	PROCEDURE FOR ISSUING PASSES FOR THE AIRSIDE CIRCULATION OF VEHICLES AND EQUIPMENT, AEROPORTO DI ROMA - CIAMPINO	EDITION 2 REVISION 1 Issue: February 2017
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AIRSIDE CIRCULATION
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1 Updates

REVISIONS	<i>Date of Validity</i>	<i>Page</i>	<i>Content</i>
Rev.0	27/05/2013	Full Document	New Regulation no. 5/2013
Rev.1	05/10/2013	revision of paragraphs 5.2.g), h), i)	Amended documentation to the submitted for access permit applications
Rev.2	17/11/2014	Full Document	Regulatory amendment to the PNS
Ed. 2 Rev 0	18/04/2016	Full Document	Regulatory amendment to the PNS
Ed. 2 Rev 1	27/02/2017	Full Document	Regulatory amendment to the PNS and to EU Regulation 139

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2 Purpose

This procedure defines the process for issuing passes for the circulation of vehicles and equipment in the airside area of the airport (hereinafter referred to as vehicles) and for circulation of electric vehicles within the airport terminals, aimed at ensuring:


- the controlled access vehicles in the airside area and sterile areas of the airport terminals for civil aviation security reasons
- compliance with airport legislation as referred to in paragraph 3 below, regarding the features and conditions of the circulating vehicle fleet
- the orderly movement of vehicles and equipment on the aircraft taxiways
- reduced aircraft damage
- reduced left-behind and damaged luggage, in terms of that lost by trolleys or damage by weather events during transportation
- a limited risk of dispersion in the airside area of items potentially hazardous for air navigation

Each vehicle in circulation must bear a pass clearly exhibited and visible on the windshield or on other suitable part.

All checks and controls carried out by AdR in terms of what is governed by this procedure, however performed (for each vehicle or sample) and for any purpose (for issuing a pass, following checks, etc.), are aimed at ascertaining implementation, by airport operators, of the actions necessary for maintaining and for securing the circulating fleet of vehicles, in order to achieve an orderly movement of vehicles and equipment over the aircraft taxiways and within the terminals. AdR, except in specific cases governed by the appended checklists, shall not perform checks on the functionality or effectiveness of the security systems of the vehicles, for which the airport operators and staff thereof are responsible for carrying out maintenance procedures and periodic reviews. Passes for circulating within the airport airside area and within the terminals issued under the provisions of this procedure are not, therefore, to be understood, in any case, as certifications of security or effectiveness of the vehicles.

3 Regulatory Framework

- Civil Aviation National Security Programme (PNS, for its acronym in Italian)
- Regulation (EU) 139/2014
- Navigation Code, Article 705, paragraphs 1 and 2, section 'e'
- Regulation (EU) No. 1998/2015
- Legislative Decree 18/99
- ENAC Regulation "Certificate of Ground Assistance Airport Service Providers" edition 5 of 23.04.2012
- ENAC Circular APT 19
- ENAC Circular APT 02 B
- Ciampino - G. B. Pastine Airport Regulation

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4. Individuals concerned

- E.N.A.C. Airport Directorate
- ADR
- Airport Bodies and Companies

5. General Criteria

Authorisation for the issuance of an individual pass is the responsibility of the Manager.

AdR reserves the right, up to 15 days of the date of submission of the application to carry out the activities necessary to issue each pass; therefore, the application must be made reasonably in advance (no less than 15 days) of the planned date of use of the required permit.

Once the permit for access and circulation in the airport airside area or within the terminals has been acquired, AdR shall be responsible for preparing the preliminary investigation stage that precedes the issuance of vehicle passes.

5.1 Vehicle types

For the purposes of this procedure, vehicles are divided into and separated by registered or registrable vehicles, unregistered or unregistrable vehicles and tow trucks for transporting goods and luggage.

The list of the types of vehicles included in the unregistered or unregistrable type is as follows:

- a. Aircraft tow trucks
- b. GPU
- c. ACU
- d. ASU
- e. Electric trucks for towing luggage trolleys
- f. Diesel trucks for towing luggage trolleys
- g. Airport equipment for draining aircraft WCs
- h. Airport equipment for refilling aircraft drinking water
- i. Forklifts
- j. Transporters
- k. Transloaders
- l. Cargo loaders
- m. Airport equipment for transporting passengers
- n. Luggage belts
- o. Towed belts
- p. Powered and towed ladders
- q. De/anti-icing equipment
- r. Fuel dispenser
- s. Ambulift
- t. Electric airport vehicle (clubcar-type)

As a vehicle that does not fall within the aforementioned types may be deemed unregistered or unregistrable, for the purposes of this procedure, at the **time of the first application** for the issuance of a pass, a certificate must be submitted, issued by the Authority that must register the vehicle, proving that the vehicle cannot be registered pursuant to the Highway Code.



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5.2 Applicant requirements

The applicant is solely responsible for the correctness and veracity of the information and data specified in the application, aware of the liabilities provided for, especially by Article 76 of Presidential Decree 445/2000. The circulation of vehicles pertaining to individuals is not permitted within the taxiing area or, in any case, beyond the airside line.

The following parties are authorised to request the issuance of passes for exclusively corporate vehicles:

- State Bodies
- Airport management companies
- Air Navigation Companies
- Ground assistance service providers for the categories for which, according to Circular APT02B, the ENAC certification pursuant to Legislative Decree 18/99 is required and for the categories for which the certification is not required, pursuant to the aforementioned circular (such as self-production carries and providers pursuant to Categories 1 and 8 of the aforementioned decree)
- Sub-licensees
- Known Suppliers of Airport Supplies

The aforementioned parties may submit the application for the issuance of passes for their vehicles and/or for the companies with which they hold contractual relations (contract, subcontract or supply agreements).

All parties concerned, both public and private (such as Authorities, State Bodies, airport operators, commercial operators, sub-licensees, sub-contractors, suppliers, etc.), requiring access to areas of the airport, need to prove the existence of a legitimate reason as defined by the PNS

5.3 Application for a pass/documentation to be submitted upon application

The application (addressed to Aeroporti di Roma) must be submitted by the applicant to AdR, which shall, for each vehicle applying for circulation in the airside area, acquire, verify the completeness and compliance with the requirements of, and file, the documents listed below, which must be exhibited in their original copies and delivered as a true copy of the original:

- a) Application drawn up on letterheaded paper, according to the form appended (single reference) to this procedure, with the following explanation:
- of the operational need for access, emphasising the difficulty or impossibility to carry out their duties without the use of the vehicle;
 - of the internal airport area for which the vehicle pass is required;
 - the type and features of the vehicle;
 - the ID set, where necessary, compulsorily allocated for identification purposes;
 - the registration number or number plate.

- b) Document attesting to the property or ownership of use of the vehicle.
- c) Certification referred to in point 5.1, attesting that the vehicle cannot be registered pursuant to the Highway Code, if the application for issuing the permit is submitted for the first time for an unregistered or unregistrable vehicle and it does not fall within the list of types referred to in Article 5.1 above.
- d) Vehicle registration document, front and back (only for registered vehicles), attesting to valid revisions carried out.
- e) Compliant EC statement (only for unregistered vehicles) for equipment built as of 1996; for equipment built prior to 1996, a statement must be obtained from the applicant stating that these are compliant with the current legislation.
- f) Declaration for the first installation to the INAIL [National Insurance Institute for Accidents at Work] and reports on subsequent periodic checks (for vehicles equipped with cranes and hoisting devices).
- g) Reason (e.g. Agreements referred to in Chapter 6.2 of the Airport Regulations) governing the specific activity carries out by the applicant in the Airport.
- h) Valid third-party vehicle insurance policy with express applicability to the Airport environment. If the policy is not integrated with third-party insurance, the single ceiling per claim cannot be less than €10,000,000.00. The aforementioned ceilings, to be understood as excess-free, may be subject to increase. If the Insurer of reference is unable to issue such cover excess-free, the obligation of the insurer to fully indemnify third-party damage must be expressly provided for in the policy (without applying any excess).
The aforementioned insurance cover must, in any case, always provide for an express waiver of the right to compensation against AdR and the ENAC.
- i) An appropriate, valid third-party vehicle insurance policy for circulation in the airport, with a ceiling equal to at least €10,000,000.00 (ten million euros and zero euro cents). The aforementioned ceiling is to be understood as excess-free. Every vehicle must be identified in the insurance certificate by a number plate or equivalent, unique identification number. The aforementioned ceilings, to be understood as excess-free, may be subject to increase. If the Insurer of reference is unable to issue such cover excess-free, the obligation of the insurer to fully indemnify third-party damage must be expressly provided for in the policy (without applying any excess). The aforementioned insurance cover must, in any case, always provide for an express waiver of the right to compensation against AdR and the



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ENAC. If, for the policy referred to in section h) above, the insurer of reference is unable to grant an extension of the applicability of the third-party vehicle insurance policy to the airport, or the third-party vehicle insurance cover is not applicable (unregistered vehicle), the operators shall be required to take out an insurance policy as specified in section h).

For vehicles authorised to circulation only on via C. Simeoni and Varco Sud, the aforementioned policy may have a ceiling no less than the legal limit.

- j) Only for unregistered vehicles: "maintenance statement" (please see Appendices A, B and C).

Specifically, ground assistance Service Providers, for both the categories for which, pursuant to Circular APT02B, the ENAC Certification pursuant to Legislative Decree 18/99 is required and for categories for which the certification, pursuant to the aforementioned circular, is not required (such as self-production carriers and providers as per Categories 1 and 8 of the aforementioned decree) must have signed, with the Manager, an agreement governing the specific activity carried out (section g) and submitted the insurance policy for RCT Aviation, which shall cover all risks related to the performance of the certified activity and cover damages resulting from the circulation of vehicles within the customs boundary. The ceiling of the aforementioned insurance policy may be higher than that specified (section h), according to the certified activities. The ceiling must have no excess and cannot be less than that specified by the ENAC for the category/categories of services or by the risk assessment files with the ENAC and Manager. If the Insurer of reference is unable to issue such cover excess-free, the obligation of the insurer to fully indemnify third-party damage must be expressly provided for in the policy (without applying any excess). The aforementioned insurance cover must, in any case, provide for an express waiver of the right to compensation against AdR and the ENAC.

5.4 Issuance of vehicle passes

AdR shall be responsible for verifying the existence of a legitimate reason/operational need to access the sterile areas and for assessing the type of pass to be issued according to the application and operational need, in relation to the configuration of the airport areas. Following the preliminary investigations, where there is no objection, or following the performance of the adjustments required by AdR to vehicles for which the pass is required (please see paragraph 5.5), AdR shall itself provide the pass for vehicles to circulate within the airport's airside area.

The pass shall be provided as disc to be displayed on such vehicles and shall only be issued after the old disc has been returned (if issued).

5.5 Suspended or rejected issuance/renewal application

For the first pass applications, in the event that the verifications referred to in paragraphs 6, 7 and 8 have not led to a positive outcome, AdR shall provide the applicant Company/Body



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with an indication of the documentary additions and/or technical adjustments required. After 30 days, failing the performance of the additions/adjustments required, AdR shall annul the issuance of the pass.

In the event of an application for renewal, if the pass is existent and valid, provided that the verifications referred to in paragraphs 6, 7 and 8 have not led to a positive outcome, AdR shall suspend the preliminary investigations and shall provide the applicant Company/Body with an indication of the documentary additions and/or technical adjustments required and shall issue an temporary disc exclusively for the purposes associated with meeting the technical requirements and for the time strictly necessary for transportation and repair.

After 30 days, failing the additions/adjustments required, AdR shall annul the issuance of the pass, shall inform the company that, on the expiry of the permit, the vehicle must be taken outside of the airside area by and at the cost of the company itself, reporting this situation to the ENAC for the relevant follow-up of the case.

5.6 Period of validity

Ground assistance Service Providers, for both the categories for which, pursuant to ENAC Circular APT02B, the ENAC certificate pursuant to Legislative Decree 18/99 is required and for the categories for which, pursuant to the aforementioned Circular, the certification is not required (such as self-production carriers and providers pursuant to Categories 1 and 8 of the aforementioned decree) which have signed, with the Manager, an agreement governing the specific activity carried out at the airport of a term equal to or greater than two years, within which the constant validity of the insurance policies is provided for pursuant to paragraph 5.2 ('h' and 'i').

The permits issued have maximum period of validity of 24 months.

In the case of vehicles used as part of a lease/hire agreement, the pass cannot have a period of validity exceeding the period provided for by the agreement itself.

If, during the period of validity of the pass, the aforementioned policies are found to have been forfeited, AdR shall inform the ENAC D.A., requesting the suspension of the pass.

Other Operators

Vehicle passes issued for each vehicle have an expiry date established according to the application made and the needs documented by the applicant and cannot apply beyond the expiry date of the insurance policy (third-party vehicle insurance and third-party liability within the airport) pursuant to paragraph 5.2 ("**h**" and "**i**") or of the current agreement or of any leasing/hire agreement. Passes, in any case, have maximum period of validity of 24 months.

Upon expiry, all Operators are obliged to return the pass to the manager.

5.7 Cancellation

Each operator must promptly inform AdR of any waiver of the commitment (due to per alienation, transfer to another site, etc.) of vehicles equipped with a pass and must return that pass to AdR.

ADR shall delete such vehicles from the list of active passes.

6. Procedure for issuing registered vehicle passes

- Verifications

The application for the issuance of a pass for circulation in the airport's airside area shall activate the preliminary investigations carried out by AdR, which shall, in addition to collecting the documentation referred to in paragraph 5.2 of the general criteria, for the verifications stated in the sections below.

- Visual Check

AdR shall perform a solely visual check of the vehicle's set-up. AdR shall also perform a solely visual check of the general condition of the vehicle and shall check that no signs of damage are present. Based on the verification sheet (checklist no. 1), to this end, an assessment of the vehicle's conditions shall be carried out.

- Documentary Check

- i. AdR shall perform a verification of the compliance of the documents referred to in paragraph 5.2
- ii. AdR shall verify, by means of the vehicle registration document or other valid document, that the owner or hirer of the vehicle is the same as the pass applicant or vehicle user.

It is prohibited to enter private vehicles without a pass into the airside area, therefore, during the first issuance of the pass, the verifications referred to in the preceding points shall be carried out in a specific area outside of the airside area.

7. Procedure for issuing unregistered vehicle passes

- Verifications


The application for the issuance of a pass for circulation shall activate the preliminary investigations carried out by AdR, which shall, in addition to collecting the documentation referred to in paragraph 5.2 of the general criteria, for the verifications stated in the sections below.

- Visual Check

AdR shall perform a solely visual check of the vehicle's set-up. AdR shall also perform a solely visual check of the general condition of the vehicle and shall check that no signs of damage are present. Based on the verification sheet (checklist no. 2), to this end, an assessment of the vehicle's conditions shall be carried out.

- Documentary Check

- i. AdR shall perform a verification of the compliance of the documents referred to in paragraph 5.2.

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- ii. AdR shall verify, by means of a valid document or other valid document, that the owner or hirer of the vehicle is the same as the pass applicant or vehicle user.
It is prohibited to enter private vehicles without a pass into the airside area, therefore, during the first issuance of the pass, the verifications referred to in the preceding points shall be carried out in a specific area outside of the customs area.

8. Procedure for issuing passes for tow trucks intended for transporting goods and luggage

AdR shall apply the same procedure referred in paragraph 7 above relating to unregistered vehicles (using checklist no. 3). At the final decision of AdR, the visual checks may not be carried out on each individual unit, but rather on a sample.

AdR shall also check that each trolley can be identified by an irremovable number plate stating the organisation to which it belongs, the corporate number and manufacturer's number.

For this type of equipment, AdR, following the positive outcome of the checks referred to in this procedure, shall issue a specific disc, stating the data referred to on the access pass. This disc must be kept and provided in the event of checks/inspections.

It is prohibited to enter private vehicles without a pass into the airside area, therefore, during the first issuance of the pass, the aforementioned verifications shall be carried out in a specific area outside of the customs area.

9. State Body vehicle passes

Notwithstanding this procedure, the State Bodies, in order to obtain the issuance of an access permit for their vehicles, must submit a request to AdR – ID Card Department drawn up on letterheaded paper with the following specifications:

- type and features of the vehicle;
- registration number or number plate.

Vehicles shall not be subject to the verifications referred to in this procedure. The passes issued by AdR have maximum period of validity of 24 months.

10. Escorted access

In exceptional circumstances, it is possible to admit a vehicle into the airside area, by means of issuing an 'escorted access' pass. These vehicles shall be issued a specific provisional "**Escorted Access**" permit. These passes shall have a maximum period of validity of 24 hours (they shall cease to be valid on the 24th hour of the day of issuance). Also, no more than 3 passes can be issued every 30 days for the same vehicle.

The authorised vehicle must, in any case, always be escorted by the applicant entity's staff in possession of an ID card and licence to drive within the airport. The vehicle must also be equipped with a valid insurance policy for damage to aircraft, vehicles and airport infrastructure and must ensure insurance ceilings of no less than **€10,000,000.00**, as provided for

by Chapter 6.2, paragraph h of this procedure.

The aforementioned permits shall be printed and the number plate, period of validity and any notes shall be recorded. The application must be submitted by the staff of the company concerned after submitted the following documents:

- Application form on letterheaded paper, according to the form attached;
- Document attesting to the property or ownership of use of the vehicle.
- Vehicle registration document, front and back (only for registered vehicles), attesting to valid revisions carried out or EC statement of compliance or equivalent document.
- Valid insurance policy with express validity in the Airport environment.
- A copy of the airport ID card and driving licence of escort staff and/or a copy of the access permit of the escort vehicle.

To fulfil the institutional tasks, the Border Police has escorted access permits numbered from no. 11 to no. 12, the Airport Directorate has those numbered from no. 13 to no. 14 and the C.A.I. has those from no. 15 to no. 21.

 
AEROPORTO G.B. PASTINE ROMA - CIAMPINO
CATEGORIA MARCA MODELLO TARGA N° PROGR.
ENTE RICH. SOCIETA' VALIDITA' 14/02/2017 ore 11:00 - 14/02/2017 ore 12:00
AUTORIZZO ALLA CIRCOLAZIONE: VARCO:

Il presente permesso deve essere esposto in modo visibile

Escorted Access Layout



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11. Renewals

Subsequent to the first issuance of the pass, the owner/user of each vehicle and equipment must, reasonably in advance of the expiry date thereof, submit, to AdR, an application for renewal; reasonably in advance means no less than 15 days of the expiry date.

The applicant is required to submit, at the same time as the application to renew the pass, the documentation recorded in paragraph 5.2.

AdR shall proceed, based on the documentation submitted, with the verifications described in paragraphs 6, 7, and 8 of this procedure.

In the event of a positive outcome to these verifications, AdR shall renew the passes for eligible vehicles for a period not exceeding 24 months of the issue date.

If the expiry date of the pass is 24 months prior to the previous issuance and the application for renewal is such that coincides between the expiry date of the previous pass and the start date of the renewal, the vehicle shall not be subject to a visual check (as per paragraphs 6.1.1, 7.1.1 and 8) and the renewal shall be deemed “administrative”, that is, with the verification of the sole requirements stated in paragraph 5.2. In any case, the expiry date of the issued pass by means of renewal cannot exceed 24 months of the first issuance.

Vice versa, the renewal shall be considered as a new application.

12. Passes for damaged, deteriorated, lost or stolen vehicles

In the event of loss of theft of the access permit, the owner must make a complaint to the relevant Authorities. He/she must promptly inform AdR of the event, specifying the details and features of the vehicle. In order to request the issuance of a duplicate, the company owning the vehicle must attach, to the application, a copy of the aforementioned complain to AdR. The duplicate shall be issued with the same expiry date as the previous pass and must be deemed an administrative renewal (please see paragraph 11).

If, following the checks by AdR or by the authorities responsible for controlling the circulation of vehicles in the airside area, a vehicle is found to have an expired, illegible or missing pass, including cases in which an application to reprint the pass has been submitted due to wear and tear, or if a complaint of theft or loss has been made, the vehicle shall be suspended from use and shall be taken outside of the airside by and at the cost of the company owning the use of the vehicle. AdR shall inform ENAC D.A. and Polaria for the relevant actions.

The information relating to the validity of the permit and to the application for re-issuance due to wear and tear, complaints (for information) due to loss and theft, are accessible via the ENAC D.A. and Polaria computer system. In any case, on a monthly basis, AdR shall send ENAC D.A., Polaria and G.d.F and Security Companies operating along the access routes, the list of expired and non-re-issued passes and passes for which a complain of loss or theft has been made, for the relevant actions aimed at preventing any illicit use of that pass. Vehicles without valid passes

must be taken outside of the airside area by the user.

An electronic system has been installed at the airport to detect, photographically, the number plates/registration numbers of vehicles accessing the customs areas and circulating the airside area, by staff responsible for checking the validity of vehicle permits.

13. Recording maintenance activities on unregistered vehicles and tow trucks for transporting goods and luggage

All ordinary maintenance interventions, whether scheduled or due to breakdowns, and extraordinary maintenance activities carried out on unregistered vehicles and tow trucks for transporting goods and luggage, must be recorded, on a specific maintenance record and on a computer or information system, which must be available to each vehicle.


The recording shall be performed under the responsibility of the Company using or owning the vehicle, which must have the record available at all times or immediate access thereto.

The vehicle maintenance record must state the vehicle's identification details and, for each individual maintenance procedure, must specify at least the following information:

- Type of maintenance procedure carried out (scheduled/due to breakdown/extraordinary);
- Date of performance of the maintenance procedure;
- Detailed description of the maintenance procedure performed and/or of the parts of the vehicle that may be replaced;
- Identification (Name, Surname, Company) of the individual performing the maintenance procedure.



The vehicle maintenance record must be provided upon request/renewal of the access pass (please see paragraph 5) and in the event of verifications and checks by AdR and/or the relevant Authorities (e.g. ENAC).

The maintenance record must be kept for the entire technical life of the vehicle.

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14 New layout of vehicle passes

In accordance with the provisions of the PNS, changes have been made to the layout of vehicle passes, as specified below. The replacement of licences shall take place upon the natural expiry date thereof.

	
AEROPORTO G.B. PASTINE ROMA - CIAMPINO	
CATEGORIA MARCA MODELLO TARGA SET ID:	
ENTE RICH. SOCIETA' SCADENZA N° PROGR.	
AUTORIZZO ALLA CIRCOLAZIONE: VARCO:	

Il presente permesso deve essere esposto in modo visibile

15 Disputes

The ENAC has the task of settling any disputes that may arise between the Individuals involved or that may arise in the issuance of licences.



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16 Fees

The owners/users of vehicles who apply for a pass access and circulate within the airport's airside area, or who request the renewal thereof, shall pay AdR the amount of **€30.00** (thirty euros and zero euro cents) per pass for all categories of vehicles and **€6.00** (six euros and zero euro cents) per pass for each trolley. The unit cost per vehicle numbering set is **€7.00** (seven euros and zero euro cents). The amount of the fees shall be updated periodically, after AdR has informed the ENAC of this reasonably in advance. The fee payable for the issuance of temporary passes (escorted access) referred to in paragraph 10 is equal to that provided for the passes referred to above.

17 List of Appendices

- Application for vehicle passes or application for escorted access for vehicles
- Appendix A: Statement of unregistered vehicle maintenance - maintenance agreement
- Appendix B: Statement of unregistered vehicle maintenance: continual maintenance commercial agreement
- Appendix C: Statement of unregistered vehicle maintenance - internal technical department within the company
- Checklist no. 1 - registered vehicles
- Checklist no. 2 - unregistered vehicles
- Checklist no. 3 - trolleys

AEROPORTI DI ROMA - ID CARD DEPARTMENT - CIAMPINO AIRPORT

ESCORTED ACCESS for (date):____/____/____ from (time):____ to (time):____

VEHICLE PASS APPLICATION valid until _____

APPLICANT (Body/Company): _____ **Fax:** _____
Telephone: _____ **Email:** _____

Operational need for access: _____

FIRST ISSUANCE **RENEWAL** **Permit No.** _____ **Expiry date** __/__/__

REGISTERED **UNREGISTERED**

LORRY <input type="checkbox"/>	CAR <input type="checkbox"/>	TRAILER <input type="checkbox"/>	CARGO <input type="checkbox"/>
CONVEYOR BELT <input type="checkbox"/>	ELECTRIC TRUCK /	TRUCK <input type="checkbox"/>	LOADER <input type="checkbox"/>
INTERTRAC	DIESEL <input type="checkbox"/>	AIRCRAFT <input type="checkbox"/>	DE-ICING <input type="checkbox"/>
K BUS <input type="checkbox"/>	TOW TRUCK <input type="checkbox"/>	PASSENGER <input type="checkbox"/>	STAIRWAY <input type="checkbox"/>
GPU ASU <input type="checkbox"/>	TRANSLOADER <input type="checkbox"/>	DISPENSER <input type="checkbox"/>	WC BARREL <input type="checkbox"/>
ACU <input type="checkbox"/>	FORKLIFT <input type="checkbox"/>	Fuel <input type="checkbox"/>	DRINKING <input type="checkbox"/>
		WATER <input type="checkbox"/>	

OTHER (please specify) _____

TROLLEY **LUGGAGE** **PALLET** **CONTAINER**

OTHER (please specify) _____

Company using or owning the vehicle _____

Email (for subsequent notifications) _____

Make and model _____

Registration No. and/or Number Plate _____

Corporate No. _____

Access zones **MILITARY AIRCRAFT TAXIWAYS** **PERIMETERS** **AIRPORT TERMINALS**

RUNWAYS **ALITALIA TECHNICAL AREA**

Activation period **DAYTIME** **NIGHT TIME**

STAMP AND SIGNATURE OF THE LEGAL REPRESENTATIVE
--

FACSIMILE OF APPENDIX "A" Statement of unregistered vehicle maintenance -
maintenance agreement (record on the applicant's letterheaded paper)
AEROPORTI DI ROMA - ID CARD DEPARTMENT - ROME - CIAMPINO

RE: STATEMENT OF UNREGISTERED VEHICLE MAINTENANCE

The undersigned company hereby declares that the maintenance of the vehicle Is carried out (shall be carried out in the case of a vehicle first entering the fleet) regularly and continuously until the permit expiry date, based on the manufacturer's requirements and, in any case, according to the provisions of the current legislation, with specific, but not exclusive, reference to Legislative Decree 81/2008 and subsequent amendments and additions.

The undersigned company hereby declares that, for the aforementioned maintenance, a **MAINTENANCE AGREEMENT** is in place, in appendix, entered into with:

Specialist Firm:

with Registered Office at:

Vested with quality standards: ISO 9001 UNI 11414 UNI 11420 OTHER

in possession of the licences, authorisations and professional qualifications required to carry out the necessary maintenance activities.

The undersigned company hereby **appends:**

in the case of a vehicle already in possession of a vehicle pass or first application for issuance

- a) **a maintenance record** stating, for the vehicle concerned in the ordinary (scheduled/breakdown) and extraordinary maintenance procedures performed during the operating life of the vehicle until today's date, specifying at least the following information:
- Type of maintenance procedure carried out (scheduled/due to breakdown/extraordinary);
 - Date of performance of the maintenance procedure;
 - Detailed description of the maintenance procedure performed and/or of the parts of the vehicle that may be replaced;
 - Identification (Name, Surname, Company) of the individual performing the maintenance procedure.

The documentation referred to above must be guaranteed from the date of issuance of the latest pass until the date of submission of the application for the issuance of the new pass. For prior periods, where the maintenance record is unavailable, it is possible to submit a self-certification, pursuant to Article 76 of Presidential Decree no. 445 of 28.12.2000, of the company using the vehicle, attesting to the correct functioning of the vehicle and its compliance with the main original technical features, as at the date of issuance of the latest permit, according to the provisions of Article 71, paragraph 9 of Legislative Decree 81/08.

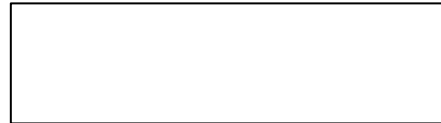
- b) **a prospectus** stating, for the vehicle concerned, the scheduled and planned maintenance procedures for the subsequent **two-year period**

in the case of a new vehicle

- a) **a prospectus** stating, for the vehicle concerned, the scheduled and planned maintenance procedures for the subsequent **two-year period**

The Undersigned hereby declares that he/she is aware of the criminal liabilities provided for by Article 76 of Presidential Decree No. 445 of 28.12.2000, in the case of a false statement.

STAMP AND SIGNATURE
OF THE LEGAL
REPRESENTATIVE



FACSIMILE OF AAPPENDIX “B” Unregistered vehicle maintenance statement:

commercial agreement of continuous maintenance (drawn up on the applicant's letterheaded paper) AEROPORTI DI ROMA - ID CARD DEPARTMENT - ROME-CIAMPINO

RE: STATEMENT OF UNREGISTERED VEHICLE MAINTENANCE

The undersigned company hereby declares that the maintenance of the vehicle Is carried out (shall be carried out in the case of a vehicle first entering the fleet) regularly and continuously until the permit expiry date, based on the manufacturer's requirements and, in any case, according to the provisions of the current legislation, with specific, but not exclusive, reference to Legislative Decree 81/2008 and subsequent amendments and additions.

The undersigned company hereby declares that, for the aforementioned maintenance, a **COMMERCIAL AGREEMENT OF CONTINUOUS MAINTENANCE** is in place, appended hereto, entered into with:

the specialist Firm:

with Registered Office at:

Vested with quality standards: ISO 9001 UNI 11414 UNI 11420 OTHER _____

in possession of the licences, authorisations and professional qualifications required to carry out the necessary maintenance activities.

The undersigned company hereby **appends:**

in the case of a vehicle already in possession of a vehicle pass or first application for issuance

- a) **a maintenance record** stating, for the vehicle concerned in the ordinary (scheduled/breakdown) and extraordinary maintenance procedures performed during the operating life of the vehicle until today's date, specifying at least the following information:
- Type of maintenance procedure carried out (scheduled/due to breakdown/extraordinary);
 - Date of performance of the maintenance procedure;
 - Detailed description of the maintenance procedure performed and/or of the parts of the vehicle that may be replaced;
 - Identification (Name, Surname, Company) of the individual performing the maintenance procedure.

The documentation referred to above must be guarantee as of the date of issuance of the latest pass until the date of submission of the application for the issuance of the new pass. For prior periods, where the maintenance record is unavailable, it is possible to submit a self-certification, pursuant to Article 76 of Presidential Decree no. 445 of 28.12.2000, of the company using the vehicle, attesting to the correct functioning of the vehicle and its compliance with the main original technical features, as at the date of issuance of the latest permit, according to the provisions of Article 71, paragraph 9 of Legislative Decree 81/08.

- b) **a prospectus** stating, for the vehicle concerned, the scheduled and planned maintenance procedures for the subsequent **two-year period**

in the case of a new vehicle

- a) **a prospectus** stating, for the vehicle concerned, the scheduled and planned maintenance procedures for the subsequent **two-year period**

The Undersigned hereby declares that he/she is aware of the criminal liabilities provided for by Article 76 of Presidential Decree No. 445 of 28.12.2000, in the case of a false statement.

STAMP AND SIGNATURE OF
THE LEGAL REPRESENTATIVE



FACSIMILE OF APPENDIX "C" Statement of unregistered vehicle maintenance - technical department within the company (record on the applicant's letterheaded paper)

AEROPORTI DI ROMA - ID CARD DEPARTMENT - ROME - CIAMPINO

RE: STATEMENT OF UNREGISTERED VEHICLE MAINTENANCE

The undersigned company hereby declares that the maintenance of the vehicle is carried out (shall be carried out in the case of a vehicle first entering the fleet) regularly and continuously until the permit expiry date, based on the manufacturer's requirements and, in any case, according to the provisions of the current legislation, with specific, but not exclusive, reference to Legislative Decree 81/2008 and subsequent amendments and additions.

The undersigned company hereby declares that, for the definition and scheduling of the aforementioned maintenance, a TECHNICAL DEPARTMENT WITHIN THE COMPANY is used, located at: _____

(Please specify below whether the aforementioned department carries out the maintenance procedures in its own workshops and/or whether it uses specialist firms)

to execute maintenance procedures, it uses its own vehicle maintenance workshop located in:

_____ and possesses of the licences, authorisations and professional qualifications required to carry out the necessary maintenance activities, as well as the following quality standards.
 ISO 9001 UNI 11414 UNI 11420 ALTRI _____

it uses the following specialist firms:

FIRM 1

company name: _____ registered office located in: _____

in possession of the following quality standards: ISO 9001 UNI 11414 UNI 11420 OTHER _____

in possession of the licences, authorisations and professional qualifications required to carry out the necessary maintenance activities.

FIRM 2

company name: _____ registered office located in: _____

in possession of the following quality standards: ISO 9001 UNI 11414 UNI 11420 OTHER _____

in possession of the licences, authorisations and professional qualifications required to carry out the necessary maintenance activities.

FIRM 3

company name: _____ registered office located in: _____

in possession of the following quality standards: ISO 9001 UNI 11414 UNI 11420 OTHER _____

in possession of the licences, authorisations and professional qualifications required to carry out the necessary maintenance activities.

The undersigned company hereby **appends:**

in the case of a vehicle already in possession of a vehicle pass or first application for issuance

- a) **a maintenance record** stating, for the vehicle concerned in the ordinary (scheduled/breakdown) and extraordinary maintenance procedures performed during the operating life of the vehicle until today's date, specifying at least the following information:
- Type of maintenance procedure carried out (scheduled/due to breakdown/extraordinary);
 - Date of performance of the maintenance procedure;
 - Detailed description of the maintenance procedure performed and/or of the parts of the vehicle that may be replaced;
 - Identification (Name, Surname, Company) of the individual performing the maintenance procedure.

The documentation referred to above must be guarantee as of the date of issuance of the latest pass until the date of submission of the application for the issuance of the new pass. For prior periods, where the maintenance record is unavailable, it is possible to submit a self-certification, pursuant to Article 76 of Presidential Decree no. 445 of 28.12.2000, of the company using the vehicle, attesting to the correct functioning of the vehicle and its compliance with the main original technical features, as at the date of issuance of the latest permit, according to the provisions of Article 71, paragraph 9 of Legislative Decree 81/08.

- b) **a prospectus** stating, for the vehicle concerned, the scheduled and planned maintenance procedures for the subsequent **two-year period**

in the case of a new vehicle

- a) **a prospectus** stating, for the vehicle concerned, the scheduled and planned maintenance procedures for the subsequent **two-year period**

The Undersigned hereby declares that he/she is aware of the criminal liabilities provided for by Article 76 of Presidential Decree No. 445 of 28-12-2000 , in the case of a false statement.

STAMP AND SIGNATURE
OF THE LEGAL
REPRESENTATIVE

CHECKLIST no. 1 - REGISTERED VEHICLES

Date of Application:

Application identification

Date of Submission to the Control Operator:

Company:

Application Type:

Registration Number:

Make / Model:

Verification Date:

Corporate Number:

Serial Number:

Verifier:

	Compliant	Non-compliant	NOT APPLICABLE	VERIFICATION DATE OF CORRECTIVE
VISUAL CHECK (paragraph 5.1.1, Appendix 6.2 of the Airport Regulations)				
1 EQUIPPED WITH MARTIME FIRE WALL				
2 EQUIPPED WITH DAYLIGHT SIGNALS (Corporate logo, white and red chequered flag, corporate number)				
3 NIGHT-TIME SIGNAL EQUIPMENT AND FUNCTIONALITY (fixed red flight lights)				
4 GENERAL CONDITION OF THE VEHICLE (absence of clearly visible damaged and/or missing parts, damaged door handles, sharp, bent and/or rusty parts of the car bodywork, missing rear-view mirrors or windscreen wipers)				
5 INTEGRITY AND STATE OF WEAR OF TYRES				
ADDITIONAL CHECKS				
1 COMPLIANCE WITH M.C.T.C. [ITALIAN DRIVER AND VEHICLE LICENSING AGENCY] REVIEW [Documentary Check]				
2 COMPLIANCE WITH PERIODIC CHECKS ON HOISTING EQUIPMENT (for example: crates, flight platform, etc.) [Documentary Check]				

NOTES

VERIFICATION RESULT: POSITIVE

NEGATIVE PERMIT No.: _____ APPLICATION SUSPENDED ON [DATE]: / / _____

Control Operator:	<input style="width: 90%;" type="text"/>	Verification Manager:	<input style="width: 90%;" type="text"/>
	Name and signature		Name and signature

CHECKLIST no. 2 UNREGISTERED VEHICLES

Date of Application:	
Date of Submission to Operator	
Company:	
Make / Model:	
Corporate Number:	
Serial Number:	

Application	
Type:	
Application Type:	
Verification Date:	
Verifier:	

	Compliant	Non-compliant	NOT APPLICABLE	VERIFICATION DATE OF CORRECTIVE ACTIONS
VISUAL CHECK (paragraph 6.1.1, Appendix 6.2 of the Airport Regulations)				
1 EQUIPPED WITH MARTIME FIRE WALL				
2 EQUIPPED WITH DAYLIGHT SIGNALS (Corporate logo, white and red chequered flag, corporate number)				
3 NIGHT-TIME SIGNAL EQUIPMENT AND FUNCTIONALITY (fixed red flight lights)				
4 PRESENCE / INTEGRITY OF EMERGENCY STOP BUTTON (WHERE PROVIDED)				
5 FIRE EXTINGUISHER (WHERE PROVIDED) present, load with valid two-weekly control and three-yearly review				
6 ABSENCE OF EVIDENTLY MISSING AND/OR DAMAGED PARTS (for example: rear-view mirrors, petrol cap, windshield wipers)				
7 INTEGRITY AND STATE OF WEAR OF TYRES				
8 CONDITION MOBILE PARTS (for example: doors, windows, sides, bonnet)				
9 PRESENCE OF NUMBER PLATE WITH EC LOGO				
10 GENERAL CONDITION OF THE VEHICLE (absence of clearly visible damaged and/or missing parts, damaged door handles, sharp, bent and/or rusty parts of the car bodywork, missing rear-view mirrors or windscreen wipers)				
11 INTEGRITY OF THE INTERNAL CABIN (for example: seat upholstery, command levers, push buttons)				
12 ABSENCE OF EXTERNAL FOREIGN BODIES (for example: plastic, adhesive strip)				
13 INTEGRITY OF LIGHTS				
ADDITIONAL CHECKS				
1 CONTROL OF STOPPING BRAKE LEVER (FOR TOWING VEHICLES)				

NOTES

VERIFICATION RESULT: POSITIVE

NEGATIVE PERMIT No.: _____ APPLICATION SUSPENDED ON [DATE]: ____ / ____ / ____

Control Operator:		Verification Manager:	
	Name and signature		Name and signature

CHECKLIST no. 3 TROLLEYS

LUGGAGE CARRIERS
 CONTAINERS
 PALLETS
 OTHER:

Date of Application:	
Date of Submission to Control Operator:	
Company:	
Make / Model:	
Corporate Number:	
Serial Number:	

Application identification No.	
Application Type:	
Verification Date:	
Verifier:	

		Compliant	Non-Compliant	NOT APPLICABLE	VERIFICATION DATE OF CORRECTIVE ACTIONS
	VISUAL CHECK (paragraph 7 of the Procedure Appendix 6.2 of the Airport Regulations)				
1	PRESENCE OF NUMBER PLATE WITH REGISTRATION NUMBER AND EC LOGO				
2	CONDITION OF WEAR OF WHEELS AND TYRES (for example: absence of wheels and abnormal use of tyres)				
3	ABSENCE OF FOREIGN BODIES (PLASTIC, ADHESIVE STRIP)				
4	FIXING OF SUPPORT ROLLERS ON THE CARGO AREA				
5	PRESENCE OF BLOCKS AND CONVEYOR ROLLERS				
6	TRAILER STOPPING LEVER				
7	STRUCTURAL INTEGRITY (METAL STRUTS, ANCHORAGE SUPPORTS)				
8	VISUAL CHECK OF BRAKING ELEMENTS (such as brake wedges)				
9	INTEGRITY OF THE FRAMEWORK AND WINDOW PANELS				
10	PRESENCE OF LATERAL SUPPORTS AND UPPER BUMPERS				
11	ABSENCE OF SHARP, MISSING AND/OR WORN OUT STRUCTURAL PARTS				
	ADDITIONAL CHECKS				
1	CONTROL OF STOPPING BRAKE LEVER				

NOTES

VERIFICATION RESULT: POSITIVE

NEGATIVE PERMIT No.: _____ APPLICATION SUSPENDED ON [DATE]: / /

Control Operator:		Verification Manager:	
	Name and signature		Name and signature