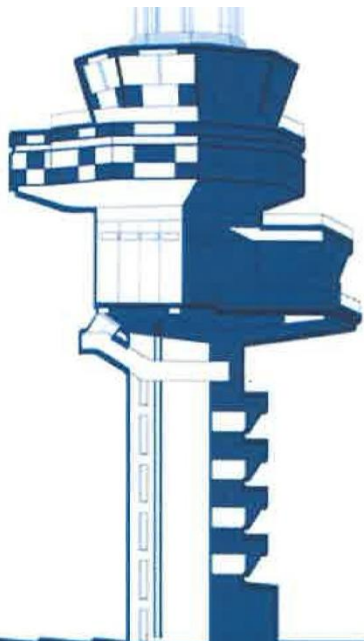


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**Title of Document: Volume 1 – Apron Driving Certification
in Fiumicino/Ciampino**

1st Edition – 3rd Revision

Fiumicino Leonardo da Vinci Airport
Ciampino G. B. Pastine Airport



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1 INTRODUCTION / SCOPE

To pass the airside driving certification exam an operator must learn the contents of the following documents:

- **ADC Type A (Apron):** **Volume 1_Apron:** Apron Driving Certification FCO/CIA
- **ADC Type M (Manoeuvring Area):** **Volume 2_Manoeuvring Area:** MA Driving Certification
Volume 3_Radiotelephony: Radio communications

AIRSIDE DRIVING CERTIFICATE – ADC Type A (Apron):

FIUMICINO






AEROPORTO L. DA VINCI - ROMA FIUMICINO
ABILITAZIONE ALLA GUIDA NELLE AREE AEROPORTUALI

Numero **99999**
Rilasciata il **01/01/2026** Valida fino al **31/12/2029**
a **ROSSI MARIO**

CIAMPINO






AEROPORTO G.B. PASTINE - ROMA CIAMPINO
ABILITAZIONE ALLA GUIDA NELLE AREE AEROPORTUALI INTERNE

Numero: **XXXX**
Rilasciata il: Valida fino al:
a:
Società:

enables driving:

- on aircraft aprons,
- in airside vehicular traffic, and
- on the perimeter road (authorized persons/permitted activities).

ADC Type M (Manoeuvring Area)

FIUMICINO






AEROPORTO L. DA VINCI - ROMA FIUMICINO
ABILITAZIONE ALLA GUIDA NELLE AREE AEROPORTUALI

Numero **99999**
Rilasciata il **01/01/2026** Valida fino al **31/12/2029**
a **ROSSI MARIO**

CIAMPINO






AEROPORTO G.B. PASTINE - ROMA CIAMPINO
ABILITAZIONE ALLA GUIDA NELLE AREE AEROPORTUALI INTERNE

Numero: **XXXX**
Rilasciata il: Valida fino al:
a:
Società:

enables driving also in the manoeuvring area.

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1.1 Reference legislation

Airside circulation is disciplined by:

- (EU) Regulation 139/2014
- Fiumicino/Ciampino Airport Manual
- The Codice della Strada (Highway Code)

1.2 Sanctioning process

At Fiumicino and Ciampino airports an additional sanctioning system has been instituted based on the deduction of ADC points:

- 1) driving certifications, including those already issued and those currently valid, are awarded 5 points;
- 2) the Airside Driving Certificate points can be deducted according to infraction committed based on the table below;
- 3) FCO and CIA Points Table:

N	INFRACTION COMMITTED	Points Deducted
1	Unescorted access to the Manoeuvring Area while lacking certification and/or with an unauthorized vehicle	5
2	Disrespecting the right of way regulations according to these priorities: 1 - aircraft, even during push back or towing 2 - emergency vehicles with flashing blue lights activated 3 - ADR vehicles with flashing yellow lights activated 4 - snow clearing vehicles during snow clearing operations	4
3	Dangerous driving in airside (hazardous manoeuvres, speeding, etc.)	3
4	Smoking while driving	3
5	Using a cellphone while driving without earphones/Bluetooth	3
6	Failure to use seat belts or improper fastening	3
7	Disrespect of vehicular signage	2
8	Failure to display driving license to relevant authorities	1
9	Disrespect of other obligations/prohibitions for drivers	1

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NB. The seizure of a personal driver's license, for driving under the effects of alcohol or psychotropic substances as detected by competent entities of the State, according to current regulations, results in the consequence of the loss of the ADC-A license.

- 4) When all points are exhausted, the certification will be revoked and can be reobtained by following the same procedures required for the first issue. In this case, the theoretical training course must be attended at the ADR Training Centre and cannot be provided by qualified instructors outside ADR.

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In the event that a violation jeopardizes the safety of aircraft or is the cause of an incident that causes injury to persons and/or serious damage to aircraft and/or airport facilities, ADR will revoke the certification for a period corresponding to the severity of the case. At the end of this period, the certification can be reobtained by following the same procedures required for the first issue. In such circumstances, the theoretical training course must be attended at the ADR Training Centre and will not be permitted from qualified instructors outside ADR.

In case of driving with an expired ADC:

- a) **for a period less than or equal to 60 days**, it can be reobtained by following the same procedures required for the first issue not before 60 days have passed from the surrender of the expired certification. In such circumstances, the theoretical training course must be attended at the ADR Training Centre and will not be permitted from qualified instructors outside ADR;
- b) **for a period greater than 60 days**, it can be reobtained by following the same procedures required for the first issue not before 120 days have passed from the surrender of the expired certification. In such circumstances, the theoretical training course must be attended at the ADR Training Centre and will not be permitted from qualified instructors outside ADR; and
- c) **in the case of driving without ever obtaining ADC** (excluding driving during practical training required for the obtainment of the ADC, always under A.D.E. supervision), it can be reobtained by following the same procedures required for the first issue not before 365 days have passed from the date of discovery of the violation. In such circumstances, the theoretical training course must be attended at the ADR Training Centre and will not be permitted from qualified instructors outside ADR.
- d) Driving in the airside area with mandatory ADC-A recurrent training not valid is considered equivalent to driving with an expired ADC and will be sanctioned according to the same procedures outlined in point **a** or **b**.
- e) If any of the violations referred to in point **3)** above (check **Points Table**) resulted in the deduction of points from the Airside Driving Certificate without leading to its revocation, the points will be restored to the initial allocation of five points upon renewal of the authorization.

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The following entities are responsible for supervising and monitoring of compliance with all vehicular circulation regulations at the airport:

- a. Polizia di Stato
- b. Carabinieri Company Command
- c. Guardia di Finanza
- d. ADR Operational Safety personnel (Sicurezza Operativa AdR)
- e. Safety & Compliance Monitoring Management ADR personnel

The Operational Safety personnel who see an infraction of the circulation regulations shall contest the violation with this document Ground Safety Report, accessible through the QR code provided below:

FIUMICINO:



CIAMPINO:



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1.3 Glossary of Terms

Airport Management (ADR – Aeroporti di Roma) An entity entrusted, together with other activities or exclusively, with the task of administering and managing airport infrastructure and coordinating and controlling the activities of the various operators present in the airport. The Airport Manager defines, in accordance with EU Reg. 139/2014, the regulations for airside driving and the issuing of certifications (ADC) verifying the compliance of said regulations.

Airport (Aerodrome) Every area defined (including buildings, installations and equipment) on land or water or on a fixed, offshore fixed or floating structure, designed for the exclusive or partial use of the arrival, departure, or ground movements of aircraft.

Airside Airport area (e.g., runways, aircraft aprons, roads, secure areas) inside the customs checkpoints and/or the security checkpoints.

Aeronautical Ground Light (AGL) Any light specifically used to aid air navigation. Aircraft lights are excluded. *Note: the definition includes lights that help with the movement and control of aircraft and vehicles operating in the movement area.*

Manoeuvring Area The part of the airport used for take-off, landing, and ground movement of aircraft, with the exclusion of aprons.

Movement Area The part of the airport used for take-off, landing, and ground movement of aircraft consisting of the Manoeuvring Area and the aprons.

ASA (Aircraft Safety Area) Secure area for aircraft.

ENAC Italian Civil Aviation Authority is the technical regulation, certification, supervision, and inspection authority in the civil aviation sector of Italy.

ENAV National Agency for Flight Assistance is the company that manages civil air traffic in Italy, and it has the responsibility of instructing the movement of aircraft and vehicles.

ERA (Equipment Restriction Area) Restricted access area for ramp vehicles.

ESA (Equipment Service Area) Waiting area for ramp vehicle servicing.

FOD (Foreign Object Damage or Debris) Damage from foreign bodies. Any object or substance that could potentially cause damage to an aircraft.

Runway Incursions Any event that occurring on an airport surface involving the erroneous presence of an aircraft, vehicle, or person in the protected surface area designated for the landing and take-off of aircraft.

Airport Manual A document drafted by Airport Management (ADR) which outlines the procedures to be adopted in various ordinary or emergency situations that occur at the airport in compliance with EU Reg. 139/2014.

Dangerous Goods Items or substances capable of causing risks to the health of persons, security of a flight, property or the environment.

Danger A condition, object, or activity that could potentially harm air navigation or cause injury to people or damage to equipment.

Apron Defined area for the parking of aircraft, embarking and disembarking of passengers, loading and unloading of cargo or goods, refueling, or maintenance.

Stand A specific area of the apron used for the parking of an aircraft.

Runway A defined rectangular area in an airport reserved for the landing and take-off of aircraft.

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Risk The possibility that an event may occur and cause related consequences or even loss or damage, often measured in severity and possibility.

Commercial Air Transport Transportation of people or goods for remuneration. This includes scheduled, charter, or airtaxi types of air transport.

Non-Commercial or General Aviation air transport Traffic other than commercial air transport; this essentially includes aeroclub, flight school, and small private plane activities, as well as aerial work services.

TWR ENAV control tower.

Taxiway A defined path designated for the taxiing of aircraft, with the purpose of connecting different areas of the airport.

Vehicles All vehicles, of any kind, circulating in Airside with a driver (motor vehicles and/or motorized equipment including all special vehicles used for aircraft servicing and refueling)

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2 GENERAL REQUIREMENTS AND PROVISIONS

Whoever must drive a vehicle or operational equipment in the airside area of Fiumicino or Ciampino Airports of Rome must be in possession of the Airside Driving Certificate (ADC) Type A or M according to the area(s) of the airport in which they must work.

2.1 Obtaining the apron Airside Driving Certificate

The following are required for the issuing of the ADC-A:

- possession of a valid driver's licence for the appropriate category/type of vehicle to be driven, as intended by the current Codice della Strada or as attributable to the types therein. For vehicles nonattributable to the Codice della Strada (pushback, loaders, stairs) the driver's license B is required at the least. It is the responsibility of the owning Agency/Entity and of the driver to verify the appropriate civilian driver's license type. The employer must then provide theoretical and practical courses specific to the types of vehicles to be used, as well as guarantee recordkeeping of these courses, and, if required, make them available to ADR with the methods indicated at the time of the training request.
- possession of the TIA (Airport Entrance Card) airport access permit which authorizes airside access with a green or red band (only in Fiumicino: blue 4 authorizes airside access in front of the cargo warehouses and canopies for loading/unloading cargo)
- having completed the theoretical training (valid for 3 months) and subsequently a practical training course and a final assessment, as required for the specific driving certification in the company or organization to which they belong
- the practical course and assessment must be delivered by an A.D.E. of the ADR Group or external persons verified by ADR
- passing a theoretical exam in person, at the ADR Certification Issuing Offices

The ADC-A holder, when driving a vehicle in the airside, must carry the ADC-A with them together with a valid driver's license, and show them to the relevant authorities if requested. The certification is personal, non-transferable and does not replace the driver's license which remains the only valid document determining the technical/physical/psychological capabilities of the driver as well as the types of vehicles authorized to be driven by said driver according to The Codice della Strada (Highway Code).

The ADC holder must immediately notify their employer of any renewal, expiry, or seizure of their driver's license.

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2.2 Initial training and exam

- a. INITIAL THEORETICAL TRAINING: consists of the participation in a dedicated course (aligned with the standards in this document and in the Airport Manual) and passing of a test.
- b. PRACTICAL TRAINING WITH FINAL ASSESSMENT: consists of driving a vehicle, in the areas intended to be used with the ADC, in the presence and under the supervision of someone with the certification A.D.E. Type A of the ADR Group, or certified by ADR. Requirements for the training (initial and recurring) can be found in the Airport Manual Part B SECTION 3.

The initial practical training must have a minimum duration of 4 hours at Fiumicino and 2 hours at Ciampino supervised by an A.D.E.-A and be followed by a structured assessment to verify that the candidate has acquired the following abilities:

- correct orientation in the airside;
- correct observation and recognition of obligations and prohibitions; and
- awareness of the main risks connected to driving in airside.

- c. IN-PERSON THEORETICAL EXAM: consists of solving 20 multiple-choice questions on the topics in the initial theoretical training and in this volume. The exam is passed if the candidate answers correctly to 18 questions within the 25 minutes available.

In case the candidate does not pass the exam, two weeks must pass before they can make a second attempt and, in case of another negative result, the candidate will have to repeat the whole process required for the first issuing.

In case of passing the exam, the candidate must collect the ADC within a maximum period of 30 days from the date of passing the exam, after which the certification will be revoked. However, it is still prohibited to drive vehicles in the airside without the ADC.

2.3 Validity of driving certifications

The Apron driving certification has a validity of **four** years, but is always subject to the validity of the driver's license (if the latter expires, the ADC expires). It is also subject to the completion of recurrent e-learning training within **24 months** from the date of issuing of the ADC-A theoretical certificate (the recurrent training can be started up to 3 months in advance, without changing the expiry date of the certification).

Qualifications issued or renewed by 30/6/2021 maintain the validity with which they were issued.

Renewal of the ADC-A before the driving certification expiry date:

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To request the renewal of the ADC-A **before the expiry date**, it will be necessary to book a new exam at the ADR Certification Issuing Office with the following documents:

- Request form to be filled out on letterhead of the employee's Agency/Entity (module 1)
- Recurrent Training Certificate, currently valid, as issued exclusively from the e-learning platform. **Initial theoretical training certificates will not be accepted.**
- Certificate of the Airport Safety Course Module 2: Airside Safety currently valid (not surpassing 24 months from the issue date).
- Photocopies (front and back) of the candidate's valid airport entrance card, ADC and civilian driver's license.
- Photocopy (front and back) of a valid identity document as issued by the authority of the employee's Agency/Entity (the signatory of the forms).
- "Renewal" payment receipt.

In the case of an expired ADC, the Agency/Entity must resubmit documentation as for the first issue.

Refresher Training ADC-A: in the case of interruption of apron driving for a continuous period of 3 to 12 months, it is the responsibility of the employer to ensure refresher training (of a 2-hour duration at Fiumicino and 1 hour at Ciampino, under the supervision of an A.D.E.) with the same methods used in the initial practical training.

In the case of interruption of apron driving for a period **exceeding 12 months**, the validity of the ADC-A lapses and the whole process will have to be repeated as for the first issuing of a new driver's license, including the exam.

It is the responsibility of the Agency/Entity employer who requested the airside driver's license to verify the duration of any interruptions in airside driving and, if necessary, to provide required refresher training or repeat the process as for the first issuing.

The Agency/Entity that does not have qualified personnel (A.D.E.) to carry out practical training or refresher training can contact ADR to carry them out for a fee.

2.4 Recurrent ADC-A training and Proficiency check:

To maintain the ADC-A's validity, it is necessary to carry out, every 24 months from the issue of the ADC-A Theoretical Certificate, a theoretical recurrent training course delivered by e-learning. The course can be purchased by Companies/Entities/Administrations on the www.adr.it website, which will then have to register their own staff by sending the request to: aviation.training@adr.it. At the end of the course is a final learning test. In case of a failed test, the candidate can repeat the test between 3 and 14 days after the first try. In case two failed tests or failure to complete the course, the driver's license is revoked and it is necessary to request a new driver's license as for the first issuing.

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For access to the recurrent training course, the Companies/Entities/Administrations, when assigning the course to the candidate, will declare the following via the e-learning platform:

- 1) guarantee of the participant's identity,
- 2) guarantee that the participant has been trained in the operation of the vehicles authorized,
- 3) guarantee that the participant has driven without showing any training deficiencies, and
- 4) guarantee that in the case of a driving interruption lasting 3 to 12 consecutive months, the participant has done refresher training in accordance with the procedures in the DDS (2.5.10).

Airside Driving Inhibition

Any time an operator in possession of a valid ADC-A:

- has not followed the mandatory recurrent refresher training before the deadline set or communicated by ADR, or
- has not followed the refresher training in required cases, or
- has an expired driver's license,

it will be the responsibility of the employer to inhibit the operator from driving the vehicles until they finish the recurrent or refresher training or renewal of the driver's license.

Theoretical training, and practical training and assessment must be recorded in documents which include: name and surname of the trainer, name and surname of the trained/instructed personnel, date of execution and completion of the training, and name of the A.D.E.-A (ADC-A). A copy of the certificates (theoretical and practical) must be kept by the Company/Entity/Administration of the candidate. A copy of the practical assessment must be kept by the A.D.E. that carried out the practical training.

Since the aspects of airport safety protection are an integral part of the knowledge required to operate vehicles airside, the operator who wants to obtain the ADC **must have a valid certificate (not exceeding 24 months from the date of issue) for the Airport Safety course, Module 2 - Airside Safety.**

2.5 ADC extension to other airports

Starting from 01/07/2021, if you already have an ADC-A issued at one of the two airports (first issue or renewed), to obtain the ADC-A at the other airport (FCO or CIA), it is sufficient to carry out the practical training according to the procedures provided for in the requested airport and present the relevant documentation at the other Certification Issuing Office.

In order to align the expiration dates of both airport licenses, the newer ADC-A will have the same expiration date as the first ADC-A issued at the first airport.

For personnel in possession of an ADC-A for both airports, when renewing one ADC-A it is possible to also renew the other one with the same expiry date, upon presentation of the required documentation.

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Change of Company

In the event of company change of the operators in possession of a valid ADC-A, the receiving company must acquire the theoretical training certificate (valid for 24 months) and ensure compliance with the driving continuity requirement (ref. DDS vol.1 1.11.3).

In case of unavailability of the valid theoretical course certificate, the theoretical training will have to be repeated. In case of lack of airside driving practice, the actions provided for by the REFRESHER Training (point 2.3) will be applied.

2.6 ADC/A.D.E. Trainers

See Fiumicino/Ciampino Airport Manual:

- SAFETY PROVISIONS VOLUME 2 - Airside Circulation

See Fiumicino/Ciampino Airport Manual:

- PART B section 3 Qualification of External Trainers

2.7 Access without ADC for visitors and personnel in case of emergency

Escort of a vehicle without permission and/or conducted by personnel without an ADC:

For those who need to drive:

- on the apron: a vehicle not equipped with a permit to circulate on the apron and/or a vehicle with personnel not in possession of an ADC-A,
- in the manoeuvring area: a vehicle not equipped with a permit to circulate in the manoeuvring area and/or a vehicle with personnel not in possession of an ADC-M

they must request an escort from ADR-ISE Operational Security to proceed with driving exclusively by following an ADR escort vehicle. They will be escorted exclusively towards the areas authorized for work in advance.

Note: before the request to ADR-ISE, requests for temporary vehicle access permits (temporary vehicle permit) and outside personnel (visitor card) must be submitted, where applicable and as required by Airport Regulation attachments 6.1 and 6.2.

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3 EQUIPMENT AND SUPPLIES OF VEHICLES

Until a vehicle can circulate in airside, the presence of some safety devices is necessary, as required by the D.d.S of FCO and CIA (Safety Provisions, Volume 2 – Circulation in Airside). Vehicles and equipment lacking the required devices cannot circulate in the airside area until they are escorted and proceeded by a vehicle conforming to the requirements below.

3.1 Vehicle Pass Permit - LPM (Lasciapassare Permessi Mezzi)

For registered vehicles, to be displayed on the vehicles themselves:

FIUMICINO:

 	
AEROPORTO LEONARDO DA VINCI ROMA FIUMICINO	
LASCIAPASSARE PERMESSI MEZZI AREA DI MANOVRA	
MARCA MODELLO:	N° SOC.:
TARGA:	ENTE RICH.:
SOCIETA':	
SCADENZA:	N° PROGR.:
CAMPO NOTE ES: DUPLICATO	
Il presente permesso deve essere esposto	

 	
AEROPORTO LEONARDO DA VINCI ROMA FIUMICINO	
LASCIAPASSARE PERMESSI MEZZI AREA DI APRON	
MARCA MODELLO:	N° SOC.:
TARGA:	ENTE RICH.:
SOCIETA':	
SCADENZA:	N° PROGR.:
CAMPO NOTE ES: DUPLICATO	
Il presente permesso deve essere esposto	

CIAMPINO:

 	
AEROPORTO G.B. PASTINE ROMA CIAMPINO	
LASCIAPASSARE PERMESSI MEZZI AREA DI APRON	
MARCA MODELLO:	N° SOC.:
TARGA:	ENTE RICH.:
SOCIETA':	
SCADENZA:	N° PROGR.:
CAMPO NOTE ES: DUPLICATO	
Il presente permesso deve essere esposto	

 	
AEROPORTO G.B. PASTINE ROMA CIAMPINO	
LASCIAPASSARE PERMESSI MEZZI AREA DI MANOVRA	
MARCA MODELLO:	N° SOC.:
TARGA:	ENTE RICH.:
SOCIETA':	
SCADENZA:	N° PROGR.:
CAMPO NOTE ES: DUPLICATO	
Il presente permesso deve essere esposto	

 	
AEROPORTO G.B. PASTINE ROMA CIAMPINO	
LASCIAPASSARE PERMESSI MEZZI LIMITATO VIA SIMEONI	
MARCA MODELLO:	N° SOC.:
TARGA:	ENTE RICH.:
SOCIETA':	
SCADENZA:	N° PROGR.:
CAMPO NOTE ES: DUPLICATO	
Il presente permesso deve essere esposto	

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3.2 Authorization of Circulation for vehicles in Airside (ACA)

FIUMICINO:



CIAMPINO:



All circulating vehicles and equipment in airside must be equipped with an Authorization of Circulation in Airside (ACA) that must be posted* and visible on the windshield or another ideal location on the vehicle/equipment, except for carts, for which the ACA will be retained and exhibited during checks by State Entities and the Manager and, where required, the LPM must always be displayed and visible on the windshield or another ideal location on the vehicle.

*it will be possible to post a legible copy of the ACA, assuring suitable conservation, management, and availability of the original, and allowing a printing and update process that guarantees continued validity of the ACA, or a copy, displayed.

The user/holder of the ACA is obliged to take care of its maintenance. The vehicle can only be used if in a state of efficiency.

3.3 Road registration

The vehicles/trailers authorized to circulate in landside must also be approved according to the provisions of the Codice della Strada (Highway Code).

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3.4 RCT insurance policy

Vehicles authorized to enter and circulate in airside must be equipped with an appropriate and valid insurance policy that covers damage to people, aircraft, other vehicles, and airport infrastructure as reported in the "Vehicle Pass Issuing Procedure" attached to the Airport Regulations.

3.5 EQUIPMENT AND SUPPLIES OF VEHICLE FCO_CIA

CIAMPINO:

<https://www.adr.it/web/aeroporti-di-roma-en/aviation-safety-ciampino>

FIUMICINO: in order to access and circulate in the Airside with the vehicles and trailers necessary to carry out their activities, any subject, whether public or private, must comply with the stipulations:

- Fiumicino Aerodrome Regulations: 'Procedure for issuing vehicle passes for licensed vehicles' (Annex 6.2);
- Aerodrome Manual: 'Issue of Airside Vehicle Authorisation (ACA)' (Part E Section 16 - E-16 ACA).
- Provisions contained in this Volume 2 of the Safety Rules.

https://www.adr.it/documents/d/aeroporti-di-roma-en/e15dds-vol-2-airside-traffic-rev09_en

	Volume 1 – Apron Driving Qualification in FCO/CIA		
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4 DRIVER OBLIGATIONS

Unless otherwise specified, the regulations of the Codice della Strada (Highway Code) apply in airside. It is therefore reiterated that the responsibility for the conduct of the vehicle lies with the driver.

In airside, the circulation of mopeds, motorcycles and bicycles is prohibited.

Airside circulation is authorized for service/operational purposes only. It is therefore forbidden to move vehicles for reasons that are not strictly connected to one's job.

It is forbidden to drive with the doors open.

Access to the baggage handling areas is prohibited to all motor vehicles and unauthorized vehicles; the only vehicles authorized access are push-backs and the baggage carts towed by them.

Drivers and passengers, in accordance with the provisions of the Codice della Strada (Highway Code), are obligated to use seat belts in all driving situations, except in cases where the vehicle is not equipped with them by regulation. It is the driver's responsibility to ensure that all passengers in the vehicle wear seat belts correctly.

DRIVING DISTURBANCES AND DISTRACTIONS: while driving drivers must not be engaged in activities other than those essential to their operational activities, in order to avoid a decrease in attention, judgment capabilities and/or situational awareness.

In particular, while driving, drivers:

Are not authorized to use cellphones, except with active Bluetooth synchronization with systems installed on the vehicle/headphones, or with earphones connected via wire;

- They are not allowed to write/type on cellphones or any other devices;
- They are not allowed to listen to music or watch videos;
- They are not authorized, in the case of radio-equipped vehicles, to perform activities that require lowering the volume of the radio;
- They are not authorized to have non-essential conversations (not related to the current operational activity) with passengers;
- They are not authorized, in the case of radio-equipped vehicles, to have non-essential conversations (not related to the current operational activity) on the radio.

Vehicles must not contain objects or elements that could distract the driver.

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It is forbidden to pass between a follow-me vehicle and the pushback used for the push/tow manoeuvre of the aircraft.

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It is forbidden to drive with the high beams on, except for operations that make it necessary, such as inspections on runways and green areas or in low-light conditions, provided that they do not blind other vehicles/aircraft.

Vehicles circulating in movement areas are required to keep their lights on during the night and during the day, and in conditions of poor visibility: fog, snow, heavy rain, twilight, etc.

Drivers must use their vehicles in such a way as not to hinder traffic and airport operations as a whole, and in full compliance with all procedures issued by ADR, Direzione Aeroportuale Lazio (Lazio Airport Management) and any other applicable Authority.

It is prohibited to drive a vehicle while intoxicated, under the influence of drugs or in poor physical condition.

Drivers authorized in airside are entitled to use and drive only the vehicles and rolling equipment owned by the companies to which they belong, registered with the ACA, and according to the provisions and procedures issued by the company itself, without prejudice to any agreements between companies, exclusively temporary, which must however be formalized and communicated in advance to Direzione Aeroportuale Lazio, the State Entities, and ADR. The mixed use of rolling equipment is therefore prohibited.

Vehicles, to travel in airside, must be equipped with **ACA and LPM**, where applicable, both of which must always be displayed on the vehicle.

Passengers may only be transported using vehicles designated for this purpose, except in exceptional cases where transport is carried out by the personnel of passenger assistance companies, using cars assigned to them in the following cases:

- last passenger boarding;
- transport of unaccompanied minors;
- transport of a crew member required to start departure operations.

Transport of a passenger to the baggage hold control station, for the sole purpose of opening baggage to be checked, is only permitted by ADR security personnel or personnel of companies that have been contracted for the same service.

AT CIAMPINO: in the case of general aviation, passengers can be transported both by cars and other vehicles used for this purpose.

It is the driver's obligation not to leave vehicles in no-parking areas. Vehicles must be left in areas marked with appropriate pavement markings. Vehicles left in no-parking areas will be removed according to the procedures set out in this document in the specific chapter.

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4.1 Perimeter road

The Perimeter Road is the road located in airside adjacent to the external fence, intended for the circulation of vehicles whose drivers have the ability to drive on the apron (ADC type A).

The perimeter road allows the approach of the runways without interfering with the Maneuvering Area and traffic on the road is permitted only for service reasons. For security purposes, ADR Security carries out continuous patrolling of the perimeter roads. At Fiumicino there is an underpass that connects the northern area to the southern area of the airport, passing under runway 07-25. It is used only for service reasons and with the prior authorization of the State Police, ADR Security and Operational Security (SAR). At Ciampino airport there are no boarding bridges or infrastructures that create underpasses; therefore, along the entire vehicular traffic route there are no limitations on the height of circulating vehicles.



Fiumicino Perimeter Road



Ciampino Perimeter Road

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4.2 Safety distances

As required by the Codice della Strada, even in airside, it is mandatory to respect the safety distances between vehicles.

IMPORTANT:

Following the passage of an aircraft it is possible to cross a taxiway/taxilane maintaining a safe distance from the aircraft of at least 150 metres or twice the length of the aircraft, whichever is greater.



With an aircraft approaching it is possible to cross a taxiway/taxilane maintaining a distance from the aircraft greater than 100 meters.

4.3 Tall or elevating vehicles

It is forbidden to drive such vehicles in an elevated position (baggage belt, passenger stairs, disabled lift, cargo loader, etc.). The vehicle must only be raised inside the stand to approach the aircraft and must be lowered at the end of the operation.

Where present, it is prohibited to pass under boarding bridges and underpasses with vehicles higher than the maximum height indicated by specific signs. If the signs are missing because they have been torn down, and/or in case of doubt, stop and do not drive under the bridge/underpass. The driver is required to observe the road signs made in accordance with the Codice della Strada, as well as those specifically intended to regulate vehicle traffic in relation to that of aircraft, prescribed by the first European regulation (EU Regulation 139/2014), the national one (ENAC circular APT 24) and reported in the ADR training manuals.

In case of transit restrictions due to a higher vehicle height, it is necessary to use an alternative route. Only vehicles higher than the height of the bridges/underpasses are authorised to access the parking stands from the closest point to them without following the road system.

4.4 Verification of the vehicle

As established by the Codice della Strada, **it is reiterated that the responsibility for the conduct of the vehicle lies with the driver.**

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Before driving the vehicle, the driver has the responsibility to verify that they are qualified to use the vehicle, they know how to operate it correctly, and that the vehicle is suitable for the operations that will be carried out.

If transporting cargo (luggage, ULD, pallets, etc.), ensure that they are positioned and secured correctly.

Before driving a vehicle, the driver is obligated to check the efficiency of the vehicle and its trailer on a general level, and therefore must check:

- the brakes and other arresting systems;
- the wheels/tires;
- front, rear and clearance lights;
- the windshield, windows, and windshield wipers;
- the rear-view mirrors;
- a sufficient fuel level;
- the presence of any liquids leaking under the vehicle;
- the efficiency of load locking devices where present;
- the airside access permit and its validity.

All vehicles circulating on the airside must be subjected to regular maintenance by the companies/entities to which they belong. The maintenance program for vehicles/equipment must be developed in accordance with the manufacturer's maintenance manual, with regard to the expected inspection and maintenance deadlines. Inspection/maintenance tasks must be performed within the established deadlines, maintaining objective evidence of all interventions. ((Safety Provisions, Volume 2 - Airside Circulation))

4.5 Fuel leak reporting

The driver is required to ensure that their vehicle does not generate FOD (parts and/or materials that, when loose on vehicles/taxiways, could damage other vehicles/aircraft) and that there are no fuel leaks. It is mandatory to immediately report any fuel leak from your vehicle, even if small, to CEA ADR, at 06 6595 3022 (FCO) or 9370 (CIA).

4.6 Vehicle broken down or in an unsure position

On the apron, any vehicle failure must be promptly reported by the driver to the company to which they belong, in order to activate the repair process. In the event of a malfunction that prevents its movement, it is mandatory to report the incident to a manager and take action for safe removal. Below are the actions to be taken in the event of a vehicle failure in a position that could hinder aircraft operations:

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- turn on all light devices to be identified by ENAV-TWR or aircraft;
- communicate the location and type of problem to:
CEA-ADR (FCO: 06 6595-3022 CIA: 06 6595-9370)
Operational Safety (FCO: 06 6595-3432 CIA: 06 6595-)
- take steps in preparation of safe removal

IMPORTANT: In the event of a collision between vehicles, a Ground Safety Report (GSR) must always be generated.

4.7 Horizontal and vertical signage

All vehicles must move from one point of the aprons to another following the exclusive vehicular traffic system prepared for this purpose, equipped with the appropriate horizontal signs and, where present, vertical signs. It is therefore forbidden to cross the aircraft aprons whilst driving your own vehicle.

Failure to comply with horizontal and vertical road signs is a serious violation of the airside circulation rules that can cause serious damage and casualties. The driver is therefore required to comport the behaviors indicated by road signs or in the relevant provisions of this document and/or the Codice della Strada.

It is strictly forbidden to use taxiways like an aircraft except for:

- operational vehicles of ADR;
- maintenance vehicles of ADR;
- ENAC vehicles

that are in intervention condition, with yellow flashing lights on.

Before crossing a taxiway on the apron at the intersection with vehicular traffic, it is mandatory to always stop at the aeronautical stop indicated with specific vertical and/or horizontal signs and ensure, looking to the right and left, that the same access road to the apron is not occupied by any taxiing aircraft, vehicles, or other obstacles.

4.8 Right of way

The driver must give way according to the priority indicated in the following table:

PRIORITY	RIGHT OF WAY
1	- Aircraft landing or taking off, taxiing or about to taxi (anti-collision lights on) - Follow-me vehicles with aircraft following - Aircraft in pushback or tow (vehicles performing pushback/towing operations shall give priority to follow-me cars with aircraft, unless otherwise coordinated with the aircraft itself and/or with ENAV-TWR)
2	- Emergency vehicles (with blue flashing lights and siren on)
3	- ADR vehicle (with yellow flashing lights on)
4	- Snow-clearing or de-icing vehicles in operation
In the Manoeuvring Area, the instructions communicated by ENAV-TWR must be strictly followed.	

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An aircraft with its anti-collision lights on is always considered to be manoeuvring, even when it is stationary on its assigned stand.

Among all emergency vehicles with flashing blue and/or yellow lights in operation, are included medical emergency vehicles, fire-fighting vehicles, police vehicles and emergency vehicles.

If there are no Codice della Strada signs, the driver, where possible, must give way according to the priority given to the vehicles indicated in the following table:

TYPE OF VEHICLE
A. Aircraft refueling vehicles
B. Buses and ambulifts with passengers on board
C. Equipment for handling baggage, post, and cargo
<i>A. Heavy vehicle for fuel transport, long braking distances (road safety).</i>
<i>B. Presence of passengers on board (quality of service and safety of passengers).</i>
<i>C. Punctuality in baggage delivery (quality of service and safety of baggage).</i>

A driver who exits the parking stands and enters the road network must give priority to vehicles circulating on the latter.

Drivers of other vehicles authorised to intervene in the event of an emergency or air incident, as established by the Airport Emergency Plan (PEA), or authorised by the Lazio Airport Directorate (ENAC), may deviate from compliance with the rules indicated regarding speed limits and signs, but **never** from the obligation to give priority to aircraft.

4.9 Speed limits

The following speed limits apply in airside:

AREA	Speed limit
Inside baggage-handling areas	5 km/h
Inside ULD storage areas	5 km/h
Road network	30 km/h
Perimeter road	30 km/h
Apron	30 km/h outside stands, walking pace in ERA/ASA
Construction sites	10 km/h in proximity

Table 2 - Airside and speed limits

The routes between the gates and the aircraft parking stands and vice versa must always be the shortest, respecting the speed limits indicated above, and movements around parked aircraft must use the necessary caution, respecting the prescribed speed limits.

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The speed, without prejudice to the limits, must never be higher than what is considered reasonable and prudent, in relation to the traffic and weather conditions existing at that moment. No operational need can justify exceeding the indicated speed limits.

Lower speeds, to be maintained on particular routes, can be prescribed by means of specific signage.

4.10 General prohibitions

- It is prohibited to drive while intoxicated, under the influence of drugs or in poor physical condition.
- It is forbidden to drive with protruding loads that are not specifically anchored to the vehicle and marked. Luggage and goods on carts must therefore be loaded in a way that does not pose a danger to vehicular traffic. Before moving, the operator must therefore ensure that the load is securely placed on the carts, that these are securely connected to each other, and the nets/sheets are lowered; it is forbidden to use means for which one has not been authorised.
- The use of plastic and adhesive tape to secure the load on the luggage/goods carts is prohibited.
- It is forbidden to exceed the maximum load capacity established by the vehicle driven. Regarding the maximum load capacity, it is mandatory to follow the provisions of the IATA Ground Operations manual.
- At Fiumicino it is forbidden to tow more than:
 - 5 luggage carts with loose loads;
 - 5 carts for ULD;
 - 3 pallet dollies.

When loaded, mixed towing of luggage carts and ULD carts is permitted, provided that the ULD carts are positioned closer to the tractor. Mixed configuration towing of pallet dollies under load is not permitted. Mixed configuration towing of loaded pallet dollies is not permitted. Unloaded, it is possible to tow up to 5 units, even in mixed configuration, with the maximum number of 3 pallet dollies remaining unchanged. Larger units should be positioned closer to the tractor, i.e.: pallet dollies, ULD carts, baggage carts.

- At Ciampino it is forbidden to tow more than:
 - 5 standards carts;
 - 4 carts for ULD;
 - 3 pallet dollies.
- In case of empty carts, it is possible to tow up to a maximum of 5 carts.
- It is forbidden to tow more than 3 carts inside the baggage handling facilities (BHS).

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- Access to the baggage handling areas is prohibited to all motor vehicles and unauthorised vehicles; the only vehicles authorised to access are pushback and the baggage carts.
- It is forbidden to leave your vehicle unattended at an aircraft stand (vehicle parking in the ESA is only authorised for the 20 minutes prior to the aircraft being chocked and during assistance operations).
- Smoking is prohibited, even in one's own vehicle, in the entire movement area, except in the areas specifically identified and marked (e.g., a Smoking Point in airside of Fiumicino)
- Littering is prohibited. If you drop something, you must pick it up to avoid FOD (Foreign Object Damage or Debris).
- It is forbidden to drive with the high beams on, except during operations that make it necessary, such as: inspections on runways and green areas, and in low-light conditions, provided that they do not cause blinding for other vehicles.
- It is forbidden to use means for which you have not been authorised to use.

4.11 General Obligations

- It is obligatory to use seat belts on all vehicles equipped with them.
- It is obligatory to respect the safety distances between vehicles.
- It is obligatory to use your cellphone exclusively via Bluetooth or headphones while driving.
- It is obligatory to wear the required PPE and in particular the high visibility jacket.
- It is obligatory to pay maximum attention to abandoned objects/waste that may constitute a danger or generate FOD, and report them immediately to the person in charge or directly to CEA-ADR. Remember that the current regulations prescribe that on-board waste must be contained in transparent boxes that allow the Handler to be identified and cannot be abandoned on the stand for any reason. Instead, they must be loaded onto the appropriate collection vehicles and transported to the storage/disposal areas.
- It is obligatory for vehicles circulating in movement areas to keep their lights on at night, and during the day in conditions of poor visibility such as fog, snow, heavy rain, twilight, etc.
- It is obligatory for vehicles pushing or towing an aircraft to have their high beams and yellow flashing lights on.
- It is mandatory to observe the road signs made in accordance with the models provided for in the New Codice della Strada, as well as those specifically intended to regulate vehicular traffic in relation to that of aircraft, as shown in the following paragraphs.
- To exit the vehicle, you need to stop at a right angle, because in this way the driver has a maximized view of the obstacles present.
- No vehicle may stop less than 30 m in front of and 100 m behind a stationary aircraft with its engines running.

4.12 Parking and stopping

- It is forbidden to park vehicles and equipment outside the spaces reserved for them and marked by appropriate horizontal signs (parking spaces).

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- Parking of vehicles is permitted **only in areas marked with appropriate signs (spaces)**.

In particular, it is forbidden to park and stop

- on the road network (excluding vehicles used for towing aircraft);
- on the aircraft stand taxilanes and apron taxiways;
- on the service areas belonging to the rescue/emergency vehicles (Fire Brigade apron, etc.);
- where obstructing emergency exits and escape routes, fire-fighting equipment and extinguishers, technical rooms;
- where there is a no parking area indicated by specific vertical and/or horizontal signs;
- where it may create an obstacle to aircraft, other vehicles, pedestrians, or access to structures and buildings;
- on any oil and/or fuel spills on the surface, even if of modest quantity.

Particular attention must be paid to not park vehicles where they could create obstacles for aircraft, other vehicles, pedestrians, or access to structures and buildings.

Furthermore, the vehicle must not constitute an obstacle to any rescue operations by fire-fighting vehicles, which require rapid access/exit.

In any case, the vehicle cannot be left unattended for more than 10 minutes, except for the need to carry out operations alongside the vehicle.

Stopping alongside the vehicle/equipment is permitted only for personnel assigned to aircraft assistance operations, taking care to:

- turn off the engine;
- engage a gear and put the parking brake on;
- leave the ignition key inserted;
- close the doors, but not lock them.

During operations alongside the vehicle, it is still prohibited to park:

- in a position that may obstruct the embarkation/disembarkation of passengers or the fuel tanks or the aircraft escape routes during refueling operations;
- under the wings of aircraft, and near both turbine and propeller engines;
- under the boarding bridges.

If Operational Security detects the presence of vehicles or trailers or equipment in the airside area which constitute a danger to the safety of people and/or aircraft, or a potential obstacle to the movement of aircraft, or a possible source of FOD generation, and which do not comply with the requirements set out in this document, based on an assessment of the dangerousness and/or technical considerations of the vehicle, the Company owning and/or using the vehicle will be required to immediately remove it.

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5 ROAD NETWORK

5.1 Horizontal road markings

The airside is that area of the airport premises characterised by the presence of everything that is used for the movement of aircraft.

The airside includes the equipment and services used for the movement of aircraft and includes runways, taxiways, aircraft parking areas (aprons), security areas, areas where air traffic control systems are located, and all the infrastructure necessary for aircraft assistance services within the perimeter fence.

In airside it is mandatory to respect the horizontal markings and follow the routes highlighted by the road network.

'Road network' means the roads used to access aircraft parking stands with one's own vehicle /equipment and, more generally, to move from one point to another on the airside.

At Ciampino airport the road network has several one-way sections, appropriately indicated by horizontal road markings.

Horizontal markings are normally drawn on the pavements of the movement area, with the aim of providing:

- preparatory information;
- a guide for aircraft alignment and position.

The road network is **normally defined by a continuous white line**, just like the roads we are commonly used to driving on in the city.

The following image shows the typical markings of part of the road network in airside:

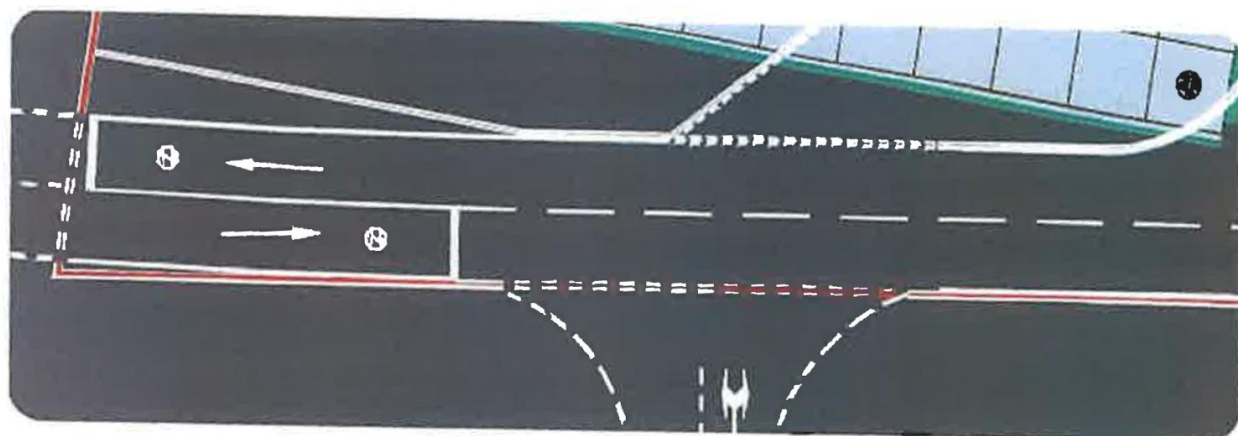


Figure 1 – road network markings

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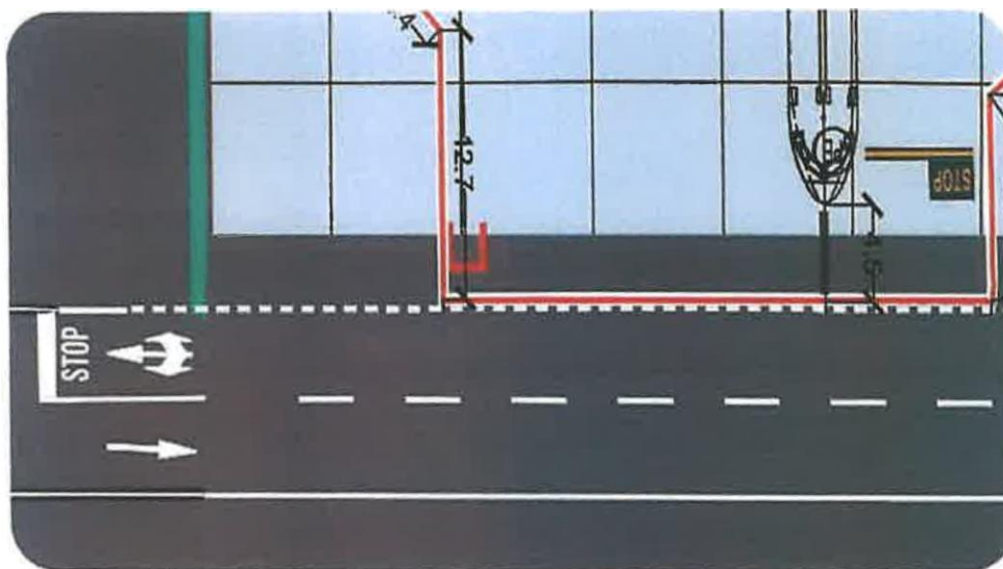
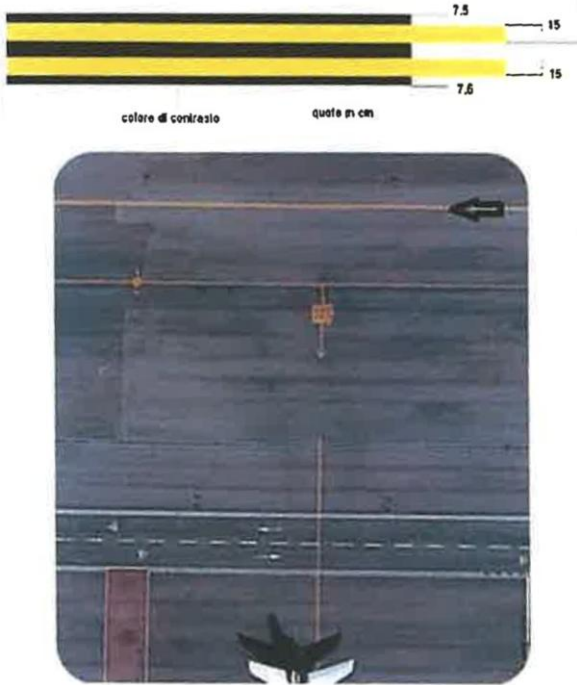


Figure 5 – road markings in areas characterized by aircraft movement

AIRCRAFT APRON EDGE MARKING	
 colore di contrasto quota in cm	DELIMITS THE SURFACE OF THE APRON TO CLEARLY DISTINGUISH THE BORDER THE MARKING AT THE EDGE OF THE APRON IS A SOLID DOUBLE YELLOW LINE 15 CM WIDE. TO HIGHLIGHT THE MARKING, IN CASE THE SURFACE OF THE PAVING DOES NOT PROVIDE SUFFICIENT CONTRAST, THE SIGNAGE CAN BE EDGED WITH BLACK STRIPS.

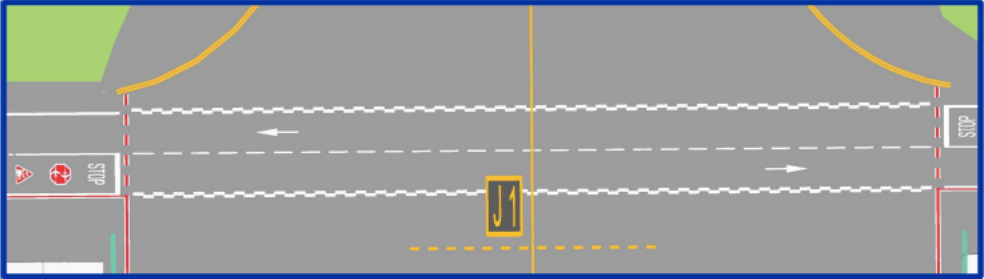
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WARNING:

Roadway traversing a taxiway in **Fiumicino** airport:

New Apron Taxiway and Taxilane crossing horizontal marking

Please be advised that, in order to facilitate the identification and recognition of Apron Taxiway and Taxilane crossing by vehicle drivers, the horizontal marking on the edges of service roads, where the road edge markings cross the Apron Taxiway and Taxilane, will be represented by a laterally dashed white line as shown in the following image and recommended by EASA.





SAFETY RECOMMENDATIONS



1)	Respect road horizontal markings, without crossing the edge of the service roads.
2)	Always stop at STOP signs near Taxiway or Taxilane crossings. Before crossing a Taxiway or a Taxilane, make sure that there are no aircraft or operational vehicles in transit, and cross them with the utmost care and caution.
3)	Always prefer routes that do not involve crossing Taxiway or Taxilane. Minimize the interference with aircraft using, where possible, the service roads within the Piers.

Figure 2 – Roadway traversing a taxiway in Fiumicino airport:

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WARNING:

In **CIAMPINO** airport, when the solid white line is replaced by a dotted line as shown in the following figure, it means that we are entering an area characterized by aircraft movements.

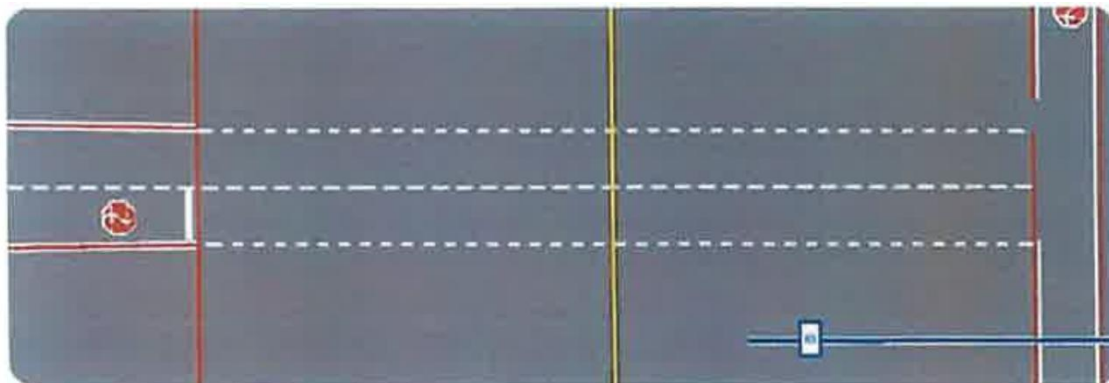
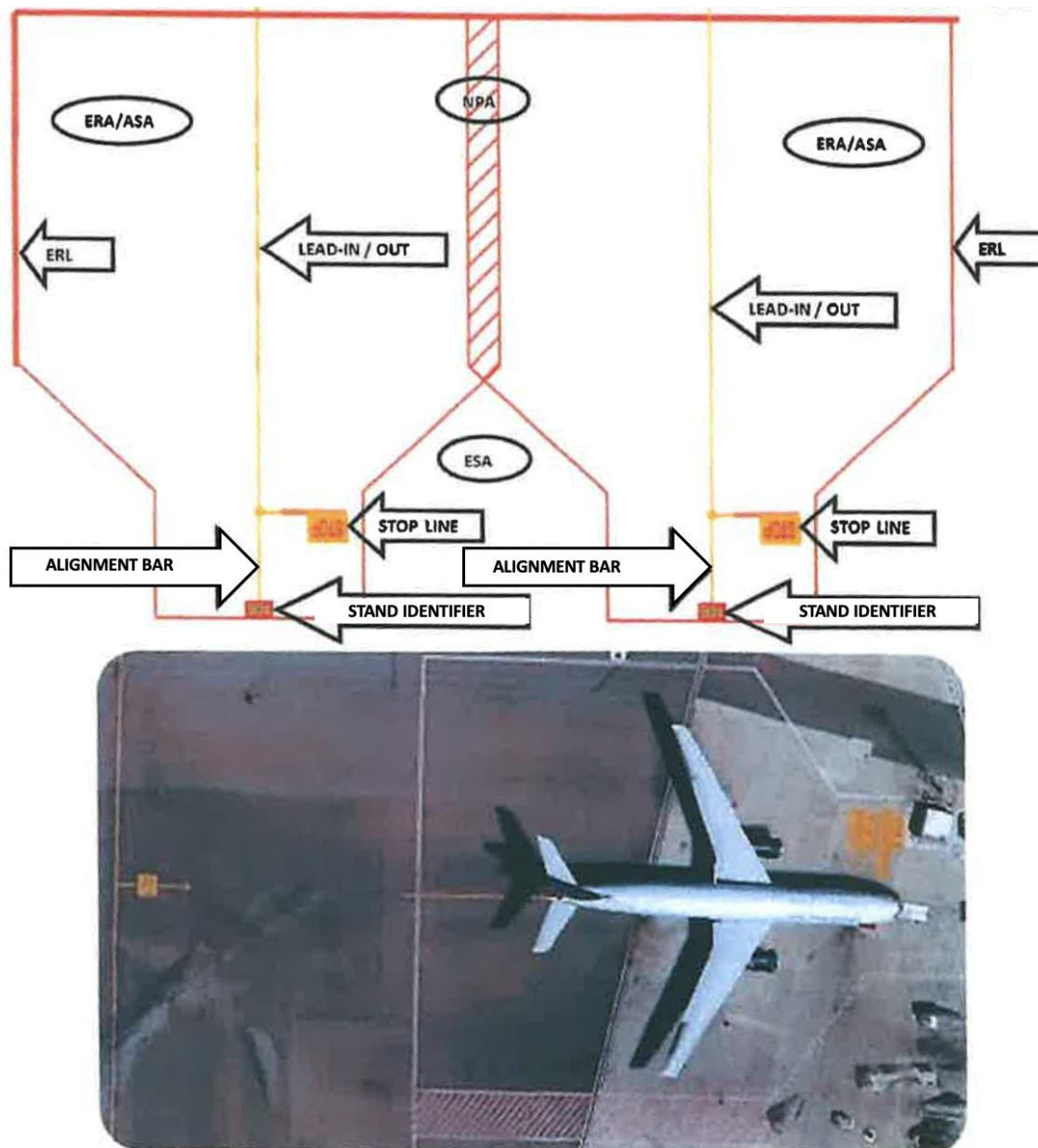


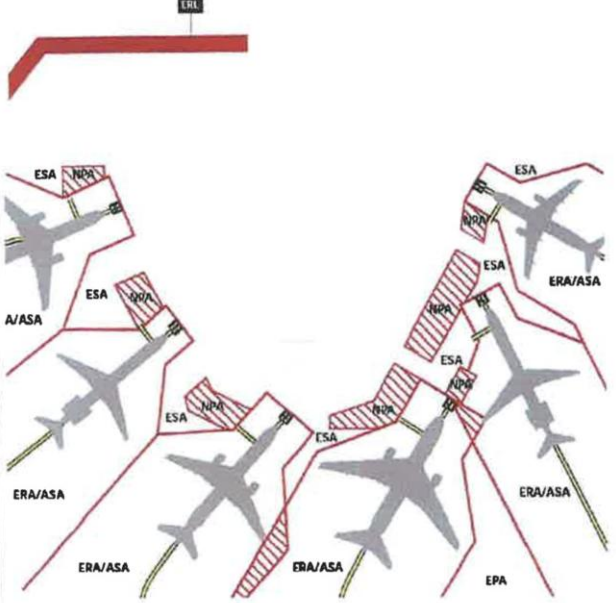
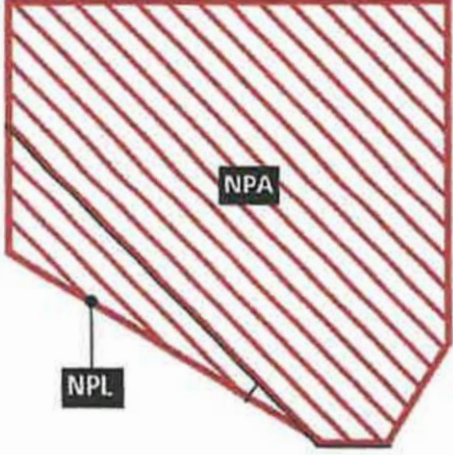
Figure 3 – roadway traversing a taxiway in Ciampino Airport

AIRCRAFT PARKING STAND MARKINGS



ERL (EQUIPMENT RESTRICTION LINE)
ASA (AIRCRAFT SAFETY AREA)
ERA (EQUIPMENT RESTRICTED AREA)
ESA (EQUIPMENT SERVICE AREA)

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	ERL: SOLID RED LINE THAT DEFINES THE AREA WITHIN WHICH THE AIRCRAFT STOPS TO PARK (STAND) ERA/ASA: AREA IN WHICH THE AIRCRAFT IS SICURELY PARKED DURING HANDLING / TURNAROUND OPERATIONS ESA: WAITING AREA FOR RAMP SERVICE VEHICLES, LOCATED BETWEEN 2 STANDS
NPA (NO PARKING AREA) DEFINED BY NPL (NO PARKING LINE) MARKINGS	
	MARKED BY A RED LINE, WITH THE INTERNAL SURFACE HIGHLIGHTED BY RED LINES ANGLED AT 45°. <u>DEFINES AN AREA WITHIN WHICH PARKING IS COMPLETELY PROHIBITED</u>

5.2 HORIZONTAL APRON MARKINGS

5.3 Apron and taxiways

Taxiways concern the movement of aircraft on the ground. The utmost attention must be paid when crossing them, taking care to follow the road signs and respecting the aeronautical stop signs and other danger signals.

Taxiways are characterised by a solid yellow centreline and possibly defined by a border with double solid yellow lines.

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5.3.1 Apron taxiways

The airport's apron is characterized by the presence of apron taxiways (taxiways on the apron system having the function of allowing aircraft to taxi across the apron itself).

5.3.2 Aircraft stand taxilane

The airport's apron is also characterized by the presence of aircraft stand taxilanes (hereinafter referred to as taxilanes) which are part of the apron and intended as a taxiway. Their function is to provide access only to aircraft parking stands.

5.4 Horizontal danger markings

The following table shows the typical airport danger markings that can be encountered on the roadways of Fiumicino and Ciampino airports, and the related rules/behaviors to be followed scrupulously.

Name and image	Behaviour to observe
 AERONAUTICAL STOP	Indicates the obligation to stop due to the possible crossing with aircraft. It is in effect a STOP sign, and you <u>must therefore stop, look left and right, make sure there are no aircraft and only then cross the taxiway.</u> REMEMBER THE OBLIGATION TO ALWAYS GIVE PRIORITY TO AIRCRAFT (AEROPLANES AND HELICOPTERS) EVEN IF THEY ARE TOWED.
 DANGER OF JET BLAST	It is positioned at specific points on the road network where there is a risk of being hit by the jet blast of aircraft jet engines, whose intensity can overturn vehicles/equipment and people. Being a danger signal, you need to <u>slow down and make sure there are no aircraft with anti-collision lights on ready to taxi or aircraft entering/exiting the stands, to avoid the risk of being hit by the flow of engines.</u>

Table 4 - Danger markings

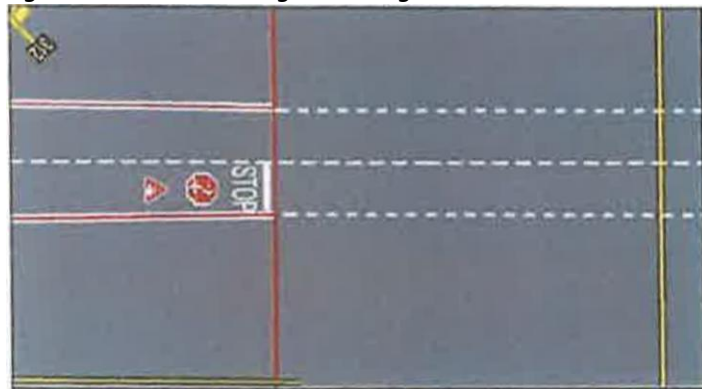
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The remaining signs are those commonly provided for by the Codice della Strada.

IMPORTANT:

When crossing a taxiway, the horizontal markings normally present will be:
 STOP of the Codice della Strada (Highway Code), aeronautical STOP, and danger of JET BLAST

Figure 3 - Horizontal danger markings on the road network



When only the jet blast warning marking is present, when crossing the area behind a parking stand, there may be an aircraft entering/exiting the stand. If the aircraft has its anti-collision lights on, wait at the JET BLAST marking.



Figure 8 - Horizontal marking JET BLAST on the roadway

THE DISRESPECT OF THE MARKINGS IS A SERIOUS VIOLATION OF TRAFFIC RULES WHICH CAN CAUSE SERIOUS DAMAGE AND CREATE VICTIMS.

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5.5 Temporary construction site signs

Any time there are construction sites, traffic may be diverted with temporary signs that the driver must follow in order to remain separated from other traffic. The new roads can be marked with the help of cones that define the new routes, vertical signs with arrows that indicate where to turn and/or yellow horizontal markings. The construction site fence is often marked with red obstacle lights that draw the driver's attention to the presence of obstacles.



Figure 9 - Temporary construction site signs

5.6 Apron border line

To mutually safeguard the movements of aircraft and ramp or service vehicles/equipment on the apron, it is necessary to ensure adequate separation between the two types of traffic by means of a suitable strip called an ABL - apron border line.

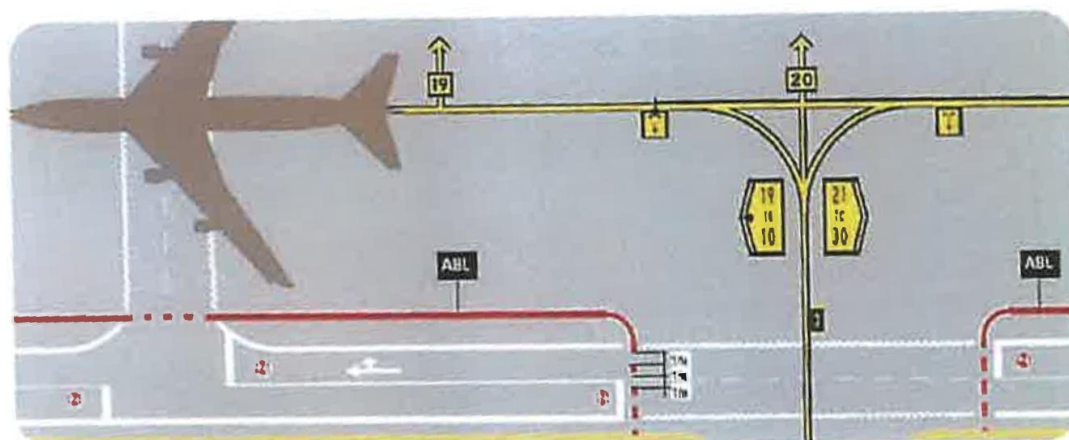


Figure 10 – Apron Boarder Line

The ABL marking consists of a solid red line. To provide greater visibility to the ABL marking, in cases where the pavement surface does not provide sufficient contrast, the marking can be bordered with two white strips.



Figure 11 - ABL marking

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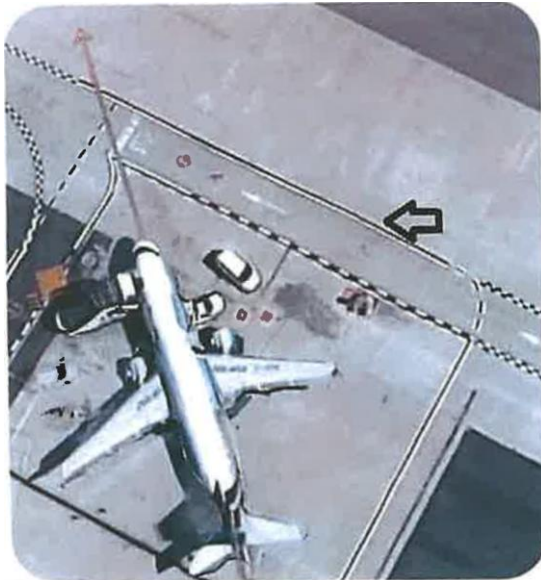


Figure 12 - Example of ABL

To be sufficiently **separated from air traffic**
 ONE SHOULD NEVER CROSS THE RED LINE.

The red line becomes dashed near intersections.

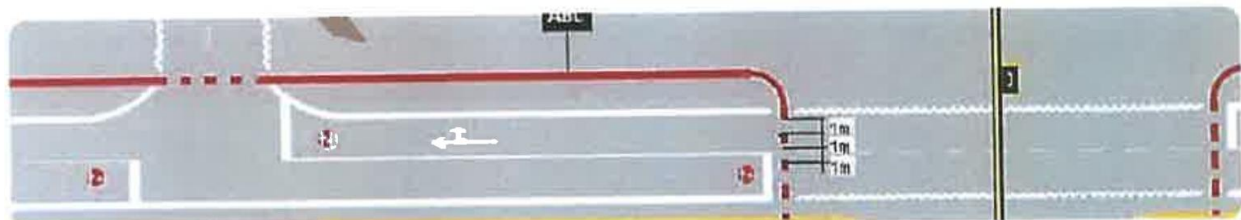


Figure 13 - Markings at intersections

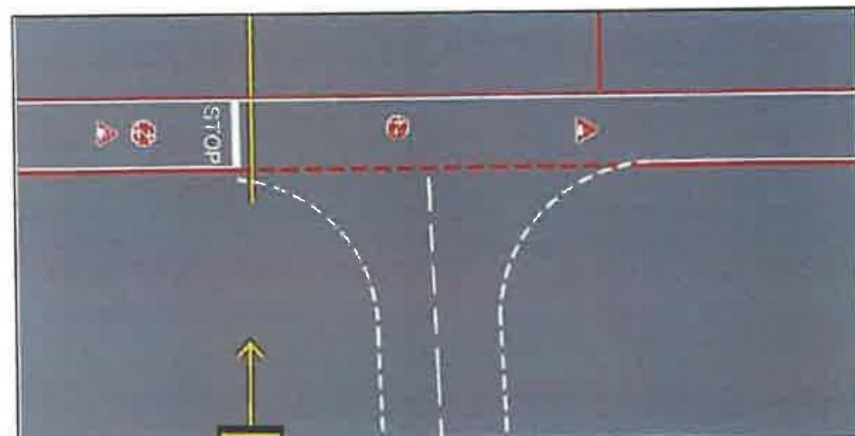


Figure 14 - Markings at intersections (particular to Ciampino airport)

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5.7 Vertical signs

(Fiumicino airport) Near the intersections with taxiways, where feasible, there are also specific stop signs according to the Codice della Strada.



Figure 45 - vertical stop signs

The following image represents the vertical signage indicating the point, once crossed, one accesses the runways:



Figure 16 - Signs at the entrance of the runway on the perimeter road of Fiumicino

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Figure 17 - Signs at the entrance of the runway on the perimeter road of Ciampino

5.8 Rules for crossing taxiways on aprons

1. The center of the aircraft taxiway is identified by a solid yellow line.
2. The crossing of taxiways on the aprons can only take place at the relevant intersections with the service roads.
3. Access to all parking areas adjacent to taxiways must be from roadways, without occupying the taxiways for any reason, even in the absence of aircraft manoeuvring.
4. Taxiing aircraft always have the right of way, even if towed, over all vehicles and people, under any circumstances.
5. An aircraft with its anti-collision lights on is always considered to be maneuvering, even when it is stopped on its assigned parking space. An aircraft is considered "on the ground" only when it is stopped at the parking space with its anti-collision lights off and its chocks in place; until then it is considered to be "in flight".
6. It is mandatory to promptly report to ADR Operational Safety the presence of obstacles of any nature present on the access routes to the stands, and immediately provide, or have provided, their removal. If deemed necessary, ADR Operational Safety will inform the TWR for appropriate actions.
7. Before crossing a taxiway on the apron at the intersection with a roadway, it is mandatory to always stop at the aeronautical stop indicated with specific vertical and/or horizontal indications and carefully check, looking left and right, that the same access route to the apron is not occupied by any taxiing aircraft, vehicles, or other obstacles.

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8. To cross the taxiway:

- maintain a separation behind the aircraft greater than 150 meters or twice the length of the oncoming aircraft, whichever is greater;
- maintain a separation in front of the aircraft greater than 100 meters.



5.9 Driving in low visibility and adverse weather conditions

5.9.1 Low visibility procedures

At Fiumicino airport, near the airside access gates, displays called AID (Airside Information Display) have been installed to disseminate information to airport operators, such as adverse weather conditions. On the canopies of the access gates there are also two red signs, with flashing lights turned on in case of "possible lightning on the airport grounds", or in case of "presence of fog on the airport grounds".



Figure 18 - FCO access gates



In case of preparation and activation of the "Low visibility procedures":

- Only vehicles strictly necessary for airport operations are authorized to circulate in the airside area, and all other vehicles are prohibited from circulating;
- aircraft refueling operations with passengers on board are suspended;
- all vehicles and workers involved in construction, maintenance and other non-essential activities must suspend the movement of their vehicles, which must be brought back within the construction site limits in a previously assigned safety zone, without causing an obstacle to airport operations. Where there are no special parking areas for vehicles, follow the instructions given by ADR-ISE Operational Safety;

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- all vehicles in service and operating in the airside must keep their headlights on and proceed with maximum caution and at a reduced speed.

The driver, when crossing aircraft taxiways, must wait at the stop sign in case of doubt, or in case of lack of visibility sufficient to recognize follow-me vehicles.

5.9.2 Strong wind and/or gusts

In case of wind, it is necessary to ensure that each vehicle is parked with the parking brake activated; special attention should be paid to containers and carts, which, having a large exposed surface, can be moved by the force of the wind.

Carriers and airport operators are required to ensure the anchoring of aircraft, equipment, vehicles, and their respective materials.

Carriers, Service Providers and Aircraft Maintenance Companies must ensure that the chocks are affixed to the aircraft, in compliance with the provisions of the IGOM (IATA GROUND OPERATIONS MANUAL) of the Carrier itself.

Operators are required to promptly remove any detected FOD or contact ADR-CEA to report the finding and enable its removal.

There is an obligation to use lifting/elevating equipment according to the manufacturer's specifications and within the limits indicated therein regarding the maximum wind intensity at which the equipment can be safely used.

5.9.3 Intense rain

The driver must reduce their speed below the permitted limits in order to allow the vehicle to brake sufficiently to stop it in the stretch that separates it from the vehicle in front, and which allows him to stop the vehicle before the stop/yield sign.

In particular, during the evening and night hours, the visibility of horizontal markings is made difficult by the refraction of the apron lights on the film of water; it is therefore necessary to proceed with caution, paying maximum attention to respecting the aeronautical stops.

5.9.4 Snow, ice, and hail

Snow can make horizontal markings usually used less visible. In such conditions, speed must be reduced and safety distances increased, paying particular attention to the trajectories of snow clearing vehicles and the accumulations left by them.

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The driver must reduce their speed below the permitted limits in order to allow the vehicle to brake sufficiently to stop it in the stretch that separates it from the vehicle in front, and which allows him to stop the vehicle before the stop/yield sign.

In the event of snow and/or ice accumulation on the ground, operators must ensure the availability of vehicles with the equipment needed to guarantee the traction of their vehicles.

5.10 Main rules to observe on the apron

- During aircraft assistance, no vehicle not involved in the operations may access the stand;
- The “**Equipment Restriction/Aircraft Safety Area**” (ERA/ASA) must be clear of vehicles during aircraft entry and exit manoeuvres on the stand.
- The Equipment Service Area (ESA) is an area located at a safe distance from the parked aircraft, where ramp vehicles wait in safety for aircraft to complete entry or exit maneuvers into or out of the parking stand.
- Vehicles, handling personnel and equipment must not enter the ERA/ASA until the aircraft has come to a stop, its engines have been shut down, its anti-collision lights have been switched off and the chocks have been positioned, unless there are specific procedures between the carrier and the handler which provide for particular exemptions based on alternative procedures.
- Aircraft assistance operations are carried out within the ERA/ASA area and the ESA area associated with that parking stand. It is therefore necessary to strictly avoid the occupation of No Parking Areas (NPAs), as well as aircraft stand taxilanes adjacent to parking stands.
- When an operator has to carry out a reversing manoeuvre, he must use a ground guide.
- When an operator does not have sufficient visibility to determine the distance from an aircraft, he must use a ground guide on foot to signal the separation from the aircraft, with the exception of vehicles equipped with a camera or distance measurement devices.
- Never obstruct the circulation of other ramp vehicles that need to approach/move away from the aircraft for assistance operations.
- In the aircraft parking stands, vehicles must still proceed at walking pace, paying attention to personnel operating alongside vehicles, and not crossing passengers' paths.
- When the aircraft has its anti-collision lights on, stay outside the safety perimeter (ERL) and do not drive behind the aircraft.
- Do not pass or park vehicles/equipment and carts under the wings of aircraft, nor in the vicinity of the engines, whether turbine or propeller. The only vehicles authorised to park and pass under the wings of aircraft are those dedicated to refuelling, and only if their presence is necessary for such an operation. The part of the fuel tanker containing the engine cannot park under the wing.

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- It is forbidden to park vehicles and store materials near fire-fighting equipment in such a way as to hide them or limit their accessibility. Ladders and conveyors are authorized to prepare for the approach to the aircraft (i.e. raise the platforms), either in the ESA of the stand, while the aircraft is approaching the parking stand or stopped in the stand, and to drive in an elevated position up to the aircraft.
- Vehicles that do not need to approach the aircraft for loading/unloading, refuelling or maintenance operations must keep a sufficient distance from the aircraft, stopping with their front bumper pointing towards it.
- After using an elevated platform, check that there is a safe distance from the aircraft before lowering it.

IMPORTANT: in the event of aircraft damage and/or collision between vehicle and aircraft, the event must be immediately reported to the Air Operator personnel for the relevant actions and a Ground Safety Report (GSR) must be generated.

5.11 Safety during refueling operations

Warning: during refueling operations, the risk of aircraft fire increases. Greater danger occurs in the event of accidental spills of hydrocarbons.



During refueling operations, no aircraft thruster engine must be in operation.

Furthermore, during refueling operations:

- Vehicles and equipment must be positioned in such a way as to allow:
 - the rare access to the aircraft by rescue and fire-fighting services;
 - the rapid evacuation, through the exits in use, of the people on board the aircraft;
 - the rapid removal of the fueling vehicles.
- Vehicles must not pass or stop under the wings of aircraft, except for refueling vehicles, and only if their presence is essential for operations supplying fuel, lubricating oils and hydraulic oils.

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- The equipment used for maintenance services must be located at a distance greater than 3 meters from the aircraft fuel system vents.

No one outside of the refueling, assistance and control operations must be inside the safety zone.

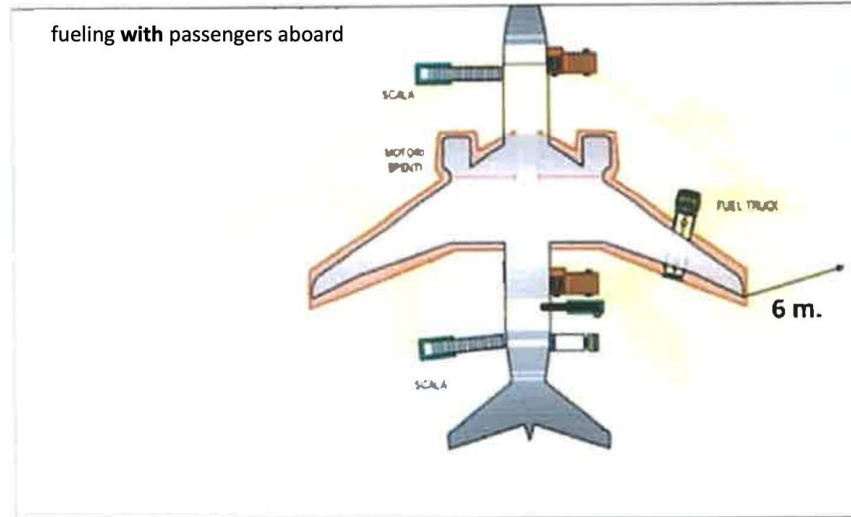


Figure 5 - Safety area during refueling operations

5.12 Dangerous goods

- The storage of dangerous goods in Airside is prohibited.
- All dangerous goods must be stored in areas that comply with the requirements defined in the applicable specific regulations and in compliance with the provisions defined by the Manager.
- If an emergency arising from dangerous goods transport operations involves a moving aircraft, the actions defined in relation to the aircraft emergency will be applied (ref. AEP - Airport Emergency Plan). Anyone who becomes aware of this type of event must inform the Control Tower or the CEA for the activation of the Airport Emergency Plan.
- If an emergency arising from dangerous goods transport operations occurs within the airport premises without the involvement of aircraft, the actions defined in relation to the infrastructure emergency will be applied. Anyone who becomes aware of this type of event must inform the Fire Brigade for the activation of the Airport Emergency Plan.