

Annual review of airside traffic regulations of: 2.3.3, 2.3.11, 2.3.20, 2.3.21, 2.3.22, 2.3.23, 2.4.2, 2.4.32, 2.5.4, 2.5.15, 2.5.17, 2.5.26, 2.5.55 and 2.7.3.

Emitted by:	PH Movimento
Volume DDS:	2 – Circolazione in Airside
Rif. Par.:	2.3.3 - 2.3.11 - 2.3.20 - 2.3.21 – 2.3.22 – 2.3.23 – 2.4.2 – 2.4.32 – 2.5.4 – 2.5.15 – 2.5.17 – 2.5.26 – 2.5.55 – 2.7.3

*Paragraphs 2.3.3 – 2.3.11 – 2.3.20 – 2.3.21 – 2.3.22 – 2.3.23 – 2.4.2 – 2.4.32 – 2.5.4 – 2.5.15 – 2.5.17 – 2.5.26 – 2.5.55 – 2.7.3 are added as follows
(added/updated text highlighted in grey)*

2.3.3. Vehicles, as referred to in article 2.3.1, with a permit to access the Manoeuvring Area, must be registered in the register of vehicles authorised to access the Manoeuvring Area, managed by ADR/ISE in coordination with TWR. When the vehicle is entered in the register, ADR/ISE issues the alphanumeric code that distinguishes the vehicle during ground-to-tower communications. Every update of the register is transmitted to ENAV-TWR, for the purpose of issuing access authorisations in the Manoeuvring Area. The operator is obliged to promptly communicate to ADR/ISE any variation.

2.3.11 For vehicles circulating in the Manoeuvring Area, specific colours are defined (conspicuous colour);

The approved conspicuous colours, again referring to Par. 2.3.4, are:

Type 1 – ADR vehicles Operational Safety – Conspicuous colour Yellow – yellow colour car applied to the whole vehicle (as pictured)



Type 2 - ADR vehicles Operational Safety - Conspicuous color Yellow/Blue -white car with yellow/blue sticker checkerboard (as pictured) of passengers, so that they do not invade the ASA of adjacent stands.



Type 3 – ADR vehicles Maintenance – Conspicuous color Yellow/Blue – white car with yellow/blue sticker livery (as pictured)



Type 4 – VVF Emergency vehicles – Conspicuous colour Red – red colour vehicle applied to the whole vehicle (as pictured)



Type 5 – ENAV/Techno Sky operational vehicles – Conspicuous colour Red/White – white coloured car with adhesive checkerboard (size 90x90 centimetres) placed on both the roof and hood. The vehicle has an identification number on a white background placed in the centre of the checkerboard, 30 centimetres tall (as pictured).



Type 6 – ADR SCMM – Conspicuous colour Green/Blue – white car with green/blue sticker livery (as pictured).



The above specific colouring, in yellow or red applied to the entire vehicle, are exclusively reserved for vehicles operating in the Maneuvering Area.

Conspicuous color Type 5 may be used as a standard that can be extended to other vehicles accessing the maneuvering area, if authorized.

2.3.20 Transponder A-SMGCS: Vehicles, as referred to in Article 2.3.1, must be equipped with one vehicle transponder with ADS-B System protocol and an operating frequency of 1090 MHz.

Regardless of visibility conditions, in order to increase situational awareness, unless otherwise instructed by the TWR, TRANSMITTERS must be switched on by vehicle drivers when requesting permission to enter the manoeuvring area and must be switched off when leaving the area.

It is forbidden for vehicles to move in the apron with the transmitter switched on to reduce clustering, reflections or saturation of the system.

The operator driving the vehicle shall only contact the TWR with the call sign associated with the transmitter operating on the vehicle. The controller will verify the correct correspondence of the call sign on the surface surveillance system with the call sign.

In order to ensure continuous detection, the vehicles, when in the manoeuvring area, must ensure continuous power supply to the transmitters, even if there is a need to stop to attend to one's own activities.

*This usage requirement will apply following official notification of the entry into force of the A-SMGCS, through the revision of this DDS; until such notification, the system must be disconnected and inhibited from being switched on.

2.3.21 Vehicles entering the manoeuvring area must be provided with no. 1 airport Grid Map in A3 format made of water-resistant plasticised material. The map to be used is attached to Part C of the Airport Manual: C-4 APRO 10 - Grid Map and the Emergency Plan, and can be requested from the Safety & Compliance Monitoring Management System at compliance@adr.it.

2.3.22 Vehicles entering the manoeuvring area must be provided with no. 1 Low Visibility Procedures Chart in A3 format, published in AIP AD-2-LIRF 2-7. The map must be made of water-resistant plasticised material.

2.3.23 Vehicles, where required in Article 2.3.1, must be equipped with no. 1 E-15 DDS Layout Map Annex 2. The map, in its current version, must be available inside the vehicle in paper format or, alternatively, must be readily available in digital format on an electronic medium ref. requirement 2.3.12.

2.4.2 For the prescriptions concerning emergency repair, please refer to the Terminal Regulations "Emergency Response and Vehicle Maintenance" (ref. Section 5).

In the event of emergency maintenance work at Airside, the assisted vehicle must always be properly braked and/or locked with suitable heels, if it is ascertained that the braking system is ineffective both during the activity and at the end of the intervention.

2.4.32 Maintenance personnel must be trained and sensitised on the correct handling of FOD, both for the management of tools and spare parts, inefficient parts, materials and scrap.

In addition, he must be specifically qualified to drive operational airport equipment (e.g. Ladders, Pushback) should he be required to drive equipment on the Airside (ref. par. 2.5.4).

2.5.4 For the issuance of an Airside driving permit, the following are compulsory:

- possession of a valid Airside Safety course, Module 2 - Airside Safety, as the aspects of airport safety protection form an integral part of the knowledge required to drive vehicles in the airside;
- possession of a valid civil driving licence, of an appropriate category for the type of vehicle to be driven;
- If the Highway Code defines the type of driving licence required to drive the vehicle, this requirement will, at the Airport Manager's discretion, also apply on the airside;
- If the Highway Code does not define the type of driving licence required to drive the vehicle (tractor, loader, transporter, stairway), since it is a specifically airport vehicle, at least a B-type driving licence is required and it is the responsibility of the company and the driver to verify the appropriate category of civil driving licence as well as the provision of the specific qualification for driving the vehicle.

- possession of a green, red or blue-band airport access permit 4, which authorises access to the airside area in front of the cargo warehouses, including canopies, for loading/unloading cargo;
- Having carried out the theoretical education, training and practical assessment required for the specific rating by and under the responsibility of the relevant company or organisation, as indicated in the following paragraphs
- Having passed an in-person examination at ADR.

The employer must ensure specific training/education for the types of vehicles used, and must also ensure that evidence of this training is archived and, if necessary, made available to ADR in the manner specified when applying for a driving permit.

2.5.15 Nil

2.5.17 Anyone wishing to obtain ADC-A must:

- a. carry out an initial theoretical training course (see 2.5.8)
- b. after theoretical training carry out training and a practical assessment (see 2.5.10) with **ADR or external ADEs**, trained and certified by ADR.
- c. submit a request to the ADR office for admission to the in-person examination, in accordance with the procedures set out in the ADC/A issue/renewal procedure
- d. Pass an in-person theoretical examination, based on the theoretical training and teaching material prepared by ADR and accessible via the ADR website at <https://www.adr.it/bsn-training-patenti>.
- e. If the candidate passes the theory test, he/she must withdraw the ADC within a maximum period of 30 days from the date of passing the examination, after which the permit will be revoked. However, it remains forbidden to drive vehicles in the airside without an accompanying ADC.

2.5.26 ESCORT CHECKS IN CASE OF NON-POSSESSION ADC:

It is the responsibility of the person requesting the escort to verify in coordination with the driver:

- that the escort is in possession of a valid the civil driving licence of the appropriate category for the type of vehicle to be driven in accordance with the rules of the Highway Code in force or in any case referable to the types listed therein;
- that the escort has specific training/education for the **type of vehicle to be driven**.

ESCORT CHECKS IN THE CASE OF A VEHICLE WITHOUT ROAD AUTHORIZATION:

It is the responsibility of the escort applicant, in coordination with the driver, to make an inspection of the vehicle preliminary to the escort so as to ensure the checks required by 2.6.7.

BRIEFING AND CHECKS PRELIMINARY TO THE START OF THE ESCORT

ISE personnel should brief the driver so that he/she is informed of the precautions necessary in driving the vehicle in accordance with the instructions issued (continuous visual contact, backup telephone contact, or other efficient form of communication).

The preliminary verifications performed by the driver/requesting escort and the successful briefing will be recorded by ADR-ISE personnel on the "Vehicle Escort" form (Annex 7 of E-15 DDS), which will represent the authorization of the escort.

ESCORT EXECUTION

The driver of the vehicle following the escort shall maintain visual contact with the escorting driver and ensure that the driver can be contacted by telephone or other efficient method of communication. In case of loss of visual contact:

- The escort should moderate speed until stopping in a safe area; visually intercept the escorted person and if positive reach out to them to re-establish visual contact; if negative contact them by telephone to understand their location, reach out to them and re-establish visual contact;
- The escorted person should moderate speed until stopping in a safe area and wait for the re-establishment of visual contact by the escort, ready for telephone contact by the escort if necessary.

ESCORT LIMITATIONS

Escorts to vehicles, motor vehicles and equipment not engaged in the management of an emergency are suspended in the case of activation of "Low Visibility Procedures" (LVP).

2.5.55 The Safety & Compliance Monitoring Manager can identify corrective training actions for operational personnel based on the findings of the Safety Management System, objective evidence recorded during inspection activities, audits and/or investigation reports.

Identified training requirements and/or contingent needs for ADC-A and ADC-M remedial training will be provided directly by qualified ADR instructors.

Remedial training should cover the following syllabus:

Description of topics	Theory	Practical	Assessment
<ul style="list-style-type: none"> - Reference regulations - General rules and speed limits - Driving rules and focus on missed priorities - Vehicular Traffic - Signage - Risks associated with Airside Driving Activity. - Situational awareness. 	2h	2h + follow up at three months, focus on: <ul style="list-style-type: none"> • roadways where significant events of missed priorities to aircraft/vehicles have occurred • perception of the event by the remedial target operator 	YES

From the notification of the need for Remedial training until the course has been delivered and passed, the driver concerned may not drive in Airside.

2.7.3 The Personnel in charge of supervising and controlling compliance with the rules of vehicle traffic at the airport, in accordance with the provisions set out in this volume, are:

- a. State police
- b. Carabinieri Company Headquarters
- c. Guardia di Finanza
- d. ADR-OAP-ISE Operational Security personnel or Sworn Special Guards delegated to control the internal routes of the baggage handling areas.
- e. ADR staff from the Safety & Compliance Monitoring Management.