

AIRCRAFT DIVERTED TO FCO WITHOUT REFERENCE HANDLER

Aircraft Operator's declaration for refuelling operations with passengers on board

The Aircraft Operator _____ intending to carry out refuelling operations with passengers on board declares the following:

1. To have a dedicated procedure for refuelling with passengers on board or embarking and disembarking. YES NO

1.1 This procedure considers PRM embarking/disembarking operations using a disabled lift (e.g. Ambulift). YES NO N/A

1.2 This procedure includes emergency and evacuation procedures. YES NO

1.3 This procedure is compatible with ongoing assistance operations. YES NO

2. This procedure is formally approved by the competent national authority where applicable. YES NO N/A

3. Escape routes are defined in accordance with the Operator's evacuation plan (e.g. stairs, ramps, and direct access to the terminal via boarding bridge). YES NO

4. Passengers have been warned about refuelling and therefore should not smoke, use electrical equipments or other potential source of ignition on board. YES NO

5. The Aircraft Operator accepts and guarantees the Safety provisions of Aeroporti di Roma as listed below: YES NO

a. During refuelling operations with passengers on board, a sufficient number of crew members are present, and the cockpit must also be manned, in order to:

- take position at each exit, keeping the open or semi-open doors leading to stairs or boarding bridges free of obstruction;
- keep aisles and door accesses free of obstruction.

b. During refuelling operations with passengers on board, the fuel supplier informs the Captain the starting and the ending of operations.

c. During refuelling operations with passengers on board, there is a Refuelling Officer and ground supervisor (the pilot unless otherwise declared) who must:

- check the presence of fire-fighting equipment on the stand;
- ensure the correct position of the refueller or dispenser, ensuring escape routes;
- ensure that the safety area (6m from the vent of the wing tanks) is free from personnel and vehicles;
- no naked flames or devices that could constitute an ignition factor within a radius of 15m from the aircraft;
- supervise the refuelling activities on the apron by ensuring visual contact between the refueller and the cockpit, by providing a compatible mode with the presence of Ambulift vehicles;
- verify that the aircraft escape routes defined by the aircraft evacuation plan are continuously unobstructed;
- in the event of fire or spillage, immediately contact ENAV-TWR on the DELIVERY frequency (during daytime) or on the GROUND frequency (from 23:00LT to 07:00LT) communicating the following informations:
 - type of anomaly;
 - Aircraft Operator, flight number, aircraft type and registration;
 - number of stand;
 - presumed extent of spillage.

The Refueller Officer must stop operations if at least one of the above provisions is not respected.

- d. During refuelling operations with passengers on board, staff properly trained in emergency management are present and, if necessary, also take action with the aids provided by Aeroporti di Roma.
- e. In case of emergency, he is able to apply the correct evacuation procedures in relation to the operations in progress and in accordance with current regulations.

Space for the stamp and signature of the aircraft Captain for acceptance

Stamp and signature

Date

Space for the stamp and signature of the Airport Manager's representative for acknowledgement

Stamp and signature

Date