

1. INTRODUCTION

In the “Arrivals” areas in Terminal 1 and Terminal 3 are the baggage reclaim hall and the handlers’ Lost & Found offices.

The security levels of these areas, both located airside, were guaranteed and recently consolidated through:

- the installation of single-direction doors, which separate the baggage reclaim halls from the transit areas and do not allow passengers to travel contraflow once they have entered the baggage reclaim hall;
- the unification of the customs exits in Terminal 1 Arrivals, similar to what is already in place in Terminal 3;
- the presence of the Schengen border, which, continuously manned by Border Police, prevents passengers who have entered the baggage reclaim hall to return to the transit area.

Additionally, in both Terminal 1 and Terminal 3, the routes that lead to the baggage reclaim hall and the Lost & Found offices have suitable information signs.

2. PURPOSE

This procedure is written with the aim of standardising the access methods to restricted areas by persons who must collect their baggage or forgotten/lost personal items at the baggage reclaim belts and the Lost & Found offices respectively in T1 and T3.

Access to these areas, subject to the required security checks, shall take place through the Staff gates in Terminal 1 “Departures” and Terminal 3 “Arrivals”.

3. REGULATORY FRAMEWORK

- PNS
- REG. (UE) 1998/2015
- AIRPORT REGULATION
- ADR SECURITY PROGRAMME

4. ENTITIES CONCERNED

- AEROPORTI DI ROMA
- ADR SECURITY
- SECURITY COMPANIES ALLOCATED TO THE SERVICE
- CARRIERS / HANDLING COMPANIES

5. OPERATING PROCEDURE

If a user arriving at Fiumicino Airport, once they have exited the baggage reclaim area, must regain access to it to collect their baggage from the baggage reclaim belt or make their way to the Lost & Found offices to collect baggage/personal items, the following provisions must be followed.

a. The interested party makes their way to:

- Terminal 3 Arrivals - staff gate, or
- Terminal 1 Departures – information point;

where, an employee (ADR or ADR Security or Company allocated to the service) checks:

- if the requesting party needs to enter the baggage reclaim hall, the validity of the access note or possession of the stub (*counterfoil*) of the boarding card or the baggage consignment sticker, verifying the current date, name and destination airport;
- if the requesting party needs to go to Lost & Found, the lost baggage report (P.I.R.N.) or the invitation mail from the Carrier/Handler, verifying the person's ownership;
- if the interested party does not have the lost baggage report (P.I.R.N.) or the formal invite from the Carrier/Handler, entry to and exit from the restricted area shall take place under the escort of Lost & Found office personnel (the telephone call to request the escort from the Carrier/Handler shall be made by the person in charge).

b. The person in charge shall write the details of the identification document of the person requesting access on the receipt form (*master and passenger copy*), including any other required details (see App. 1) and issue the passenger with the relevant copy.

- c. If a person “*delegated*” by the interested party (the delegator will be identified in any case as the holder of the report/invitation from the Carrier/Handler) needs to go to the Lost & Found offices, the person in charge shall request and process a copy of the following documents:
- document of delegation indicating the name and surname, document details and signature of the delegator;
 - photocopy of the delegator’s document,
- taking care to write the above-mentioned details on the receipt form (*master and passenger copy*), ticking the “*delegated*” box.
- d. If the person is “*escorted*” by the Carrier/Handler, the person in charge shall in any case complete the receipt form as described in point “b” above, ensuring to write the word “*escort*” in the “P.I.R.N. N°” section.
- e. The person in charge shall inform the interested party/delegate that the receipt will allow entry to the baggage reclaim hall or the Lost & Found offices for a limited time of 30 minutes from the time of registration.
- f. Access by the *interested party/delegate* to the baggage reclaim hall/Lost & Found offices shall be made through the staff gate in T1 Departures or T3 Arrivals, where, once the identity document and the receipt (*passenger copy*) issued by the person in charge at entrance have been displayed and compared, the ADR Security screener shall check that the form contains the same identification document details, paying particular attention to whether the person is “*delegated*” or not.
- g. Having completed the procedures under point “f” above, the interested party/delegate shall be subject to the required security checks in order to receive authorisation for restricted area access.
- h. After completing the security checks, ADR Security staff shall notify the nearest military police post located at the staff gate of “*delegated*” persons.



**ACCESS PROCEDURE FOR
PERSONS WHO MUST ACCESS
THE BAGGAGE RECLAIM HALL
AND THE LOST & FOUND
OFFICES**

Ed. 1 – Rev. 3

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Appendix 1

FACSIMILE OF LOST & FOUND / BAGGAGE RECLAIM HALL RECEIPT FORM



Receipt N°

STATEMENT - PROCESSING OF PERSONAL DATA - pursuant to and for the purposes of the provisions of Art. 13 of Reg. EU 679/2016 "GDPR", we inform you that the personal data you provide in this document shall be subject to processing, automated or otherwise, exclusively for security reasons. The submission of your data is compulsory for the purposes of accessing the baggage reclaim area / Lost & Found offices. The personal data shall be processed exclusively by personal hired to compile it and may be communicated to competent and authorised third parties in relation to the information above. You are reminded of your right to know, rectify, erase, update, add to, and oppose to the processing of your personal data, in addition to all the other rights recognised by Art. 15-22 of the GDPR by contacting the Data Protection Officer (DPO) at the following address: dpo@adr.it. The Data Holder is Aeroporti di Roma S.p.A., Via Pier Paolo Racchetti 1 - Fiumicino (RM) 00054

COMPLETE THE FOLLOWING FIELDS:

Mr/Mrs/Ms
document details Exp.

TIME OF ENTRY Delegated? Yes No

GO TO:

LOST & FOUND T1 T3
specify: Handler Flight N° P.I.R.N. N°

Date Passenger's signature

Delegator

Mr/Mrs/Ms
document details Exp.

BAGGAGE RECLAIM HALL T1 T3

Date Passenger's signature

N.B.: Il presente accredito è valido unicamente per il giorno del rilascio e consente l'ingresso entro 30 minuti dall'ora indicata.

This receipt is valid for the day of the issue and allows entry within 30 minutes from the indicated time.



PASSENGER COPY

Receipt N°

STATEMENT - PROCESSING OF PERSONAL DATA - pursuant to and for the purposes of the provisions of Art. 13 of Reg. EU 679/2016 GDPR, we inform you that the personal data you provide in this document shall be subject to processing, automated or otherwise, exclusively for security reasons. The submission of your data is compulsory for the purposes of accessing the baggage reclaim area / Lost & Found offices. The personal data shall be processed exclusively by personal hired to compile it and may be communicated to competent and authorised third parties in relation to the information above. You are reminded of your right to know, rectify, erase, update, add to, and oppose to the processing of your personal data, in addition to all the other rights recognised by Art. 15-22 of the GDPR by contacting the Data Protection Officer (DPO) at the following address: dpo@adr.it. The Data Holder is Aeroporti di Roma S.p.A., Via Pier Paolo Racchetti 1 - Fiumicino (RM) 00054

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COMPLETE THE FOLLOWING FIELDS:

Mr/Mrs/Ms
document details Exp.

TIME OF ENTRY Delegated? Yes No

GO TO:

LOST & FOUND T1 T3
specify: Handler Flight N° P.I.R.N. N°

Date Passenger's signature

Delegator

Mr/Mrs/Ms
document details Exp.

BAGGAGE RECLAIM HALL T1 T3

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