**SEA**

CHAPTER 16: PROCEDURES FOR THE CONTROL OF VEHICLES OPERATING WITHIN OR NEAR THE MOVEMENT AREA, INCLUDING TRAFFIC RULES, RIGHT OF WAY, SPEED LIMITS, METHODS FOR ISSUING DRIVING PERMITS, AND ENFORCEMENT MEANS

| Operations Manager<br><br>Davide Pisoni | |
| --- | --- |

# CHAPTER 16: PROCEDURES FOR THE CONTROL OF VEHICLES OPERATING WITHIN OR NEAR THE MOVEMENT AREA, INCLUDING TRAFFIC RULES, RIGHT OF WAY, SPEED LIMITS, METHODS FOR ISSUING DRIVING PERMITS, AND ENFORCEMENT MEANS

TABLE OF CONTENTS

**AERODROME MANUAL**

**MALPENSA Airport**

Edition: 2 - Revision: 4
Code: MA/MXP/RE139
Part: E - Chapter: 16
Date: 21/08/2024
Page 2 of 41

## REVISION TABLE FOR THIS CHAPTER

| ED. / REV. AM | DATE | SUMMARY DESCRIPTION OF THE MODIFICATION |
|---|---|---|
| Ed. 0 | 26/12/2016 | First edition of the Airport Manual (MDA) with Certificate Conversion in accordance with the new requirements of Reg. (EU) No 139/2014. |
| Ed. 0 / Rev. 1 | 25/07/2018 | No major changes were made to this Chapter. |
| Ed. 1 / Rev. 0 | 25/03/2021 | Divided the MDA into separate individual chapters for easier document management and consultation and inserted numbering of sub-sections with references to regulations.<br>Updates to this Chapter following the audit conducted and the corporate reorganisation Service Orders issued:<br>− in par. 16.(a): inserted reference to the guidelines outlined in the current Airport Regulations:<br>− in par. 16.(b): updated the names of maintenance personnel and functions, as well as communication flows;<br>− included in the SCOPE OF APPLICATION the reference to the applicable international standards in force;<br>− further corrections made following subsequent comments raised by the Enac DO Team.<br>Based on the audit activities conducted and the observations made, additions were incorporated into the Chapter—aligned with the corresponding Chapter of the Linate AM—detailing recovery procedures in the event of communication equipment or vehicle failure in the manoeuvring area. |

| | | |
|---|---|---|
| Ed. 2 / Rev. 0 | 22/11/2021 | Chapter updated following legislation introduced by Reg. EU of 2020/2148 and Annex to ED Decision 2021/003/R.<br>New structure of the Manual with sub-chapters and paragraphs numbered according to section references, as follows:<br>16 A DRIVER'S PERMIT<br>16 B VEHICLE CHARACTERISTICS<br>16 C TRAFFIC RULES |
| Ed. 2 / Rev. 1 | 03/03/2022 | Changes introduced in this Chapter to the following paragraphs<br>16.A.2 Added criterion for temporary driving permits<br>16.A.6 Specified night-time training criteria<br>16.A.10 Expanded concept in the case of permits from other airports<br>16.A.13 Inserted para. on monitoring compliance with the requirements of good driving conduct<br>16.B.5 Added monitoring of compliance with airside vehicle requirements and related measures<br>16.C.1.).1 Extended point on Specificity convoy escorts'<br>16.C.1.9.1 Specificity of convoy escorts - Rewrote the paragraph by expanding the detail of the different convoy types<br>Defined the impossibility of changing the 'pre-set' TWR frequencies.<br>Definition of the call-sign assignment procedure and reference to Chap. 30 AM [Airport Manual].<br>Record-keeping criteria defined in relation to driving permits (permits) and vehicle permits (badges) |
| Ed. 2 / Rev. 2 | 04/01/2023 | Chapter updated following legislation introduced with Reg. EU of 2020/2148 on mandatory Language Proficiency for personnel entering the Manoeuvre Area:<br>16.A.7 DRIVING PERMIT TEST§ Red permit exam |
| Ed. 2 / Rev. 3 | 16/11/2023 | Insertion § 16.C.2 "Airside vehicle efficiency check" with list of vehicle equipment to be checked |
| Ed. 2 / Rev. 4 | 21/08/2024 | Updated procedure following Enac Order n3/2024 of 02/08/2024 for adoption of new edition of Airport Regulations Ed. 5.1:<br>§ 16.A.1 - Purpose<br>§ 16.A.3 - Summary of the airport permit process<br>§ 16.A.5 - Course enrolment process<br>§ 16.A.6 - Structure of the training programme<br>§ 16.A.7.2 – green permit exam<br>§ 16.A.11 - Escorted access permitted for drivers lacking an airport permit<br>§16. A.13 - Monitoring compliance with the requirements for proper driving conditions |

## PROCEDURES FOR THE CONTROL OF VEHICLES OPERATING WITHIN OR NEAR THE MOVEMENT AREA, INCLUDING TRAFFIC RULES, RIGHT OF WAY, SPEED LIMITS, METHODS FOR ISSUING DRIVING PERMITS, AND ENFORCEMENT MEANS

AMC1 ADR.OPS.C.007(a)(1) -ADR.OPS.B.024 - GM1 ADR.OPS.B.024(a) - GM1 ADR.OPS.B.024(a)(1) - AMC1 ADR.OPS.B.024(a)(5) - AMC1 ADR.OPS.B.024(b) - GM1 ADR.OPS.B.024(b) - AMC2 ADR.OPS.B.024(b) - AMC3 ADR.OPS.B.024(b) - GM2 ADR.OPS.B.024(b) - GM1 ADR.OPS.B.024(c) - AMC1 ADR.OPS.B.024(d) - GM1 ADR.OPS.B.024(d) - AMC1 ADR.OPS.B.024(e) - ADR.OPS.B.026 AMC1 - ADR.OPS.B.026(a)(1);(3) - GM1 ADR.OPS.B.026(b) - AMC1 ADR.OPS.B.026(c)(1) - GM1 ADR.OPS.B.026(c)(1) - GM1 ADR.OPS.B.026(d) - AMC1 ADR.OPS.B.026(e) - GM1 ADR.OPS.B.026(e) - AMC1 ADR.OPS.B.026(f) - ADR.OPS.B.027 - GM1 ADR.OPS.B.027(e)(1) - AMC1 ADR.OPS.B.027(h)(2) – ADR.OPS.B.029- ADR.OPS.B.080 - AMC1 ADR.OPS.B.080(a) - AMC2 ADR.OPS.B.080(a) - GM1 ADR.OPS.B.080(a)

## 16.1 INTRODUCTION

Access, circulation, and parking of operators and vehicles on the aircraft apron and in the manoeuvring area are restricted to actual service needs. These activities are limited to the relevant areas and only for the time strictly necessary, in accordance with the current ENAC Territorial Direction Ordinance on access and circulation of people and vehicles in the sterile areas of the airport.

## 16.2 PURPOSE
This procedure aims to define the necessary driver authorizations, vehicle equipment, and traffic regulations required for access to the apron and manoeuvring area on the perimeter roads of Malpensa Airport.
## 16.3 SCOPE OF APPLICATION

The chapter is divided into the following paragraphs:

- **16.A DRIVER'S PERMIT**
- **16.B VEHICLE BADGES AND CHARACTERISTICS**
- **16.C TRAFFIC RULES.**

### 16.4 REFERENCES

Reg. (EU) 139/2014 et seq.

EU Delegated Regulation 2020/2148 and Annex to ED Decision 2021/003/R

Navigation Code

Legislative Decree no. 81/08 et seq.

Current ordinance issued by ENAC DA concerning access and movement of persons and vehicles in sterile areas

Airport Regulations

Letter of Operations SEA - ENAV: *All Weather Operations* (ref. to Ch. 23 AM)

Letter of Operations SEA - ENAV: *Orderly movement of aircraft, vehicles and persons on the aprons* (ref. to Chap. 14 AM)

Syllabus Permits Course attached to Chapter 3 of the AM

Basic Phonics Course (SEA Training)

Operating Proc.: *Modalities for issuing valid passes for airport* access (ref. Chp. 8 AM)

Malpensa Airport - Aircraft Emergency Plan, Annex B.

Airport Manual – Chp. 30 "Communications" Operating Procedure: Communications

Airport Manual – Chp. 32 "Procedures for the transfer of activities between airport personnel"

## 16.A   DRIVER'S PERMIT

### 16.A.1 PURPOSE

The purpose of the following section is to describe how the driver can apply for and be issued with the specific authorisation to drive on the airside (airport permit) by the Operator.

### 16.A.2 GENERAL CRITERIA

To drive vehicles within the airside area of Malpensa Airport, it is necessary to hold an airport permit that corresponds to the specific regulated area where you intend to drive. In particular:

- green permit, which authorises the operator to drive in the movement area excluding the manoeuvring area;
- The red permit entitles the holder to drive in green permit areas as well as manoeuvring areas.

Both types of permit are valid for 4 years from the date of issue.

The issuing of both driving permits is the responsibility of the Airport Manager, through the Airport Operations Manager.

**SEA does not provide for the issuance of a temporary driving permit, which differs from the two types of permits described above.**

For this purpose, the permit issuing process is based on transparency and impartiality. It involves a multiple-choice test, with results assessed by the IT system. The Airport Operator has no responsibility for consequences arising from qualified Operator behaviour. Each Company has to circulate behaviour regulations to all staff and collaborators, as well as a map of airport grounds available in the SEA website and updated periodically. Furthermore, the company is guarantor that permit qualification is indispensable for staff.

In order to promote and encourage responsible behaviour and awareness of the risks deriving from the circulation of vehicles/equipment in the Movement Area, and therefore a reduction in "deviation" events, the Airport operator has established at the Milan Airports, in agreement with ENAC Territorial Division, a special regulation applicable to driver's permits for the movement area: POINT-BASED AIRPORT permit ("PAP").

### 16.A.3 SUMMARY OF THE AIRPORT PERMITPROCESS

Pursuant to EU Regulation No. 139/2014 and EU Delegated Regulation No. 2020/2148, the issuing of the airside driving permit is the responsibility of the Airport Operator: SEA therefore establishes and updates training and education programmes and organises regular examination sessions.
The responsibilities for these activities fall to the Training Manager, who oversees the training programme, and the Operations Manager, in collaboration with the Security Manager, who provides specialist operational support for the final issuance of the driving permit. To support the 'record

keeping' theme, the Airport Badge Service reviews the documents received and required for attending the permit course, enters the applicant company's documents into the system, and archives them for 5 years. Only persons whose duties require the continuous use of vehicles in the airside area will be eligible for the training and driving permit examination.

Requests for driving authorisations will be evaluated based on the reasons provided by the applicant company. Requests for driving authorisations in the manoeuvring area may be subject to additional verification by the Manager to assess the actual need to operate in that area.

For the initial issuance of the airport permit, attending the complete course, which includes both theoretical and practical components, and successfully passing the relevant assessments is mandatory. Subsequently, after registration, it will be necessary to take the final exam to obtain the permit.

Maintaining the validity of the airport permit requires completing the recurrent course organised by Education and Training every 24 months. Specifically, for the green permit, the theoretical part is conducted online, while for the red permit, the theoretical part is followed by an in-person practical component. For renewal, which is required every 4 years, it is mandatory to register for the examination. Registration can only be accepted after verifying the validity of the recurrent course completed.

Throughout the entire validity period of the driving permit, whether it is a Green or Red permit, the holder and/or their company will be subject to the special "PAL" regulations. The application of these regulations will allow the Airport Operator to issue a series of progressive penalties (PENALTY POINTS), up to and including the possible suspension /revocation of driving permits, if anomalies are found while driving vehicles in the movement and/or manoeuvring areas.

Field control of compliance with the provisions of the Airport Driving permit (PAL), is the prerogative of SEA as Airport Operator, identifying its own appointed field operators, mainly employed by the Operations and SMS Departments, and using instruments for speed detection and vehicle tracking that will be made known and appropriately standardised. These staff members, whose role will be clearly identifiable by the airport operator, will be authorized to request the display of the airport badge and the Airport Driving Permit (PAL).

Refusal to present the airport traffic permit when requested will be considered a violation and will be subject to PENALTY POINTS sanctions. All sanctioning procedures involving the deduction of points, suspension, or revocation of the 'PAP' are entirely delegated to the Operator. The "PAL" regulation stipulates that, at the time of issuance, each airport permit has 20 points (15 for first issue). Any deduction will only and exclusively affect the airport permit issued by the SEA Operator for the specific areas of competence (Green and Red): there will therefore be no repercussions on/connection with the person's civilian permit.

Once all the points have been depleted, the permit will be suspended, with official notification by the Operations Manager to the operator's company and the operator concerned.

### 16.A.4 COURSE CONTENT

The driving permit course provided by SEA is conducted on the basis of the contents described in the relevant syllabus (ref. Chap. 3 AM) prepared by the Education and Trainingfunction, in cooperation with SMS and Operations.

### 16.A.5 COURSE ENROLMENT PROCESS

Candidates interested in obtaining an airport permit must submit an application for the airside driving permit to SEA Education and Training through their affiliated company or the company they will serve. This application should include a request to enrol in the specific training course needed to obtain the required permit type.

Candidates will be admitted to the courses and theory tests periodically offered by the Operator, who will prepare the course and exam schedule and publish it on the SEA website. Enrolment is conducted directly through the dedicated website: https://milanairports.com/it/persone/training-shared-services (ITA) orhttps://milanairports.com/en/people/training-shared-services (ENG), by providing the following data:

- general company data (name/company name, fiscal code/VAT number, registered office, phone number, SAP code, e-mail);
- candidate particulars (name, surname, tax code, badge number, permit number, issue and expiry date);
- Course/exam selection;
- A commitment signed by the holder to notify the Operator of any suspension or withdrawal of the 'civil' driving permit, possession of which is a prerequisite for the issuance of the airport driving permit;
- Evidence, if any, of the provision by one's employer of specific training in the use of special equipment (e.g. cargo loader).

In addition to the fields required for training enrolment, when requesting enrolment in the examination to obtain an airport permit, the applicant company must also declare that its employee has completed the compulsory Airside Safety course. Education & Training will verify the completeness of the requirements for access to the examination.

Upon registration, a confirmation form indicating the completed booking will be issued directly on the website https://milanairports.com/it/persone/training-shared-services (ITA) or https://milanairports.com/en/people/training-shared-services (ENG). The initial course is valid for six months; if the relevant examination is not taken within that time, it will be necessary to repeat the initial course again.

In the event of inability to take the course or examination, the company and/or candidate must give formal notice of cancellation 5 days before the scheduled date.

On the contrary (cancellation less than 5 days) SEA reserves the right to charge the applying Company the full exam or course fee.

## 16.A.5.1 REGISTRATION VALIDITY CONDITIONS

For registration to be valid the required form must be completed, stamped and signed by the head of the requesting company and sent to SEA.

Enrolment is subordinate to acceptance of permit issuing conditions stated in regulations found on the website, of the theory-practice training programme proposed by SEA, of the relative economic terms and of the privacy law (EU Regulation 2016/679).

## 16.A.6 STRUCTURE OF THE TRAINING PROGRAMME

The Operator's role involves formalizing, updating, and delivering training programs, as well as managing examinations on a periodic basis.

SEA's training programme requires successful completion of a driver training course and subsequent demonstration of competence by the candidate.

The airport permit training programme therefore consists of the following elements in detail:

a) An initial *theoretical* training section, in which the following topics are explained and explored in depth:

   – Legal framework and responsibilities;
   – Vehicle regulations, operational requirements and airport procedures;
   – Safety rules, GSR, airport signage and definitions, FOD;
   – Human factors;
   – Emergency procedures;
   – Communications;
   – Aeronautical phraseology (manoeuvring area only).

Upon completion of the *theoretical* section, an assessment is conducted with the assistance of a qualified and appointed assessor. This assessment aims to verify and evaluate the skills acquired by the candidate, allowing them to proceed to the next stage of practical training.

b) A second section involves the *practical* training, carried out on the apron, perimeter or manoeuvring area,
   The practical training is conducted during the day or possibly at night, depending on the areas and activities performed by individual operators, with the assistance of a qualified and appointed instructor. This training also includes a familiarization component with the airport infrastructure and an on-site illustration of:

   – airport facilities;

- – critical and dangerous areas;
- – airside geography;
- – emergency collection point.

Upon completion of the **practical** training, a practical field assessment will be conducted with the assistance of an assessor who is appointed and qualified for this activity. This assessment aims to verify the candidate's ability to apply the knowledge and skills acquired during both the **theoretical** and **practical** training. Successful completion of the entire education and training course is a prerequisite for access to the final step, which is the examination for the airport driving permit.

If a person does not pass the technical section, they must wait at least 15 days before enrolling in another exam session. Anyone who fails 3 consecutive examination attempts will not be allowed to take a subsequent exam. To reapply for the examination, they must complete a new full course.

Operators who need to enter the manoeuvring area for work purposes must first obtain a green permit. After at least three months of driving in the movement area, excluding the manoeuvring area, they may enrol in the course for the red permit.

It is the responsibility of each company operating on the premises to ensure that conduct rules and site maps are distributed to employees and supervisors (attached to Chp. 4 AM).

The local ENAC Territorial Directorate may continuously access the computerized system for issuing airport permits to conduct verifications as part of its institutional powers of oversight and control.

## 16.A.7 DRIVING PERMIT TEST

### 16.A.7.1 Preliminary Verifications

After completing the training steps (both theoretical and practical) and successfully passing the assessments at the end of each training course, the candidate will enter the driving permit examination phase. To take the scheduled examination, the candidate must present themselves at the SEA Education & Training classrooms on the communicated date, showing their badge to the SEA personnel in charge. Specifically, the SEA staff present will be responsible for checking and confirming that the candidate's data matches what was declared on the registration form and verifying that the attendance register is signed by the candidate. No unregistered or unscheduled candidates will be admitted to the examination.

### 16.A.7.2 Green permit exam

The theoretical section test involves correctly answering a multiple-choice test on a computer workstation, available in both Italian and English. The time allotted for the test is 35 minutes. At the end of the set time, the IT system, which will present questions to the candidate randomly, stops automatically.

The candidate passes the exam if at least 90% of the answers are right.

At the end of the examination, the result for each candidate will be recorded within the SEAB platform and then made visible to the Airport Badge Service function, which, upon receiving positive input, will print out the relevant airport badge.

The minutes and the list of candidates who took the examination with their signatures and the summary of results are archived by the Operations Manager's secretariat; hard or electronic copies of the examination paper and answers are signed by the candidate and kept for 5 years, available for inspection body, to support record keeping procedures.

### 16.A.7.3 Red permit exam

In addition to the provisions in the previous paragraph "Green Permit Exam," after passing the multiple-choice test, an additional exam will be administered by a commission consisting of a representative from SEA and a representative from ENAV.

The session aims to verify that the candidate has a thorough knowledge of the airport site, including its geography, specific features, appropriate behaviour in the manoeuvring area, and current traffic regulations. Additionally, there is a specific component focused on the knowledge of radio and aeronautical phraseology.

The personnel must demonstrate **language proficiency**; in particular, they must be able to demonstrate they are able to:

- communicate effectively verbally in face-to-face situations;

- communicate in work context situations with accuracy and clarity;

- use appropriate communicative strategies when exchanging messages;

- resolve verbal misunderstandings in general and in work context situations;

- successfully handle situations involving complex language;

- use language that is understandable to the aviation community.

**Assessment Method:**

- language competence will be certified through a document issued during the assessment or examination by the assessor;

- this document must certify language competence and specify the date on which the assessment was conducted;

- the assessment of adequate language competence is conducted through an individual interview and in a face-to-face setting;

- the examining board consists of trained and qualified assessors;

- A candidate who has demonstrated the required adequate language proficiency at the operational level (in Italian) will have to be assessed again after four years.

At the end of the examination, the commission convenes to determine the candidate's result and informs the SEA staff. The staff then records the outcome in the SEAB platform, where the test result is immediately visible to the Airport Badge Service. If the result is positive, the Airport Badge Service will proceed to print the corresponding airport permit.

The minutes and the list of candidates who took the examination, along with their signatures and a summary of the results, are archived by the Operations Manager's secretariat. Hard or electronic copies of the examination paper and answers, signed by the candidate, are retained for 5 years. These records are available for inspection bodies to support record-keeping procedures.

## 16.A.8 ISSUANCE OF THE AIRPORT PERMIT

After passing the examination, the candidate goes to the SEA Airport Badge Service office to collect their airport permit.

## 16.A.9 RENEWAL OF THE AIRPORT PERMIT

At the end of the 4 year period, the permit can be renewed by taking an examination, as previously mentioned. 16.A.7. The application is only accepted after verification by Education &Training that the 'Recurrent' courses are valid.

| | AERODROME MANUAL | Edition: 2 - Revision: 4 |
| :---: | :---: | :--- |
| **SEA** | | Code: MA/MXP/RE139 |
| | | Part: E - Chapter: 16 |
| | **MALPENSA Airport** | Date: 21/08/2024 |
| | | Page 15 of 41 |

In order to maintain the validity of the permit, it is mandatory to perform and pass the Proficiency Check assigned by the Airport Operator every 24 months. <u>If the permit has been expired for more than six months, the initial course must be repeated.</u>

## 16.A.10 PERMITS FROM OTHER AIRPORTS

If an operator already holds an airport permit obtained and issued at another airport through its own certified airport permit process, they must present this document in its original form. Additionally, they must complete a familiarization/difference training course for the airport where they intend to operate to understand the specific characteristics of that airport. This provision includes both theoretical and practical training elements. The course also involves a practical assessment at the end to evaluate the understanding of the airport's traffic regulations and any relevant differences.

## 16.A.11 ESCORTED ACCESS FOR DRIVERS WITHOUT AM AIRPORT PERMIT

The driving of vehicles temporarily accessing the airside area for operational needs or planned work by drivers without a stopover permit is permitted if:

- the driver holds a valid driving permit appropriate for the type of vehicle to be driven;
- the vehicle is escorted by another vehicle with a driver holding an airport permit for the specific area in question (ref. Paragraph 16.C.1.9);
- the driver of the escorted vehicle is made aware of the traffic regulations to which escorted vehicles are subject, as detailed in section C) of this chapter;
- the duration of the escort will be limited to the time strictly necessary to carry out the activity.

## 16.A.12 QUALIFICATION AND TRAINING

All airside resources driving vehicles (Airport Operator and third party operators), are trained and qualified in accordance with Chapter 3 - Annexes 1, 2 and 3 MDA and related syllabi. Certificates of training courses attended are archived and stored at Education & Training SEA.

## 16.A.13 MONITORING OF DRIVING REQUIREMENTS

The system the airport operator has in place to ensure monitoring of compliance with the applicable driving requirements consists of three elements:

1. The monitoring of the behaviour of operators during airside driving, through constant monitoring of the SMS structure (ref. chapter 2.2.7 of the SMS Manual);
2. Monitoring via the geolocation system during airside driving via SMS facility monitoring
3. Compliance audit activities conducted by the CMM structure.

These activities help monitor and assess the applicable driving requirements, ensuring that conduct remains consistent with the regulations.

Documentation of compliance monitoring activities, along with any suspension or revocation measures applied, is maintained by the relevant functions, including EAS SMS, CMM, and Operations Management.

## 16.B   VEHICLE BADGES AND CHARACTERISTICS

### 16.B.1 PROCEDURE FOR ISSUING AIRSIDE CIRCULATION PERMITS (markings)

#### 16.B.1.1 PURPOSE

This procedure defines the process for issuing the Authorization for Airside Vehicle Access (hereafter referred to as the "badge").

#### 16.B.1.2 APPLICABILITY

Every vehicle operating airside must have a badge that is displayed clearly and visibly on the windscreen inside the vehicle.
The issuance of the mark will be the responsibility of SEA, contingent upon the requesting company signing a special form to provide proof:

- General efficiency and proper functioning through a mandated maintenance plan for the vehicles (refer to Chapters 11B and 11.B.4.5);
- suitability for the relevant operations;
- the correct vehicle equipment with identification and lighting devices (see 16.B.2.1).

The responsibility for the declarations made lies with the applicants; therefore, authorizations issued under this procedure should not be considered, for any purpose, as a direct attestation by the Manager regarding the safety or efficiency of the vehicles.
SEA conducts periodic audits, including those of third parties, to verify the correctness of the aforementioned equipment and ensure that the condition of the vehicles complies with the relevant maintenance programs.

#### 16.B.1.3 ACCESS BADGES AND INSTALLATION OF THE GELOLOCATION SYSTEM

Vehicle access to airside is only allowed if they have a valid badge. Security personnel check for possession and correct display of the badge when vehicles enter airside through customs gates.

**Obligation to install a vehicle geolocation device**
(The obligation to implement the geolocation system for all airport operators will come into force on 1 January 2025)

For engine-powered vehicles, after the issuance of the pass (ENAC badge) and before their first entry into the airside, it is mandatory for authorized users or pass holders to install a satellite tracking device. This device must be capable of transmitting identification data, as well as position and speed information, to the digital platform established by SEA. This system will allow the operator to monitor airside behaviour, facilitating accurate and objective post-event analysis.

This system will enable real-time monitoring and tracking of the position and movement of vehicles within the airside area. In addition to monitoring, this function aids in facilitating traffic management and planning airport operations to ensure safety.

At least the following information must be recorded for the entire fleet and transmitted by the device:

- Location data
- Speed of the vehicle
- Localisation
- Abrupt braking or sudden acceleration
- Prolonged idling

For all technical specifications and transmission protocols, please contact us by e-mail:

Operator ICT - geolocveicoli@seamilano.eu

Organisations are required to monitor the activity and performance of their vehicles and drivers while on the airside, managing negative trends.

The Airport Operator will receive in its software the data recorded by all vehicles circulating in the airside, thus enabling targeted analyses for the improvement of Airport Safety.

This continuous monitoring will enable the detection and prevention of acts that could damage airport operations and the environment.

The data collected will be used in full compliance with current data protection regulations.

### 16.B.1.3.1 Applicant Requirements

The following persons may apply for the issuance of a badge for company or institutional vehicles:

- Airport Operator Company;
- State Authorities;
- Air navigation service provider (ENAV);
- Ground-handling service providers, both for the categories of services under Legislative Decree no. 18/1999 certified by ENAC, and for the categories not subject to certification*(self-handling carriers and service providers);*
- Carriers - Air Navigation Company (ANC);
- Sub-concessionaires of airside premises;
- Self-providers of ground handling services;
- Aeronautical maintenance company;
- Designated security companies;
- Service provider company under contract, operating on the apron.

All interested parties must demonstrate the operational necessity for each vehicle for which they are applying to circulate airside. Furthermore, it is mandatory to maintain the vehicles in an efficient and

suitable condition for their intended use (ADR.OPS.B.026), following the maintenance schedules specified by each manufacturer.


### 16.B.1.3.2 Application for a vehicle badge

For badge requests, three different forms are available on the SEA website http://www.seamilano.eu). These forms should be completed according to the specific type of traffic authorization needed:


– **PERMANENT** badge, with a duration of 5 years

  • yellow permanent badge, *allows free access to the aprons*;
  • *yellow* permanent badge *with a black band authorising access to aprons, excluding aircraft parking stands.*

– **TEMPORARY** badge for a maximum duration 30 days and subject to a maximum number of 3 consecutive requests;

– "**VISITOR PASS**" badge, for a maximum duration 24 hours *(Visitor Pass Application Form).*


### 16.B.1.4 PERMANENT BADGE

The applicant company, having reviewed all current Ordinances and Circulars, requests the issuance of a permanent badge for a company vehicle or a vehicle belonging to one of its contractors, subcontractors, suppliers, or maintenance personnel. This request is submitted electronically to SEA - Airport Badge Service, in accordance with the forms available on the SEA website and company intranet.

The applicant company must also prepare an application on its own letterhead paper containing the following elements:

  – Vehicle type and number plate
  – Insurance company and policy number
  – Policy expiration date and insurance coverage limits
  – Vehicle contract types
  – Name of contractor, sub-contractor, supplier and/or maintenance company, if any
  – ENAC Declarations of Conformity
  – Commitment to maintaining vehicle efficiency
  – Permitted access areas.

When making the application, the company certifies, under its own responsibility, that the applicant or the company is in possession of the following documents:

− Document proving ownership or title authorising use of the vehicle or single vehicle document;

− Legible copy of the registration certificate or provisional registration certificate in the case of a vehicle with a registration plate showing that the necessary revisions have been carried out;

− Legible copy of the EU/ECE Declaration of Conformity in the case of an unregistered vehicle;

− Copy of the company's Chamber of Commerce certificate if this is an initial application;

− Certification of suitability issued by ENAC for companies that perform, directly or as subcontractors, ground handling activities regulated by Legislative Decree No. 18/99.

− the general efficiency and smooth running of the vehicle;

− suitability for the relevant operations;

− the correct vehicle equipment with identification and lighting devices.

## 16.B.1.4.1 Duration of Permanent Badge

Circulation permits issued have a maximum duration of **five (5) years.**
For vehicles used under a leasing or hire contract, the authorization to operate in the airside area cannot exceed the duration of the contract.
If insurance policies are found to have lapsed during the term of the authorisation, the authorisation will be suspended.

## 16.B.1.4.2 Renewal of a permanent badge

Renewal involves the issuing of a new circulation permit every 5 years, after the expired badge issued previously has been returned.
Based on the documentation provided, SEA conducts the same verifications as for the initial issuance of the badge, as previously described in this procedure. Upon successful completion of these verifications, SEA renews the authorization to circulate airside and reissues the badge.

### 16.B.1.5 TEMPORARY BADGE

A temporary badge is issued when the Manager determines that a permanent badge is not necessary due to the applicant's vehicle needing access to the airside for only a limited period.

The requesting company, after reviewing all current Ordinances and Circulars, requests the issuance of a temporary badge for a company vehicle or a vehicle belonging to one of its contractors, subcontractors, suppliers, or maintenance personnel. This request is submitted electronically to SEA - Airport Badge Service, following the forms available on the SEA website and company intranet.

The applicant company must also prepare an application on its own letterhead paper containing the following elements:

- Vehicle type and number plate
- Insurance company and policy number
- Policy expiration date and insurance coverage limits
- Expected duration and reason for request
- Types of contracts relating to the vehicle
- Name of contractor, sub-contractor, supplier and/or maintenance company, if any
- ENAC Declarations of Conformity
- Permitted access areas.

When submitting the application, the company certifies under its own responsibility that the applicant or the company is in possession of the following documents:

- Document proving ownership or title authorising use of the vehicle or single vehicle document;
- Legible copy of the registration certificate or provisional registration certificate in the case of a vehicle with a registration plate showing that the necessary revisions have been carried out;
- Legible copy of the EU/EEC Declaration of Conformity in the case of an unregistered vehicle;
- Copy of the company's Chamber of Commerce certificate if this is an initial application;
- Certification of suitability issued by ENAC for companies that perform, directly or as subcontractors, ground handling activities regulated by Legislative Decree No. 18/99;
- the general efficiency and smooth running of the vehicle;
- suitability for the relevant operations;
- the correct vehicle equipment with identification and lighting devices.

### 16.B.1.5.1 Duration and renewal of temporary badges

Temporary badges can be renewed for a period of 30 days, up to a maximum of three times.
If insurance policies are found to have lapsed during the term of the authorisation, the authorisation will be suspended.

### 16.B.1.5.2 Visitor Pass (day pass)

The **Visitor Pass** is issued in cases where:

- the vehicle is intended to access and remain in the airside area for a limited number of hours (maximum 24 hours);
- the vehicle lacks some or all of the requirements for airside access (see next section, par. 16.B.2);
- the vehicle must be escorted because the driver does not have a stopover permit.

### 16.B.1.6 ISSUING AND ARCHIVING THE BADGE

The Airport Badge Service prints the badge indicating the requested and authorised access; if it is a renewal, the expired badge must be returned. It delivers the badge to the person concerned, after verification of their identity, together with a copy of the declaration of suitability of the vehicle, duly signed by the applicant.

To effectively manage all three types of badges, SEA, via its Airport Badge Service office, stores the documents submitted by the requesting company in the system for 5 years, also serving archiving purposes.

### 16.B.1.6.1 Suspension or Rejection of Release Request

In the case of a first application for traffic authorization, if the required checks yield a negative result, SEA will inform the requesting company or entity of any missing or incomplete documentation and/or any necessary technical adjustments needed at the time of the request. After 30 days, in the absence of the requested integrations/adaptations, SEA will cancel the release file.

### 16.B.1.7 RETURN OF THE BADGE

Each badge holder must promptly notify SEA of any decision to discontinue use (such as due to sale or transfer to another location) of vehicles or equipment and must return the badge to SEA.

### 16.B.1.8 BADGE DETERIORATION AND WEAR

In the event of badge deterioration, the responsible entity or company owner must present the vehicle badge to be replaced to the badge office employee.
For third-party companies, the Airport Badge Service employee will only reprint the presented badge after receiving an email request for reprint.
Simultaneously, the applicant's signature is required on a special register to acknowledge receipt.

### 16.B.1.9 LOSS OR THEFT OF THE BADGE

In the event of loss or theft, the airport operator holding the badge must:

- file a complaint with the Public Security Authority;
- inform the Operator immediately, submitting a copy of the complaint.

The Airport Badge Service officer then issues a duplicate of the badge.

### 16.B.1.10 COMMUNICATION TO STATE BODIES

On a quarterly basis, SEA - Airport Badge Service will send a list of traffic authorizations reported lost or stolen, for which a duplicate has been requested, to ENAC, Polizia di Stato, Guardia di Finanza, and SEA Security. This is to facilitate actions aimed at preventing the illicit use of such documents.

### 16.B.1.11 BADGE LAYOUT

At Malpensa Airport, the design of the badges differs depending on whether it is a temporary daily pass or a permanent badge.
Access with a vehicle to the various airport areas is, however, subject to the driver's access authorisation.

## 16.B.2 VERIFICATION OF THE GENERAL CONDITION OF THE VEHICLE

All parties operating vehicles within the security restricted areas of the airport must ensure that they are maintained in accordance with ADR.OPS. C.007, in particular according to the criteria set forth in Chapter 11.B of the AM.

Security Operations SEA conducts a visual inspection of the general condition of vehicles at the time of airside access at the gates. This inspection checks for any obvious damage that could contribute to the creation of Foreign Object Debris (FOD) or potentially reduce safety levels in the airside area. This check is also performed on vehicles with a temporary mark. The SEA security operator will then proceed to compile a check-list in the electronic access and staff register, certifying that the check has been conducted.

## 16.B.3 VEHICLE EQUIPMENT

| **Manoeuvring Area** | |
|---|---|
| **Colour specifications/chequered flag** | Colour: red or yellowish-green should preferably be used for emergency vehicles and yellow for service vehicles; |
| | Square chequered flag prominently displayed on the bodywork at the highest point of the vehicle:<br>i. with a side of no less than 90 cm. and must be formed by a chequerboard with squares no smaller than 30 cm. in size.<br>ii. the panel should be in contrasting colours to the background, orange and white or alternatively red and white. |
| **Equipped with low-intensity lights that mark the dimensions of the vehicle with characteristics appropriate to their function.** | If vehicles operate at night or in low visibility conditions; the colour of the lights should be as follows:<br>a. blue flashing for vehicles associated with emergency/safety (TYPE C);<br>b. flashing yellow for other vehicles (TYPE C) and flashing yellow for follow-me vehicles (TYPE D);<br>c. fixed red for objects with limited mobility (TYPE A);<br><br>*TYPE C and D lamps must comply with the specifications in table Q-1, CS ADR-DSN.U930 and figures U-1A or U-1B of the relevant CS.* |
| **Company logo and numbering** | All motor vehicles and vehicles equipped with a movement or traction motor must display the logo indicating the company to which they belong, along with a progressive numbering on the sides of the body. This ensures they can be identified quickly, unequivocally, and with certainty. The company logo must have a minimum size of 30 cm in diameter or sideways and must be clearly visible on the car body (in contrast to the background of the vehicle). * |

| **Aircraft Apron: - Perimeter Road** | |
|---|---|
| **Company logo and numbering** | All motor vehicles and vehicles equipped with a movement or traction motor must display the logo indicating the company to which they belong, along with a progressive numbering on the sides of the body. This ensures they can be identified quickly, unequivocally, and with certainty. The company logo must have a minimum size of 30 cm in diameter or sideways and must be clearly visible on the car body (in contrast to the background of the vehicle). * |

In accordance with Reg. EU No. 139/2014 and  EU Reg. No. 2020/2148 (ADR.OPS. B.080 *Marking and lighting of vehicles*), all vehicles operating in the airside area must be equipped with the following equipment, specific to the different operational zones of the movement area:


(*) The sequential numbering of the means consists of two elements:
- a 2-character code identifying the Company, assigned by SEA;
- a progressive and unique 3 digit number for each vehicle. This numbering is the responsibility of the individual organization, which must ensure that there are no duplicate allocations within its fleet.

*The end result will be: "AB 123" (AB identifies the company 123 identifies the company numbering).*
The code must be affixed in accordance with the following guidelines:
- Character height of at least 15cm
- Clearly visible contrasting number background (possibly white rectangle underneath on coloured vehicle bodies)
- The numbering must be clearly visible on both sides of the vehicle
- Numbering must be applied on a single line
- The numbering must be applied horizontally.


*Any exceptions to the vehicle numbering criterion must be agreed between the requesting company and the Airport Operator*.


The following entities are not required to adhere to the numbering scheme described above:

- State Bodies
- ENAV to be identified as 'ENAV'
- The airport operator will be identified as 'SEA'

*NOTE: For all vehicles, the applicable provisions of the Road Traffic Act (CBS - Codice della Strada) remain valid.*

In addition, in accordance with AMC1 ADR.OPS.B.026, each vehicle shall:

- Be equipped with a specific airport map of the area where the vehicle is authorized to operate;
- If authorized to access the manoeuvring area, the vehicle must be equipped with radio

equipment preset to the operating frequencies in use (e.g., TWR frequency 440.450 MHz, which cannot be modified by the user) (see also SMGCS Appendix Chp.). 14 AM);

## 16.B.4 VEHICLE INSURANCE

Except for ENAC and State Body service vehicles, every vehicle authorised to circulate in the movement areas must be insured for third party liability according to the regulations in force. The Airport Operator, ground service providers and airlines may be exempted from individually insuring their service vehicles that do not leave the airport if they prove that they have comprehensive insurance covering damage caused by such vehicles both during service and in other situations.

Vehicles not mentioned in the preceding paragraph must be insured with the following coverage limits in order to be authorised to access internal areas:

- trucks with a gross laden mass exceeding 3.5t operating in the movement area: 10 million euro;

- Vehicles operating in the movement area: 5 million euro.

*Ground service providers are required to take out an insurance policy that complies with the coverage limits specifically indicated or approved by E.N.A.C.*

## 16.B. 5 SPECIAL VEHICLES

Drivers of operating machines and special vehicles without number plates (excluding buses for passenger transport) must hold a valid category "B" driving permit. Additionally, they must possess a specific certificate issued by their company, confirming their authorization to perform airport operations.

The continuous and full efficiency of operating machines and special vehicles without registration plates must be ensured by the entity or company that owns or uses them, in compliance with the current regulations governing their use.

## 16.B. 6 TOWED VEHICLE IDENTIFICATION
All towed vehicles must be identifiable by a permanent metal plate that includes the name of the organization to which they belong, the company inventory number, the manufacturer, the make/model, and the serial number.

## 16.B.7 TOWING SPECIFICS
To ensure maximum safety by limiting the length of towed convoys on the apron, the following is permitted for each towing combination:

- - tow a maximum of 5 luggage/cargo trolleys;
- - tow a maximum of 4 swivel-top carts (AKE-AKH transport);
- - tow a maximum of 3 dollies (pallet transport);
- - tow a maximum of 1 16/20 FT dolly.

Mixed trailers that meet the following characteristics are permitted:

- 2 luggage/cargo trolleys + 1 belt
- 1 swivel-top cart + 3 luggage/cargo trolleys
- 2 swivel-top carts + 2 luggage/cargo trolleys
- 3 swivel-top carts + 1 luggage/cargo trolley
- 2 swivel-top carts + 1 belt
- 1 dolly + 3 luggage/cargo trolleys
- 1 dolly + 2 swivel-top carts
- 2 dollies + 1 luggage/cargo trolley
- 2 dollies + 1 swivel-top cart
- 2 dollies + 1 belt

All combinations involving an increase in length in respect of the trailer combinations indicated are always excluded.

## 16.B.8 VEHICLE ESCORT LACKING SOME/ALL EQUIPMENT

If the vehicle to be operated in the airside lacks one or more of the requirements listed above, it shall be:

- equipped with Visitor Pass;
- escorted, as per the procedure described in point C) of this Chapter, by a fully compliant vehicle, driven by an operator holding an airport permit.

**16.B.9 MONITORING OF AIRSIDE REQUIREMENTS AND RELATED MEASURES**

The system that the airport operator has put in place to ensure compliance monitoring of airside vehicles consists of two elements:

1. The monitoring of the requirements, through continuous supervision of the SMS structure (ref. chapter 2.2.7 of the SMS Handbook);
2. Monitoring via the geolocation system during airside driving via SMS facility monitoring:
3. Compliance audit activities conducted by the CMM structure.

The aforementioned activities help monitor and assess the requirements for vehicles on the airside, ensuring compliance with regulatory standards regarding vehicle condition and equipment. The Airport Manager is responsible for implementing any necessary measures for non-compliant vehicles, based on investigations conducted by the SMS structure, in relation to the points permit. The measures available to the Airport Operator include temporary and/or permanent suspension from the manoeuvring area, temporary/permanent suspension of the airport license, etc.

Documentation of compliance monitoring activities, along with any suspension or revocation measures applied, is maintained by the relevant functions (Airport Safety SMS, CMM, and Operations Management).

## 16.C TRAFFIC RULES
## 16 C.1 AIRSIDE CIRCULATION

### 16.C.1.1 PURPOSE

The purpose of this procedure is to define the obligations and traffic regulations for drivers of airside vehicles.

### 16.C.1.2 SCOPE OF APPLICATION

Airside traffic management, which systematically regulates the access and movement of people and vehicles within the sterile areas of the airport, is governed by the provisions of the current Airport Regulations and the rules outlined in this Airport Manual.

### 16.C.1.3 VEHICLE OPERATION

This section outlines the procedures for driving vehicles in specific areas, such as aircraft aprons, perimeter roads, and the manoeuvring area.

Compliance with the qualifications of drivers and the equipment of vehicles (including badges, marking, and lighting) as described in the previous section is a fundamental prerequisite for the operation of airside vehicles. This is in conjunction with the contents of the current ENAC DA Order on the subject, with particular reference to:

- o Sterile area;
- o Critical area;
- o Aircraft Apron;
- o Taxiways;
- o Movement Area;
- o Manoeuvring area;
- o Service and perimeter roads;
- o Customs spaces.

### 16.C.1.4 MITIGATION MEASURES

To ensure that vehicles are driven in the Movement Area in compliance with current regulations and to promote appropriate and responsible conduct regarding the risks associated with vehicle circulation in the Movement Area, SEA has established a monitoring activity. This activity is managed by the SMS Observer structure and focuses on the behaviours and processes outlined, but not limited to, in paragraph 16.

Specifically regarding the points-based permit, SEA, after conducting appropriate investigations through the SMS structure, necessary measures are implemented in the event of discrepancies. The measures available to the Airport Operator include temporary and/or permanent suspension from the manoeuvring area, temporary or permanent suspension of the airport permit, and other similar actions.

### § 16.C.1.4.1 - SPECIFICS OF OPERATING ON AIRCRAFT APRONS AND PERIMETER ROADS

The driver of a vehicle on the apron or perimeter roads is required to operate the vehicle according to the following rules:

1. Only in the manner authorised by the Airport Operator and in accordance with the instructions in this section;
2. In accordance with all mandatory instructions consistent with the horizontal and vertical signage present;
3. In accordance with all compulsory instructions transmitted via AVL;
4. Giving priority to:

- vehicles in emergency operating conditions (blue flashing lights active);
- aircraft taxiing or being towed/pushed;
- follow me, vehicles coming from the right, vehicles already operating on the road;
- aircraft within the stand but with beacon lights on (next to the departure);
- Operator vehicles engaged on taxiways for operational activities, with yellow flashing lights on.

5. In accordance with the speed limits (30km/h maximum where not otherwise specified) and established driving routes;
6. The vehicle shall be parked only in areas designated by the airport operator;
7. No disruptive or distracting activities are allowed while driving, including:

   o use of mobile/cellular devices for writing messages;
   o use of mobile phones not equipped with a hands-free system or earphones;
   o listening to music or using social media;
   o conversations that are not essential and unrelated to the specific activity at hand;
   o use/presence of objects not inherent to specific tasks.

The driver of a vehicle equipped with radio equipment on the apron must, if the vehicle is outside the vehicular thoroughfare (e.g. on a TWY for towing in progress):

1. establish satisfactory two-way radio communication with the responsible entity designated by the airport operator before entering the apron;
2. maintain continuous radio listening on the assigned frequency appropriately pre-set with the operating frequencies in use (e.g.: TWR frequency 440.450 MHz cannot be changed by the user).

| | AERODROME MANUAL | Edition: 2 - Revision: 4 |
| :-: | :-: | :-- |
| **SEA** | | Code: MA/MXP/RE139 |
| | | Part: E - Chapter: 16 |
| | **MALPENSA Airport** | Date: 21/08/2024 |
| | | Page 32 of 41 |

## 16.C.1.5 SPECIFICS OF DRIVING IN THE MANOEUVRING AREA

The driver of a vehicle in a manoeuvring area is obliged to operate the vehicle in accordance with the provisions of the previous section (aircraft aprons and perimeter roads), and shall also abide by the following requirements:

1.  The manoeuvring area shall be accessed only and exclusively in the manner described in par. 16.C.1.7;
2.  Exclusively in the manner authorised by the air traffic services unit and in accordance with the instructions issued by that unit;
3.  In accordance with all mandatory instructions indicated by horizontal and vertical signage, unless otherwise authorized by the ATS;
4.  In accordance with all mandatory instructions transmitted by visual aids (AVL);
5.  Give precedence to aircraft when landing, taking off and taxiing;
6.  Regardless of right-of-way rules, vehicles, including those towing an aircraft, must adhere to the instructions issued by the air traffic services authority;
7.  Check the condition of the vehicle's tires to ensure that no FODs have been collected from transit over grassy or semi-prepared areas, and verify that FODs have not been transported onto flying infrastructure.

### 16.C.1.5.1 Specifics for accessing the runway and adjacent areas

When a runway is used for landing or take-off, the vehicle must not:

1.  Approach the runway beyond the relevant waiting point;
2.  Operate on the part of the runway safety strip that extends beyond the end of the runway (RESA) or
3.  On the runway end safety areas of that runway or
4.  On the Clearway.

When the runway is not in use, the driver of a strip vehicle must not approach the runway beyond the distance at which the waiting position has been set.

***Operator obligations***:

*   Closure of Parked Vehicles: All vehicles parked in areas accessible to passengers must be locked to ensure security;
*   Vehicles parked in Non-Accessible Areas: For vehicles parked in areas not accessible to passengers, the keys must always be removed from the ignition to prevent unauthorised use;
*   Keyless Start Systems: In vehicles equipped with keyless start systems (such as Start&Stop or similar), it is mandatory that the keys always be located outside the car to prevent unauthorised ignition.

- Protection of Work Tools: If a vehicle is carrying work tools, these must be adequately protected to prevent theft or unauthorised use.
- Winter equipment: the use of chains or snow boots is prohibited. During the winter period from 15 November to 15 April, unless otherwise stipulated, the use of winter tyres or certified all-season tyres is compulsory.
- drive in such a manner that, in all conditions of weather and visibility, vehicles do not constitute a danger to the safety of persons and property or cause hindrance to the movement of aircraft or other vehicles;
- observe horizontal and vertical airport signs, including luminous signals;
- listen to assigned radio frequencies at all times when in the manoeuvring area;
- wear high-visibility clothing when disembarking from the vehicle in use to operate on the aircraft apron; in the manoeuvring area high-visibility clothing must always be worn, even while remaining aboard a vehicle;
- wear seat belts on vehicles if they are equipped with them

Furthermore, all operators are prohibited from parking equipment less than 3 meters from the roadway in areas adjacent to the stands, to ensure traffic remains free and safe.

**16.C.1.6 VEHICLE LOST IN MANOEUVRING AREA**

The driver of a vehicle operating in the manoeuvring area must, if in doubt about the vehicle's location:

1. Inform the air traffic services authority of the circumstances, including the last known location;
2. At the same time, unless otherwise instructed by the air traffic services unit, clear the runway, taxiway or other parts of the manoeuvring area as quickly as possible until a safe distance is reached;
3. After completing the operations mentioned in points 1) and 2), stop the vehicle.

## 16.C.1.7 RESPONSIBILITIES AND ACTIONS IN THE EVENT OF ACCESS TO THE MANOEUVRING AREA

| N | No. | RESPONSIBLE PARTY | ACTION |
| --- | --- | --- | --- |
| 1 | **Positioning near the manoeuvring area** | Operators authorised to access the manoeuvring area must: | MOVE to a safe position, equipped with a radio set to the TWR frequency (appropriately preset with the operational frequencies in use, e.g., TWR frequency 440.450 MHz, which cannot be modified by the user) near the holding points for runway entry or in a safe position for entry into the taxiway.<br><br>Establish satisfactory two-way radio communication with the air traffic services unit on the appropriate air traffic services frequency prior to entering the manoeuvring area and maintain continuous radio listening on the assigned frequency. |
| 2 | **Radio request to TWR for authorisation to enter the manoeuvring area** | Operators authorised to access the manoeuvring area must: | Request TWR authorisation to access the manoeuvring area via radio, communicating the following in aeronautical terminology:<br>- Currently occupied position;<br>- Reason of access;<br>- area they intend to reach;<br>- the route they intend to take to reach the specified area;<br>- The number of accompanying vehicles, if any, if leading a convoy to be escorted (see next paragraph: *Methods of escorting convoys that must enter the movement and/or manoeuvring area);*<br>- the expected length of time of the area will be occupied.<br><br>NOTE: In low visibility conditions, operators authorized to access the manoeuvring area must adhere to the requirements of the procedures below: All Weather Operations, referred to in the Letter of Operations signed by SEA - ENAV, as well as Operating Procedure referred to in Chap. 23 AM on low visibility. |

| 3 | **Receiving instructions from TWR** | Operators authorised to access the manoeuvring area must: | REPEAT instructions received via radio from TWR (readback), confirming receipt of instructions in such a way as to clearly indicate that these instructions have been understood and will be complied with.<br><br>NOTE: Notwithstanding this authorisation, entry onto a runway or runway safety strip or a modification of the authorised operation **must be subject to further specific authorisation by the air traffic services authority**. |
|---|---|---|---|
| 4 | **Parking in the Manoeuvring area** | Operators authorised to access the manoeuvring area must | MAINTAIN radio contact with TWR at all times to receive any new instructions arising from operational needs. |
| 5 | **Modification of authorised operation** | Operators authorised to access the manoeuvring area must: | Notify TWR of the new operational requirements to obtain a further specific authorisation, communicating:<br>– the currently occupied position;<br>– the area they intend to reach;<br>– the route they intend to take to reach the specified area;<br>– the expected length of time the area will be occupied. |
| 6 | **Radio Failure in the Manoeuvring Area** | Operator is authorised to access the manoeuvring area | CLEARS the manoeuvring area as soon as possible (possibly avoiding routes intended for aircraft), with particular consideration for the traffic in progress.<br>NOTIFIES the Airport Duty Manager, directly or through their supervisor, via another radio or telephone that left the manoeuvring area.<br>EXECUTES any instructions transmitted by TWR via light signals (illustrated in Chapter 31 AM) |
| | | Airport Duty Manager | INFORMS the TWR of the incident, confirming that the vehicle has left the manoeuvring area. |

| 7 | **Mechanical failure of the vehicle in manoeuvring area** | Operator is authorised to access the manoeuvring area | NOTIFY TWR immediately by radio, providing your position, stating that it is impossible to remove the aircraft due to failure, and offering useful information to assess the practicability of the neighbouring aeronautical infrastructures (e.g., junction, runway that is still practicable). KEEP the low beam, position lights and rotating beacon switched on. CONTACT the Airport Duty Manager to report what happened, providing all useful elements for subsequent assistance activities. |
|---|---|---|---|
| | | Airport Duty Manager | TAKE ACTION, involving the relevant company organisational units (Workshop, advanced point), to coordinate the necessary assistance activities for the operator and the recovery of the vehicle. |
| 8 | **Doubts about vehicle location** | Operator is authorised to access the manoeuvring area | INFORMS TWR of the event, communicating last known location. PLACES VEHICLE at a safe distance from the manoeuvring area, unless otherwise instructed. STOPS the vehicle. |
| 9 | **Request to leave the manoeuvring area** | Operator is authorised to access the manoeuvring area | NOTIFIES TWR via radio their intention to leave the occupied manoeuvring area and assures that the area is free as to the operations under their responsibility. |
| 1 0 | **Exiting the manoeuvring area** | Operator is authorised to access the manoeuvring area | CONFIRMS to TWR via radio that they have cleared the manoeuvring area. |

### 16.C.1.8 RADIO CALL SIGNS

For each type of vehicle, authorised to operate in the manoeuvring area, radio call signs are assigned by the Operation Manager according to the following criteria:

- must not cause confusion as to their identity;
- must be appropriate to their function;
- must be coordinated with the air traffic services authority and distributed to the relevant organisations at the airport.

The Operations Manager, in coordination with ENAV, assigns the identification names to the entities/parties whose personnel are authorised to access the manoeuvring area. The vehicles of these entities/parties will be identifiable by their assigned general call sign and serial number. The

names used at the airport and also included in the Aviation Emergency Plan, adopted by ENAC Order (ref. Chp. 19 MOA) are provided in Chap. 30.4.2 of the AM.

## 16.C.1.9 PROCEDURES FOR ESCORTING VEHICLES AND/OR CONVOYS TO THE AIRSIDE

The escort of a single vehicle entering the airside (see paragraph 16. B.8) may be escorted out by a vehicle driven by any driver with a valid driving permit.

In contrast to the above, escorting of:

- several vehicles (convoy) entering airside (see paragraph 16.B.8), or
- one or more vehicles in the manoeuvring area, or
- one or more vehicles accessing airside in LVP (low visibility) conditions

must be carried out exclusively by the Airport Operator, equipped with vehicles and a permit suitable for the specific area of interest.

The conditions under which a vehicle is escorted are:

- non-compliance of the vehicle in terms of its equipment;
- driver of the vehicle does not have an appropriate airport permit.

Having ascertained that the above-mentioned conditions are met, the escort leader, in possession of the appropriate driving permit, also ensures that:

- LVPs are not in force (condition applicable to the manoeuvring area only);
- the vehicles (and any equipment) to be escorted are efficient upon visual inspection, and do not represent a potential hazardous situation for airside movement and/or the creation of FOD.

Before the escort begins, the escort leader and the driver(s) of the vehicle(s) being escorted conduct an initial briefing. During this briefing, they establish how constant communication will be maintained and how changes in direction will be signalled. In the event of a turn, the escort leader will use the vehicle's directional indicators, and the escorted vehicle will confirm by activating its directional indicator in the same direction as communicated.

The main airside traffic rules are also explained (aircraft always have right of way, absolute observance of the speed limits present). Instructions on escorting in the event of snow can be found in Chap. 24 Am [Airport Manual].

While on escort duty, the escort leader constantly ensures that the instructions given above are strictly observed by the driver of the vehicle being escorted.

NOTE:

Escorting of vehicles by the airport operator in the manoeuvring area is allowed as long as visibility conditions are RVR ≥ 550 m (LVP activation); therefore,escorting in the manoeuvring area is forbidden under LVP.

In contrast to the above, the escorting of vehicles on the aircraft apron is permitted, as long as visibility conditions are ≥ 150 m, provided that:

- the rear fog light is switched on, if the vehicle is equipped with one.
- The convoy is not interrupted during its journey.

*NOTE: Indications concerning the escort in the event of snow are set forth in the Chap. 24 AM [Airport Manual].*

### 16.C.1.9.1 Specifics instructions for convoy escorts

Two types of escorts are identified and authorised:

- **Escort of a convoy of up to two vehicles or operations machines**, carried out by a single SEA escort leader equipped with a radio with TWR frequency (appropriately pre-set with the operating frequencies in use e.g.: TWR frequency 440.450 MHz not modifiable by the user). The escort vehicle must precede the convoy at a distance of no more than 20 metres;
  <u>Communication between the SEA escort leader and the driver of the last vehicle to be escorted takes place via radio using SEA's internal frequency for use by the maintenance departments and ADM. Only the escort leader communicates with TWR on the appropriate frequency</u>.
- **Escort of a convoy of up to five vehicles or machines**, carried out by an SEA escort leader and another vehicle with an SEA attendant considered to be an 'end escort', both equipped with a radio. The first escort vehicle must precede the convoy at a distance of no more than 20 metres, while the second vehicle will follow the convoy at a distance of no more than 50 metres.

***Escort of a convoy towing up to two vehicles***

Before the handling operation begins, the SEA escort leader, possessing the appropriate driving permit, uses their own vehicle to explain the additional operating procedures to the drivers, reminding them that:

- The SEA escort chief is in possession of both a radio with an internal SEA frequency and a radio with a frequency for communication with TWR (the frequencies are pre-set according to use, and cannot be changed by the operators);
- If only one vehicle is escorted, it is equipped with a radio with an internal SEA frequency

- In the case of an escort of two vehicles, the second is equipped with a radio with internal SEA frequency
- Communication between the SEA escort leader and the driver of the last vehicle to be escorted takes place via radio using SEA's internal frequency for use by the maintenance departments and ADM.
- Only the escort leader communicates with TWR on the appropriate frequency;
- in the event of separation of the convoy, the vehicle that loses contact with the vehicle in front of it must stop without impeding the traffic and await instructions from the escort leader;
- While driving, convoy members must maintain a safety distance from the vehicle in front to ensure a timely stop in all situations and to avoid collisions. The convoy leader's vehicle must exercise particular care during crossings (such as stands and taxiways) to ensure the entire convoy moves safely and without interruption;
- intermittent use of the spotlights or emergency lights is permitted during night and daytime traffic, to give useful warnings to avoid accidents and to warn the preceding or following vehicle of a hazardous condition
- During the journey, the escort leader must maintain radio contact with the end of the escort using the internal SEA frequency utilized by the maintenance functions and the Airport Duty Manager. This frequency is different from the TWR frequency, which is used only when accessing the manoeuvring area.
- During the journey, the escort leader monitors the behaviour and movements of the 'escorted' vehicles, giving instructions via the radio provided, in order to avoid any changes in driving behaviour and route by the escorted vehicles.

*NOTE: Indications concerning the escort in the event of snow are set forth in the Chap. 24 AM [Airport Manual].*

### *Escort of a convoy of up to five vehicles in tow*

Before the handling operation begins, the SEA escort leader, possessing the appropriate driving permit, uses their own vehicle to explain the additional operating procedures to the drivers, reminding them that:

- The chief escort and the SEA 'end escort' are in possession of both SEA internal frequency radios and frequency radios for communication with TWR. All the other members of the convoy are not equipped with any radios;
- Communication between the escort leader and the 'escort end' takes place through the use of the internal frequency radio;
- Only the escort leader communicates with TWR on the appropriate frequency;
- in the event of separation of the convoy, the vehicle that loses contact with the vehicle in front of it must stop without impeding the traffic and await instructions from the escort leader;
- While driving, convoy members must maintain a safety distance from the vehicle in front

to ensure a timely stop in all situations and to avoid collisions. The convoy leader's vehicle must exercise particular care during crossings (such as stands and taxiways) to ensure the entire convoy moves safely and without interruption;

- intermittent use of the spotlights or emergency lights is permitted during night and daytime traffic, to give useful warnings to avoid accidents and to warn the preceding or following vehicle of a hazardous condition;
- During the journey, the escort leader must maintain radio contact with the end of the escort using the internal SEA frequency utilized by the maintenance functions and the Airport Duty Manager. This frequency is different from the TWR frequency, which is used only when accessing the manoeuvring area.
- During the journey, the escort leader and the end escort monitor the behaviour and movements of the 'escorted' vehicles, giving instructions via the radio provided, in order to avoid any changes in driving behaviour and route by the escorted vehicles.

*NOTE: Indications concerning the escort in the event of snow are set forth in the Chap. 24 AM [Airport Manual].*

## 16.C.2. DAILY AIRSIDE VEHICLE EFFICIENCY CHECK

Before driving, the driver is required to carry out a general check of the vehicle in order to detect any anomalies or malfunctions that could jeopardise safety.

In particular, the driver must check the following:

(1) indications of malfunction/warnings;
(2) steering wheel and tyres in good condition;
(3) lighting system (daytime and night-time signals/service or emergency lights);
(4) braking system (service and parking brakes);
(5) communication systems, including transponder (or equivalent), if applicable;
(6) tyre condition;
(7) side and rear view mirrors;
(8) windscreen wipers (if applicable);
(9) elements to be fixed on the vehicle;
(10) possible presence of hydraulic leaks;
(11) external damage to the vehicle.

In the event of anomalies, the incident must be reported to the relevant supervisor and steps must be taken to safely remove and/or distance the vehicle from the Movement Area.

If the anomaly occurs in the Manoeuvre Area, it is necessary to immediately inform ENAV - TWR, and promptly take action for the safe removal and/or distancing of the vehicle, estimating the time necessary for the operation and informing TWR and the Airport Duty Manager.

However, the responsibility for the efficiency of the vehicle/equipment remains with the company/organisation and the driver jointly and severally.

*One method of tracking the process can be the compilation of a check list for each vehicle operating at Airside, dated and initialled by the driver assigned to the vehicle.*

## 16.C.3 STAFF TRAINING AND QUALIFICATION

All maintenance and Operations Department resources with airside access involved in the activities described in this Chapter are trained and qualified in accordance with Chapter 3 - Annexes 1 and 2 AM and its syllabi. Certificates of training courses attended are archived and stored at Education and Training SEA.

## 16.C.4 ANNEXES
Airport Driving Permit Manual:

16.1 Training - Module 1 - Green permit
16.2 Training - Module 2 - Red permit (manoeuvring area)
16.3 Training - Module 3 - Special features Malpensa and Linate
16.4 Training - Module 4 - Airport Maps
16.5 Point-based Airport permit (PAP)