicles that do not need to approach the aircraft for loading/unloading, refuelling or maintenance operations shall keep a sufficient distance from the aircraft by stopping with the nose in the direction of the aircraft.

3.2.30. After using an elevating operating vehicle, the driver, before lowering it, is obliged to check that there is a sufficient safety distance from the aircraft,

3.2.31. The unloading of the aircraft water tank must be carried out using the appropriate ramp equipment. It is specified that these vehicles, during assistance operations, are authorised to park on the NPA (No Parking Area) of the boarding jetties inside the lay-by, guaranteeing:

- That the operation is performed while the boarding dock is stationary in the aircraft docking position;
- Not to stand below the embarkation pier;
- To use the aid of a guide if the aircraft approach manoeuvre involves an approach of less than 1 m from the aerodrome

- That the vehicle is removed from the NPA prior to the handling of the boarding dock.

3.3. PARKING AND VEHICLE STOP AREAS ON AIRCRAFT APRONS

3.3.1. There are two types of vehicle parking areas and parking bays at Fiumicino

- Those dedicated to an individual Lender/Self handler/Carrier/Operator, marked with appropriate identification signs;
- Those commonly in use.

3.3.2. The parking areas and parking spaces are allocated by ADR, as the Managing Company. The assignee Handler is obliged to sign a report on the allocation of the areas for exclusive use.

3.3.3. Improper materials and waste of any kind must not be left in the parking and storage areas/stalls and at the charging stations for electric vehicles. If a user discovers the presence of improper materials or waste, he or she must promptly report it to the CEA-ADR, who will take action to clean it up.

3.3.4. The allocation of areas, parking spaces and recharging stations to Lenders and Self-handlers may be changed by ADR at any time, in compliance with the rules of the Lazio aerodrome Management, particularly in the event of new operators taking over or changes in the traffic volumes of those already present, in order to meet the requirements of all airport Operators in a transparent, objective and non-discriminatory manner. Variations may consist, for each Operator, in an increase, decrease, change of location of what was previously allocated.

3.3.5. Each Operator shall position i own vehicles/trailers/equipment exclusively within the allocated areas, whether for specific or common use. The aforementioned vehicles/trailers

shall in any case not be an obstacle to the movement of aircraft and vehicles/trailers/equipment in the aerodrome area.

3.3.6. It is forbidden to park vehicles/trailers/equipment outside the spaces reserved for their parking and marked by special road markings (parking stalls). Parking of vehicles/equipment is only permitted in the areas marked by appropriate signs (parking spaces).

3.3.7. Parking and stopping is strictly prohibited:

- on vehicular roads (excluding aircraft towing vehicles);
- on the Aircraft Stand, Taxilane and Apron Taxiway;
- on service yards belonging to rescue/emergency vehicles (fire brigade yards, etc.);
- where there is a parking prohibition highlighted by specific vertical and/or horizontal signs;
- obstructing emergency exits and escape routes, fire-fighting equipment and fire extinguishers, technical rooms;
- on any oil and/or fuel spills on the surface, even if they are of small quantities;
- where they may create obstacles to aircraft, other vehicles, pedestrians, access to structures and buildings.

3.3.8. The vehicle must not constitute an obstacle to possible rescue operations by fire-fighting and/or medical rescue vehicles, which require rapid access/egress. In any case, the vehicle/trailer/equipment may not be left unattended for longer than 10 minutes, except for the need to carry out operations on board.

3.3.9. In addition to the on-board activities, it is forbidden to park:

3.3.10. Each vehicle/trailer must only be positioned in the designated and/or appropriately sized stalls for its specific type, in order to optimise the overall occupation of space (e.g. a passenger car must not occupy a stall designated for buses).

- 3.3.11.** In the areas set aside for parking trolleys (trailers), each Operator shall avoid taking actions, of any kind, that could penalise the activities of Operators
- 3.3.12.** Shared-use parking spaces intended for cars shall not be used for parking service vehicles.
- 3.3.13.** The cars of Carriers operating at FCO may only be parked in the parking bays referred to in the previous point on the days on which their respective flights operate.
- 3.3.14.** All vehicles/trailers/equipment, when not in use, must be left switched off, so as not to promote environmental and noise pollution at the aerodrome. They must be parked in an orderly manner and care must be taken not to leave any tarpaulins or tarpaulins that are not properly secured, for reasons of security and the image of the aerodrome. Allocated parking spaces for vehicles/trailers/equipment used for servicing shall not be used for parking and/or storage of vehicles/trailers/equipment intended for scrapping and/or disposal. Any spaces to be allocated for this purpose must be agreed with ADR.
- 3.3.15.** The operating areas and parking spaces not dedicated to a single Operator, located at the edge of aircraft stands, are, unless otherwise indicated on site, at the disposal of vehicles intended to assist the flight arriving on the stand. These positions may only be occupied by vehicles which, due to their size, technical characteristics or speed of travel, cannot be easily moved. The Operator may not occupy the aforesaid positions before 20 minutes from the blocking of the arriving aircraft and shall leave them completely unblocked at the same time, in order to protect the safety of persons, the integrity of the aircraft and vehicles, and the regular operation of the Aerodrome.

3.3.16. The shuttle bus stands at the departure gates, which are in common use, will the disposal of the Lender/Self handler concerned for the time strictly necessary for the boarding of passengers. The approach to the disembarkation points at the terminals will take place according to the sequence of arrival of the inter-passengers, who will have to remain there only for the time strictly necessary for disembarking passengers.

3.3.17. The trolleys (for luggage, pallets, containers) and containers (ULDs) must be positioned within the allocated areas in an orderly manner and in such a way that they can be parked and picked up easily, quickly and safely at any time.

3.3.18. Along the taxiways in the manoeuvring area and within the aircraft aprons, it permitted to carry out passenger and/or crew member embarkation/disembarkation operations or to make unscheduled stops to allow maintenance work, fine-tuning or external checks, except in proven emergency situations to be reported to the CEA-ADR.

3.4. REFUELLING AIRCRAFT

Subject to the restrictions imposed by the Ministerial Decree of 30 June 2011, these rules apply:

- To all refuelling/defuelling processes carried out at pitches deemed suitable by ADR;
- Carriers, Supplier Handlers and Assistance Handlers who have submitted to ADR S.p.A. a declaration of compliance of their operating procedures with the rules of Ministerial Decree 30 June 2011 (G.U. June 2011 n. 169) and the Aerodrome Construction and Operation Regulations (Par. 6.7).

- **STAFF TRAINING**

3.4.1. Aircraft Refuelling Operators must be qualified and certified by the National in accordance with the procedure attached to the Aerodrome Manual Part E Section 15 MOV 18.

3.4.2. Aircraft Handling Operators who are at Aircraft Handling Operators who are at passengers on board or during embarkation and disembarkation operations shall be trained in accordance with the procedure attached to the Aerodrome Manual Part E Section 15 MOV 18.

- **RESPONSIBILITIES AND RULES**

3.4.3. Refuelling operations take place under the direct responsibility of the Air Operator, through the designation of a qualified person called "Refuelling Officer". The Aircraft Operator must have its own procedures for refuelling operations drawn up according to EC Regulation 1008/2008 and EU-OPS 1.305.

3.4.4. The Aircraft Operator is obliged to appoint the Refuelling Manager.

3.4.5. The Supply Manager is responsible for supervising and ensuring compliance operating procedures set out in this document and in the Air Operator's operating manuals, including the management of any

contingencies that may arise. The Refuelling Officer ensures the performance of coordination and supervision activities and ensures compliance with the refuelling procedure as per Aerodrome Manual Part E Section 15 MOV 18 and contact with the refuelling Handler's personnel and any personnel on board the aircraft.

3.4.6. The refuelling officer is obliged to present themselves and any qualifications if the Captain is unaware of this.

3.4.7. Aircraft refuelling operations are carried out by the refuelling Handlers, who must be in possession of the certification issued by ENAC, certifying the adequacy of the organisation and of the normal and emergency operating procedures; furthermore, they must ensure the presence of personnel certified by the Fire Brigade (according to the rules of Ministerial Decree 30/06/2011) and defined

3.4.8. To activate the refuelling procedure for the first time with passengers on board or embarking/disembarking, the Aircraft Operator shall follow the process required in the refuelling procedure in Aerodrome Manual Part E Section 15 MOV 18.

3.4.9. The certified Handler for refuelling operations guarantees:

- The suitability of the means for fire-fighting purposes;
- The availability of the copy "Declaration of Adequate Training" of the operators during refuelling;
- That at least one operator, in charge of refuelling, is adequately trained and certified to carry out refuelling operations;
- That the refuelling facilities are equipped with fire-fighting equipment in an efficient condition with technical characteristics and capacity in accordance with the regulations in force;

- Refuelling operations are carried out within the ERA/ASA areas
- Fire-fighting equipment as per Aerodrome Manual Part E Section 15 MOV 18 is present on the apron.
- The tanker or dispenser is positioned in such a way that an escape route is guaranteed and that the rapid removal of the refuelling vehicle is not impeded by the presence of vehicles or equipment;
- The "safety zone", consisting of a circular area with a radius of 6 metres from the aircraft tanks, vents, equipment and mobile refuelling vehicles, does not lie outside the ERA/ASA area of the stand or, if it does, it is ensured that the areas concerned are kept clear;
- Personnel and equipment not involved in servicing the aircraft are not in the 'safety zone';
- Access by emergency vehicles is not impeded by the presence of vehicles or equipment;
- The presence of the necessary personnel for each supply vehicle to ensure, if necessary, its rapid removal and for any other security needs;
- The presence of at least one certified refuelling operator per attachment point if refuelling is carried out simultaneously from two attachment points not located on the same wing. The operator must carry a copy of the CNVVF certification.

3.4.10. The Certified Handler for Refuelling Operations, the Ground Handlers/Self handlers, and all Operators present on board, must ensure that all safety regulations and continuous training and instruction are strictly adhered to. In particular, for refuelling operations with passengers on board or embarking/disembarking, the refuelling Handler guarantees the presence on board of personnel in possession of the certification issued by the CNVVF as provided for by the Ministerial Decree, while the Handlers' Personnel receive training in accordance with the programme deemed acceptable by ENAC and the CNVVF. The Assistance Handler also guarantees the suitability of the means of assistance.

3.4.11. The refuelling officer is obliged to ensure that:

- Refuelling operations are carried out within the ERA/ASA areas
 - Fire-fighting equipment as per Aerodrome Manual Part E Section 15 MOV 18 is present on the apron.
 - The tanker or dispenser is positioned in such a way that an escape route is guaranteed and that the rapid removal of the refuelling vehicle is not impeded by the presence of vehicles or equipment;
 - The "safety zone", consisting of a circular area with a radius of 6 metres from the aircraft tanks, vents, equipment and mobile refuelling vehicles, does not lie outside the ERA/ASA area of the stand or, if it does, it is ensured that the areas concerned are kept clear;
 - Personnel and equipment not involved in servicing the aircraft are not in the 'safety zone';
 - Access by emergency vehicles is not impeded by the presence of vehicles or equipment.
-
- The rapid evacuation of persons on board the aircraft is ensured by the use of a sufficient number of exits and the availability of a safe escape route for each of the exits to be used during a possible emergency, consistent with the carrier's instructions;
 - In the case of refuelling with a tanker truck, this must not stop with the engine apparatus under the wing;
 - There are no vehicles, other than those involved in refuelling operations, moving or parked under the wing during refuelling operations;
 - No open flames or devices that could be an ignition factor are present within a 15m radius of the aircraft.

3.4.12. Refuelling operations must be carried out on the aircraft apron, within the ERA/ASA areas specifically identified and equipped for this purpose.

3.4.13. In the refuelling safety area, illustrated in the Aerodrome Manual Part E Section 15 MOV 18, vehicles not equipped with appropriate protection and shielding systems may not transit.

3.4.14. The embarkation/disembarkation of passengers with reduced mobility, by "Ambulift", on the same side of the aircraft where refuelling operations take place, is permitted, provided that the following precautions are taken:

- The Air Operator provides the procedure for the evacuation of passengers and operating personnel on board the aircraft at the time of the emergency.
- Let ADR Assistance provide the procedure for transporting and re-protecting passengers and staff on board the ambulift to a safe area at the time of the emergency.

3.4.15. Each operator must comply with the following conditions during refuelling

- Absence of waste, and/or combustible waste;
- Absence of open flames, cigarettes, sparks caused by striking metal parts;
- Prohibition of the use of electronic equipment unless it is ATEX certified and authorised;

- Prohibition of the use of flammable substances (excluding refuelling fuel);
- Prohibition of the use of tools and other electrically-operated equipment capable of producing flames or sparks;
- Prohibition of the use of photographic equipment with filament or electronic flashes;
- Prohibition of the use of vehicles without appropriate exhaust shielding and protection systems.

3.4.16. The flight crew is obliged to ensure that, during refuelling operations, no aircraft thrust engine is running.

3.4.17. The Aircraft Operator is obliged to ensure continuity of visual contact between the Refuelling Officer and the refueller in a manner compatible with the presence of the ambulift vehicle.

3.4.18. Defuelling operations are not permitted when passengers are embarking/disembarking, i.e. when they are stationed on the aircraft.

3.4.19. During defuelling operations, the obligations set out in Articles 3.4.12, 3.4.14

● **OBLIGATION NOT TO START OR STOP REFUELLING OPERATIONS**

3.4.20. Refuelling operations must not be commenced and, if already commenced, must be immediately suspended when any of the following conditions occur:

- a) Absence of the Supply Manager.
- b) Non-availability of planned fire-fighting equipment.

- c) Inoperability of the emergency fuel button system on stands equipped with a fuel distribution system (unless shared contingency procedure).
- d) Failure to make the necessary electrical connections to prevent the generation of electrical discharges between the vehicles/infrastructure and the aircraft involved in refuelling operations.
- e) Failure to affix the flag highlighting the opening of the manhole where the HRS supply point is located.
- f) Presence of outsiders at operations within the safety zone.
- g) GPU and ACU positioned at a distance of less than 6m from the infrastructure and vehicles used for refuelling.
- h) Plot occupied by vehicles unrelated to the ramp activity.
- i) Vehicles in transit or parked under the wing, with the exception of those used for refuelling, lubricating or hydraulic oil, for the time necessary for operations.
- j) Tanker engine parked under the wing.
- k) Aircraft engines switched on.
- l) Refuelling vehicle switched off and not equipped with a quick start system (e.g. Start and Stop).
- m) Maintenance equipment parked within 3 metres of the aircraft fuel system vents.
- n) Presence of work in progress/maintenance activities in the vicinity of the refuelling area which may generate sparks or open flames.
- o) Overheated aircraft main landing gear brakes.
- p) Refuelling or maintenance of the aircraft oxygen supply system.
- q) Presence of fuel vapour inside the aircraft.
- r) Thunderstorms with electrical discharges at the aerodrome or within 3 nautical miles of the Control Tower. ADR communicates the suspension of refuelling operations in the manner prescribed in the Aerodrome Manual Part E Section 25 MOV25.

- s) Activation of the PEA (Aerodrome Emergency Plan) for aircraft alert states involving all fire brigade garrisons on the airside. ADR-CEA communicates the suspension of refuelling operations in accordance with the PEA.
- t) Personnel involved in refuelling activities carry or use cigarette lighters, matches or electronic cigarettes.
- u) Personnel involved in handling activities carry or use non-ATEX mobile phones/smartphones within the safety area (6m). Personnel involved in refuelling activities wear shoes or clothing with visible metal parts.
- v) Personnel involved in refuelling activities drag ladders or other vehicles with metal wheels or which otherwise crawl on the ground when towed.
- w) Aircraft battery installation or removal activities are in progress.
- x) The connection/disconnection of the GPU (Ground Power Unit) and 400Hz cables to the aircraft is in progress.
- y) The APU (Auxiliary Power Unit) is being switched on.
- z) The vehicles and equipment on the apron do not allow free access to the aircraft by rescue vehicles.
- aa) aa) The vehicles and equipment on the apron do not permit the rapid evacuation, via the exits in use, of persons on board the aircraft.
- bb) bb) The vehicles and equipment on the pitch do not permit the rapid departure of the supply vehicles without reversing manoeuvres.

3.4.21. Refuelling operations of aircraft with passengers on board must not be and, if already started, must be immediately suspended, if at least one of the following conditions occurs:

- a) On unauthorised lay-bys: 207, 208, 209, 210, 801
- b) Exceeding the maximum number of 20 simultaneous supplies. (monitored with GRAMS - Ground Activity Monitoring System)

- c) Simultaneous operations on two adjacent lay-bys. (monitored with GRAMS)
- d) Lack of authorisation by the aircraft captain.
- e) Activation of the LVP (Low Visibility Procedure). ADR-CEA communicates the suspension of fuelling operations in the manner prescribed in the Aerodrome Manual Part E Section 23 MOV03.
- f) Refuelling on the left side of the aircraft, unless embarking/disembarking via pier and alternative escape routes (e.g. Additional Ladder), provided by the Aircraft Operator, located on the right side.
- g) Loading/unloading dangerous goods, and/or bulky goods such that their handling does not allow precautions to be observed.
- h) Presence of obstacles on the footpath and along emergency exits.

3.4.22. In the case of aircraft refuelling with an APU in operation, in the event of a the APU must be switched off immediately and must not be switched on again until the area has been cleared and the risk of ignition of flammable vapours is no longer present.

3.4.23. In the event of a spill, the GPU must be switched off immediately and must switched on again until the area has been cleared and the risk of ignition of flammable vapours is no longer present.

3.4.24. When refuelling an aircraft with an Air Conditioning Unit (ACU) in operation, event of a spill, the ACU must be switched off immediately to prevent the possibility

3.4.25. In the event that handling personnel operating below board become aware the conditions referred to in the previous articles, they are obliged to immediately inform the Refuelling Officer, who shall suspend operations and, if necessary, apply the rules of the emergency management section (ref. Aerodrome Manual Part E Section 15 MOV18).

3.4.26. At the lay-by, authorisation to resume refuelling operations may only be the Refuelling Officer, who must consult with all those involved in the refuelling activity.

3.4.27. The Refuelling Officer must request the Refuelling Operator to interrupt operations in all cases in which ENAV-TWR, VVF, ADR-CEA, ENAC explicitly request it.

3.5. REFUELLING VEHICLES

3.5.1. Refuelling of vehicles operating in the airside must be carried out in the refuelling areas.

3.5.2. The tanker refuelling service may be carried out for all vehicles, with the exception of passenger cars, whose transit through the manoeuvring areas, particularly in the areas where aircraft taxiways cross, may pose a danger to operational safety.

3.5.3. The refuelling service will be permitted for vehicles regularly parked at all vehicle parking locations allocated to the handling companies. For vehicles parked at aircraft stands, the service may be provided at night, from midnight until 05.00 a.m. in any case only if the relevant stand is not occupied by an aircraft unless the latter is parked at night.

3.5.4. Refuelling operations should only be carried out after the tanker casing has been grounded.

3.5.5. Internal safety and protective distances of no less than three metres from the tanker must be guaranteed by delimiting the area with chequered flags placed on rigid supports; only under these conditions may an exception to the ban on occupying the vehicle be permitted.

3.5.6. Refuelling will have to be suspended in the event of atmospheric discharges adverse weather conditions, or due to lack of visibility.

3.5.7. Refuelling operations may not be carried out in the vicinity of operational radar

3.5.8. The absolute ban on smoking and/or the use of open flames during refuelling operations is reiterated.

- 3.5.9.** The personnel in charge must be in possession of all the professional provided for by the regulations in force, including the A.D.R. 2019 and the qualification to drive in the internal aerodrome areas, in accordance with the Aerodrome Manual (operating procedure code E-16-21 MdAE_Mov16). The vehicles used for refuelling operations must comply with the regulations in force, including the
- 3.5.10.** The same personnel must wear spark-resistant clothing, must not carry and/or similar, nor use mobile telephone equipment during refuelling operations.
- 3.5.11.** Three fire extinguishers with an extinguishing capacity of not less than 39 A - 144 B-C must be placed on the
- 3.5.12.** In the event of a fuel spillage during dispensing, the procedure set out in Stopover Regulations shall be followed.

3.6. STARTING AIRCRAFT ENGINES IN THE AIRCRAFT STAND

3.6.1. Starting aircraft on the apron is not permitted. Specific requirements for lay-by start-up must be authorised by the CEA-ADR.

3.7. AIRCRAFT ENGINE TESTING

3.7.1. The area designated for conducting the engine test is located to the east of Quadrant 300, across lay-bys 313-317.

3.7.2. Engine test stands can accommodate aircraft with ICAO code A, B, C, D, E. Engine test stands cannot accommodate aircraft with engine height type MD11.

3.8. SPECIFICATIONS ON ENTRY-EXIT OPERATIONS TECHNICAL AREAS

3.8.1. The procedures to be followed for the safe entry and exit of technical areas regulated in the 'Operations Letter - Orderly movement of aircraft, vehicles and persons on aprons.

3.9. UNIT LOAD DEVICE (ULD)

3.9.1. Each Lender/Self handler shall correctly reposition the ULDs at the designated storage units. ULDs must not constitute FOD, nor hinder the movement of aircraft and vehicles on the manoeuvring area

3.9.2. ULDs must be fixed on the rollers and closed, in order to reduce the risk of lifting in strong wind conditions.

3.9.3. Only the rollers specifically allocated with specific reports may be

3.10. PUSHING/TOWING OPERATIONS

3.10.1. All towing operations are subject to prior coordination with ADR-CLD Flight Control.

3.10.2. The movement of towed aircraft in any capacity shall take place in close coordination and under the supervision of the Control Tower. Handling the remaining traffic takes priority over towing operations.

3.10.3. Towing is assisted by ADR/ISE Operational Safety FOLLOW-ME and is carried out in radio contact with the TWR on frequency

3.10.4. In visibility conditions 2 and 3 towing operations must be limited to cases of absolute necessity

3.10.5. In pushback and towing operations, for WIDE-BODY aircraft, the presence of a ground operator in visual connection with the driver and on headset with the cockpit is always mandatory in order to ensure that the aircraft manoeuvring space is guaranteed.

The headset operator must:

- be outside the pushback medium;
- be clearly visible and in visual contact with the pushback operator;
- ensure continuous connection (headset) with the cockpit;
- support the driver in manoeuvring into or out of the stand, until the aircraft is positioned on the start-up point.

When towing the aircraft over long distances, the operator must maintain contact with the cockpit from the cockpit at all times.

The Ground Handling Service Provider or the Aircraft Maintenance Company in particular situations or in the presence of obstacles, even temporary ones, must ensure the presence of wing walkers.

Wing walkers are at all times under the direction and responsibility of and report to the ground operator on headphones.

If there is no intercom connection between the cockpit and the ground operator, the standard SERA gesture assistance procedure must be applied.

3.10.6. For single-operator pushback operations, the flight crew must appoint a member to receive signals and confirmation of the area free of personnel and equipment,

3.10.7. Pushback and towing operations, in the absence of flight crew, must be carried out with an operator outside the aircraft connected by headset to the qualified personnel on board, assisting the driver in the pushback manoeuvre.

3.10.8. Before each push and pull manoeuvre of an aircraft without a flight crew on the Handling operator must conduct a field briefing with ADR/ISE Operational Safety in order to ascertain:

- To know the push-pull direction correctly;
- To appoint the sub-board figure responsible for ensuring the separation of the aircraft from men, means and things.
- in case of uncertainty regarding the correct execution of the thrust (direction), the operator must contact ADR/ISE Operational Safety.

3.10.9. During the push manoeuvre, it is the responsibility of the Handling Operator in the person of the Push Driver for One-man Operator Procedures, and/or the Ramp assisting the manoeuvre, to ensure that the area behind the aircraft is clear of FOD/men and vehicles. It is the responsibility of drivers of vehicles to respect stop signs/give way in compliance with Volume 2 of this Document. The ground operator, following the approval of operations issued by the TWR,

manoeuvre, in relation to the handling of other aircraft and the presence of any obstacles near and inside the apron.

3.10.10. Vehicles pushing or towing an aircraft are obliged to have their dipped headlights and yellow flashing lights on during pushing/pulling manoeuvres. Similarly, aircraft towed on the manoeuvring area of an aerodrome must turn on anti-collision lights aimed at attracting attention to the aircraft.

3.10.11. Once the release operations on the taxiway axis and coordination with the flight crew have been completed, the driver of the pushback vehicle shall:

- a) Lift the cradle as soon as possible;
- b) if possible, move the vehicle to a position that is clearly visible from the cockpit;
- c) maintain this position until the personnel in charge have disconnected the headset and reached a position visible from the cockpit;

It is not possible to move with the cradle down.

3.10.12. Once the release operations have been completed, the ramp agent is obliged to verify that all men and vehicles have moved out of the taxiway, and must report the "all clear" signal to the crew, after which the pilot must inform the TWR that he is ready to taxi.

3.11. FOLLOW-ME OR MARSHALLING OPERATINS

3.11.1. Marshalling, in accordance with Appendix 1 of Commission Implementing Regulation (EU) No 923/2012 - SERA and subsequent AMC and GMs, means the signals given to the flight crew during entry onto the apron. The aircraft is therefore in motion and controlled from the cockpit and is not

Before marshalling, the qualified marshaller must:

- Ensure that the area within which the aircraft will be guided is free of obstacles that the aircraft could hit, in compliance with hand signals;
- in the event of an emergency (e.g. presence of obstacles) or accident involving an aircraft and/or a vehicle during marshalling should contact the CEA following the procedures in E-15 DDS Volume 1 paragraph 1.7.

If requested by the pilot, the headset technician or the SAR, in particular situations or in the presence of obstacles, even temporary ones, the presence of wing walkers must be ensured (by the Ground Handling Service Provider or the Aircraft Maintenance Company).

3.11.2. The marshalling hand signals must be those recommended by the standard contained in Appendix 1 of Commission Implementing Regulation (EU) No 923/2012 - SERA as amended and related AMC and GM.

3.11.3. Follow-me activities, in accordance with Legislative Decree 18/99, are the activities of guiding the aircraft by means of a suitably equipped vehicle to move from one point to another point in the Manoeuvring Area. The presence of the follow-me in front of the aircraft does not guarantee the separation of the aircraft from other sudden obstacles, due to the limited visibility of the driver escorting the aircraft.

3.11.4. For push-pull aircraft, i.e. aircraft not steered from the flight deck, we do not speak of marshalling signals, but of operator guidance signals. The signals

equipment must be those provided for in the IATA Chapter 4 standard "Guide Person Hand Signal for ground service equipment" (Aircraft handling Procedures - IGOM).

3.11.5. At Fiumicino aerodrome, any Follow me or Marshalling activities foreseen by the Operation Letter on the orderly movement and reported in the AIP are carried out by

At Fiumicino aerodrome, any Follow me or Marshalling activities foreseen by the Operation Letter on the orderly movement and reported in the AIP are carried out by ADR through ADR/ISE Operational Security.

At Fiumicino aerodrome, any Marshalling activities required by the Operation Letter on the

- optical pitch guide is not functioning;
 - parking spaces in contingency;
 - there are geometric constraints that do not allow autonomous aircraft access to the apron;
 - obstacles are present that do not allow the aircraft autonomous access to the apron;
 - calling on the TWR in case of necessity for the purpose of maintaining the safety of operations.
- By appropriately qualified handling company personnel (ref. APT02) (ref. MoA E-15 Volume 1 par.1.11, Volume 3 3.11.1-2 and EASA AMC1 ADR.OPS.D.080(a)(1);(2) point (a)) on remote stands not equipped with optical guidance (Quadrant 100, 200, part of Quadrant 300, . stands 802, 804-805, 820-823, 842-844

The proficiency check of personnel qualified to carry out marshalling activities will take place every 12 months.

The qualification process of personnel performing marshalling will be audited by ADR during compliance

3.11.6. ADR/ISE Operational Security also escorts vehicles/equipment whose drivers are not authorised to drive on the airside.

3.12. AIRCRAFT STAND EQUIPMENT

- **GENERALITIES**

3.12.1. ADR provides training for the correct use of common and centralised through the rule, on an annual basis, of 'train the trainer' courses for trainers of handling companies. ADR also provides full Technical Instructions on the actions to be taken for their use. These Technical Instructions are annexed to the Ports of Call Regulations.

3.12.2. In the event of malfunctions or damage to equipment on the pitch (optical guides, loading bridges, 400 Hz, preconditioning, etc.), follow the regulations in Volume 1 of this Document.

- **BOARDING BRIDGES**

3.12.3. The manoeuvring of the boarding jetties must be carried out by qualified and authorised

3.12.4. The Operator must carry out a visual check of the equipment before starting handle the boarding wharf, in order to identify any irregularities and, in case of their presence, immediately activate the ADR and ADR-CEA Contact Centre.

3.12.5. When manoeuvring the boarding jetties, the Operator must take care to check that the handling area is free of obstacles, personnel and vehicles/trailers.

3.12.6. The handling of the boarding jetty is prohibited when persons unrelated to operation are present in the connecting tunnel.

3.12.7. Please refer to the Technical Instructions for the Use of Boarding Jetties the slipway regulations for restrictions on the use of boarding jetties in windy weather.

3.12.8. The handling of boarding jetties is prohibited if the equipment is subject to jet blast from an aircraft moving on the adjacent apron or adjacent areas.

3.12.9. Movement of the jetty must be stopped immediately when the operator notices abnormal oscillations of the equipment or abnormal oscillations of the aircraft being docked/undocked even if the wind is less than the predetermined limit.

3.12.10. The movement of the jetty must be carried out slowly in order to allow the immediate interruption of the manoeuvre in the event of any kind of anomaly.

3.12.11. It is forbidden to tamper with the steering systems of the boarding jetties. Any technical action on the panel must be carried out by ADR maintenance personnel.

3.12.12. At the end of operations, the Operator must leave the jetty arms correctly in the retracted position and in perfect working order.

- **400 HZ**

3.12.13. Tampering with 400 Hz systems is prohibited. Any technical action on the panel must only be carried out by authorised technical personnel.

3.12.14. At the end of operations, the operator must correctly wrap the 400hz system cable inside its housing after disconnecting it from the aircraft.

- **AIR-CONDITIONING SYSTEMS**

3.12.15. Tampering with air conditioning systems is prohibited. Any technical action on the panel must be carried out by ADR maintenance personnel.

3.12.16. At the end of operations, the operator must properly leave the air conditioning hose inside its housing after disconnecting it from the aircraft.

- **FUEL PIT**

3.12.17. It is forbidden to stand with your vehicle/trailer above the fuel pit.

3.12.18. It is forbidden to leave vehicles/trailers/hostages parked/positioned in the vicinity of the emergency pushbuttons, which in many cases make it impossible to identify their location and, in some cases, make it difficult to access them in an emergency. Please note that parking in this area is prohibited.

3.12.19. It is the obligation of airport operators to pay particular attention when manoeuvring near the columns where the emergency buttons are located and to immediately contact the number shown on the adjacent signs in the event of an accident.

3.12.20. It is forbidden to drive a vehicle and its trailer above the fuel supply pipe.

3.13. BATTERY CHARGING STATIONS FOR ELECTRIC VEHICLES

3.13.1. The electric vehicle charging stations are dedicated to the Lender/Self accordance with the specific assignment minutes; the same Lender/Self handler shall position the battery chargers, if necessary, in accordance with the assignment

3.13.2. The allocation of areas, parking spaces and recharging stations to Lenders and Self-handlers may be changed by ADR PHMOV at any time, in compliance with the rules of the Lazio Aerodrome Management, particularly in the event of new operators taking over or changes in the traffic volumes of those already present, in order to meet the requirements of all airport Operators in a transparent, objective and non-discriminatory manner. Variations may consist, for each Operator, of an increase, decrease, or change of location with respect to what was previously allocated.

3.13.3. The maintenance of the infrastructural part of the battery charger station is care and expense, while the maintenance, installation and any shifting from one station to another of the battery charger and any pulley supporting the electric cable are at the care and expense of the Lender/Self handler.

3.13.4. The installation and maintenance of the battery charger and its accessories carried out in compliance with all current and future EU, national and local laws, rules and regulations issued by any party entitled to do so, with particular reference to regulations concerning electrical installations and safety at work.

3.13.5. The battery charger must always bear the logo of the Company to which it be installed at stalls dedicated to the Company itself and be maintained in good maintenance and aesthetic conditions to safeguard the safety of persons and the image of the aerodrome.

3.13.6. Each Lender/Self handler shall recharge the electric vehicles exclusively at also for the purpose of correctly determining the

electricity consumption for subsequent charging.

3.13.7. Each Lender/Self handler shall comply with the national regulations in force regarding safety at work aspects of battery charging areas and their safe use.

3.14. OPERATIONS WITH FUEL AND DANGEROUS GOODS

- **RECEIPT, STORAGE, PREPARATION AND TRANSPORT OF DANGEROUS GOODS**

3.14.1. It is the responsibility of individual handlers to define and implement the procedures in accordance with the following

- ICAO - Technical Instructions for the Safe Transport of Dangerous Goods by Air;
- IATA - Dangerous Goods Regulations;
- ENAC - Regulations for the Transport of Dangerous Goods by Air.

- **DESIGNATION OF INFRASTRUCTURES FOR THE HANDLING OF DANGEROUS GOODS**

3.14.2. The storage of dangerous goods in the airside is prohibited. Any derogations on the storage of flammable materials in Airside, in concession areas, will be authorised following an official request to the Manager and subsequent positive outcome of technical checks.

3.14.3. All dangerous goods must be stored in areas that comply with the out in the specific applicable regulations and in accordance with the rules defined by the operator.

3.14.4. The designation and management of these areas are the responsibility of the Handling companies operating in the Cargo infrastructure at Fiumicino

3.14.5. Other parties requesting the storage, even temporarily, of dangerous goods, the aforementioned areas, must make an explicit request to the Manager, who will notify the Fire Brigade Command present at the Aerodrome.

- **AIRCRAFT STANDS FOR PASSENGER FLIGHTS WITH DANGEROUS GOODS ON BOARD**

3.14.6. All aprons can accommodate aircraft carrying passengers with dangerous goods on board.

- **AIRCRAFT STANDS FOR CARGO FLIGHTS WITH DANGEROUS GOODS ON BOARD**

3.14.7. For flights carrying a type/quantity of dangerous goods in the hold for which the Technical Instructions provide for carriage only by cargo aircraft, the Operator, consistent with the operational requirements of flight allocation, has

- **EMERGENCY MANAGEMENT**

3.14.8. If an emergency arising from hazardous goods transport operations involves a moving aircraft, the actions defined in relation to the aircraft emergency (ref. PEA - Aerodrome Emergency Plan) will be applied. Anyone who becomes aware of this type of event must inform the Control Tower in order to activate the Aerodrome Emergency

3.14.9. If an emergency arising from hazardous goods transport operations occurs during the transport of such goods on aerodrome premises without the involvement of aircraft, the actions defined in relation to the infrastructure emergency (ref. PEA - Aerodrome Emergency Plan) shall be applied. Anyone who becomes aware of this type of event must inform the

- **TYPES OF DANGEROUS GOODS HANDLED AT THE AERODROME**

3.14.11. Cargo Handlers can handle all DGR classes with the exception of explosives.

3.14.11. Only category 1.4s can be authorised by ENAC.

- **AERONAUTICAL FUEL MANAGEMENT AND STORAGE OPERATIONS**

3.14.11. It is the responsibility of the company awarded the state sub-concession for the fuel distribution and storage facilities to define and apply the necessary procedures in accordance with the applicable national and international regulations.

- **VERIFICATION PROCEDURES CARRIED OUT BY THE MANAGER**

3.14.11. In accordance with what is described in Part B of the Aerodrome Manual, the Operator, through the Compliance Monitoring function, verifies through specific audits or inspections the availability of procedures to ensure the safe handling and storage of dangerous goods.