



Leonardo Da Vinci - Fiumicino Aerodrome

E-15 - SAFETY RULES

Volume 1 – General Rules

Summary

1.1.	SUBJECT AND AIM OF THE DOCUMENT	3
•	SPECIFIC SAFETY RULES	4
1.2.	HOW TO USE THIS DOCUMENT	5
1.3.	LIST OF UPDATES	7
1.4.	APPROVAL OF THE DOCUMENT	8
1.5.	REFERENCE STANDARDS AND REGULATORY REFERENCES.....	9
1.6.	GENERAL OBLIGATIONS AND BANS	11
1.7.	REPORTING OBLIGATIONS.....	12
•	IMMEDIATE REPORTING OF AN EVENT/OCCURENCE	12
•	REPORTING AFTER THE INCIDENTE/OCCURENCE	16
1.8.	COMMUNICATION AND COORDINATION	16
1.9.	EMERGENCY OR ABNORMAL SITUATIONS PROCEDURE.....	16
•	PROCEDURERULES AND DOCUMENTS FOR REFERENCE	16
1.10.	MANAGER MONITORING ACTIVITIES	18
1.11.	TRAINING.....	21
1.12.	MANAGEMENT OF ADR SAFETY UPDATES.....	23
1.13.	MANAGEMENT OF CHANGE.....	23
1.14.	RULES ON THE USE OF REMOTELY PILOTED AIRCRAFT.....	23
1.15.	Weather alert distribution.....	24
1.16.	Checklist for Tool Verification in the Maneuvering Area	24
•	FORM CHECKLIST - Tool and Material Control in Maneuvering Area	25

1.1. SUBJECT AND AIM OF THE DOCUMENT

1.1.1. This Document has been prepared for Fiumicino Aerodrome by Aeroporti di Roma S.p.A., hereinafter referred to as ADR, in its capacity as Aerodrome Operator and, therefore, responsible for the safe operation of the Aerodrome, pursuant to (EU) Regulation n.1139/2018 et seq (Subsequent Amendments and Supplements). of the European Parliament, and (EU) Commission Regulation n.139/2014 et seq. The prescriptions contained in this Document have been defined, with the contribution of other responsible parties for the parts under their responsibility, in accordance with the regulations in force and approved by ENAC.

1.1.2. ADR's suitability, as Airport Operator, to carry out the activities set out in (EU) Regulation n.139/2014, in compliance with the technical safety standards, is attested by the certification issued by ENAC.

1.1.3. This Document is an annex to the Aerodrome Manual, a certification document approved by ENAC.

1.1.4. This Document is an annex to the Aerodrome Manual, a certification document approved by ENAC.

1.1.5. This Document therefore illustrates the rules, prepared by the Airport Operator, to ensure that aerodrome activities are carried out in compliance with national and international regulations, regarding the safety of aircraft operations, hereinafter referred to as Safety, in accordance with (EU) Regulation n.139/2014.

1.1.6. This Document does not contain the rules and rules relating to the protection of the health and safety of workers in the workplace, which remain the responsibility of the Employers of each Entity and Organisation pursuant to Leg. 9 April 2008, no. 81.

1.1.7. All persons carrying out their activities at Fiumicino Aerodrome are required to comply with the rules of this Document and will be subject to the measures provided for in the event of any breach or non-compliance.

1.1.8. Providers and Self-handlers of ground handling services referred to in All.to A of d.L.GS 18/99 are required to comply with this document E-15 Safety rules (Vol. 1-6), as a necessary condition for the performance of aerodrome activities, as part of the start of activity procedure referred to in the Regulation for the certification of aerodrome ground handling service providers and its implementing circulars.

1.1.9. All parties operating at Fiumicino aerodrome shall ensure that their respective employees are familiar with the contents of this Document, ensuring that each of them performs the tasks for which they have been trained and certified.

● **SPECIFIC SAFETY RULES**

1.1.10. Amendments to this Document will be transmitted in the same manner as updates to the aerodrome Manual.

1.1.11. The introduction of transitional or emergency Safety rules will be transmitted by means of a communication from the ADR Function Head and subsequently integrated into this Document.

1.1.12. By virtue of the roles identified by (EU) Regulation n.139/2014, the functions entitled to give Airside Safety rules, which are required to be immediately applied to safeguard the Safety of aircraft operations, are shown in the table below:

Department	Scope of competence
Accountable Manager	Operations and Maintenance
Manoeuvring Area Post Holder	Airside Operations and First Aid
Post Holder area infrastructure and systems maintenance	Maintenance and use of equipment
Safety & Compliance Manager	Safety Directive of the national authority ENAC or the National Investigation Authority.

1.1.13. The rule of Safety is to be regarded as a prescriptive document forming an integral part of this Document.

1.2. HOW TO USE THIS DOCUMENT

1.2.1. The Appointed Manager is responsible for the approval of this Document.

1.2.2. ADR, in accordance with the responsibilities assigned to it by (EU) Regulation n.139/2014, drafts the contents of this Document in compliance with the reference legislation and the outcomes of the aerodrome risk management process.

1.2.3. The Airport Manager shall coordinate with the competent authority to ensure that information relevant to aircraft safety, contained in this Document, is published.

1.2.4. ADR, in accordance with the responsibilities assigned to it by (EU) Regulation n.139/2014 updates this Document as a result:

- of changes in the reference legislation in force,
- of necessary changes as a result of risk management,
- as well as any other contingent changes that require adjustment in accordance with the Aerodrome Manual procedures.

1.2.5. ADR monitors the application of the rules contained in this Document through the processes described in the aerodrome Manual.

1.2.6. The technical instructions and annexes may be modified by ADR, if necessary, due to changes of a technical nature, new implementations or changes in organisation and contact details, with simultaneous notification of the addressees of the Document.

1.2.7. All changes and newly inserted parts are highlighted with a sidebar like the one that accompanies this part of the text.

1.2.8. All temporary changes are highlighted with a double red sidebar like the one that accompanies this part of the text.

1.2.9. Removed parts are indicated with strikethrough text: ~~Abcdefg.~~

1.2.10. Added parts are highlighted in dark grey: Abcdefg.

1.2.11. This document is sent to the distribution list of the Aerodrome Manual, as it is an annex to it.

1.2.12. The updated version of this Document is published on the company intranet site for Aeroporti di Roma S.p.A. employees.

1.2.13. The updated version of this Document is published on the website www.adr.it.

1.2.14. A signed paper copy of this Document is filed, together with the remaining parts of the Aerodrome Manual, with the Safety & Compliance Monitoring Manager's Record Keeper and an electronic PDF copy of the latest version is stored on the company server.

1.3. LIST OF UPDATES

Revision	Date of Issue	Effective Date	Revised Section and Chapter	Page	Summary description of the revision
0	01/03/2019	21/03/2019	Whole document	/	First issuance
1	01/11/2020	01/12/2020	Revision Volume 2 Revision par. 1.10.4		See vol. 2 Revised monitoring methods
2	17/06/2021	01/07/2021	Revision Volume 2 Introduction Temporary DDS		See vol. 2 DDS 004/2021 DDS 005/2021
3	25/10/2021	01/11/2021	Revision Volume 2 All Sections Par. 1.10.1 Par. 1.14	/ 17 21	See Vol.2 Regulatory Ref. Update Just Culture Correction Inclusion of ban on drones
4	18/01/2022	01/02/2022	Revision Volume 3 1.11.1 1.15		See vol. 3 Modification rules. DDS Entry E-15-010-2021
5	01/09/2022	01/09/2022	Revision Volume 2, 3, 4, 5, 6 1.7.3, 1.7.5, 1.15.1 1.11.6		See vol.2, 3, 4, 5, 6. DDS Entry E-15-004-2022 DDS Entry E-15-005-2022
6	29/03/2023	01/04/2023	Revision Volume 2		See vol.2,
7	26/02/2024	05/03/2024	Revision Par.1.11.3 and Volumes 2, 3 and 5		Inserted Par. Refresher training. See vol. 2, 3 and 5
8	06/12/2024	08/12/2024	Revision Volume 2		See Vol. 2

9	22/04/2025	30/04/2025	Revision Volume 6	See Vol. 6
---	------------	------------	-------------------	------------

10	01/02/2026	01/02/2026	Revision Volumes 1, 2, 3, 4 and 6	See Vol. 2, 3, 4 and 6. Updates have been added to the respective DDS volumes.
----	------------	------------	-----------------------------------	---

1.4. APPROVAL OF THE DOCUMENT

In accordance with (EU) Regulation n.139/2014, this Document is approved by the ADR Appointed Accountable Manager.

FOR VERIFICATION	
Safety & Compliance Monitoring Management <i>Daniele Mauriello</i>	

FOR APPROVAL	
Safety & Compliance Monitoring Manager <i>Ivan Satriano</i>	

1.5. REFERENCE STANDARDS AND REGULATORY REFERENCES

1.5.1. International and national regulations

- (EU) Regulation n.2018/1139 et seq;
- (EU) Regulation n.996/2010 et seq;
- (EU) Regulation n.139/2014 et seq;
- (EU) Regulation n.376/2014 et seq;
- (EU) Regulation n.923/2012 et seq - SERA (Rules of the Air);
- Royal Decree 327 of 30 March 1942 and subsequent amendments and additions - Navigation Code and subsequent amendments and additions;
- ENAC - APT Circular and GEN Circular;
- ICAO - Annex 14, Vol. 1, Chapter 9 and subsequent amendments;
- Legislative Decree 66 of 25 February 1999 - Establishment of the National Flight Safety Agency and amendments to the Navigation Code;
- Legislative Decree 96 of 9 May 2005 - Revision of the aeronautical part of the Navigation Code and subsequent amendments;
- CAA: CAP 642 - Airside Safety Management;
- In addition to the above-mentioned international and national regulations, at Fiumicino airport, the following are to be considered dispositive documents or documents whose contents are to be considered legal obligations:
 - The Aerodrome Manual;
 - The Stopover Regulations;
 - Orders issued by the National Civil Aviation Authority;
 - Safety regulations issued by the Airport Manager.

1.5.2. All parties that carry out their activities at Fiumicino Aerodrome in any capacity whatsoever are required to comply with the documents referred to in the previous article and shall be subject to the measures specifically provided for in the event of non-compliance or non-compliance.

1.5.3. ENAC Ordinance

Regulatory act having the force of law, issued by the National Civil Aviation Authority to regulate the various aspects of aerodrome activity at the airport in question. It is only valid at the airport where it is issued.

1.5.4. Aerodrome Manual

Document prepared in accordance with the requirements of Reg. (EC) n.1139/2018 and corresponding Implementing Rules contained in (EU) Reg. n.139/2014, Part-ADR.OR and Part-ADR.OPS. It contains the procedures to be observed in order not to cause damage to aircraft and/or its occupants in or adjacent to areas marked by aircraft movement.

The document therefore contains all the procedures to be applied:

- for the safe use of infrastructure that may cause damage to aircraft and its occupants.
- for the safe conduct of airside operations.
- for the safe performance of maintenance activities on the infrastructures and systems supporting flight infrastructure.

Companies carrying out their activities on the Airside under national laws or on behalf of the Manager, through contracting agreements and/or ADR's investee companies, will be subject to periodic audits by the Safety & Compliance Monitoring Management, in order to verify the compliance of their activities with the rules of the aerodrome Manual.

1.5.5. Aerodrome Regulations

The Aerodrome Regulations contain the collection of criteria, rules and operating procedures that govern the activation and execution of processes related to aerodrome activities, prepared by the Airport Manager and ENAV, for the areas and activities within their competence, in accordance with current national and international regulations, and is adopted by ENAC. Within the document, for the rules to be observed in order to maintain operational safety levels at Fiumicino Aerodrome, reference is made to the Aerodrome Manual, which becomes an integral part of it, dedicated to the procedures to be implemented to safeguard the safety of operations.

1.5.6. Safety Rules

These are rules to be applied immediately to safeguard the security of operations as referred to in (EU) Regulation n.139/2014. If temporary, they must have a start and end date of application, if permanent, they will be transposed within the procedures of the Aerodrome Manual Part E. A sample of the Safety rules is published in Annex 1 to this Document.

1.6. GENERAL OBLIGATIONS AND BANS

1.6.1. It is the obligation of each person in charge of the distribution list to disseminate the Aerodrome Manual within their organisation, informing and training their staff about its contents and implementation obligations, and to distribute it to their contracted activities for ready reference.

1.6.2. All public and private entities operating at Airside, in whatever capacity, are responsible for contributing to the maintenance of the safety of aircraft operations and their occupants, by complying with the requirements of this Document, as well as those of the national and international regulations in force for their field of competence.

1.6.3. ADR, reserves the right to conduct periodic audits, inspections and checks, pursuant to (EU) Regulation n.2018/1139 et seq. and (EU) Regulation n.139/2014 et seq. to verify the compliance of processes with the requirements of this Document.

1.6.4. According to (EU) Regulation n.139/2014, public entities and entities certified by the competent authority are not subject to audits, inspections and periodic checks.

1.6.5. Since the aspects of operational safety (Airside Safety) form an integral part of the knowledge required to operate Airside, the issuance of an airport pass for access to Airside is conditional on obtaining a certificate of completion of the Airside Safety course.

1.7. REPORTING OBLIGATIONS

In addition to the requirements of the European regulations on mandatory reporting to the aviation authorities, the rules of the following articles must be implemented.

It is notable that, in some cases, the failure to report, can be configured as, in accordance with the Criminal Code Article 432, 'assault on the safety of air transport'.

1.7.1. The following table shows the contacts whose knowledge is necessary in order to fulfil the reporting obligations for Fiumicino aerodrome:

Department	Telephone/Mobile	email	Website
ADR-ISE Operational Security	06 65953432	/	/
ADR Contact Centre	06 6595 3434	/	/
ADR CEA	06 6595 3022	/	/
Safety Management ADR System	/	sms@adr.it	https://www.adr.it/bsn-aviation-safety
Italian Fire Brigade	06-6595 4444	/	/
Police	06-6595 6666	/	/
ADR Aerodrome First Aid	06-65953133 or 3134	/	/

● IMMEDIATE REPORTING OF AN EVENT/OCCURENCE

1.7.2. Immediate notification of an event/condition means an immediate call to the indicated department in order to request its intervention in accordance with the requirements of the regulations in force concerning the maintenance of the aerodrome's operational and Safety requirements.

1.7.3. It is the obligation of each operating company and each aerodrome operator to promptly notify CEA-ADR, by the means at its disposal, at the time of the occurrence, of any event of damage or danger on the Airside that affects it:

- Aircraft parked or taxiing;
- Vehicles, trailers and
- Infrastructure, facilities and equipment.

The CEA-ADR, if necessary, according to the seriousness of the event reported, will contact the responsible body for the activation of the relevant alert scenario of the Aerodrome Emergency Plan.

1.7.4. Anyone who identifies an emergency situation is obliged to report it promptly to the CEA-ADR. In the event of a life-threatening emergency situation, the emergency responders (Fire Brigade and ADR Airport First Aid) may be contacted directly.

1.7.5. The description of the emergency must contain:

- **Health emergency medical emergency:** the location of the event can support rescuers in the timely identification of the location of the event; possibly involved and their condition (state of consciousness absent or present, breathing absent or present, pinkish, cyanotic, pasty skin); description of the imminent and/or potentially dangerous situation.
- **Vehicle accident:** the location of the event (the rule of any landmarks can support rescuers in the timely identification of the location of the event; persons involved and their condition; vehicles involved; description of the imminent and/or potential hazardous situation (presence of smoke or flames, partial or total obstruction of a taxiway or aircraft stand).
- **Other emergency events:** the location of the event (the communication of can support rescuers in the timely identification of the location of the event; nature of the accident; damage recorded; persons possibly involved and their condition; vehicles or aircraft involved; description of the imminent and/or potential hazardous situation (presence of smoke or flames, partial or total obstruction of a taxiway or aircraft stand, presence of dangerous goods).
The person making the call must provide his or her telephone number so that he or she can be contacted if necessary.

1.7.6. In the event of a spillage of liquids from vehicles and/or aircraft, immediately alert the CEA-ADR; in the event of a fuel spillage, during refuelling of an aircraft, follow the instructions in Volume 3 of this Document, Aircraft Refuelling.

1.7.7. In the event of a malfunction and/or identification of irregularities in the pitch facilities and equipment, please contact us immediately:

- the CEA-ADR for the appropriate checks and possible request for support ADR/ISE Operational Safety and/or assignment of another stand and penalisation of the stand concerned, in the case of:

- inoperative optical
- ERA/ASA/NPA occupied by vehicles before aircraft entry,
- Loading-bridge inoperative,

- the ADR Contact Centre for the restoration of the installation.

1.7.8. In case of malfunction and/or identification of irregularities in other facilities and equipment that do not compromise aircraft operations on the apron, immediately contact the ADR Contact Centre.

1.7.9. Any anomalies found by the Carrier/Lender/Self handler in connection with the use of the pitches must be reported immediately to CEA-ADR.

1.7.10. In the event of anomalies relating to worksites in the Manoeuvring Area, the Contractor, directly or through the Project Manager/Project Management, must immediately contact ADR/ISE Operational Safety. The companies carrying out the works are also obliged to immediately report any damage to existing infrastructures (electrical, water, fibre optic systems, etc.) within the work site area, as specified in Volume 4 of this Document, Construction Site Management and Airside Work.

1.7.11. 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, it is compulsory to report the incident to your supervisor and to the CEA-ADR and to take action for safe removal; if it occurs in the Manoeuvre Area, it is necessary to immediately inform ENAV-Control Tower, via radio, and to take action promptly for removal, trying to estimate the time required for removal and communicating it to ENAV-Control Tower, via radio, and to ADR/ISE Operational Safety. Similarly, in the case of a vehicle involved in an accident, call the CEA-ADR, specifying whether the vehicle cannot be removed independently, in order to activate removal, through the company or ADR/ISE Operational Safety.

1.7.12. It is compulsory to promptly report to the CEA-ADR the presence of obstacles of any nature present on the apron access roads; ADR/ISE will immediately take action to arrange, directly or indirectly, for their removal in a time that is congruent with the situation, and, if the obstacle may potentially represent a danger to navigation, it will inform ENAV-Control Tower for the appropriate actions in accordance with the rules of the MDA procedures.

1.7.13. It is compulsory to check the permitted height, indicated by appropriate signs, before proceeding to transit under boarding bridges and subways; if the road sign is not visible and/or available, promptly report it to the CEA-ADR, not transiting under the infrastructure, choosing an alternative route where possible.

1.7.14. It is recommended to report to ADS/ISE Operational Safety any sightings of birds and/or animals more generally on movement areas, so that the planned removal measures can be carried out.

• REPORTING AFTER THE INCIDENTE/OCCURENCE

1.7.15. It is the obligation of every operating company and airport operator to report to the ADR Safety Management System, within 72 hours of the occurrence, hazardous events (if any) occurring on the Airside, which have or could have (near miss) caused damage to the aircraft and its occupants. The report must be sent to:

- **Main methodology:** by filling out the Ground Safety Report at <https://safety.adr.it/gsr>
- **Backup method:** by filling in the Ground Safety Report form, which can be downloaded from the Fiumicino Airport website at <http://www.adr.it/bsn-per-gli-operatori-aeroportuali>, and sending it to the Safety Management System by e-mail sms@adr.it.

The specifics of aviation occurrence reporting can be found in the Aerodrome Manual - Part B - Section 2.2.8.

1.7.16. Should companies or entities operating at the Aerodrome identify any kind of procedural misalignment and/or incorrectness in the contents of the Airport Manual, they must notify the Compliance Monitoring Management System organisational unit at compliance@adr.it.

1.8. COMMUNICATION AND COORDINATION

1.8.1. Any communication and/or request relating to day-to-day operations with possible Safety implications, other than those specifically described in the previous points, must be addressed to CEA-ADR.

1.9. EMERGENCY OR ABNORMAL SITUATIONS PROCEDURE

• PROCEDURERULES AND DOCUMENTS FOR

REFERENCE

1.9.1. Comply with the requirements contained in Section 1.7 of this Document on reporting obligations.

1.9.2. In the event of an emergency, all vehicles and workers involved in construction, maintenance and other non-essential activities shall suspend the movement of their vehicles, which shall be brought back within the limits of the construction site, in a safety zone, previously assigned, without causing an obstacle to aerodrome operations. Where no special parking areas are provided for vehicles, follow the instructions given by ADR/ISE Operational Safety.

1.9.3. At Fiumicino airport, the Aerodrome Emergency Plan "PEA" is in force. It is published in the Aerodrome Manual and can only be consulted by parties accredited to the Emergency Response Committee (ERC).

1.9.4. Public and private entities involved in the Emergency Response Committee are obliged to be accredited.

1.9.5. The various members of the ERC undertake not to divulge, nor make available to third parties, nor use information/documents (minutes, presentation material, etc.) acquired in the course of the work of the Emergency Response Committee, except in cases provided for by law, to apportion blame or liability, or, in any case, for any purpose other than the maintenance or improvement of flight safety and operational safety in the Airside.

1.9.6. Representatives of the Emergency Response Committee must have appropriate powers to make decisions on behalf of the public or private entity they represent, in matters of emergency management in accordance with their role and responsibilities under applicable national and international law.

1.9.7. In the event of an emergency in progress, operational rescue vehicles with their siren and blue flashing light switched on take precedence over all other operational vehicles. All emergency vehicles, for access to the Manoeuvring Area, must be escorted by ADR/ISE Operational Safety.

1.9.8. All personnel are obliged to observe the rules of their company's internal procedures, which incorporate the rules of the Aerodrome Emergency Plan.

1.9.9. Personnel not involved in the management of the emergency must leave and place themselves in a safe position and may not in any way interfere with the execution of the management procedure in place.

1.9.10. If a fire is detected, pending the arrival of the fire brigade's vehicles, personnel must evacuate the area concerned, facilitate the fire brigade's entry by moving any vehicles that may interfere, and, if authorised, extinguish the fire with the fire extinguishers located on the vehicles and/or on the lay-bys, taking care not to endanger their own safety in any way.

1.10. MANAGER MONITORING ACTIVITIES

In accordance with (EU) Regulation n.139/2014, n.376/2014, on Aviation Safety (safety of aircraft operations):

1.10.1. ADR's Safety & Compliance Monitoring Management System, in the field of Aviation Safety, is responsible for carrying out:

- Investigation/analysis of events under (EU) Regulation n.376/2014;
- Audit, inspections;
- Interviews with the operators involved, in compliance with the privacy regulations and "just culture" policies provided for by European regulations.

According to the Airport Manual Part B - section 2.

1.10.2. ADR/ISE Operational Safety has the task of carrying out checks on compliance with the applicable Safety rules during the daily inspections provided for in MOV02/MOV05/MOV08/MOV11 (Manoeuvring Area). In the event of findings, immediate action is taken to resolve the issues that have arisen, by directly contacting CEA-ADR and/or the companies/institutions concerned. To record such events, a GSR is compiled in the prescribed manner.

1.10.3. The Ground Handling unit, in addition to service quality checks, is responsible for carrying out checks on the complete Turnaround activity and the applicable Safety rules, compiling the:

- Turn Around Inspection Checklist (Arrival A/M-Refuelling- Unloading/Luggage loading-all Handling activities involved-Departure A/M)

Any Safety anomalies are recorded by completing a GSR in the prescribed manner.

1.10.4. For the purpose of an optimal and multilateral verification of the safety rules, ADR provides a **monthly inspection programme** according to three different checklists:

- **Turn Around Inspection Checklist** (Arrival A/M-Refuelling- Unloading/Baggage Loading-all Handling activities involved-Departure A/M); Inspections carried out independently by qualified SCMM and Ground Handling inspectors;
- **Airside Circulation Checklist** (Apron-Runway); Inspections Performed in coordination by a Compliance Auditor and an Operational Security Officer;

- **Airside Site Management Checklist**; Inspections carried out in coordination by a Compliance Monitoring Auditor and an Operational Safety Officer.

The aim of these inspections is the systematic verification of Safety rules, in particular by providing for the:

- Immediate notification of the Findings found and activation of the necessary procedures for the immediate resolution or suspension of activities, with the support of the competent ADR bodies (Flight Control/Operational Safety);
- Recording all findings on Checklist.
- For inspections managed by SCMM personnel, recording and managing Findings requiring corrective action in accordance with Compliance Monitoring procedures (issuing reports and non-conformities to the Entities/Companies concerned, with consequent request for action);
- For inspections handled by Ground Handling personnel, issuing the GSR for findings requiring corrective action.

Activities will be scheduled in such a way that they will be verified in an annual cycle:

- All active stands;
- All Apron roads attached to the stands;
- All connecting roads;
- All construction sites with a duration > 1 year.
- stands enabled for foot disembarkation/embarkation procedures according to GEN04.

1.10.5. For the purposes of continuous improvement and the analysis and sharing of results/criticalities, ADR envisages, every six months, a Safety Monitoring Team Meeting with the participation of the heads of the three monitoring structures with the aim of issuing specific control strategies and defining monitoring targets according to the status of the system criticalities detected.

1.11. TRAINING

1.11.1. All companies operating at Airside must structure their training system in accordance with the Aerodrome Manual, Part B, Section 3 regarding:

- staff training in relation to compulsory aerodrome courses;
- training delivery modes (initial training, recurrent training and proficiency checks both theoretical and practical);
- maintaining the qualification of trainers (if any), including those qualified by ADR to deliver specific courses.

Note: If the safety rules contained in Volumes 1-6 (e.g. proper handling of FOD), when transposed into the airside companies' operating procedures (this assessment is the responsibility of the companies themselves), require practical OJT (On-Job-Training) and subsequent assessment, this specific training must be documented through OJT reports and assessment reports.

1.11.2. All companies operating at Airside must have a documented procedure describing the process of distribution to instructors of training updates (in the case of instructors qualified by ADR on specific courses) and Training Notices, received from ADR.

1.11.3. REFRESHER TRAINING

- All personnel who are absent from Airside for a period exceeding 3 months up to 12 months must undergo refresher training relating to Safety Notices and updates issued by the aerodromes operator, followed by an Assessment to verify the competence;
- Personnel in possession of ADC, in case of absence between 3 and 12 months from Airside driving, must be subjected to an ADC training update with final assessment performed by an ADE;
- Qualified operational personnel who, for any reason, do not carry out the activities required by airport procedures in Airside (WalkInWalkOut procedure, aircraft refueling procedure, operations related to the Operation Letter-Ordinato Movimento, use of stand equipments, marshalling execution, support for the Aerodormes Emergency Response Plan) for a period exceeding 3 months up to 12 months, must be subjected to a refresher course, aimed at recovering possible skills lost in the airport sector, followed by an assessment to verify the competence.
- All personnel who are absent from the Airside for a period exceeding 12 months must undergo initial training, they will have to complete the Airside Safety course again
- Personnel in possession of an ADC, in the event of absence from Airside driving for more than 12 months, must request the issue of the ADC again with the required training
- Qualified operational personnel who, for any reason, do not carry out the activities required by airport procedures airside (WalkInWalkOut procedure, aircraft refueling procedure, operations related to the Operation Letter-Ordinato Movimento, use of stand equipments, marshalling execution, support for the Aerodormes Emergency Response Plan) , for a period exceeding 12 months, will have to repeat an initial training course for the applicable airport procedures envisaged by MdA Part B section 3.
- For ADR contracted activities, the provisions of MdA part B section 3 also apply

1.11.4. For all staff recruited with previous experience in the qualification:

- a) the originating company must make all evidence of training received available to the resource;
- b) the host company must provide dedicated qualification arrangements, based on the collection of evidence of prior training and/or dedicated qualification assessments.

1.11.5. All companies operating at Airside must maintain Training records for four years after the termination of the relationship.

1.11.6. The Airside TIA access card and aerodrome permit are valid for 5 years and 48 months respectively.

In any case:

- unescorted access to Airside is only permitted if personnel hold a valid Airside Safety Course certificate (validity: 24 months).
- Autonomous driving of airside vehicles (ADC-A and ADC-M) is only authorised when personnel hold a valid Initial/Recurrent ADC A or M licence course certificate (validity: 24 months).

It will be the responsibility of the Employer to monitor these deadlines and, if they are missed, to provide until the recurrent course is attended, respectively:

- during activities performed in the Airside, personnel with an expired Airside Safety course, must be continuously accompanied by personnel with a valid TIA card and Airside Safety certificate.
- In order to be able to drive vehicles on the airside, The process of monitoring these deadlines will be subject to ADR audits through the Compliance Monitoring function.

The process of monitoring these deadlines will be subject to ADR audits through the Compliance Monitoring function.

1.12. MANAGEMENT OF ADR SAFETY UPDATES

1.12.1. All companies operating in Airside must:

- provide a documented procedure describing the process of receipt, evaluation and subsequent distribution to operators of Safety updates received from ADR (Updates to this Document; Safety Notice; Aerodrome Manual Updates).

1.12.2. All companies operating in Airside must:

- provide an internal Safety contact person to whom ADR will send Safety updates.

1.13. MANAGEMENT OF CHANGE

1.13.1. All companies operating on the Airside must, in the event of the introduction of organisational, procedural and operational changes that may have an impact on the safety of operations, communicate these changes in advance to ADR, so that the Aerodrome Manager can carry out the necessary assessments to classify the change and jointly define any necessary mitigation actions.

1.14. RULES ON THE USE OF REMOTELY PILOTED AIRCRAFT

1.14.1. The use of unauthorised Remotely Piloted Aircraft is prohibited in the airside in accordance with ENAC Circular ATM-09 and ENAC UAS-IT Regulations. The improper use of remotely piloted aircraft (e.g. drones, model aircraft) poses a risk to manned air traffic and their passengers on board in the event of a collision.

1.14.2. The use of any remotely piloted aircraft in the airside must be duly authorised by ADR in close coordination with the police and ENAC.

1.15. Weather alert distribution

1.15.1. ADR notifies significant information regarding APRON and adverse weather conditions to members of the aerodrome community through the following channels:

	Lista di distribuzione	Tenentario della lista	Frequenza di aggiornamento della lista	Modalità di aggiornamento della lista	Entry-point della richiesta di aggiornamento lista
1	Messaggi TELEX	OPR-CEA OAP-CLD	continua	richiesta dello stakeholder	csf@adr.it capoareaclid@adr.it
2	Email di inoltro messaggi TELEX	OPR-CEA OAP-CLD	continua	richiesta dello stakeholder	csf@adr.it capoareaclid@adr.it
3	Bollettino previsionale	OAP-ISE	continua	richiesta dello stakeholder	recordkeeping.oap@adr.it

You can request inclusion on the list by sending an e-mail to the e-mail address indicated.

1.16. Checklist for Tool Verification in the Maneuvering Area

All companies operating in the maneuvering area, when required to use tools or materials, must:

- Minimize the tools and materials brought into the maneuvering area, limiting them to those strictly necessary for the specific intervention;
- Record the materials and tools brought into the maneuvering area on the dedicated form (Attachment 8 E-15 DDS – Tools and Materials Checklist for Maneuvering Area) before accessing the area;
- Remove all residual tools and materials from the work area upon completion of the activity;
- Perform a check of tools and materials after clearing the area by completing the aforementioned checklist, specifying the materials used for the activity and no longer available.

Note: The company may use equivalent internal forms, provided they contain the same information and include the same verification steps.

• **FORM CHECKLIST - Tool and Material Control in Maneuvering Area**



Checklist Tool e Materiali Area di manovra

Rev.0 del 26/05/2025

CHECKLIST controllo Tool e Materiali in area di Manovra

Società		Ente ADR di riferimento	
VAL di riferimento			
Data attività		Luogo Attività	
Tipologia attività			
Ora inizio attività		Ora fine attività	
Note			

Elenco dei tool utilizzati per l'attività (elenco da compilare prima dell'avvio dell'attività)	Check tool a fine attività
	<input type="checkbox"/> Riposizionato in sicurezza
Elenco dei materiali utilizzati potenzialmente utilizzabili per l'attività (elenco da compilare prima dell'avvio dell'attività)	Check materiale a fine attività
	<input type="checkbox"/> Utilizzato
	<input type="checkbox"/> Non utilizzato e riposizionato in sicurezza
	<input type="checkbox"/> Utilizzato
	<input type="checkbox"/> Non utilizzato e riposizionato in sicurezza
	<input type="checkbox"/> Utilizzato
	<input type="checkbox"/> Non utilizzato e riposizionato in sicurezza
	<input type="checkbox"/> Utilizzato
	<input type="checkbox"/> Non utilizzato e riposizionato in sicurezza
	<input type="checkbox"/> Utilizzato
	<input type="checkbox"/> Non utilizzato e riposizionato in sicurezza
	<input type="checkbox"/> Utilizzato
	<input type="checkbox"/> Non utilizzato e riposizionato in sicurezza

Esito verifica	
POSITIVO	<input type="checkbox"/>
NEGATIVO	<input type="checkbox"/>
Inserire il dettaglio dei pezzi mancanti e attivare ISE-ADR (se negativo)	

Responsabile Verifica
Nominativo

Firma
