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EDITIONS AND REVISIONS

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1	5 - Regulatory update	13/02/2019
2	0 - Full Document	01/12/2020

1 GLOSSARY

DEFINITIONS	DESCRIPTION
PNS - *Programma Nazionale per la Sicurezza* [National Safety Programme] for civil	The Programme aims to define the responsibilities for implementing the common basic standards referred to in Article 4. Reg. 300/2008
ENAC	*Ente Nazionale per l'Aviazione Civile* [Italian Civil Aviation Authority]
Airside	Manoeuvring area of an airport, adjacent land and buildings, or parts thereof, access to which is limited.
Sterile Area (Security Restricted Area)	Part of the airside area where, in addition to access restrictions, additional security measures are taken.
Critical Parts of Sterile Areas	At least all parts of an airport to which screened departing passengers have access, as well as those parts through which screened departing hold baggage can pass or where it can be stored, unless it concerns protected baggage for security purposes. An aircraft, bus, baggage trolley or other means of transport, or a telescopic gangway, are considered part of an airport. At Fiumicino airport, the Sterile Area and the Critical Parts of the Sterile Areas coincide with the Airside area.
Landside area	Parts of the airport, adjacent land and buildings or parts of buildings that are not within the airside area.
Manoeuvring Area	Part of the airport used for take-off, landing and ground movement of aircraft with the exception of aprons.

Apron Area	Part of the airport intended for the movement of aircraft on the ground and for their parking.

DEFINITIONS	DESCRIPTION
APRON - Aircraft Ramp	Portion of airport grounds (airside) intended for the parking of aircraft and for embarkation/disembarkation of passengers and goods and their preparation for departure.
Airport Operator	The individual entrusted, under the control and supervision of ENAC, along with other activities or exclusively, with the task of administering and managing, according to criteria of transparency and non-discrimination, the airport infrastructures and coordinating and controlling activities of the various private operators present within the airport or within the airport system in question. ADR S.p.A. is the Airport Operator for Fiumicino Airport
Applicant entity	Company/Entity authorised to apply for airport entry ID cards (*tesserini di ingresso in aeroporto* - TIA)
TIA - *Tesserino di Ingresso in Aeroporto* (Airport Entry ID	This refers to a valid card that allows access to the specific area.
Country of residence	This refers to the country in which a person has resided continuously for at least six months.
Discontinuation in the report of studies or employment.	Refers to a discontinuation lasting longer that 28 days.

2 REGULATORY FRAMEWORK

Regulation of the Parliament and Council 300/2008
EU Regulation 2015/1998
Navigation Code Article 718
National ENAC SEC05A Circular Civil Aviation Security Programme
Security Training Manual

3 APPLICABILITY

The provisions of this procedure apply, for the issuance of an airport entry ID card (*tesserino di ingresso in aeroporto* - TIA), to anyone intending to access, even temporarily, the landside and airside areas of the airport as identified in point 1.2.5.1.2. of the PNS (National Security Programme), for a "legitimate reason".
"Legitimate reason" as regards people, refers to travel, work, training, information/education:
a) travel is associated with boarding, as a passenger, escort or crew, on a flight that is scheduled to depart from the airport within the hours following access to the security restricted area;
b) work refers to any activity for which the person is employed and which must be carried out within the areas where the person is accessing and during the period in which the person is accessing; this includes, for example, tasks performed by emergency services and contractors or inspection tasks related to public institutional activities;

c) training is any training activity associated with tasks that must be carried out or to be carried out in the future within these areas once the training period has ended and, therefore, access to these areas is required to acquire knowledge and familiarity with the areas in question. matter, or activities taking place in the area;

d) information/education includes escorted visits for visitors who need to acquire knowledge and understanding of airport activities for specific reasons, for example, for those involved in the development and drafting of aeronautical legislation who must necessarily view the airport environment. School visits are also included, as well as tourist and similar initiatives organised by the operator subject to approval by the competent authority.

The airport entry ID card must be displayed by the holder in a visible way and for the entire period in which he/she is in the airport areas. The use of the TIA is strictly and exclusively connected to the performance of work **at the airport where it was issued**.

An electronic "access control" system is active at the airport which, in accordance with the provisions of the National Civil Aviation Security Programme, allows people other than passengers holding an airport ID card (TIA) to open certain doors and/or turnstiles placed to safeguard controlled access areas.

An essential prerequisite of the system in terms of airport security is the absolute prohibition of *"queuing"* and/or *"multiple passages"* of persons other than passengers, each of whom must trace their own passage.

Each person other than passengers, once the door has been opened using the TIA, will have to wait for it to close completely in order to prevent fraudulent use thereof by passengers and/or unauthorised third parties.

Any anomalies and illicit uses must be promptly reported to the police.

4 ENTITIES IN CHARGE

ENAC - Lazio Airport Directorate

ENAC is responsible for the supervisory and control activities relating to the correct application of the provisions of this procedure and in the procedure for the issue of airport entry badges for people, adopted by the airport operator.

The aforementioned supervisory and control activity is to be carried out through sample inspections according to programmes prepared by the competent airport management.

To this end, ENAC is guaranteed access to the database of the airport operator's registration office.

State Police Department

The airport office of the State Police is responsible for ascertaining any criminal records in all the states of residence at least during the last 5 years.

Airport Operator

The Airport Operator, via its ID Card Issuing Office, is responsible for the procedure for issuing the personal entry ID card, with specific reference to:

a) completeness and compliance of the request submitted by the applicant;
b) the existence of a legitimate reason related to operational needs at the entrance to the regulated areas (staff who work permanently in the terminal) and to the security restricted areas (in compliance with the provisions of point 1.2.1.1.**1**.);
c) type of ID card to be issued based on the application and operational needs, in relation to the configuration of the airport areas reported in the programme for

airport security;

d) submitting the applicant's data to the Border Police Department locally competent for ascertaining any criminal records in all the states of residence at least during the last 5 years;
e) the issuance of the entry ID card at the airport, in the event of a positive outcome of the background check (point 1.2.3.1 of Implementing EU Regulation 2015/1998), providing for the delivery thereof after fulfilling the requirements of the issuing procedure (as of 31 December 2021, enhanced background checks are introduced for certain categories of operators in accordance with point 11.1.3. of Implementing EU Regulation 2019/103;
f) rejection of the application in the event of a negative outcome of the background check (point 1.2.3.1 of Implementing EU Regulation 2015/1998);
g) creation and management of the archive and documentation relating to people's entry into the airport.
h) The airport operator must therefore prepare a specific procedure governing the procedure for issuing tickets valid at the entrance to the airport for people.

The Manager guarantees, at all times, access to the database of the Registration Office for ENAC security inspectors.

5 APPLICANT ENTITIES

The applicant is solely responsible for the accuracy and truthfulness of the information and data specified in the application, being aware of the responsibilities provided for, specifically, by Article 76 of Presidential Decree 445/2000 and subsequent amendments and additions.
All public and private parties concerned (authorities/state bodies, airport operators, commercial operators, sub-licensees, sub-contractors, suppliers, etc.) who request access to airport areas must prove the existence of a legitimate reason.
The Applicant is required to notify the ID Card Issuing Office of any changes relating to the Company, the organisation, the administrators, the corporate purpose, etc., such as to compromise the maintenance of the requirements that led to the issue of permits.
Aeroporti di Roma, the Ground Handling Service Providers and/or Self-Handlers referred in Legislative Decree 18/99 (certified according to categories 2 and/or 3, or certified for categories 5.7 and 11 with more than 100 employees on fixed-term contracts) must appoint one or more persons, for a maximum of 5, designated to submit the requests, sending their names and related documents to the ID Card Issuing Office which must be informed of any changes.

Said entities may apply for an airport entry ID card for:

- their employees;
- employees of the companies with which contractual relationships are in place (procurement, subcontracting or supply contracts). In the latter case, it will be necessary to submit a copy of the contract to prove the legitimate reason for access.

Persons belonging to the Entities and/or Companies listed below are authorised to submit an application for the issuance of an airport entry ID card:

- State Bodies
- Airport Operator Company
- Air navigation service supplier (E.N.A.V.)
- Airlines
- Sub-Licensees

- Ground handling service providers, both for categories certified pursuant to Legislative Decree No. 18 dated 13 January 1999, certified by ENAC and for categories not subject to certification (such as self-handling carriers and service providers referred to in category 1 of the aforementioned decree);
- Self-Handler Ground Handling Services
- Aviation maintenance firm not subject to certification (as per category 8 of Legislative Decree 18/99)
- Appointed Security Companies
- Known Supplier of Airport Supplies
- Ambassadors
- Diplomatic Representatives
- Customs Officers and Customs Assistants
- Customs Agents and Shipping Company Employees
- Service Provider Companies under contract.

6 TYPE OF AIRPORT ID CARDS

The following types of airport entry ID cards are provided for:

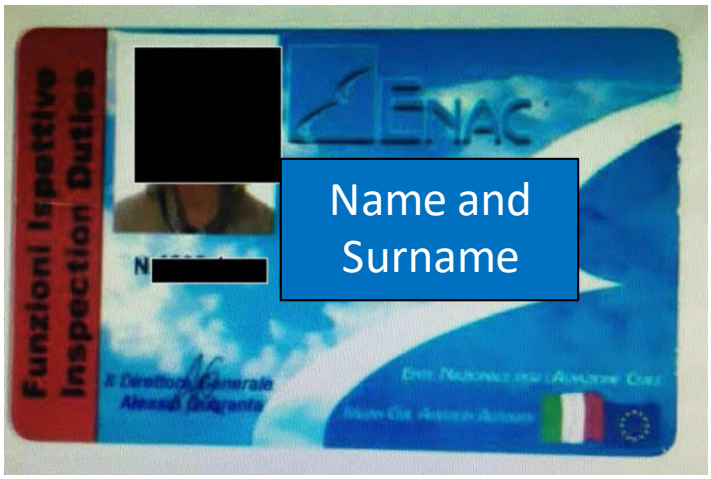
- **ID Card with photo** digitalised by the airport operator and issued to staff who work permanently at the airport, including State Bodies, with a maximum validity of five years. However, in the case of a contract/subcontract, the duration of the airport ID card may not exceed the shortest deadline resulting from the verification of the duration of the contract/subcontract and the duration of the employment contract, with the exception of the cases provided for in this procedure.
- **Escorted access ID card without photo (VISITOR ID card).**

The following ID cards also enable access to the sterile area:

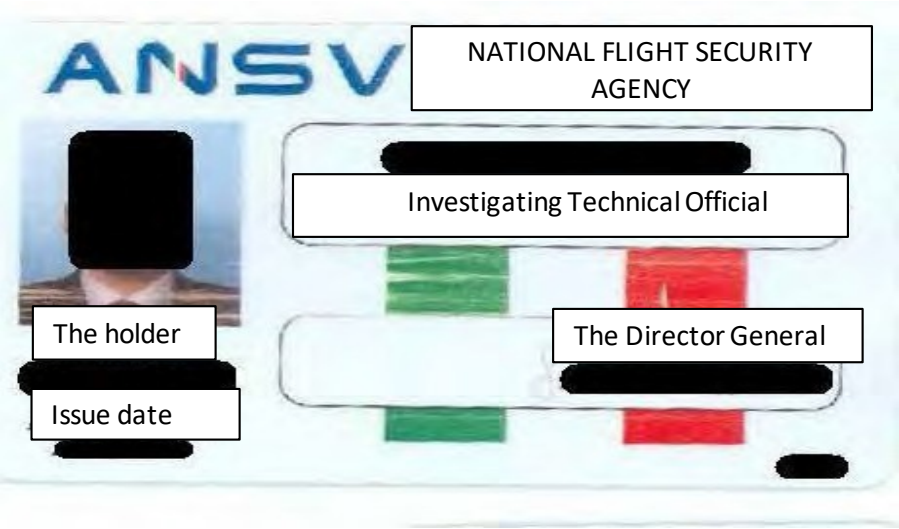
- **Multi-service ID card with red side band** issued by ENAC to staff carrying out inspection tasks.

- **Identification ID card issued by** ***Agenzia Nazionale per la Sicurezza del Volo*** - ANSV (Italian National Agency for Flight Security) to its staff responsible for carrying out investigations and to the Chairman.

Facsimile of multiservice ID card with red side band issued by ENAC



ANSV ID card facsimile



7 ID CARD MODELS AND COLOURS

The PNS provides for the issuance of an entry ID card at Italian national airports that allows access only to the areas of the airport where the holder carries out his/her work.
Below is a table describing the colours and access areas:

Colour	Access Area
Red	All Areas
Green	External airside, internal access and air navigation infrastructure
Blue	Internal airside
White	Escorted access
Yellow	Non-sterile area
Orange	Diplomats

The **yellow** "**non-sterile areas**" entry ID cards are provided to staff of sub-licensees who work in the landside area as defined by EC Regulation no. 300/2008.

The ID card issued for access to the critical parts of security restricted areas must also identify a specific AREA or AREAS of the airport to which the holder has the right to access.

These areas are identified through the use of one or more numbers as listed below:

No	**Access Area**
1	All Areas
2	Internal area or areas of critical parts (departure halls, piers and internal other buildings) with the exception of the areas referred to in number 3 below
3	Baggage handling areas
4	Cargo areas
5	Aircraft and their adjacent areas
6	Aprons
7	Manoeuvring Area
8	Air navigation service infrastructure

It should be noted that area 6 (aprons) also includes the airport perimeter. Access to the perimeter is allowed, for the time strictly necessary, exclusively for service reasons.

For greater understanding, a colour facsimile of the layout of the airport entry ID card and of the "visitor" ID card is appended to this procedure (appendices 10, 11, 12 and 17).

It should be noted that the **RED 1** ID card can only be requested for the following categories of entities:

- Law Enforcement, Fire Brigade, State Bodies with functions of Navigation Police, Air Health;
- Inspection staff of the Ministry of Labour and the Italian National Health Service (ASL - Local Health Authorities);
- Executives of the following companies who work permanently at the airport:
  - ADR Group
  - ENAV
  - CNA
  - Ground assistance service providers
- Security officers of the ADR Group, ENAV, CNA, Ground Handling Service Providers and Security Companies;
- ADR Airport Manager;
- Airport emergency staff (doctors, paramedics, rescue drivers);
- Operational safety staff (follow-me and ADR operational safety officers);
- ADR staff with strictly operational duties of Safety Management System, Occupational Safety, Operation and Maintenance, Development and Infrastructure, Engineering Project Management, Infrastructure and Network Services;
- Airport managers of air navigation companies with a power of attorney for airport managers pursuant to the Navigation Code;
- Area heads of ADR Security reported by that company;
- Officers of the Alitalia Security Unit.

It should also be noted that the following staff shall be issued with a **BLUE 2** ID card:

- Sub-licensees for commercial businesses located in a sterile area;
- Contractors of works, supplies and services operating on behalf of the Operator/Provider of ground assistance services/CNA/Sub-licensees of commercial establishments (primary entity) who, in order to carry out their duties, need to access the Critical area Terminals.

As regards the latter category, where, on the basis of needs (duration and type of work) the contractor (secondary entity) needs to access the terminal premises via the Apron, or the type of intervention cannot be managed through access via landside, express authorisation must be requested to access via the Apron area.
The primary subject with direct relations with the Operator shall coordinate with the latter to define the methods and times. In turn, the ADR contact person coordinates with the Terminal and Movement Area manager in order to verify compliance with internal procedures, providing the ID Card Issuing Office with explicit authorisation to request a Green 2-6 ID card, the validity of which cannot exceed actual duration of the activities.

Any requests for exemptions must be sent by certified email to the Lazio Airport Management, on the applicant's letterheaded paper, specifying the reasons, the task and the type of activity to be carried out throughout the airport grounds, for the assessment and possible acceptance by said body.

8 PROCEDURE FOR ISSUING AIRPORT ENTRY ID CARDS

8.1 GENERAL CRITERIA

All applications for an airport entry ID card in typewritten or block capitals format, according to the appended forms, must be sent to the airport operator via WEB, at least **10 working days** prior to the date as of which access must be guaranteed.
Applications are forwarded via the WEB to the ID Card Issuing Office. The web service can be access after accreditation. For information and access procedures, please visit the website **www.adr.it.**
In the event of requests for clarification from the ID card issuing office on the files entered via the WEB, if the company does not respond within 6 months, the file shall be automatically cancelled and it will be necessary to resubmit the documentation as for the first application.
Once the application for an airport entry ID card has been obtained from the applicant, ADR shall arrange for the preliminary phase that precedes the issuance.
It is noted that, for the purposes of issuing the TIA, the background check by the State Police/Air Border Police Office is a fundamental requirement. The TIA will be issued only if the background check is ID carded.

At the time of first issuance, the airport operator shall ensure and provide, at the same time as the airport safety training, the **information** on the methods of access and the infrastructural characteristics of the airport and the telephone security contact details in case of events relevant for security purposes.
The permit may be issued, following payment of the fee specified by the operator, up to a maximum of 6 months from the date of the application, after which it will be necessary to resubmit the entire documentation.
At the time of first issuance, the TIA can only be delivered to the holder following presentation of a valid identity document.
In the event of **renewal**, the TIA can be collected by **staff of the same company** following delivery of a
power of attorney on a copy of the identity document of the holder of the aforementioned ID card.
A **new TIA** cannot be issued, provided that any previous airport ID card (be it expired or valid) has not been previously or simultaneously returned.
The Rome Airport ID Card Issuing Office is located in the Epua 1 building and is open on the following days and times: Mon-Fri 08:15/15:45, continuously.

9 DOCUMENTATION TO BE SUBMITTED FOR THE ISSUANCE/RENEWAL OF AIRPORT ENTRY ID CARDS

The airport entry ID card can be issued following submission, to the ID Card Issuing Office via WEB, of the following documentation:

a) **Application** on letterheaded paper (Appendix 1);

b) Legible photocopy of a valid **Identity Document** of the person/persons for whom the ID card is requested;

c) in the event of renewal and/or amendment of the previous TIA, a **copy of the TIA held**;

d) a copy of the certificate of attendance on a security training course, in compliance with the provisions of the Security Training Manual adopted by ENAC. The issuance of an airport ID card that does not authorise access to the sterile area (**yellow coloured** point 1.2.5.1.**2** of the national civil aviation security programme) requires the security training course referred to in category **A14 of the aforementioned Manual**.

Category A13 is not required if one of the following categories is held: A1, A4, A5, A11, A12, A12-*bis*, by those who have completed the training process and have obtained a certification, if applicable. It is understood that, upon issuing the TIA, the certificate must be valid. The certificate will be accepted only if issued by instructors who appear in the list of "certified security instructors" published on the ENAC website.
The certification of a person's training in a Member State is recognised in Italy following confirmation by the competent authority of the actual acquisition of skills. The security certificate will be accepted only if the name of the person who provided the course is included in the list of instructors certified by ENAC.

The expiry of the validity of the security course does not result in the forfeiture of the ID card, given that it is the employer's responsibility to verify its validity. **In the event of discontinuation of work and/or in cases in which skills have not been exercised for more than 6 months, it will be necessary to carry out a "recurrent training" course.** The certificate of attendance on the security course is strictly personal and monitors the employee.
Below is the summary table of the courses and the duration of periodic training:

CATEGORY	TRAINING
A1	Annual
A4	Annual
A5	Annual
A11	Annual
A12	Every Three Years
A12-BIS	Every Five Years
A13	Every Five Years
A14 (yellow-coloured ID cards	Every Five Years

e) A copy of the certificate of attendance of an Airport Safety training course in compliance with the provisions of EU Regulation no. 139/2014, part ADR.OR.D.017, i):

- **YELLOW or BLUE-coloured ID cards Airport Safety Course Module 1**
  Rules of Conduct and Airport Emergency Management
- **GREEN or RED-coloured ID cards Full Airport Safety Course**
  - Module 1 Rules of Conduct and Airport Emergency Management
  - Module 2 Airside Safety

If a valid certificate is held from the Rules of Conduct and Airport Emergency Management course, it shall suffice to complete only Module 2 Airside Safety.

It is understood that, upon issuing the TIA, the certificate must be valid. For the training of their staff, entities and companies operating at the airport may require

ADR to qualify their instructors according to the criteria set out in the Airport Manual, Part B, Paragraph 3.2.2.
For information and methods of delivering courses, please visit the website www.adr.it on page: http://www.adr.it /bsn-training (percorso: home/per il business/training)

f) **Declaration of residence and declaration** relating **to professional activity, studies and any interruptions (Appendix 14)** of more than 28 days in the last 5 years in accordance with the procedures set out in the Decree of the President of the Republic No. 445 dated 28 December 2000 and subsequent amendments; in this document, the party concerned also declares, assuming responsibility, that, during the interruption periods, he/she has not carried out any conduct and/or action contrary to safety, to be drawn up by the person for whom the airport ID card is requested. The declaration must also certify the residence of the party concerned relating to at least the last five years, in accordance with the procedures set out in aforementioned Presidential Decree 445/2000 and subsequent amendments and additions. For those whom, in the last five years, have resided abroad, even for a period of time, a certification or attestation is required, issued by the competent authority of the foreign State, accompanied by a translation into Italian authenticated by the Italian consular authority, certifying compliance with the original, that he/she has not received criminal convictions and that he/she is not the recipient of measures concerning the application of safety measures and preventive measures, civil decisions and administrative measures registered in the criminal record and that he/she is not aware of being subject to criminal proceedings (Appendix 14). Notwithstanding the foregoing, the Operator has the right to request further documentation in order to ascertain residence of the last 5 years.

g) In the event of unavailability of **INPS/INAIL** positions (Appendix 1), the **UNILAV Form** or other equivalent documentation certifying the regularity of contributions (such as, for example, a pay slip) must be submitted. In the case of foreign workers NOT hired in Italy, a copy of the insurance policy to cover accidents at work (Social Accident Insurance) must be attached.

It is the responsibility of the Employer to verify the validity of the security and safety courses for employees.

10 ADDITIONAL DOCUMENTATION TO BE SUBMITTED BY APPLICANT ENTITY CATEGORY

10.1 STATE BODIES

For staff belonging to the police forces referred to in Article 16 of Law 121/81 in service at the airport which, according to the respective regulations, is obliged to carry a police-issue firearm, an ID card shall be issued with the addition of the text "**EXEMPT FROM SECURITY CONTROLS by P.N.S.**", as well as any indication of the introduction of prohibited objects (see Chapter 18 below). The Police Forces shall be responsible for specifying, in the application, the names for which such exemption is requested and the entry of prohibited items into the security restricted area.

The staff of the Customs Agencies are also exempt from security checks, given that they continuously carry out an activity to combat drug trafficking that are part of a specific list of names presented by the Customs and Monopolies Agency.
Lastly, staff of the Fire Department in operational airport service are exempt from security checks.
For both categories, a ID card shall be issued with the addition of the text **"EXEMPT**

SECURITY CHECKS by P.N.S. [State Police]".

The Police Forces and State Bodies are not obliged to submit the documentation specified in Chapter 9, section g).

10.2 Staff managed directly by AEROPORTI DI ROMA and by GROUND ASSISTANCE and/or SELF-HANDLER SERVICE PROVIDERS as per Legislative Decree 18/99 (certified according categories 2 and/or 3, or certified for categories 5.7 and 11 with over 100 employees on a fixed-term contract).

These individuals must submit, **in addition** to the provisions of Chapter 9:

- the "Employer's Self-Declaration" with the declarant's document attached (Appendix 2 for first release or Appendix 3 for TIA reactivation for fixed-term contract staff).

The **validity** of the airport entry ID cards shall be as follows**:**

- **Open-Ended Contract:** 5 years
- **Fixed-Term Contract:** 2 years. The background check by the State Police is repeated after the two years have elapsed.
  Within 2 years, following any termination of the employee's fixed-term employment contract, the airport entry ID card shall be automatically disabled for access by the system. Also within 2 years, in order to reactivate the TIA, the applicant must send to the ADR ID card issuing office:
  - ✓ the application form (Appendix 1) with the indication of the new termination of the employment contract and, if available, the INPS/INAIL position or the UNILAV form or other equivalent documentation certifying the regularity of contributions (such as, for example, a pay slip);
  - ✓ the self-declaration of the Employer with appended the document of the declarant (Appendix 3);
  - ✓ in the event of termination of the employment contract for more than 28 days, the professional declaration, education and training (Appendix 14);
  - ✓ in the event of termination of the employment contract for more than 6 months, the certificate of "recurrent training" of the security course.

Ground Handling Service providers, subject to certification, **exclusively for their own staff**, can specify, in the application form, **the type of qualification** required for carrying out their activities:

- check-in agent
- ramp agent
- single airport operator (*operatore unico aeroportuale* - OUA)

10.3 E.N.A.V., CNA, GROUND ASSISTANCE SERVICE PROVIDERS (not included in point a), GROUND ASSISTANCE SELF-HANDLER SERVICE PROVIDERS and SECURITY COMPANIES

These individuals, including those previously authorised by ENAC to operate at the airport, must present, **in addition** to the provisions of the previous Chapter 9:

- the self-declaration of the employer with appended the document of the declarant (Appendix 4);

The **validity** of the green-coloured airport entry ID card for areas 2, 3, 4, 5 and 6, shall be as follows**:**

- **Open-Ended Contract:** 5 years
- **Fixed-Term Contract:** based on the term of the employment contract.

The CNA and Ground Handling Service providers, subject to certification, **exclusively for their own staff**, can specify, in the application form, **the type of qualification** required for carrying out their activities:

- check-in agent
- ramp agent
- single airport operator (*operatore unico aeroportuale* - OUA)

10.4 AVIATION MAINTENANCE FIRMS NOT SUBJECT TO CERTIFICATION (as per category 8 of Legislative Decree 18/99) AND AIRPORT SERVICE PROVIDER NOT SUBJECT TO CERTIFICATION (pursuant to point 13.1 of ENAC Circular APT 02B as per category 1 of Legislative Decree18/99 – ENAC-EME-579-P-30/07/2020 note)

These individuals must submit, **in addition** to the provisions of Chapter 9:

- the "Employer's Self-Declaration" with appended the document of the declarant (Appendix 4);
- agreement with the airline operating at the airport.

Maintenance companies and **Airport Service Providers not subject to certification** must have signed the Agreement with the Airport Operator and be included in a special list drawn up by Aeroporti di Roma.
If the activity regulation agreement with the Manager lapses, the ID card access areas shall be changed based on any other agreements with ADR (e.g., sub-licensing of spaces).

The **validity** of the airport entry ID cards shall be as follows**:**

- **Open-Ended Contract:** based on the validity of the agreement with the airline*.
- **Fixed-Term Contract:** based on the validity of the agreement with the airline* or on the employment contract, if shorter.

*If the contract does not indicate the expiry date, the ID card will be issued for a maximum of one year.

10.5 SUB-LICENSEES

Sub-Licensees, i.e., companies with a sub-licence agreement for spaces to be used for the exercise of commercial activities and state property stipulated with the airport operator, must submit, in addition to the provisions of Chapter 9, the "Employer's Self-Declaration" with the declarant's document attached (Appendix 4).

The **validity** of the airport entry ID cards shall be as follows**:**

- **Open-Ended Contract**: the validity cannot exceed the expiry of the sub-licence or the term of the employee's employment contract, if shorter.
- **Fixed-Term Contract**: the validity will be equal to the term of the contract.

In the case of procurement/supply agreements by sub-licensees, the **ID card cannot be issued for a period exceeding twelve months.**

10.6 KNOWN SUPPLIER OF AIRPORT SUPPLIES

These individuals will need to submit, in addition to the provisions of Chapter 9:

- the "Employer's Self-Declaration" with appended the document of the declarant (Appendix 4).

In the event that they use third-party transporters, included in the Safety Programme sent to the operator, they must also submit:

- the "Employer's Self-Declaration" with appended the document of the declarant (Appendix 4);
- a copy of the transport agreement.

The **validity** of the airport entry ID cards shall be as follows**:**

- **Open-Ended Contract:** the validity shall be equal to the validation expiry date.
- **Fixed-Term Contract:** the validity of the ID card cannot, in any case, exceed the shorter expiry date resulting from the verification of the duration of the validation and the employee's employment contract.

The **validity** of the airport entry ID cards for transporters shall be as follows**:**

- **Open-Ended Contract:** the validity shall be equal to the validation deadline or shorter, based on the term of the transport agreement.
- **Fixed-Term Contract:** the validity of the ID card cannot, in any case, exceed the shorter expiry date resulting from the verification of the duration of the validation, the employee's employment contract and the transport agreement.

10.7 AMBASSADORS

Applications must be sent to the following email address: **cerimoniale@enac.gov.it**. The person holding the office of S.E. Ambassador (or Mission Chief) shall be issued with an airport entry ID card (colour **Orange 2)** upon submission of the authorisation of the competent ENAC Department, following receipt of the following documentation:

- **Minutes** on the Embassy's letterheaded paper;
- a copy of the **Ministry of Foreign Affairs ID card** specifying the type and duration of the assignment.

Ambassadors are not required to submit the documentation specified in Chapter 9, sections a), e), f) and g).
The **validity** of the airport entry ID card for **Ambassadors** shall be equal to or less than 5 years, based on the duration of the assignment specified on the Ministry of Foreign Affairs ID card.

Embassy employees must submit a copy of the identity document of the person, possibly a Ministry of Foreign Affairs ID card or, alternatively, a copy of the passport and any residence permit (in the cases provided for by the regulations in force) and are not required to submit the documentation specified in Chapter 9, sections a) and g).

The **validity** of the airport entry ID card for **Embassy employees** shall be equal to or less than 1 year, based on the duration of the assignment.

10.8 DIPLOMATIC REPRESENTATIVES

Applications must be sent to the following email address: **cerimoniale@enac.gov.it**. Authorised persons shall be issued with an airport entry ID card of the following colour: Blue 2, which permits access to the baggage hall and transit lounge.
Diplomatic Missions shall ensure that the following are submitted to transit through the ENAC State Ceremonial Office:

- **Minutes** of the application for the airport ID card specifying the name, position and duration of the assignment.
- A copy of the person's identity document, possibly **a Ministry of Foreign Affairs ID card** or, alternatively, a copy of the passport and any residence permit (in the cases provided for by the applicable regulations).

Employees of Diplomatic Missions in Italy are not required to submit only the documentation specified in Chapter 9, sections a), and g).
The **validity** of the airport entry ID card shall be equal to or less than 1 year, based on the duration of the assignment.

10.9 CUSTOMS OFFICERS AND CUSTOMS ASSISTANTS

These individuals will need to submit, in addition to the provisions of Chapter 9:

- the self-declaration of the employer with appended the document of the declarant (Appendix 4);
- a declaration from the Customs Agency of the Rome Customs Department, certifying the ongoing activity at Rome Fiumicino airport by the applicants;
- a valid copy of the professional ID card issued by the Inter-Regional Directorate for Lazio and Abruzzo, for both Customs Officers and Customs Auxiliaries.

The permit issued with the specific text "Customs Officer" (colour: Blue 2-4 Customs Officer note) shall also permit access to the aircraft aprons, it being understood that the presence of Customs Officers in the aircraft aprons must be subject to the escort of the Guardia di Finanza or the staff of the Customs Agency.
"Customs Auxiliary" staff shall be issued with a Blue 2-4 ID card.

The **validity** of airport entry ID cards shall be as follows**:**

- **Open-Ended Contract**: the validity shall be a maximum of 5 years.
- **Fixed-Term Contract**: the validity of the ID card shall be equal to the duration of the employee's employment contract.

10.10 CUSTOMS AGENTS AND SHIPPING COMPANY EMPLOYEES

These individuals will need to submit, in addition to the provisions of Chapter 9:

- the self-declaration of the employer with appended the document of the declarant (Appendix 4);
- A copy of the documentation certifying the accreditation at the Inter-Regional Directorate for Lazio and Abruzzo for the completion of customs formalities as regards shipping companies and indirect customs representatives (otherwise known as Customs Agents registered at the Directorate of the Customs Department of Rome 2).

Customs Agents and Shipping Company employees shall be issued with a Blue 2-4 ID card.

The **validity** of airport entry ID cards shall be as follows**:**

- **Open-Ended Contract:** the validity shall be a maximum of 5 years.
- **Fixed-Term Contract:** the validity of the ID card shall be equal to the duration of the employee's employment contract.

10.11 SERVICE SUPPLIERS

In the event that a company has two or more procurement contracts with Applicants, said company must draw up the application for issuing the TIA exclusively for its direct employees.
These companies will need to submit, in addition to the provisions of Chapter 9:

- the self-declaration of the employer with appended the document of the declarant (Appendix 4);
- a copy of all existing contracts with the various Applicants.

The **validity** of the airport entry ID cards shall be as follows**:**

- Open-Ended Contract: 1 year or shorter, if the longest procurement contract was less than 12 months.
- Fixed-Term Contract: shorter than one year, if the longest contract or employee contract was less than 12 months.

It should be noted that service providers **are not authorised** to apply for Visitor ID cards in person.

10.12 SELF-EMPLOYED WORKERS WITH A DIRECT/INDIRECT EMPLOYMENT CONTRACT WITH AN APPLICANT ENTITY LISTED IN CHAPTER 5

In the case of self-employed workers, the TIA application can only be received from an applicant (see Chapter 5). In addition to the provisions of Chapter 9 and depending on the category of subjects with whom self-employed workers have contractual relationships, the following documentation needs to be submitted:

- the "Employer's Self-Declaration" with appended the document of the declarant (Appendix 5);
- a copy of the employment contract between the self-employed worker and the company/applicant and a copy of the chamber of commerce registration.

11 APPLICATION FOR "TRAINING ON THE JOB" (TOJ) ID CARD

"On the Job" training is aimed at responding to the needs of the requesting companies to coach and train students in the work activities for which they will subsequently be hired. To submit an application for a "TOJ" card, the following documentation will need to be submitted:

- Application on letterheaded paper (Appendix 1).
- A copy of the identity document.
- A declaration by the applicant on the obligations imposed by the law on insurance matters with the declarant's document attached (Appendix 19).
- A declaration of professional activity, education and training (Appendix 14).
- A copy of the "Security" training certificate (except for staff already holding an airport entry ID card). It will not be necessary to submit this document if the TOJ staff is already attending a security course of Categories A1, A4, A5, A11, A12 and A12-*bis*; in this case, a certificate of attendance issued by the Security School must be submitted.
- A copy of the **Airport Safety** course certificate (except for staff already holding

an airport entry ID card).

When collecting a TOJ ID card, staff already holding a valid airport entry ID card must leave the latter in storage at the ADR ID card issuing office for the duration of the training.

It should be noted that the ID card, with an access note stating "TRANING ON THE JOB", presupposes the obligation to escort only during work by the staff of the Applicant company holding a valid airport entry ID card.

The **validity** of the airport entry ID cards shall be **45 days** from the date of application.

12 APPLICATION FOR A DUPLICATE AIRPORT ID CARD FOR PART-TIME WORKERS

For those who have a double employment contract, the sum of working hours of which does not exceed 40 hours per week, two ID cards shall be issued in the name of said person, with an indication of the company they belong to.
Applications for ID cards shall follow the normal process for the investigation and subsequent issuance upon delivery of the employee's employment contracts certifying the type, expiry date and working hours.

13 APPLICATION FOR A "DAILY DUPLICATE" – ID CARD NOT PERTAINING TO THE CARDHOLDER

Persons in possession of an airport entry ID card, who have forgotten it, can apply, at the ID Card Issuing Office for a day card with the same colour features and access areas as that assigned by filling in an application form appended to this procedure (Appendix 8).
An ID card shall be issued with the note "Daily duplicate" following the payment of a fee, after verifying the validity of the airport ID card and checking the personal data using the applicant's identity document. At the same time as the ID card is issued, the ID Card Issuing Office shall enable the daily duplicate with the same credentials as those of the forgotten ID card. Should the person ascertain that the airport ID card has been lost, she must immediately take action, as specified in Chapter 17 below.

14 CHANGE OF EMPLOYER IN THE EVENT OF APPLICATION OF THE SOCIAL CLAUSE OR SIMILAR AGREEMENTS

For operators already in possession of a valid airport entry ID card who need to change the company name on the airport entry ID card, the new employer must submit the following documentation:

- Application on letterheaded paper (Appendix 1)
- Self-declaration of the employer with appended the document of the declarant (Appendix 4)
- Agreement between the parties certifying the passage of staff.

Whilst the courses (airport security and safety) and the same access areas are valid, a new airport entry ID card shall be issued with an expiry date equal to the valid ID card or sooner, if the new contract has a shorter term.

15 APPLICATION FOR A "VISITOR" ID CARD (ESCORTED ACCESS)

In accordance with the provisions of the PNS, people who, due to "unexpected, sudden, unplanned and/or programmable or occasional situations", need an escort, must be in possession of a VISITOR ID card on which the personal details of the escorted person shall be indicated and of whomever carries out the escort.

Escorted access has a maximum validity of 24 hours.

The escort must be provided by the Airport Operator or by the Entity/Company in whose interest the entry must take place.

Persons authorised to escort must:

- be in an appropriate number for the number of escorted persons;
- hold a valid ID card;
- keep the escorted person or persons always under direct visual control or clearly visible, not obscured by any vehicle, object, building, weather conditions and sufficiently close to carry out adequate interventions in case of need.

Notwithstanding the fact that anyone in possession of a valid airport ID card is authorised to escort "Visitor" staff, the Companies/Bodies have the right to send the Airport Operator (ID Card Issuing Office) a list of their staff authorised to carry out the escort service.

The escort can only be carried out in areas to which the authorised person has access.

The "Visitor" permit can be withdrawn only by the escort. Exceptionally, in the event of impossibility on the part of the escort, the applicant company may request authorisation to withdraw the "Visitor" permit even from a person other than the escort.

At the end of the escort service, it will be the responsibility of the escort to collect the visitor ID card and return it as soon as possible to the ID Card Issuing Office.

15.1 DOCUMENTATION TO BE SUBMITTED FOR ESCORTED ACCESS

The visitor ID card shall be issued following submission, to the ID Card Issuing Office, of the following documentation:

- Application on letterheaded paper (Appendix 9A)
- A legible photocopy of the identity document of the escorted person (if necessary, a photocopy of the residence permit or entry visa must also be attached).

The escort must hold a valid TIA.

The Visitor ID card can be issued within one hour of entering the Application and no more than **3 access permits can be issued for the same person within 30 days.**

Any requests for **exemptions** must be addressed, via certified email, to the Lazio Airport Management and for information to the ADR Security Manager, on the applicant's letterheaded paper, specifying the reasons and the type of activity to be carried out airside, for assessment and acceptance by said body.

Escorted access has a maximum validity of 24 hours and can only be requested for unexpected, sudden, unplanned and / or programmable or occasional situations.

Only those holding a valid airport ID card shall be authorised to escort and only to the areas in which said ID card permits access.

On the days and at the closing times of the ADR ID Card Issuing Office, it will be possible to obtain an "Escorted Access" permit by contacting the **State Police Department**, submitting a

duplicate copy of Appendix 9B to this procedure.
ENAC, the State Police, the Carabinieri, the Guardia di Finanza, the Customs Agency, the Fire Brigade and Aeroporti di Roma have numbered escorted access permits available for the fulfilment of their institutional duties.
These permits shall be used exclusively in cases of emergency, institutional needs and/or during the closing time of the ID Card Issuing Office.
The Operator must also enter the following documentation in the IT system of the ID Card Issuing Office in order to quantify the 3 accesses every 30 days:

- Appendix 9B
- A legible photocopy of the identity document of the escorted person (if necessary, a photocopy of the residence permit or entry visa must also be attached).

For airside access, access with aforementioned escort must always be accompanied by the completed and signed Appendix 9B and the visitor's identification document.
For greater understanding, a colour facsimile of the layout of the aforementioned ID cards is appended to this procedure, which shall replace the previous escorted accesses provided to the aforementioned Bodies (Appendix 12 and 17). Previously issued permits must therefore be returned to the ID Card Issuing Office.

16 PROCEDURES IN THE EVENT OF LOSS OR THEFT OF AIRPORT ENTRY ID CARDS

In the event of theft or loss, the holder of the airport entry ID card must:

- immediately report this to the Public Security Authority;
- immediately inform the airport operator (by sending a copy of the report);
- immediately inform the employer.

The copy of the report must be delivered to the Membership Office or sent by email to the following email address: **tesseramentofco@adr.it**
The communication to the airport operator (ID Card Issuing Office) is necessary for the operator to disable said ID card as required by the PNS and for the subsequent transmission of the list of lost/stolen/expired ID cards to all access gates.

17 APPLICATION FOR REISSUING AN ID CARD DUE TO THEFT/LOSS OR DAMAGE

The re-issuance of the TIA due to Loss/Theft and Damage takes place following the submission of the following documentation:

- application for re-issuance to be drawn up on the applicant's letterheaded paper (Appendix 18);
- a copy of the Loss/Theft Report;
- a copy of the damage ID card that must be returned when the reprint has been issued.

18 LIST OF ITEMS PROHIBITED ON AIRPORT ENTRY ID CARDS

The applicant must apply for authorisation for entry into the sterile/critical area of the prohibited items listed in Appendix 13 in order to exercise their functions.
The Police Forces will have to submit, to the ID Card Issuing Office, an application on letterheaded paper containing the list of their staff who need to enter these items.
Once the process has been completed, the ID Card Issuing Office will be responsible for entering the indication of these items on the airport ID card, specifying the reference category referred to in Appendix 1A.

Applicants, not belonging to the Police Forces, must therefore submit an authorisation request via certified email to the State Police, in order to obtain the authorisation, to the following certified email address: frontpolaria.fiumicino.rm@pecps.poliziadistato.it Once the procedure has been completed, the Applicant shall be responsible for submitting the request for the release of the airport ID card including the authorisation obtained (**Appendix 13 with authorisation stamp**). The party concerned shall be issued with an airport ID card with the reference category, as per Appendix 1A.

Normal work tools are no longer considered prohibited items for people other than passengers and, if brought into the security restricted area, they must be subjected to normal security checks and, subsequently, kept in a place not accessible to passengers.

19 ACCESS TO THE MANOEUVRING AREA (AREA 7)

The categories of persons authorised to request access to the manoeuvring area, listed below, must complete the application form (Appendix 1) by ticking the box corresponding to area 7:

- staff assigned to the ordinary maintenance of the systems and equipment located in this area;
- staff assigned to the ordinary maintenance of the lighting systems and equipment located in this area;
- staff in charge of sweeping the manoeuvring area.

20 ACCESS TO CARGO TERMINALS (CARGO CITY)

20.1 CRITICAL PART of STERILE AREA

Airport operators who need to access the restricted area of the Cargo City - cargo handling warehouses and airside area in front of them, including the canopies, for loading/unloading of goods - will need to apply for a "Blue 4" airport ID card.

20.2 NON-STERILE AREA

Entry into the area in front of the Cargo City is permitted only to airport operators in possession of:

- Yellow-coloured ID card with the note “Cargo City Access”,
- Blue- and Green-coloured ID card if Area 4 is included and
- Red 1 ID card.

Individuals who need access due to the picking up or delivery of goods or to carrying out customs operations thereupon or other activities such as, by way of example and not limited to, company meetings, business meetings, training events, extraordinary maintenance of IT equipment, visitors who must **occasionally** access the area in front of the goods warehouse, etc., must register with the concierge service located at the entrance to the aforementioned area and obtain the access title ("visit permit").

21 CONTRACT TRANSFER FROM FIXED-TERM TO OPEN-ENDED CONTRACT FOR AIRPORT OPERATOR STAFF AAND GROUND ASSISTANCE PROVIDERS SUBJECT TO CERTIFICATION

Aeroporti di Roma and Ground Handling Service Providers of Appendix A to Legislative Decree 18/99 having, as requirements, the certification according to categories 2 and/or 3, or the certification of both categories 5.7 and 11 with more than 100 fixed-term contract employees.

These individuals must submit the documents referred to in Chapter 9 with the exception of the airport security and safety course, if valid and, in addition:

- the self-declaration of the employer with appended the document of the declarant (Appendix 3);
- in the event of termination of the employment contract for more than 28 days, the professional declaration, education and training (Appendix 14);
- in the event of termination of the employment contract for more than 6 months, the certificate of "recurrent training" of the security course.

The application can only be submitted if the airport entry ID card, previously issued to fixed-term contract staff, is valid at the time of the application.
The new airport entry ID card shall be valid for 5 years from the date of the first background check, without having to repeat the background check.

22 STAFF HOLDING AN AIRPORT ID CARD FOR ANOTHER ITALIAN AIRPORT

A new airport entry ID card can be issued to an individual who **already holds** another valid **airport ID card**, issued at another Italian airport, without the need for:

- a background check and
- Security Training course certification.

At the time of first issuance, the airport operator shall ensure and provide, at the same time as the airport safety training, the **information** on the methods of access and the infrastructural characteristics of the airport relevant for security purposes.

The documentation required for issuance purposes includes:

- application on letterheaded paper (Appendix 1);
- a copy of the airport ID card for another airport;
- documentation required for the various Applicants, as provided for by this procedure.

The validity of the ID card issued shall be equal to that of the ID card issued by the other airport.

23 RETURNING AIRPORT ENTRY ID CARDS

In accordance with the PNS, the airport entry ID card must be returned to the airport operator, which shall disable and destroy it:

- upon ENAC's request;
- following the termination of the employment contract;
- following a change of employer;
- following a change of the authorised access areas;
- following expiry;
- following withdrawal.

In addition to the cases specified in the PNS, ID cards may be suspended, with the consequent obligation of the company or the employee him/herself to return them to ADR, in the event that the legitimate reason ceases, e.g., contract between the Applicant and the company (see Chapter 3 of this procedure).

The ID card must be returned within 15 days.

24 PROCEDURES FOR CONTROLLING CARDHOLDER ACCESS TO CRITICAL AREAS AND DISABLING OF SAID ACCESS

For the control of the ID card that enable people to access, the airport is equipped with an electronic system known as "**ACCESS CONTROL**" consisting of ID card reading devices with the aid of magnetic supports with RFID technology. This methodology, in addition to verifying the validity of individual ID cards, enables the identification of the improper use of lost, stolen or unreturned ID cards.

LICENCES

Entities concerned may apply, from the Airport Operator (Appendix 20), for authorised access to specific areas of the airport in accordance with the duties of the staff for which said access is requested. To enable the manoeuvring of the boarding bridges, it will be necessary to fill in the "Application for the Enabling of Airport ID Cards to the Boarding Bridges" (Appendix 22).

Aeroporti di Roma S.p.A. must be immediately notified of the possible disabling of ID cards if said enablements are no longer necessary (Appendix 21).

Applications can be sent to the ID Card Issuing Office or to the following email address: **abilitazionigategest@adr.it.**

25 DISPUTES

The airport operator is responsible for the procedure for issuing the permits authorising access to the airport for people and vehicles on the basis of the relative procedure.

ENAC is responsible for the control and supervision of the activities carried out by the airport operator.

ENAC is also the competent body for settling any dispute that may arise in relation to the process of issuing the permits.

The Airport Management responsible for the area shall be specifically responsible for defining the outcome of the procedure:

- in cases of refusal to issue an airport entry ID card, including following a negative result of the background check.
- whenever there is a discrepancy in position between the applicant and the issuing airport operator, in order to ensure the non-discriminatory exercise of all airport activities;
- in cases of suspension and/or withdrawal of the airport entry ID card and vehicle ID cards following the lack of the requisites that justified their issue or if there are serious reasons relating to airport security.

To this end, the locally competent Border Police Office shall report the negative results of the criminal background checks carried out to the Airport Management.

26 LIST OF APPENDICES

Appendix 1 Facsimile of the Access Permit Application
Appendix 2 Facsimile of the Employer Self-Declaration – for issue*
Appendix 3 Facsimile of the Employer Self-Declaration – reactivation of the TIA for fixed-term contract staff or Transfer of contract from a fixed-term contract to an open-ended contract
Appendix 4 Facsimile of the Employer Self-Declaration – other parties
Appendix 5 Facsimile of the Self-Certification - self-employed worker
Appendix 6 Facsimile of the Employer Self-Declaration - other parties (in English)
Appendix 7 Facsimile of the Self-Certification - self-employed worker (in English)
Appendix 8 Daily Duplicate Application Form
Appendix 9A Facsimile of the Visitor ID Card Application (opening of the ID Card Issuing Office)
Appendix 9B Facsimile of the Visitor ID Card Application (closure of the ID Card Issuing Office)
Appendix 10 Airport ID Card Layout
Appendix 11 Visitor ID Card Layout
Appendix 12 State Bodies Visitor ID Card Layout
Appendix 13 Prohibited Items Application Form
Appendix 14 Declaration of Professional Activity, Education and Training and Declaration of Residence
Appendix 15 Memorandum
Appendix 16 Memorandum in English
Appendix 17 Aeroporti di Roma Visitor ID Card Layout
Appendix 18 Application for Re-Issuance due to Theft/Loss/Damage
Appendix 19 Facsimile of the Declaration of Assumption of Civil and Administrative Liability for the Application of T.O.J. ID Cards - student staff
Appendix 20 Facsimile of the Application for Airport ID Card Enablement
Appendix 21 Facsimile of the Application for Airport ID Card Disablement
Appendix 22 Facsimile of the Application for an Airport ID Card for the Boarding Bridges

* *Aeroporti di Roma and Ground Handling Service Providers of Appendix A to Legislative Decree 18/99 having, as requirements, the certification according to categories 2 and/or 3, or the certification of both categories 5.7 and 11 with more than 100 fixed-term contract employees.*