



PROCEDURE FOR THE
TYPE M ADC RELEASE/RENEWAL
AT THE AIRPORTS OF
FIUMICINO "LEONARDO DA VINCI" -
CIAMPINO "G. B. PASTINE"

Ed. 2 – Rev. 1

29/02/2024

1. VALIDITY

- The validity of ADC-Ms issued or renewed is 48 months.
- From the date of issue of the ADC-M, it is mandatory to carry out recurrent training with proficiency check every 24 months.

2. REQUIREMENTS FOR ADC-M RELEASE AND MAINTENANCE

- Be in possession of a valid civil driving license.
- Be in possession of a valid airport card that enables access to the maneuvering area (TIA color green 7 or red 1).
- Have passed the final theoretical test at the membership office in the event of the first issue or renewal of the ADC-M. The candidate must withdraw the ADC within a maximum period of 30 days from the date of passing the exam, after which the qualification will be revoked. However, driving vehicles in airside without the accompanying ADC remains prohibited.
- The complete procedure is reported in the DDS Volume 2-Circulation in Airside attached to the Fiumicino Airport Manual which can be viewed on the www.adr.it website

• In case of first ADC-M release:

- ✓ be in possession of a certificate of school education carried out in Italy or at Italian schools recognized abroad at secondary school level or equivalent (ICAO Level 6). These attestations must be made available for random checks by the Airport Manager;
- ✓ have carried out initial theoretical training delivered exclusively by ADRs of 8 hours, with a final learning verification test;
- ✓ have performed practical training alongside an ADR-qualified ADE-M, consisting of at least 3 missions recorded on a standard OJT form provided by ADR (at least 1 of which is at the helm, and have passed the final assessment always performed by ADE-M;
- ✓ have already held an ADC-A for at least 30 days.

• In case of renewal of the ADC-M:

- ✓ have carried out recurrent theoretical training delivered by ADR (for all) or by ENAV (for ENAV and Technosky) through ADR-qualified ADC-M instructors of 4 hours, with a final test of verification of learning at least 3 months within the 24 months elapsed from the date of issue or renewal of ADC-M;
- ✓ have passed the proficiency check performed by ADR-qualified ADE-M at least 3 months within the 24 months that have elapsed since the date of issue or renewal of the ADC-M;
- ✓ have carried out recurrent theoretical training delivered by ADR (for all) or by ENAV (for ENAV and Technosky) through ADR-qualified ADC-M instructors of 4 hours, with a final test of verification of learning at least 3 months from the expiry of the ADC-M;



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- ✓ months from the expiry of the ADC-M;
- ✓ in the event of interruption of driving in the Maneuver Area for a continuous period of between 3 and 12 months, it is the Employer's responsibility to guarantee refresher training in the following ways:
 - ✓ in the event of interruption of driving for a period of between 3 months and 6 months: a mission foreseen by OJT ADR in support with ADE-M qualified by ADR with passing the final assessment;
 - ✓ in the case of interruption of driving for a period of between 6 months and 12 months: two missions foreseen by OJT ADR in conjunction with ADE-M qualified by ADR with passing the final assessment;
 - ✓ in the case of interruption of driving for a period exceeding 12 months, the process of a first release must be repeated.

3. RELEASE/RENEWAL EXAM

The forms and methods of access to the face-to-face examination session are available on the ADR website at the following link:

FCO: <https://www.adr.it/bsn-patente-aeroportuale-fiumicino2>

CIA: <https://www.adr.it/bsn-patente-aeroportuale-ciampino2>

The complete documentation for registering for the face-to-face exam session must be sent via e-mail, within 5 working days. from the requested exam date, to the following email address:

FCO: tesseramentofco@adr.it

CIA: tesseramentocia@adr.it

Volumes 2 and 3 of the Manual "Airside Guide" to be learned in order to pass the exam are attached to the Airport Manual and available on the www.adr.it website

4. DOCUMENTATION TO BE PRODUCED

4.1 First ADC-M release or ADC-M renewal for interruption of driving in the Maneuver Area for a period exceeding 12 months

- a) Application form to be completed on the letterhead of the Company/Entity to which the employee belongs (form 6).
- b) Double-sided photocopy of the candidate's airport card.



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- c) Double-sided photocopy of the candidate's valid civil driving licence.
- d) Photocopy of candidate ADC-A.
- e) Payment receipt "Issuance of airport licence" (see link below):

FCO: <https://www.adr.it/de/bsn-pagamento-on-line-servizi-aeroportuali-fiumicino>

CIA: <https://www.adr.it/bsn-pagamento-on-line-servizi-aeroportuali-ciampino>

4.2 Renewal ADC-M

- a) Application form to be completed on the letterhead of the Company/Entity to which the employee belongs (form 6).
- b) Double-sided photocopy of the candidate's airport card.
- c) Double-sided photocopy of the candidate's valid civil driving licence.
- d) Photocopy of candidate ADC-M.
- e) Payment receipt. Select the item "Renewal of airport license" if the ADC is still valid, if it has expired select the item "Issuance of airport license" at the following link:

FCO: <https://www.adr.it/de/bsn-pagamento-on-line-servizi-aeroportuali-fiumicino>

CIA: <https://www.adr.it/bsn-pagamento-on-line-servizi-aeroportuali-ciampino>

4.3 Duplicate ADC-M claim for theft/loss/deterioration

- a) Application form to be completed on the letterhead of the Company/Entity to which the employee belongs (form 5).
- b) Double-sided photocopy of the airport card.
- c) Double-sided photocopy of a valid civil driving licence.
- d) Any report of theft or loss.
- e) Payment receipt "Issuance of duplicate driving licence" (see link below):

FCO: <https://www.adr.it/de/bsn-pagamento-on-line-servizi-aeroportuali-fiumicino>

CIA: <https://www.adr.it/bsn-pagamento-on-line-servizi-aeroportuali-ciampino>

4.4 ADC replacement from type M to type A (the new ADC will maintain the same expiry date as the type M one)

- a) Application form (Form 4).
- b) Double-sided photocopy of the airport card.
- c) Double-sided photocopy of a valid civil driving licence.
- d) Photocopy of ADC-M.
- e) Payment receipt "Issuance of duplicate driving licence" (see link below):



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4.5 ADC issue following second failure of final exam

In the event of a second failure in the final release examination, the entire theoretical training process envisaged in the event of a first release and practical training limited to 4 weeks must be repeated.