



Airport Leonardo Da Vinci – Fiumicino

AERODROME MANUAL – PART A

SECTION 0 - Introduction

SECTION 1 - General Information

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0 INTRODUCTION

0.1 DECLARATION OF COMPLIANCE OF THE AERODROME MANUAL

The Aerodrome Manual describes the methods for managing the aerodrome operations and infrastructural compliance of Fiumicino Airport, demonstrating the systematic approach of Operating Company Aeroporti di Roma S.p.A. in maintaining the airport's operating safety requirements in accordance with Regulation (EC) 216/2008, the Implementing Rules included in Regulation EU 139/2014, and the primary and secondary sources of current Italian legislation on the matters described in said regulation.

This Document and all its attachments form the basic documentation required to demonstrate Fiumicino Airport's compliance with the certification requirements in accordance with Reg. (EC) No. 216/2008 and corresponding Implementing Rules included in Reg. EU 139/14 and the Italian legislation related to it.

The Aerodrome Manual and related attachments are distributed to all organisational units of the Aerodrome Operator, to the service subcontractor companies and generally, to all public and private parties whose activities impact upon the certification requirements with regard to maintaining operating safety requirements, according to the methods outlined in Section 0.2.8 of this Manual.

All parties, private and public, are obliged to comply with the requirements of this document in order to carry out their activity in compliance with current European and Italian legislation.

It is therefore mandatory that all parties operating in the airside area meet the obligations outlined in the procedures, operating instructions and any other document included in the Aerodrome Manual.

All documents included in the Aerodrome Manual or related to it are controlled and comply with the Regulation and the applicable primary and secondary sources of Italian legislation.

Date	Role	Name/Surname	Signature
05/12/2016	Accountable Manager	Ivan Bassato	ORIGINAL SIGNATURE ON ITALIAN VERSION

0.1.1 Compliance Management of Organisation and Operations (OORB)

Compliance with the requirements of Reg. (EC) No. 216/2008 and corresponding Implementing Rules included in Reg. EU 139/14, Part-ADR.OR and Part-ADR.OPS, is managed through the compilation and continuous control of the file 'Organisation & Operations Requirements Basis (OORB) Checklist'.

The OORB Checklist is updated by Compliance Monitoring Management following the Change Management process (Ref. MDA Part B Sec. 2) where the change concerned has consequences on the compliance terms in the Checklist.

0.1.1.1 OORB Compliance Checklist

The compliance checklist in Annex III- Part Organisation Requirements and in Annex IV Operations Requirements of Regulation EU 139/2014 provides, for every requirement, the means of compliance and the evidence/references necessary to substantiate it.

The checklist consists of an excel file named **Check List OORB EASA** and saved on the Safety and Compliance Monitoring Manager's server.

0.1.1.2 Means of Compliance

'Means of compliance' means the method used by the Operator to demonstrate compliance with the regulation.

The means normally used by the Aerodrome Operator of Fiumicino Airport for the Organisation and Operations Requirements Basis are:

- Procedures;
- Operating instructions;
- Manuals;
- Operating plans;
- Checklists;
- Organization charts;
- Company procedures and other corporate documents;
- Management software

and related documentation suited to illustrate the correct application of the content of the main documents or management computer tools.

All documents used as a means of compliance must be managed and controlled according to the procedure outlined in Section 0 - Annex 1 of this document.

0.1.1.3 Organisation and Operations Requirements Basis

Once the checklist has been completed, the Acceptable Means of Compliance of Fiumicino Airport and the deviations in Section 0 - Annex 2 are used to form the Organisation and Operations Requirements Basis, whose compliance is constantly monitored through the procedure in the previous paragraphs.

0.1.1.4 Storage of Evidence of Compliance

It is the exclusive responsibility of the Process Manager identified in the checklists to manage the certification procedures in accordance with Section 0 - Annex 1 of this Manual, ensuring the documentation is kept up to date, checked and traceable.

All procedures, if approved, constitute evidence of compliance.

0.1.2 Management of Compliance with the Certification Specifications (CS)

Compliance with the requirements of Reg. (EC) No. 216/2008 and corresponding Implementing Rules included in Reg. EU 139/14 included in the Certification Specifications (Book 1 and Book 2) is managed through the compilation and continuous control of a file named Certification Basis (CB) Checklist.

It is the responsibility of the competent organisational structures, for the outlined processes (in Part B of the Aerodrome Manual), to ensure compliance with the requirement, control and periodically amend the document subject to document control rules.

0.1.2.1 CB Compliance Checklist

The Process Manager shall be responsible for implementing the Change Management procedure (described in Part B Section 2 of this Manual) for each and any amendment to the document.

0.1.2.2 Means of Compliance

'Means of compliance' means the method used by the Operator to illustrate compliance with the certification specifications of the Regulation.

The means normally used by the Aerodrome Operator of Fiumicino Airport for the Certification Basis are:

- As Built;
- Technical investigations;
- Technical surveys;
- Pictures;

and generally, all identified and managed technical documentation suited to attesting to compliance with the Regulation with regard to Certification Specifications.

All documents used as a means of compliance must be managed and controlled according to the procedure outlined in Section 0 - Annex 1 of this document.

0.1.2.3 Certification Basis

Once the checklist has been completed, the Certification Specifications of Fiumicino Airport and the deviations in Section 0 - Annex 2 are used to form the Certification Basis, whose compliance is constantly monitored through the procedure in the previous paragraphs.

0.1.2.4 Storage of Evidence of Compliance

It is the exclusive responsibility of the Process Manager identified in the checklists to manage the certification procedures in accordance with Section 0 - Annex 1 of this Manual, ensuring the documentation is kept up to date, checked and traceable.

All procedures, if approved, constitute evidence of compliance.

0.1.3 Management of Deviations and AltMoC

When the Process Manager encounters an instance of non-compliance with the CS or the Organisation & Operations Requirements of Regulation EU 139/2014, the "Management of Deviations and AltMoC" procedure in Section 0 - Annex 2 must followed.

0.1.4 Management of Continuing Compliance

Continuing compliance with legislative amendments is guaranteed by the following process, under the responsibility of the Safety & Compliance Monitoring Manager:

- monitoring amendments to legislation through weekly checks of the EASA website;
- in the event of legislative amendments concerning the Operator: implementing an impact analysis process which involves all Post Holders concerned according to the responsibilities defined in the Compliance Checklists (OORB and CB);
- following the impact analysis, if deemed relevant: implementing the Change Management process (Ref. AM Part B Sec. 2);
- integrating the changes in the applicable Compliance Checklist.

0.1.5 Access by the Authority to Certification Documents

For the purposes of establishing compliance with the relevant requirements of Regulation (EC) No. 216/2008 and the corresponding implementing rules, the Company Aeroporti di Roma ensures that the competent ENAC personnel:

- a) have access to installations, documents, logs, data, procedures and any other relevant material for the activity subject to certification or declaration, related to the contract or not; and
- b) can execute any action, inspection, control, assessment or activity that the competent Authority deems necessary for the purpose of establishing compliance.

0.1.6 Structure of the Aerodrome Manual

In order to guarantee that the document can be read clearly and effectively, document management requires that where procedures and other certification documents are reported in a location other than the Aerodrome Manual, the MDA must contain precise reference to those documents.

In order to guarantee that all certification documentation is efficiently updated, the content of one document must not be reproduced in several documents.

All procedures in the Aerodrome Manual must include and clearly define the roles and responsibilities of the personnel of the Operator and Parties involved.

All documentation pertaining to the aerodrome certification has been mapped.

For each procedure the person in charge must draft a specific paragraph in which to insert the document references demonstrating the correct implementation of the procedure and their storage, as required in the procedure in Section 0 - Annex 1 of the Manual.

The Aerodrome Manual is structured in accordance with Annex III - AMC3 ADR.OR.E.005.

0.1.7 Manual Content

Any inaccuracy and/or discrepancy found in the Aerodrome Manual must be immediately communicated to the Compliance Monitoring Manager at:

compliance@adr.it.

0.1.8 Definitions and Abbreviations

0.1.8.1 Main Definitions

<i>accelerate-stop distance available (ASDA)</i>	the length of the take-off run available (TORA) plus the length of the stopway, if provided;
<i>acceptable means of compliance (AMC)</i>	non-binding standards adopted by the Agency to illustrate means to establish compliance with Regulation (EC) No. 216/2008 and its Implementing Rules;
<i>aerodrome</i>	every defined area (including buildings, installations and equipment) on land or water or on a fixed structure, fixed or floating offshore body, intended to be used entirely or in part for the arrival, departure and ground transfers of aircraft;
<i>aerodrome control service</i>	an air traffic control (ATC) service for aerodrome traffic;
<i>aerodrome equipment</i>	any equipment, apparatus, appurtenance, software or accessory, that is used or intended to be used to contribute to the operation of aircraft at an aerodrome;

<i>aeronautical data</i>	a representation of aeronautical facts, concepts or instructions in a formalised manner suitable for communication, interpretation or processing;
<i>aeronautical information service</i>	a service established within the defined area of coverage responsible for the provision of aeronautical information and data necessary for the safety, regularity, and efficiency of air navigation;
<i>aeroplane</i>	any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface;
<i>aircraft</i>	any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface;
<i>air navigation services</i>	air traffic services, communication, navigation and surveillance services, meteorological services for air navigation, and aeronautical information services;
<i>air traffic control (ATC) service</i>	a service provided in order to: <ul style="list-style-type: none">- prevent collisions:<ul style="list-style-type: none">i. between aircraft, andii. in the manoeuvring area between aircraft and obstructions; and- expedite and maintain an orderly flow of air traffic;
<i>air traffic services</i>	the various flight information services, alerting services, air traffic advisory services and air traffic control services (including area, approach and aerodrome control services);
<i>aircraft stand</i>	a designated area on an apron intended to be used for parking an aircraft;
<i>aircraft stand taxiline</i>	part of the apron designated as a taxiway and intended to provide access to aircraft stands only;
<i>alerting service</i>	a service provided to notify relevant organisations regarding aircraft in need of search and rescue aid, and to assist such organisations as required;
<i>alternative means of compliance</i>	means that propose an alternative to an existing Acceptable Means of Compliance or those that propose new means to establish compliance with Regulation (EC) No. 216/2008 and its Implementing Rules for which no associated Acceptable Means of Compliance have been adopted by the Agency;
<i>Apron</i>	defined area intended to accommodate aircraft, for loading or unloading passengers, mail or cargo, fuelling, parking or maintenance;

<i>apron management service</i>	service provided to manage the activities and movement of aircraft and vehicles on an apron;
<i>apron taxiway</i>	part of a taxiway system located on an apron and intended to provide a through taxi-route across the apron;
<i>ATM/ANS</i>	the air traffic management functions defined in Article 2, Point 10 of Regulation (EC) No. 549/2004, the air navigation services defined in Article 2, Point 4 of the same regulation and data production, processing, formatting and provision services to general air traffic critical for the purposes of air navigation safety;
<i>ATM/ANS system</i>	any combination of equipment and systems related to aspects of safety defined in Article 2, Point 39 of Regulation (EC) No. 549/2004;
<i>audit</i>	systematic, independent and documented procedure to obtain objective evidence and objective evaluation of the evidence in order to determine to what extent the requirements are met;
<i>certificate</i>	any approval, licence or other document issued following certification;
<i>certification</i>	any form of recognition attesting that a product, a part or a fixture, an organisation or an individual satisfies the applicable requirements, including the provisions of this regulation and relating implementing rules, as well as the issue of the relevant certificate that attests to said compliance;
<i>certification specifications</i>	technical standards adopted by the Agency indicating means to show compliance with Regulation (EC) No. 216/2008 and its Implementing Rules and which can be used by an organisation for the purpose of certification;
<i>clearway</i>	a rectangular area, on ground or water, under the control of the competent authority, selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specified height;
<i>competent authority</i>	an authority designated within each Member State provided with the necessary powers and responsibilities for the purposes of certification and surveillance of aerodromes, in addition to the personnel and organisations that operate in them;
<i>continuous surveillance</i>	the tasks carried out to implement the surveillance programme at any time by the competent authority to ensure that the conditions on the basis of which a continuous certificate was issued continue to be met during its period of validity;

<i>dangerous goods</i>	articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to those Technical Instructions;
<i>data quality</i>	the degree or level of confidence that the data provided meet the requirements of the user in terms of accuracy, resolution and integrity;
<i>declared distances</i>	<p>'declared distances' means:</p> <ul style="list-style-type: none">- 'take-off run available (TORA)',- 'take-off distance available (TODA)',- 'accelerate-stop distance available (ASDA)',- 'landing distance available (LDA)';
<i>deviation acceptance and action document (DAAD)</i>	a document created by the competent authority to gather evidence sufficient to justify the approval of the deviations from the certification specifications published by the Agency;
<i>flight information service</i>	a service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights;
<i>human factors</i>	the principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance;
<i>human performance</i>	human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations;
<i>inspection</i>	an independent evaluation by observation and judgement accompanied as appropriate by measurement, testing or gauging, in order to verify compliance with applicable requirements;
<i>instrument runway</i>	<p>one of the following types of runways intended for the use of aircraft which use instrument approach procedures:</p> <ol style="list-style-type: none">2. 'non-precision approach runway': instrument runway served by visual aids and a non-visual aid which provide at least directional guidance adequate for a straight-in approach,3. 'precision approach runway, category I': instrument runway served by non-visual aids and visual aids, intended for operations with a decision height (DH) not lower than 60 m (200 ft.) and either a visibility not less than 800 m or a runway visual range (RVR) not less than 550 m,4. 'precision approach runway, category II': instrument runway served by non-visual aids and visual aids intended for operations with a decision height (DH) lower than 60 m (200

ft.) but not lower than 30 m (100 ft.) and a runway visual range (RVR) not less than 300 m,

5. 'precision approach runway, category III': instrument runway served by non-visual aids and visual aids to and along the surface of the runway and:
- intended for operations with a decision height (DH) lower than 30 m (100 ft.), or no decision height and a runway visual range (RVR) not less than 175 m; or
 - intended for operations with a decision height (DH) lower than 15 m (50 ft.), or no decision height and a runway visual range (RVR) less than 175 m but not less than 50 m; or
 - intended for operations with no decision height (DH) and no runway visual range (RVR) limitations;

integrity

the level of certainty that an aeronautical data and its value has not been lost nor altered since the data origination or authorised amendment;

landing distance available (LDA)

the length of a runway which is declared available and suitable for the ground run of an aeroplane during landing;

low visibility procedures (LVP)

procedures applied at an aerodrome for the purpose of ensuring safe operations during lower than Standard Category I, other than Standard Category II, Category II and III approaches and low visibility take-offs;

low visibility take-off (LVTO)

take-off operations with an RVR less than 400 m but not less than 75 m;

lower than Standard Category I operation

Category I instrumental approach and landing operation made with Category 1 DH, with an RVR lower than would normally be associated with the applicable DH but not lower than 400 m;

manoeuvring area

the part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons;

marker

an object displayed above ground level in order to indicate an obstacle or delineate a boundary;

meteorological services

the facilities and services that provide aircraft with meteorological forecasts, briefs and observations as well as any other meteorological information and data provided by States for aeronautical use;

movement

a take-off or landing

movement area

the part of an aerodrome to be used for the take-off, landing and

	taxiing of aircraft consisting of the manoeuvring area and aprons;
navigation services	facilities and services that provide aircraft with positioning and timing information;
non-instrument runway	runway intended for the use of aircraft which use visual approach procedures;
obstacle	<p>all fixed (whether temporary or permanent) and mobile objects, or parts thereof, that:</p> <ul style="list-style-type: none">- are located on an area intended for the surface movement of aircraft; or- extend above a defined surface intended to protect aircraft in flight; or- stand outside those defined surfaces and that have been assessed as being a hazard to air navigation;
obstacle limitation surface	a surface that defines the limits to which objects may project into the airspace;
obstacle protection surface	a surface established for visual approach slope indicator system above which objects or extensions of existing objects shall not be permitted except when, in the opinion of the appropriate authority, the new object or extension would be shielded by an existing immovable object;
operator	any physical or legal person who manages or intends to manage one or several aircraft or aerodromes
other than Standard Category II operation	<p>instrument approach and landing operation which uses an ILS and MLS when some or all of the elements of the precision approach Category II light system are not available, and with:</p> <ul style="list-style-type: none">— a decision height (DH) lower than 200 ft. but not less than 100 ft.;and— a runway visual range (RVR) of not less than 350 m;
rapid exit taxiway	taxiway connected to a runway at an acute angle and designed to allow landing aeroplanes to turn off at higher speeds than are achieved on other exit taxiways, thereby minimising runway occupancy times;
runway	defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft;
runway type	instrument runway or non-instrument runway;
runway visual range	the maximum distance over which the pilot of an aircraft on the centre line of a runway can see the runway surface markings or the

(RVR)	lights delineating the runway or identifying its centre line;
safety management system	systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures;
stopway	rectangular area on the ground at the end of take-off run available prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off;
surface marking	a symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information;
take-off distance available (TODA)	length of take-off run available plus the length of the clearway available
take-off run available (TORA)	the length of runway declared available and suitable for the ground run of an aeroplane taking off;
taxiway	a defined path established for the taxiing of aircraft and intended to provide a link between one part of the land aerodrome and another, including: <ul style="list-style-type: none">- aircraft stand taxiline,- apron taxiway,- rapid exit taxiway;
Technical Instructions	the latest effective version of the 'Technical Instructions for the Safe Transport of Dangerous Goods by Air' (Doc 9284-AN/905), including the Supplement and any Addenda, approved and published by the International Civil Aviation Organization (ICAO);
terms of the certificate	the terms of the certificate are: <ul style="list-style-type: none">- ICAO location indicator,- conditions to operate (IFR/VFR, day/night),- runway - declared distances,- runway type(s) and approaches provided,- aerodrome reference code,- scope of aircraft operations with higher aerodrome reference code letter,- provision of apron management services (yes/no),- rescue and level of firefighting protection;
visual aids	indicators and signalling devices, horizontal signs, lights, vertical signs and markers or combinations thereof;

0.1.8.2 Acronyms and Abbreviations

Acronym/Abbreviation	Description
ADR	Aeroporti di Roma
AltMOC	Alternative Means of Compliance
CB	Certification Basis
CS	Certification Specifications
DAAD	Deviation Acceptance and Action Document
ELOS	Equivalent Level of Safety
ENAC	Ente Nazionale dell'Aviazione Civile (Italian Civil Aviation Authority)
ENAV	Società per il Controllo del Traffico Aereo S.p.A. (Italian Air Traffic Control Company)
HZ	Hazard
MAN	Maintenance Area
MDA	Aerodrome Manual
MOV	Movement Area
OORB	Organisation & Operations Requirements Basis
PH	Post Holder
PRO	Design Department
SCMM	Safety & Compliance Monitoring Manager
SAG	Safety Action Group
SC	Permanent Derogation
SM	Safety Manager
SMS	Safety Management System
VVF	Fire Brigade

0.2 AMENDMENT AND REVISION

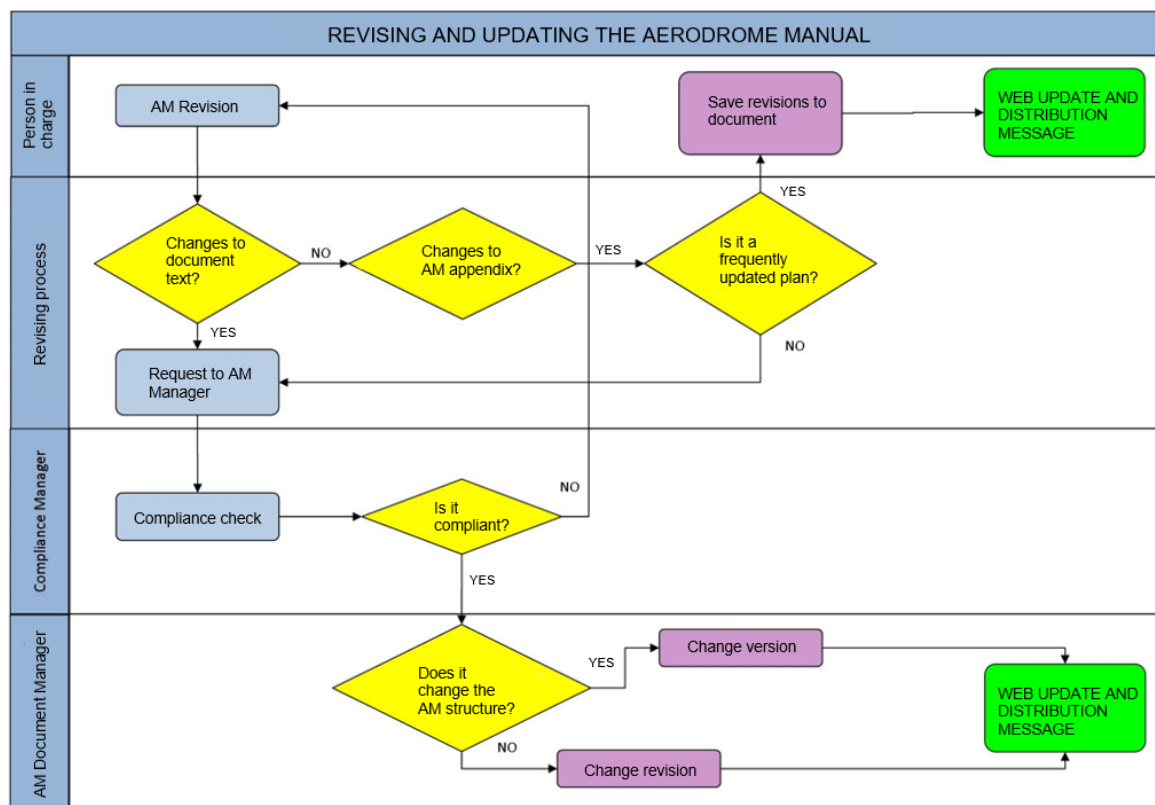
0.2.1 Responsibility of Aerodrome Manual Management

The person in charge of recording amendments to the Aerodrome Manual is the Record Keeper of the Safety & Compliance Management System.

0.2.2 Amendment/Revision Process

0.2.2.1 Amendment/Revision Process of the Aerodrome Manual

The amendment/revision process of the certification documentation is shown below.



The Process Manager implements the Change Management procedure (described in Part B Section 2 of this Manual) for all amendments to the Manual and its Annexes.

All revisions to the Aerodrome Manual and its annexes, together with the related accompanying documentation, must be sent to the Record Keeper of the Safety & Compliance Manager at the address:

recordkeepingmda.smn@adr.it

The documents (procedures, manuals, checklists, etc.) attached to the Aerodrome Manual must be written in accordance with the procedure in Section 0 - Annex 1.

Without prejudice to the accountability of each individual Post Holder, with regard to the compliance of the procedures with regulatory requirements, during the Change Management process, a further compliance check will be carried out by the Safety & Compliance Monitoring Manager.

Following the compliance check, the changes made to the Aerodrome Manual and its annexes will be delivered to the Authority.

In case of minor changes the revision will be updated.

In case of major changes, affecting for instance the structure, the issue will be changed.

The Record Keeper of the Safety & Compliance Monitoring Manager must record all amendments and revisions of the document and its annexes and upload the documents on the <http://www.adr.it> website in the dedicated section.

The Aerodrome Manual is subject to the approval of the Accountable Manager.

Any annex and attachment of the Aerodrome Manual is approved by its Owner. This responsibility must be clear and described in each document.

0.2.2.2 Issues log

Issue Number	Part of the Aerodrome Manual	Date	Inserted by
0	A	05/12/2016	Safety & Compliance Monitoring Manager
0	B	05/12/2016	Safety & Compliance Monitoring Manager
0	C	05/12/2016	Safety & Compliance Monitoring Manager
0	D	05/12/2016	Safety & Compliance Monitoring Manager
0	E	05/12/2016	Safety & Compliance Monitoring Manager

0.2.2.3 Frequency of Revisions

The Aerodrome Manual shall be inspected whenever necessary following the issue of a document change which impacts upon the content. In any case, the Manual shall be checked for suitability at least once per year by the Compliance Monitoring Manager through a dedicated audit.

Every amendment/revision of the Aerodrome Manual that changes the obligations of third-party companies and/or State Bodies will formally come into effect not from the date of issue, but from the effective date indicated. If the effective date is not indicated in the document, it must be considered effective 30 days from the date of issue.

0.2.2.4 Obligations of the Recipients

It is mandatory for all operators/companies carrying out activities in the movement area to access the www.adr.it website in order to view all safety documentation. Access to this documentation is managed and authorised by the Safety and Compliance Monitoring Management.

It is mandatory that those who receive notification of any modification, amendment and/or revision to the Aerodrome Manual:

- analyse the revised document;
- define the operational and/or procedural impacts within their organisation;
- define the actions to comply with the changes (no action, revision of manuals/procedures or issuance of dedicated alerts);
- train personnel on the changes with the appropriate methods (read & sign, briefings or classroom training);
- maintain evidence of the document analysis process, manual/procedural revision and subsequent training;
- delete all obsolete copies within their organisation.

0.2.3 Methods for Issuing and Revising the Manual

Handwritten amendments to the Aerodrome Manual and related annexes are not permitted.

In cases where an amendment to the MDA and its annexes is urgently required in the interest of safety requirements, the Process Manager sends urgent formal communication to the distribution list, indicating the change to be made immediately to the revised process.

Following communication, the Record Keeper of the Safety & Compliance Monitoring Manager (for revisions relating to the MDA text) or Process Manager (for revisions of the Aerodrome Manual annexes) shall update the documents with the established procedure and redistribute it.

0.2.4 Annotation of Revised Pages

All revisions to the MDA appendices must be made to the document in accordance with the procedure under Section 0 - Annex 1 by the person in charge identified in the appended document.

All amendments/revisions of the Aerodrome Manual are recorded in this section by the Record Keeper of the Safety & Compliance Monitoring Manager.

0.2.4.1 Record of Revisions

Rev. No.	Revision Date	Effective Date	Part	Section	Par.	Brief Description of the Revision
0	05/12/2016	20/12/2016	A	0-1	/	First Version in compliance with Regulation 139/14.
0	05/12/2016	20/12/2016	B	2-3	/	First Version in compliance with Regulation 139/14.
0	05/12/2016	20/12/2016	C	4	/	First Version in compliance with Regulation 139/14.
0	05/12/2016	20/12/2016	D	5-6	/	First Version in compliance with Regulation 139/14.
0	05/12/2016	20/12/2016	E	1-30	/	First Version in compliance with Regulation 139/14.
1	05/04/2017	10/04/2017	A	0	/	Addition of ENAC requirements.
1	05/04/2017	10/04/2017	B	2	/	Addition of ENAC requirements.
1	05/04/2017	10/04/2017	D	5-6	/	Addition of ENAC requirements.
1	05/04/2017	10/04/2017	E	15, 18, 22, 29	/	Addition of ENAC requirements.
1	29/05/2017	01/06/2017	C	4	/	Amendment to apron layout.
2	29/05/2017	01/06/2017	D	5-6	/	Amendment to apron layout and taxiway data.
1	13/06/2017	21/06/2017	E	14	/	Insertion of procedure MdAE_GEN04
2	31/07/2017	31/07/2017	C	4	/	New stands 824-829 and TWY K

Rev. No.	Revision Date	Effective Date	Part	Section	Par.	Brief Description of the Revision
3	31/07/2017	31/07/2017	D	6	/	New stands 824-829 and TWY K
5	31/10/2017	13/11/2017	A	0	0.1.2 0.1.9	Correction to CB Checklist management process. Compliance of definitions with Reg. (EC) 216/2008 and Reg. (EU) 139/2014.
2	31/10/2017	13/11/2017	B	2	/	Inserted EASA legislative references; Added responsibilities and contracted activities management; Inserted the Safety Policy in English; Compliance with new Safety and Compliance Monitoring Management organisation; Compliance of Risk Management process; New SPI list in compliance with the Safety Benchmark Group; Compliance of Reporting System process; New classification of compliance findings; Inserted Safety Reaction.
1	31/10/2017	ENAC Approval	B	3	/	Issue of new Training Manual and addition of training requirements for external parties; Revisited the Proficiency Check and management of personnel qualifications.
2	31/10/2017	ENAC Approval	E	19	/	AEP insertion
3	15/01/2018	15/01/2018	B	2	/	Amendment to Maintenance Post Holder; Addition of Deputy Managers list.
4	15/01/2018	15/01/2018	D	6	6.1.2	Addition of LVTO runway 16R
2	15/01/2018	15/01/2018	E	14	/	OL description amended Movement ordered
2	15/01/2018	15/01/2018	E	15	/	Integrated reference procedures
2	15/01/2018	15/01/2018	E	22	/	Fuel quality management and creation of local committee
1	15/01/2018	15/01/2018	E	23	/	Insertion of AWO Operations Letter
1	15/01/2018	15/01/2018	E	28	/	Amended description of Section and procedures

Rev. No.	Revision Date	Effective Date	Part	Section	Par.	Brief Description of the Revision
4	16/04/2018	16/04/2018	B	2	2.1.2	Deputy Compliance Monitoring added
3	16/04/2018	16/04/2018	D	5	5.8	Obstacles data update
1	16/04/2018	16/04/2018	E	7	/	Responsibilities in data management added
3	16/04/2018	16/04/2018	E	22	/	Procedure MOV22 cancellation and dangerous goods process description embodied
5	04/07/2018	10/07/2018	B	2	2.1.1	Post Holder Maintenance organization change
2	10/07/2018	10/07/2018	E	7	/	ADQ Manual added
3	10/07/2018	10/07/2018	E	14	/	Procedures scope changed
1	10/07/2018	10/07/2018	E	30	/	Procedure MOV07 cancellation

0.2.5 List of Effective Pages

Part	Section	Pages	Rev. No.	Date of Last Revision	Explanatory Notes
A	0	All	8	10/07/2018	Aerodrome Manual amendments
A	1	All	0	05/12/2016	Aerodrome Manual First Version
B	2	All	5	04/07/2018	Maintenance Post Holder organisation change
B	3	All	1	31/10/2017	New Training Manual issued
C	4	1-27	2	31/07/2017	New stands 824-829 and TWY K
D	5	1-24	3	16/04/2018	Amendment to obstacles charts
D	6	1-21	4	15/01/2018	Addition of LVTO Runway 16R
E	7	1	2	10/07/2018	ADQ Manual added
E	8	1-2	0	05/12/2016	Aerodrome Manual First Version
E	9	1-3	0	05/12/2016	Aerodrome Manual First Version
E	10	1	0	05/12/2016	Aerodrome Manual First Version
E	11	1	0	05/12/2016	Aerodrome Manual First Version
E	12	1	0	05/12/2016	Aerodrome Manual First Version
E	13	1-2	0	05/12/2016	Aerodrome Manual First Version
E	14	1	3	10/07/2018	Amendment to procedures description
E	15	1-3	2	15/01/2018	Integrated reference procedures
E	16	1	0	05/12/2016	Aerodrome Manual First Version
E	17	1	0	05/12/2016	Aerodrome Manual First Version
E	18	1	1	05/04/2017	Addition of ENAC requirements
E	19	1	1	31/10/2017	AEP revision
E	20	1	0	05/12/2016	Aerodrome Manual First Version
E	21	1	0	05/12/2016	Aerodrome Manual First Version
E	22	1	3	16/04/2018	Procedure MOV22 abrogation
E	23	1	1	15/01/2018	Addition of AWO
E	24	1	0	05/12/2016	Aerodrome Manual First Version
E	25	1	0	05/12/2016	Aerodrome Manual First Version
E	26	1	0	05/12/2016	Aerodrome Manual First Version
E	27	1	0	05/12/2016	Aerodrome Manual First Version
E	28	1	1	15/01/2018	Amendment to description of section and procedures
E	29	1	1	05/04/2017	Addition of ENAC requirements
E	30	1-3	1	10/07/2018	Procedure MOV07 abrogation

Key: R: revised page; A: added page; C: deleted page

Date	Role	Name/Surname	Signature
15/01/2018	Safety and Compliance Monitoring Manager	Marina Maschio	ORIGINAL SIGNATURE ON ITALIAN VERSION
15/01/2018	Accountable Manager	Ivan Bassato	ORIGINAL SIGNATURE ON ITALIAN VERSION

0.2.5.1 Index of Annexes

Part	Sect.	Name	Code	Person in Charge	Title
A	0	Annex 1	A-0-A01	Safety & Compliance Monitoring Manager	Management of Certification Documents
A	0	Annex 2	MdAA_GEN02	Safety & Compliance Monitoring Manager	Management of Deviations and AltMOC
A	0	Annex 3	MdAA_GEN03	Safety & Compliance Monitoring Manager	Distribution List
B	2	Annex 1	MdAB_DO01	Safety & Compliance Monitoring Manager	List of Nominated Persons
B	2	Annex 2	MdAB_FF01	Safety & Compliance Monitoring Manager	Ground Safety Report Form
B	2	Annex 3	MdAB_FF02	Safety & Compliance Monitoring Manager	Change Notification Document Form
B	2	Annex 4	MdAB_FF03	Safety & Compliance Monitoring Manager	Audit Report
B	2	Annex 5	MdAB_FF04	Safety & Compliance Monitoring Manager	Inspection Report
B	2	Annex 6	MdAB_FF05	Safety & Compliance Monitoring Manager	Follow Up Management Form
B	2	Annex 7	MdAB_IO01	Safety & Compliance Monitoring Manager	Instructions for Publishing Documents on the Websites
B	3	Annex 1	MdAB_TRM01	Training Manager	Training Manual

0.2.6 Viewing Amendments to the Text

As outlined in the procedure under Section 0 - Annex 1, part of the amended paragraphs shall be marked with a lateral bar as shown below.

Amendment

When the entire paragraph is amended, its title shall be marked with a lateral bar.

All insertions of new chapters or paragraphs in the Aerodrome Manual and/or its appendices shall be highlighted in grey.

0.2.7 Temporary Revisions

If a temporary revision to the MDA is necessary due to:

- temporary changes to the use of infrastructures;
- temporary restriction to the use of an infrastructure;
- temporary modifications to the organisational structure (e.g. interim person in charge),

this revision will be marked by a lateral bar as shown below.

Temporary revision.

This type of revision process must still follow the process outlined in section 0.2.

0.2.8 Distribution

0.2.8.1 Distribution System

The Aerodrome Manual is made available:

- on the ADR company intranet site “Leonardo”; and
- on the Fiumicino Airport website at the address www.adr.it

The website has a dedicated notification system to highlight the amended part of the Aerodrome Manual or Annex/attachment.

All content on the portal is the exclusive and reserved property of the Operator Company ADR and/or its entitled parties and/or third parties where indicated, and is protected by existing Italian and international legislation on Intellectual and/or Industrial Property and Copyright Protection Rights.

The recipients of the Aerodrome Manual and all its appendices acknowledge that they are prohibited from distributing information or documentation to third parties without the authorisation of ADR for purposes other than those outlined in Regulation EU 139/14.

0.2.8.2 Distribution List

The Manual and its annexes are only available electronically.

The recipients of the Aerodrome Manual and its appendices may print the document in the knowledge that the printed document is not a controlled copy.

It is the responsibility of the recipients of the Aerodrome Manual to remove obsolete copies from their organisation and distribute only the copies in force marked with an amendment or revision.

The Aerodrome Manual is a public document which can be viewed using credentials by all parties operating in the Aerodrome.

The Aerodrome Manual annexes are not public and have a distribution list according to the distribution map under Section 0 - Annex 3.

1 GENERAL INFORMATION

1.1 SCOPE OF THE AERODROME MANUAL

The Manual contains or refers to all the information necessary for the safe use, operation and maintenance of the Aerodrome, its equipment, the obstacle protection and limitation surfaces and other related areas. The Manual is formed of a collection of documents, charts and procedures intended to represent the characteristics of the airside infrastructures, the operations and the organisation of the Operator Company ADR.

The content of the Aerodrome Manual reflects the Certification Basis and the requirements listed in the Certification Specifications and Organisation and Operations Requirements (Annexes III and IV of Regulation EU 139/2014) for the avoidance of certificate specification violation.

For services not directly provided by the Operator at FCO Airport, ADR has entered into specific agreements which define the areas of competence and responsibility of the Operator and the third parties who provide these services respectively, in addition to the control procedures of the Operator which guarantee that the essential requirements postulated by the Regulation are met.

The Manual is the point of reference for all personnel of the Operator and other public and private aerodrome parties, who must comply with the Manual when carrying out their activities in order to guarantee the aerodrome safety.

1.2 ROLE OF THE OPERATOR

Under the control and surveillance of ENAC, the Aerodrome Operator is entrusted, alongside other activities or exclusively, the task of administrating and managing the aerodrome infrastructures according to transparency and anti-discrimination criteria, and coordinating and controlling the activities of the various private operators in the aerodrome.

The suitability of the Aerodrome Operator to carry out these activities in accordance with technical safety standards is attested by the certification issued by ENAC pursuant to Regulation EU 139/14.

Aeroporti di Roma S.p.A. ensures the management and development of the Italian capital's aerodrome system formed of Fiumicino and Ciampino Airports under Law No. 755 of 10 November 1973 and the *"Agreement for the management of the capital's airport system and programme contract, pursuant to Art. 17, paragraph 34 bis of Decree Law No. 78 of 1 July 2009, converted with amendments into Law No. 102 of 3 August 2009, including the principles and criteria for its periodic amendment"*, stipulated with the Italian Civil Aviation Authority ("**ENAC**") on 25 October 2012, as approved with the Prime Ministerial Decree of 21 December 2012 and subsequent additional acts.

1.3 CONDITIONS FOR USE OF THE AERODROME

It is mandatory for all parties who carry out activities in the airside area to respect – in addition to the legislative requirements applicable to the type of activity – the provisions outlined in:

- the Aerodrome Manual; and
- the Regolamento di Scalo (containing requirements unrelated to maintaining safety requirements).

All personnel of ADR or third parties operating at Fiumicino Airport must carry out their activity in full compliance with: the applicable European and Italian legislation in force at present and in the future; all Ordinances and Requirements by ENAC (also in its peripheral structures) and every other Competent Authority on the aerodrome; and all current and future Procedures, Regulations and Operating Requirements issued by ADR in its capacity as Aerodrome Operator.

Specifically, each Operator shall be obliged to comply with the content of this Manual for activities carried out directly and through third parties, within the limits permitted by applicable legislation, for which it is compulsory to provide suitable information regarding the content of this Manual.

Each Operator must comply with all current and future Legislation, Requirements and Regulations on safety at work, operating safety of infrastructures, and flight and environmental protection systems, also complying with all limitations and obligations deriving from operating in the aerodrome area.

1.4 OBLIGATIONS OF ADR

1.4.1 Responsibilities of the Aerodrome Operator

The Company Aeroporti di Roma holds the certificate n.IT.ADR.0001 issued on 20/12/2016 by ENAC which attests to its suitability to manage Fiumicino Airport in respect of operational safety technical standards.

In accordance with the requirements of the certificate, the Accountable Manager must meet the technical specifications of the certificate and ensure they are met.

The Italian Civil Aviation Authority must survey and monitor – through periodic audits – the Compliance Management structure, and the ability of the Operator to guarantee and maintain the safety of operations over time in compliance with the applicable EASA requirements and Certification Basis.

The Compliance Management structure guarantees that the organisation facilitates access to certification documentation by the Authority for the purpose of inspection and auditing activities.