AIRPORT REGULATIONS

for Milan Linate Airport

TECHNICAL ANNEXES

EDITION 5.0

[1] The numbering of the annexes corresponds to the chapters of the Airport Regulations. Discontinuities in progression are therefore possible since some chapters therein do not have corresponding annexes.

Edition 5

Revision 0

Reference Document: Allegati RdS Milano Linate Ed. 5_dicembre2024_EN.docx0

CONTENTS[1]

[1] The numbering of the annexes corresponds to the chapters of the Airport Regulations. Discontinuities in progression are therefore possible since some chapters therein do not have corresponding annexes.

ANNEX 2.3

Average number of passengers/hour calculated on the basis of the time required for operations

AREA	No. of stations	Service time per pax	Capacity No. pax/hour
Check-in	73	100"	**2,628**
Security filters	10	18"	**2,000**
Originating passport control Non-Schengen	3+1(e-gates)	20"	**540**
Arrivals Passport Control	4+1 (e-gates)	20"	**720**

BOARDING	No. gates	No. of flights per hour	Average no. of pax per flight	Capacity No. pax/hour
A1-A8 remote Schengen	8	~~12~~ 10	100	**1,000**
A10-A16 remote Schengen	6	~~11~~ 9	100	**900**
A17-21 finger Schengen	5	6	100	**600**
B25-28 Non-Schengen	4	~~6~~ 5	100	**500**

ANNEX 2.3.1
Number of passengers/hour per counter - counter hours per flight

The first table shows the number of passengers/hour per counter based on the average check-in time, which is used to define the counter hours shown in the second table.

	Schengen	Non-Schengen (medium-short haul)	Long-haul
Average check-in time	1' 15"	1' 30"	2' 30"
Pax/counter/hour	48	40	24

COUNTER HOURS ok			
Places offered	**Schengen**	**Non-Schengen (medium-short haul)**	**Long-haul**
400	8	10	17
350	7	9	15
300	6	8	13
250	5	6	10
200	4	5	8
150	3	4	6
100	2	3	4
50	1	1	2

ANNEX 2.3.2
Baggage handling facility capacity

The outbound transport system is designed for a total hourly capacity of 1,600 pieces of originating luggage.
The capacity values of the main subsystems are as follows:

Check-in:

Per check-in desk:	1 parcel/minute	60 bags/hour/counter

Automatic reading:

Automatic Tag-Reader		3,600 bags/hour/reader
Sorting belts:	piers	1,600 bags/hour
	carousels	800 bags/hour

ANNEX 2.3.3
Minimum connecting time

Schengen/ Schengen	Non-Schengen/ Schengen	Non-Schengen/ Non-Schengen
90'	90'	90'

ANNEX 2.3.4
Table detailing Linate Airport transit times for aircraft in the different categories

AVERAGE TRANSIT TIME	AIRCRAFT TYPE
30	ATR 72 ATR 42 AVRO RJ AVROLINER CANADAIR CRJ 200-700 DE HAVILLAND DH8-300 EMBRAER ERJ 135 EMBRAER ERJ 145 EMBRAER ERJ 170 EMBRAER ERJ 175 FOKKER 50 FOKKER 70 LET L410 SAAB SF 340 SAAB 2000
35	CANADAIR CRJ 900 DE HAVILLAND DH8-400 EMBRAER 195-E2 EMBRAER ERJ 190 EMBRAER ERJ 195
40	FOKKER 100
45	AIRBUS A220-100 AIRBUS 318 BOEING 737-300 BOEING 737-400 BOEING 737-500 BOEING 737-600 BOEING 737-700
50	AIRBUS A220-300 AIRBUS 319 AIRBUS 320 AIRBUS 321 BOEING 737-800 BOEING 737-900
55	AIRBUS A300
60	BOEING 737 FREIGHTER BOEING 767-200 BOEING 757

The times indicated are to be considered as a reference for determining the scope of operational needs. In the case of aircraft with cargo holds equipped for loading by ULDs, the times indicated refer to such configurations. For such aircraft, if they operate with non-palletised cargo holds, the reference times are to be increased by 50%.
The times indicated may be reduced on the basis of specific agreements between an Airline and its handler, but their application is subject to notification to the Airport Managing Company, which reserves the right to assess their operational suitability or to reject their application if they are found to jeopardise the proper performance of airport handling operations at the airport.

ANNEX 2.4.1.4
Times for allocation and commitment of flight resources

Time for allocation and commitment of flight resources			
Resource:		***Schengen***	***Non-Schengen***
Stand	Allocation	*ETA - 10'*	
	Commitment start	*ATA + 10'*	
	Release	*BOF*	
400 Hz (mobile)	Allocation	*ETA - 10'*	
	Commitment start	*ATA + 10'*	
	Release	BOF	
Rotating working positions	Allocation	ETA - 10'	
	Commitment start	ATA + 10'	
	Release	BOF	
Fingers	Allocation	ETA - 10'	
	Commitment start	ATA + 10'	
	Release	BOF	
Gate	Allocation	ETD: -60' (Remote) – -45' (Finger)	
	Commitment start	ETD - 30'	
	Release	Flight closure	
Check-in desk	Allocation	STD - 24 h	
	Commitment start	STD - 120'	STD - 120'
	Release	STD - 25'	STD - 30'
Lost & Found desk	Allocation	STD - 24 h	
	Commitment start	STA	STA
	Release	ATA + 60'	ATA + 60'
Waiting List Desk	Allocation	STD - 24 h	
	Commitment start	STD - 120'	STD - 120'
	Release	ETD - 15'	ETD - 15'
BHS Arrivals Pier	Allocation	ETA - 10'	
	Commitment start	BON	
	Release	LBD	
Bag return belt	Allocation	ETA - 10'	
	Commitment start	BON	
	Release	LBD (Last Baggage Delivery) + 10'	

ANNEX 2.5.7
Standard IATA messages

BSM message (Baggage Source Message for originating baggage)
The BSM is obligatory for both transit and local baggage.
SEA systems operate within IATA standards both to read tag barcodes and interpret messages. The Malpensa BHS (Baggage Handling System) is equipped with scanners that can read 10-digit barcode baggage tags, based on specifications in IATA "*Resolution 740*" ("Passenger Services Conference Resolutions Manual"). Airlines must make available BSM messages to the address LINLAXH, based on specifications in IATA "*Recommended Practice 1745*" ("*Passenger Services Conference Resolutions Manual*").
SEA has a back-up system to be used if they do not receive the IATA message. To acquire data through that system, each airline must provide SEA with the tag format sent to the Bag Tag Printer and communicate any variation straight away to adapt the programs.

BTM message
With regard to baggage in transit, the Airline that provides the onward flight and has received the BTM (Baggage Transfer Message) from another Airline, is required to send the corresponding BSM to SEA.

BUM message
The BUM message (Baggage Unload Message) is essential for reconciling baggage using the BRS (Baggage Reconciliation System).

FFM message
The FFM message, for departing flights, is issued directly by the FAST system so, for all airlines using that system, the message need not be sent from the DCS.

LDM message
The information listed below must be made available in the LDM message through the Supplementary Information (data must be interpreted as total embarked for destination from origin airport):

DESCRIPTION
Baggage items, number per destination
Baggage, weight per destination
Cargo, number of boxes per destination
Cargo, weight per destination
Mail, number of parcels per destination
Mail, weight per destination
Loose cargo, number of boxes per destination
Loose goods, weight per destination
Direct transit cargo, weight per destination

A preliminary LDM message containing the information concerning what is transported departing must be made available for each departing flight, at least 20 minutes before the aircraft lands for normal turnaround flights lasting about one hour, otherwise at least one hour before departure. The LDM message must be sent by all preceding airports foreseen in flight routing.

MVT message
The MVT message must be sent by all airports listed in the flight routing as previous stops; it must also be sent by the airport following the one run by SEA (Arrival message).

PSM message
The PSM message must be sent soon enough to manage passengers needing special assistance.

ALLEGATO 3.1.2.4
Access report template

ACCESS AND START OF ACTIVITIES REPORT

In order to put in place the access procedure at …….. airport, of the Handling Company …….., in compliance with article 2.2 of the CCA APT Circular 19 "Airport regulations", Mr ……..…… representing the airport operator company SEA S.p.A. and Mr ……..…… representing the handling company …….. (hereinafter the Service Provider), already issued with a Groundhandling Service Provider Certificate by ENAC, which is the fundamental requirement to access the market and to carry out groundhandling services, appeared before the Airport Director.

To this end:

a. SEA and the Service Provider declare they have reached an agreement as to authorisation to access airport areas subject to restrictions (issue of badges and marks, licences to drive vehicles);
b. The Service Provider/Self-handler and SEA S.p.A. will issue the Airport Director with a list of personnel and equipment, signed by both representatives, that will be used in groundhandling activities, identified by type, number plate (if applicable), chassis number and quantity;
c. The Service Provider undertakes to promptly inform SEA and ENAC of the list of flights served as well as any variation that takes place concerning said flights, personnel used, the names of persons with responsibility, equipment and machinery brought to/taken away from the airport and insurance;
d. The Service Provider declares it is familiar with the procedure defined in the Airport Regulations for selecting service providers if the Airline has not previously selected a handler, without prejudice to the obligation to guarantee activities in line with airport operations;
e. The Service Provider is responsible for the operating characteristics of equipment used in terms of safety and for relative procedures for use;
f. The Service Provider declares it has suitable, sufficient areas and spaces available to carry out activities, undertaking to use them according to procedures in agreements with the Airport Managing Company, which govern financial aspects and conditions for operations, including the obligation to provide adequate insurance cover;
g. The Service Provider will maintain areas with due diligence and return said in good condition;
h. The Service Provider undertakes to comply with regulations and provisions in force at the Airport, including Airport Regulations, bringing its own activities in line with requirements;
i. The Service Provider declares that groundhandling personnel will have an employment contract based on laws and regulations in force;
j. The Airport Managing Company undertakes, in its remit of coordination activities, to guarantee that the Service Provider is adequately informed about safety and security measures adopted at the airport and acknowledges that it is required to register the activities to be carried out by the Handling Company in the "Register of service providers/self-handlers".

SEA and the Service Provider declare that activities will start from ……..

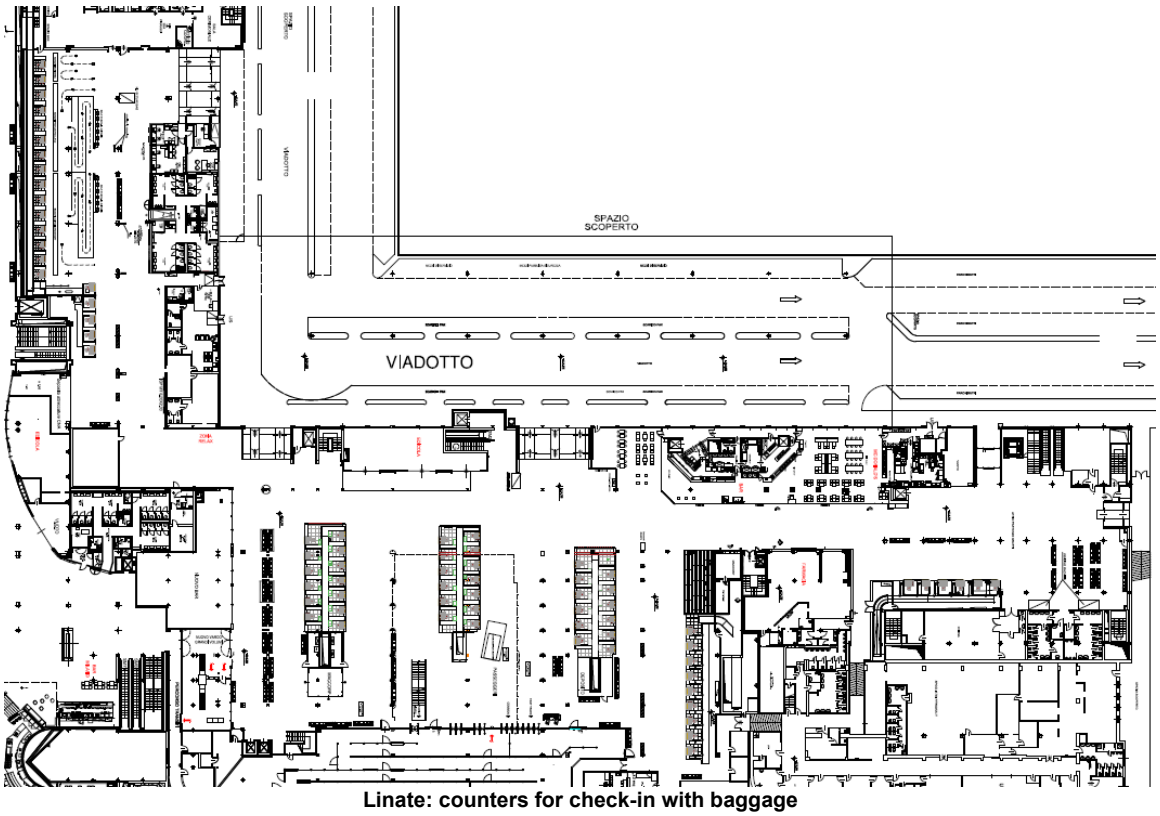
For the Handling Company _____

For the Operator Company _____

ANNEX 3.6.1.a
Counters for check-in with baggage

The terminal has 73 counters for check-in with baggage:

Area	Counters	Location
1	101-120	First floor Departure area
2	201-206	First floor Departure area
3	301-307	First floor Departure area
4	401-406	First floor Departure area
5	501-507	First floor Departure area
6	601-606	First floor Departure area
7	701-706	First floor Departure area
8	801-809	First floor Departure area
9	901-909	First floor Departure area



Linate: counters for check-in with baggage

ANNEX 3.6.1.b
Information counters

The terminal has 3 virtual counters:

Virtual counter	Location
1	Check-in area
1	Boarding area
1	Arrivals area

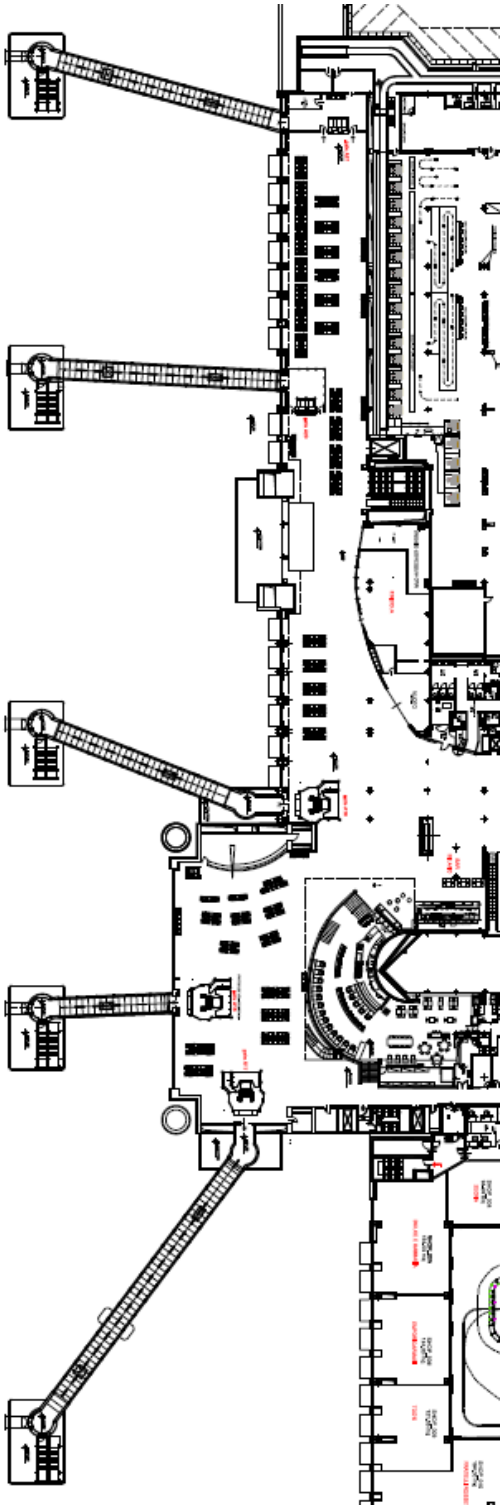
ANNEX 3.6.1c
Tables detailing security filters (body check)

Station	No.	Equipment
First Floor - Departures	10	WTMD fixed metal detector
First Floor - Departures	9+1	EDS-CB (9) X-Ray Explosive Trace Detector (1)
First Floor - Departures	10	LEDS
First Floor - Departures	6	SAMD
First Floor - Departures	11	ETD

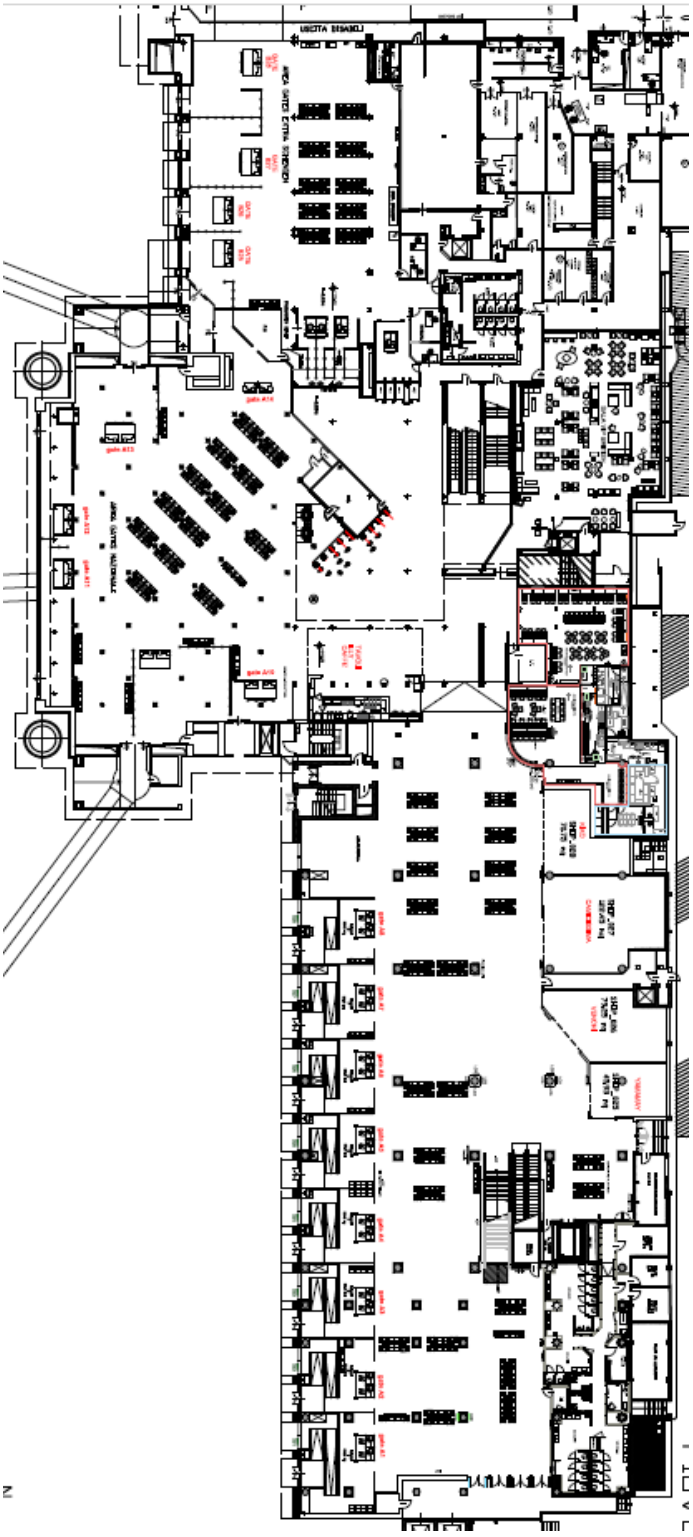
ANNEX 3.6.1.d
Detailed tables and gate maps

Zone	No.
Schengen	19
Non-Schengen	4
Total	**23**

ID	Type	Zone	Stand	Location
A01	Remote	Sch.		Ground floor departure area
A02	Remote	Sch.		Ground floor departure area
A03	Remote	Sch.		Ground floor departure area
A04	Remote	Sch.		Ground floor departure area
A05	Remote	Sch.		Ground floor departure area
A06	Remote	Sch.		Ground floor departure area
A07	Remote	Sch.		Ground floor departure area
A08	Remote	Sch.		Ground floor departure area
A10	Remote	Sch.		Ground floor departure area
A12	Remote	Sch.		Ground floor departure area
A13	Remote	Sch.		Ground floor departure area
A14	Remote	Sch.		Ground floor departure area
A15	Remote	Sch.		Ground floor departure area
A16	Remote	Sch.		Ground floor departure area
B25	Remote	Non-Sch.		Ground floor departure area
B26	Remote	Non-Sch.		Ground floor departure area
B27	Remote	Non-Sch.		Ground floor departure area
B28	Remote	Non-Sch.		Ground floor departure area
A17	Fingers	Sch.	05	First floor departure area
A18	Fingers	Sch.	04	First floor departure area
A19	Fingers	Sch.	03	First floor departure area
A20	Fingers	Sch.	02	First floor departure area
A21	Fingers	Sch.	01	First floor departure area



Linate: Gates First Floor



Linate: Gates Ground Floor

ANNEX 3.6.1.e
Finger detail tables

The terminal has a total of 5 jetway fingers.

Stands served by fingers
01
02
03
04
05

Aircraft admitted to the fingers are as follows:

AC Type	Finger 1	Finger 2	Finger 3	Finger 4	Finger 5
A318	YES	YES	YES	YES	YES
A319	YES	YES	YES	YES	YES
A320-100/200	YES	YES	YES	YES	YES
A321-100	YES	YES	YES	YES	YES
B737-100	YES	YES	YES	YES	YES
B737-200	YES	YES	YES	YES	YES
B737-300	YES	YES	YES	YES	YES
B737-400	YES	YES	YES	YES	YES
B737-500	YES	YES	YES	YES	YES
B737-600	YES	YES	YES	YES	YES
B737-700	YES	YES	YES	YES	YES
B737-800	YES	YES	YES	YES	YES
B737-900	YES	YES	YES	YES	YES
B737-900Winglets	YES	YES	YES	YES	YES
EMB 170	YES	YES	YES	YES	YES
EMB 175	YES	YES	YES	YES	YES
EMB 190	YES	YES	YES	YES	YES
B767	**NO**	**NO**	**NO**	**NO**	**NO**

ANNEX 3.6.6.4 Procedure for the performance and supervision of passenger transport, disembarkation and embarkation activities

Procedure for the performance and supervision of passenger transport, disembarkation and embarkation activities

MALPENSA

Version updated 19/06/2024

SUMMARY

1 PURPOSE

This Procedure defines the elements that are indispensable for the performance of the process of transporting, boarding and disembarking passengers carried out by SEA S.p.A. personnel at Linate and Malpensa airports. All process operations must be carried out effectively and efficiently and aimed at ensuring:

- compliance with national, international and safety and security regulations,
- the timeliness of the service subject to operational constraints;
- compliance with declared quality standards with a view to improving customer (airline and passenger) satisfaction.

2 SCOPE OF APPLICATION

This Procedure applies to all passenger transport, boarding and disembarkation processes carried out by SEA S.p.A. personnel at Linate and Malpensa airports.

Variations from what has been established may only result:

- from Provisions and/or temporary agreements between the Carrier and SEA S.p.A;
- from permanent, contractually-defined ongoing Provisions;
- from Provisions of the competent airport authorities, force majeure or objective impediments that make it impossible to carry out operations in compliance with this Procedure.

Written evidence of such Provisions and agreements must be provided and preserved. Provisions of the airport authorities (even if temporary), force majeure or impediments that render this Procedure inapplicable must also be documented for each individual case in which they occur.

3 DEFINITIONS AND ABBREVIATIONS

Driver: Multipurpose Specialist Driver

AS: Airport Specialist in Bus/Pushback management position

4 REFERENCES

In the case of dated references, only the cited edition is applicable, otherwise, the edition in force at the time of publication of this procedure. For undated references, the latest edition of the cited document (including any amendments) applies.

5 RESPONSIBILITIES AND ACTIONS

The detailed activities and responsibilities relating to the execution and supervision of passenger transport, disembarkation and embarkation activities are described below.

Arriving aircraft - Disembarking and passenger transport.

N°	PHASE	RESPONSIBLE PARTY	ACTION
1	Coordination preliminaries	AS	COLLECTS all flight-related information via a computer system: - aircraft stand no.: - aircraft type; - carrier and handler; - flight no. and origin; - total no. of passengers to be carried; - any other existing contractual arrangements. IDENTIFIES, respecting the parameters set out in section 6, the number of vehicles and resources to be sent on board for the disembarkation and transport of passengers. EVALUATES the timing of ACDM (Airport Collaborative Decision Making) in order to optimise the bus dispatch and VERIFIES that the request respects the parameters given in paragraph 6. MONITORS on a constant basis the progress of the various ongoing missions in order to optimise the use of buses and drivers to carry out incoming passenger services.
2	Bus dispatch	AS Driver	COMMUNICATES to the bus drivers, with the help of the computer system (smartphone), the stand number where to go, the total number of buses sent to perform the service, and the origin of the flight. REACHES, equipped with the provided personal protective equipment, the position following the traffic rules on the apron.
3	Bus positioning (in stand}	Driver	POSITIONS the bus in accordance with safety regulations and in such a way as to avoid obstructing aircraft servicing operations and fire-fighting aids.

4	Passenger disembarkation	Handler/ Carrier representative / Crew Driver	AUTHORISES the start of the disembarkation of passengers from the aircraft. MONITORS the passengers' disembarkation from the aircraft until they board the bus. STOPS bus boarding when the optimal capacity has been reached. NOTIFIES the AS immediately in the event of anomalies (e.g. passengers not finding a seat on the buses provided, technical problems, etc.), so that it can take appropriate action. CHECKS that the optimal capacity has been reached and coordinates with the Handler/Carrier representative/Crew if necessary. SURVEYS passengers on board the bus. EXITS the apron safely.
5	Passenger transport	Driver	TRANSPORTS passengers across the apron following the traffic rules on the apron. As soon as the driver arrives in the destination area (Schengen, Non-Schengen, Risk Flights, according to information received from the AS). STOPS the bus safely and OPENS the doors. ENSURES that passengers do not disembark from the side facing the apron. MONITORS the complete outflow of passengers towards the entrance doors of the terminal and MAKES a quick visual check inside the bus to ensure that no passenger has left any personal belongings on board before departing.
6	End of passenger transport service	Driver	COMMUNICATES immediately to the AS their availability ("free" status) via smartphone

Departing aircraft - Passenger transport and embarkation.

N°	PHASE	RESPONSIBLE PARTY	ACTION
1	Coordination preliminaries	AS	COLLECTS all flight-related information via a computer system: - aircraft stand no.: - aircraft type: - carrier and handler: - flight no. and destination; - total no. of passengers to be carried; any other existing contractual agreements. IDENTIFIES, respecting the parameters set out in section 6, the number of vehicles and resources to be sent to the gate for passenger boarding and transport. EVALUATES the timing of ACDM (Airport Collaborative Decision Making) in order to optimise the bus dispatch and VERIFIES that the request respects the parameters given in paragraph 6. MONITORS on a constant basis the progress of the various ongoing missions in order to optimise the use of buses and drivers to carry out outgoing passenger services.
2	Info Crew	Handler	INFORMS the AS in the event of a delay in the Crew's arrival.
3	Bus dispatch	Handler AS	CHECKS the presence of the crew at the boarding aircraft, the readiness of the cabin to receive passengers and the consistency of the bus request timings based on section 6. REQUESTS the AS to send the bus via the computer system on the basis of the rules of engagement described in section 6. COMMUNICATES to the bus driver via computer system (smartphone), the gate number where to go, the stand and the destination flight, taking care to comply with the rules of engagement described in section 6, any existing commercial agreements or other regulations.

		Driver	REACHES, equipped with the provided personal protective equipment, the position following the traffic rules on the apron.
4	Bus positioning (at the gate)	Driver	POSITIONS the bus according to the appropriate signs and safety regulations.
5	Boarding of passengers on the bus	Driver	CHECKS the state of the bus before passengers board. MONITORS passengers on the route between the gate and the bus if it is possible to maintain visual contact between their exit from the gate and boarding the bus. STOPS bus boarding when the optimal capacity has been reached, alerting the gate attendant.
		Handler/Carrier representative	PROVIDES reinforced supervision to SURVEY the route of passengers in the event that the driver is unable to maintain visual contact between the gate and the bus. STOPS bus boarding when the optimal capacity has been reached, alerting the bus driver.
6	Passenger transport	Driver	TRANSPORTS passengers across the apron following the traffic rules on the apron. POSITIONS the bus in accordance with safety regulations and in such a way as to avoid obstructing aircraft servicing operations and fire-fighting aids. OPENS the bus doors after receiving the OK from the Carrier/Handler representative. WAITS for the complete outflow of passengers. MAKES a quick visual check inside the bus to ensure that no passenger has left any personal belongings on board before departing. ALERTS the AS immediately in the event of anomalies (e.g. technical problems, etc.), so that it can take appropriate action. EXITS the apron safely.

		Handler / Carrier representative-	PROVIDES the OK for the bus driver to open the doors.
7	End of service	Driver	COMMUNICATES immediately to the AS their availability (“free” status) via smartphone

6 BUS ENGAGEMENT RULES

The rules and details of the timing of the bus service engagement are described below.

ARRIVAL TIMING:

Bus dispatch by the AS	- starting at 10' from ATA and no later than ATA.
Maximum stationing in the apron due to lack of Handler personnel on board or late opening of aircraft doors	15'

DEPARTURE TIMING:

Bus request by Handler/Carrier Representative	starting at 50' from EOBT
Bus dispatch by the AS	If the aircraft has not yet landed: - From ATA If the aircraft has landed: - From 10' after bus request.
Maximum permitted stationing at the Gate	15' (if pre-boarding area at the gate present) 30' (if pre-boarding area at the gate absent)
Maximum stationing in the apron due to lack of Handler personnel on board or late release of the cabin	15'

It is understood that, in the event of bus use (with a time difference between passengers disembarking at the apron and being sent to the gate) exceeding 30 minutes (gate with pre-boarding area) or 40 minutes (gate without pre-boarding area), any delay code cannot be attributed to the Airport Managing Company.

Gates with pre-boarding area:

- A1, A2 , A3, A4, A5, A6, A7, A8
- A11-12, A13, A14, A15
- B27, B28

GENERAL RULES:

Bus dispatch:

- To guarantee service quality, the maximum operational capacity of the buses used by the Airport Operator is 80% of the nominal capacity. On the basis of this parameter, and the number of passengers to embark/disembark, the AS will develop the mission plan. Any requests in excess of the above must be agreed upon in advance with the Airport Operator.
- Any contingency situations will be assessed in the tactical phase.

Passenger flow monitoring:

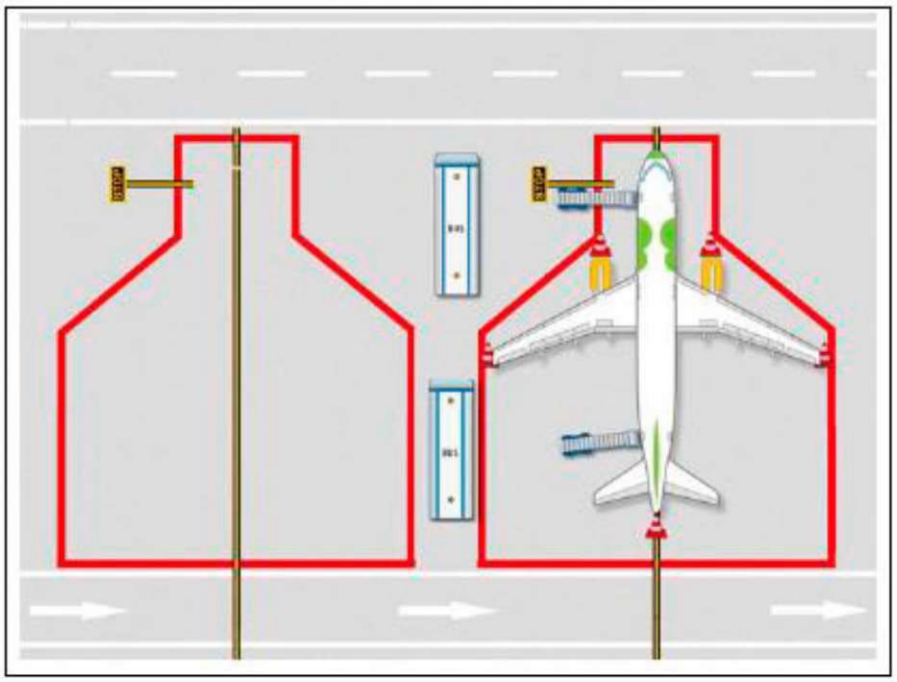
- The driver's role is the safe transport of passengers on the apron, which includes boarding and disembarking from the vehicle, supervising the route between the gate and the bus (if there is the possibility of maintaining visual contact throughout the passenger journey) and ensuring that the maximum capacity of the vehicle is respected, in addition to the normal supervision of the regular performance of the activities of each airport worker.
  The Handler's role includes the surveillance of passengers on the apron (aircraft boarding/disembarking phase) and in cases where bus boarding takes place at gates where the driver does not have the possibility of maintaining visual contact with the passengers; in such cases, the Handler's reinforced presence will be required since in this case the surveillance of passengers cannot be delegated to the driver.

Miscellaneous:

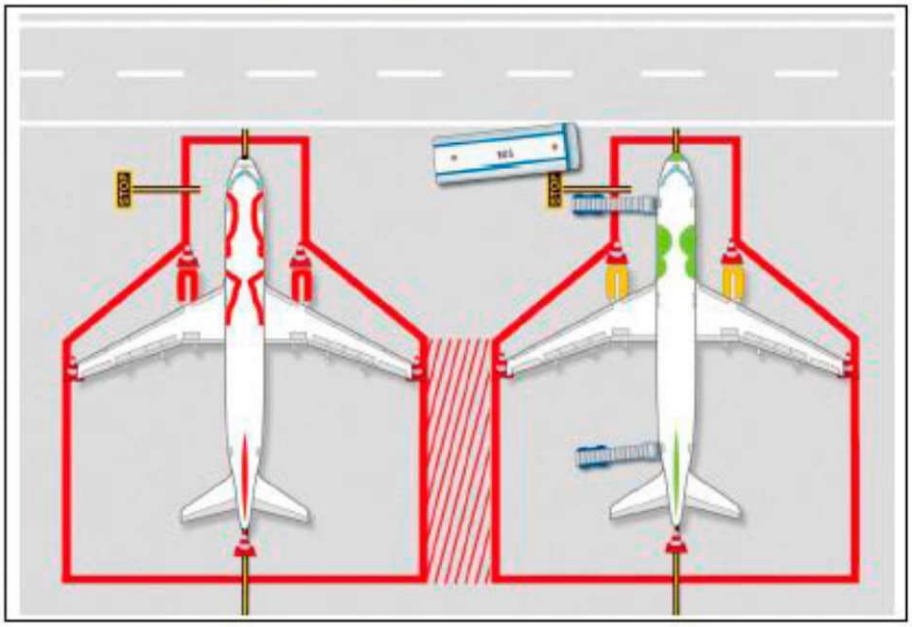
- The above table is a precondition for respecting the times of the various waits (on the apron or gate). Should a substantial deviation in the timing of resource utilisation be detected, it will be the responsibility of the manager to assess the necessary actions to avoid the situation recurring.

7 EXAMPLES OF BUS POSITIONING AT STANDS

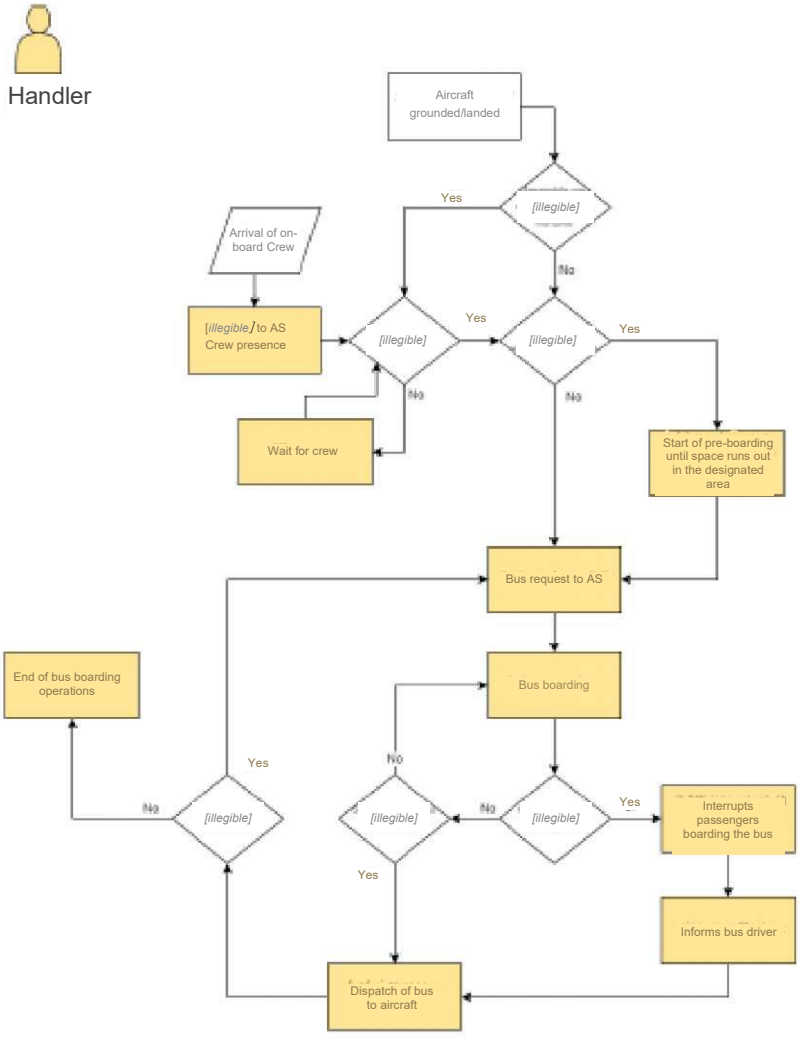
Example of positioning with two buses:

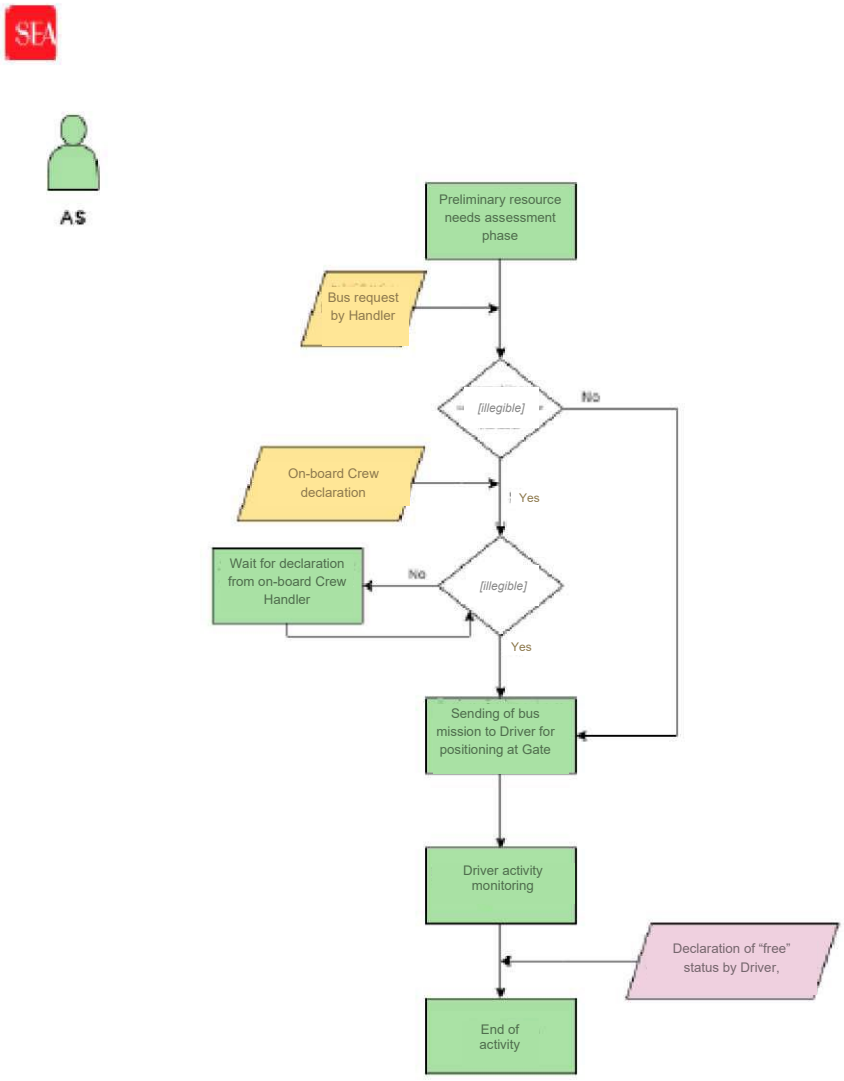


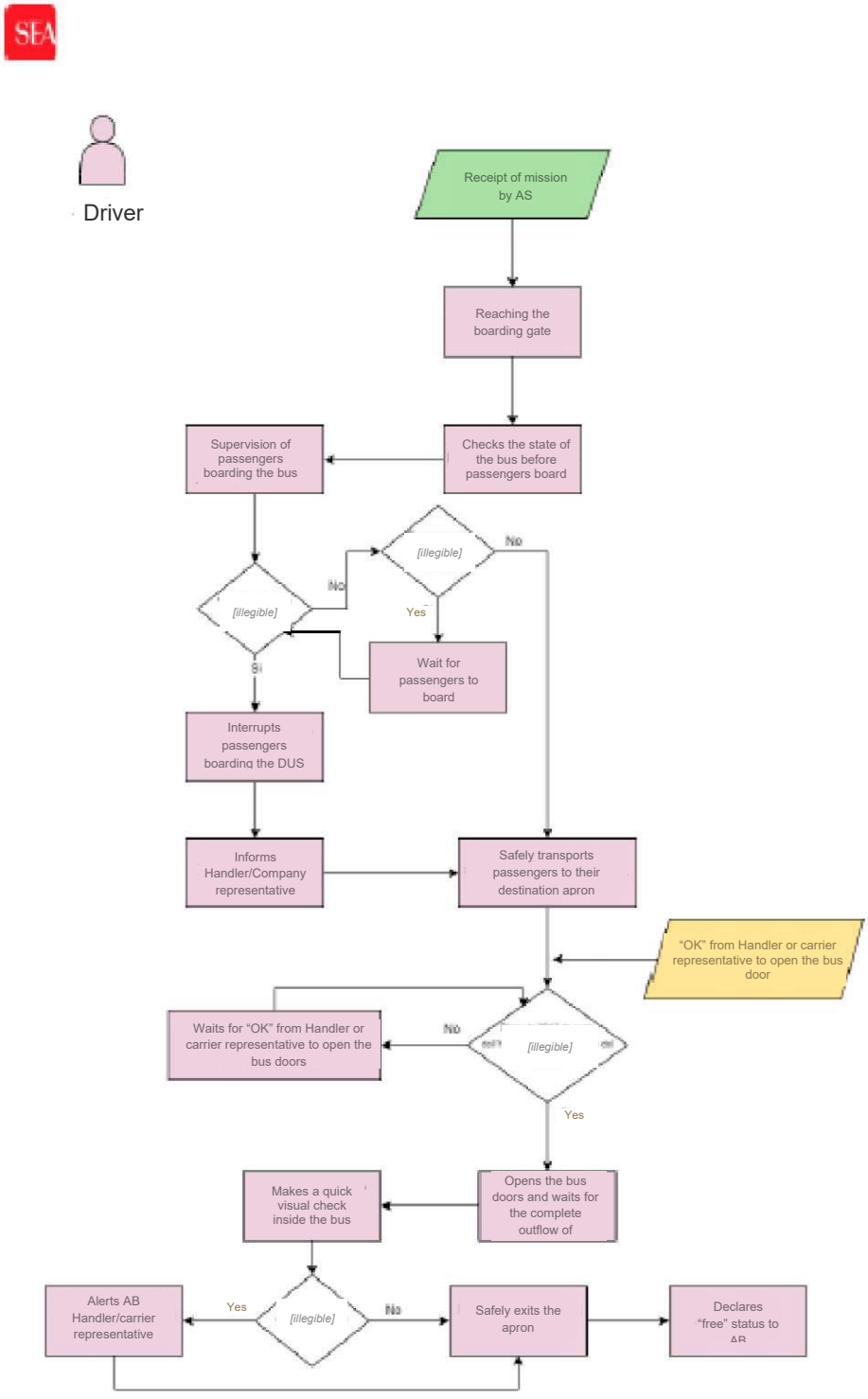
Example of positioning in the case of a compulsory route.



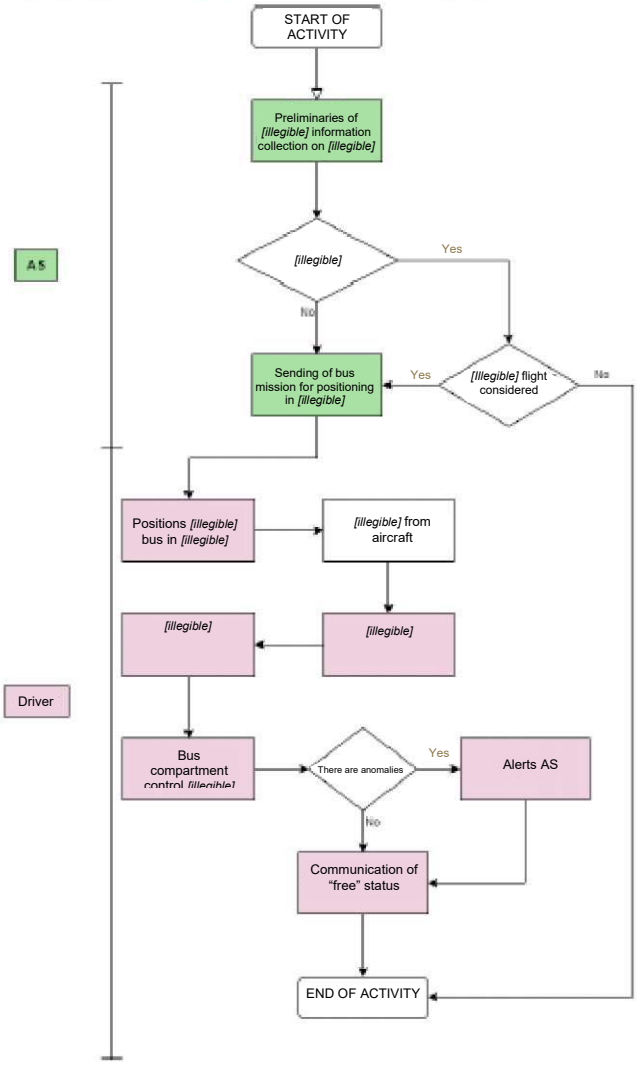
8 Flow chart of passenger boarding procedure




AS
Preliminary resource needs assessment phase
Bus request by Handler
[illegible]
No
On-board Crew declaration
Yes
Wait for declaration from on-board Crew Handler
No
[illegible]
Yes
Sending of bus mission to Driver for positioning at Gate
Driver activity monitoring
Declaration of "free" status by Driver,
End of activity


Driver
Receipt of mission by AS
Reaching the boarding gate
Checks the state of the bus before passengers board
Supervision of passengers boarding the bus
[illegible]
No
[illegible]
No
Yes
Wait for passengers to board
Si
Interrupts passengers boarding the DUS
Informs Handler/Company representative
Safely transports passengers to their destination apron
"OK" from Handler or carrier representative to open the bus door
Waits for "OK" from Handler or carrier representative to open the bus doors
No
[illegible]
Yes
Opens the bus doors and waits for the complete outflow of
Makes a quick visual check inside the bus
Alerts AB Handler/carrier representative
Yes
[illegible]
No
Safely exits the apron
Declares "free" status to

9 Flow chart of passenger disembarkation



ANNEX 3.7.1.1.a
Details of belts/scales at check-in counters

The terminal is equipped with 73 belts/scales + 2 in the Piranesi hall.

ANNEX 3.7.1.1.b
Details of departing baggage piers

The BHS facility at Linate is equipped with 6 piers and 2 carousels.

ANNEX 3.7.1.1.c
Details of arrival belts and baggage reclaim carousels

The BHS facility at Linate is equipped with four baggage reclaim carousels.

ANNEX 3.7.1.1.d
Scanner bridge details

The Linate BHS has scanners able to read 10-digit barcode bag tags, in accordance with the specifications in IATA "resolution 740" ("Passenger Services Conference Resolutions Manual").

The BHS at Linate is equipped with 3 scanner bridges

ANNEX 3.7.1.1.e
Manual coding

The Linate BHS is equipped with 1 manual inline encoder, located at scanner deck no. 2.

ANNEX 3.7.1.1.f
Oversized counter

The terminal is equipped with a station ("counter 75") with a freight elevator for the transfer of oversized baggage departing to the BHS; the counter is located in the terminal on the first floor departures area near the security checkpoints

The return of oversized luggage on arrival takes place directly from the apron, through special access doors to the return lounge.

ANNEX 3.8.11.1 Waste collection management guidelines

Environmental Operation Linate

Collection of municipal waste and separated categories

Urban waste collection management guidelines at Linate airport.

LINATE AIRPORT RECYCLING

METHODS AND STORAGE AREAS

Urban waste management is guaranteed by the company appointed by the locally responsible municipality (Segrate) on all days of the year except Sundays.

Sub-concessionaires operating at the Terminal areas deliver their municipal waste to the facilities provided by the Airport Managing Company located at two dedicated areas:

- Land-side C12 _ parcheggio 'B' car park located between SEA buildings no. 7 and 8;
- Air-side building F _ SEA workshop front.

Within these storage areas, the following types of municipal waste are collected in the specified manner:

	WEEKLY EMPTYING SERVICE				
	DRY CAT.	PAPER	GLASS	ORGANIC	PLAST. / MET.
MONDAY	X	X	X	X	X
TUESDAY		X			X
WEDNESDAY	X	X	X	X	X
THURSDAY		X			X
FRIDAY	X	X	X	X	X
SATURDAY		X			X

For separated categories delivered in bags, **it is mandatory to use the transparent bag**.

For the **organic category, a biodegradable bag** is required (reference standard UNI EN 13432:2002).

Glass and paper cannot be delivered via polyethylene bags.

Waste must always be transported to the terminals and common areas using leak-proof trolleys, closed at the sides and fitted with lids.

In order not to make the collection fruitless, it is important to pay attention to correctly sorting the different types of waste.

The Airport Managing Company performs appropriate checks on how third parties dispose of waste within the airport, triggering the necessary alerts if these activities compromise the maintenance of *environmental safety and hygiene, or arranges for any urgent environmental/sanitary restoration work*, charging the costs to the responsible third-party operators.

DRY CATEGORY **(green bin)** **Use a transparent bag.** **Categories for which separate collection has been arranged must not be added to the dry category.**	**Disposal by the operator in the appropriate bins**	**Dirty, oiled and sanded paper, receipts, broken dishes, glasses, ceramic cups in general, non-electronic and battery-free plastic toys, CDs, DVDs, music and video cassettes, filters and hoover bags, cigarette butts, nappies, sanitary towels, plasters, disposable razors, plastic cutlery, coffee capsules.**

PAPER AND CARDBOARD **(white bin)** **Cardboard packaging must be folded to take up as little space as possible**	**Disposal by the operator in the appropriate bins**	**Newspapers, notebooks and magazines (without adhesive parts, metal and plastic), bags, trays and cardboard boxes for food, folded cartons and boxes, cardboard packaging for toys and clothing, pizza boxes without food residues, beverage cartons (Tetra Pak).**

PLASTIC **METAL** (yellow bin) Use a transparent bag	Disposal by the operator in the appropriate bins	Plastic bottles, beverage and liquid cans, plastic plates and cups, plastic bags, bags and film (including cellophane), bottles and tubes for food and personal hygiene products, trays, cans and containers for food (including polystyrene, metal and plastic), aluminium foil, packaging film including bubble wrap, coffee pots, pots, caps, keys, padlocks, chains and small items, spray cans not labelled for hazardous materials*.

ORGANIC CATEGORY (black/grey bin) Use biodegradable bag (reference standard UNI EN 13432:2002).	Disposal by the operator in the appropriate bins	Kitchen scraps, food scraps both raw and cooked after removing excess liquids, domestic meat and fish scraps (including bones, bone fragments and feathers), egg shells, fruit and vegetable scraps (including woody parts, dried fruits and nuts), rice, pasta, bread, biscuits and flour, coffee grounds, tea filters, chamomile tea and other infused drinks, used tissues and paper towels, seeds, cut flowers, remains and leaves of house plants.

GLASS (green bin) Do not use bags	Disposal by the operator in the appropriate bins	Glass bottles and jars.
BULKY ITEMS (Prior request to Environmental Operations LIN for evaluation)	Disposal at the SEA airport ecological island	Furniture and furnishings in general
WOOD (prior request to Environmental Operations LIN for evaluation)	Disposal at the SEA airport ecological island	Wooden packaging Pallet
SPENT BATTERIES (specific container)	Facilities at kiosks Non-customs transit areas Passengers	

For clarification Environmental Operations Linate is available at the following numbers:

References:

Zanardelli Mauro	02.74853806 - 3316761794	mauro.zanardelli@seamilano.eu
Ferrari Luca	02.74852861 - 3666433677	luca.ferrari@seamilano.eu
Garrì Michela	02.74853857 – 3389322880	michela.garri@seamilano.eu

ANNEX 3.9.10 Aircraft external washing request

REQUEST EXTERNAL AIRCRAFT WASHING
Linate E-mail rstlin@seamilano.eu - Fax No. 02 74852018 - Telex LINDDXH*

COMPLETION DATE AND TIME

AIRCRAFT ARRIVAL DATE AND TIME

AIRCRAFT (NUMBER PLATE)

CONTRACTED COMPANY

REQUESTED DATE OF WASHING

PRODUCTS USED FOR WASHING (if different from those specified in Annex 8.3.2.B)

The contracted company undertakes to carry out its operations in compliance with the specific procedure, regulations and applicable ordinances.

Signature of the company in charge

* In the case of an application by telex, it must contain all the information required on the form

ANNEX 4.2
Form for reporting events with damage to aircraft, vehicles and infrastructure (ASCRA check list)

Form for reporting events with damage to aircraft, vehicles and infrastructure - ASCRA - Airport Safety check list

Airport	Compiled by:	Send to: sms@sea-aeroportimilano.it
Date	Signature:	

Instructions for completion

Only fill in the parts applicable to the event and leave the non-applicable parts blank.
In addition to completing the Ground Safety Report, operators must guarantee the collection of information relating to damage to aircraft and/or GSE ramp vehicles and equipment and/or airport resources; the personnel involved must support/simplify the investigation activities by collecting as much information as possible regarding the occurrence of the accident:
The indications provided must not explicitly contain notes relating to the responsibility of anyone who, on the other hand, will be ascertained after the intervention of the appointed technicians;

PART 1 - Identification of the type of vehicles and infrastructure involved in the event:

Aircraft

☐ Flag aircraft
☐ General Aviation

GSE

- ☐ **Vehicle**
- ☐ **Ramp equipment (loaders, tractors, dollies, ladders)**
- ☐ **Bus**
- ☐ **Special vehicles (tankers, catering, ambulifts, snow ploughs, etc.)**
- ☐ **Other**

Infrastructure

- ☐ **Loading Bridge**
- ☐ **GPU turrets**
- ☐ **Terminal structure (doors, walls, etc.)**
- ☐ **Road elements (jersey, vertical signs, etc.)**
- ☐ **Other**

PART 2 - Identification of event type:

Time of event:

Operations phase

Place of event:

- ☐ **A/C Loading/Unloading**
- ☐ **A/C ground movement**
- ☐ **A/C Stop**
- ☐ **Vehicle transit in APRON**
- ☐ **Vehicle transit in other areas**

Edition 1	01/05/2011
Revision 1	01/05/2011

Form for reporting events with damage to aircraft, vehicles and infrastructure - ASCRA - Airport Safety check list

PART 3 - Detailed reporting of visible damage to Aircraft, Vehicles or Infrastructures

PART 4 - Reporting of the damages of the people involved		
	no. operators unharmed	**no. operators sent to First Aid**
Airport operators and crew		
Passengers		
Operators External companies with temporary badge		

Airline:	**Flight STD:**	
AM type:	**Delay in hours:**	**Cancellation:** ◯ **YES** ◯ **NO**
Flight no.	**Name of the Carrier's contact person:**	
Registration plate	**E-Mail:**	
	Telephone:	

Form for reporting events with damage to aircraft, vehicles and infrastructure - ASCRA - Airport Safety check list

PART 6 - Reporting of the vehicles/GSE involved	
Vehicle A	**Vehicle B**

Vehicle data	**Condition of the vehicles/GSE involved (Select if efficient condition)**	**Vehicle data**	**Condition of the vehicles/GSE involved (Select if efficient condition)**
Vehicle Owner	☐ Tires ☐ Brakes ☐ Steering	**Vehicle Owner**	☐ Tires ☐ Brakes ☐ Steering
Vehicle Type	☐ Lights ☐ Wind shield wipers ☐ Rubber protectors ☐ Acoustic Alarms	**Vehicle Type**	☐ Lights ☐ Wind shield wipers ☐ Rubber protectors ☐ Acoustic Alarms
Plate or no. Ident.	☐ Stabilizers ☐ Tow hitch	**Plate or no. Ident.**	☐ Stabilizers ☐ Tow hitch

Form for reporting events with damage to aircraft, vehicles and infrastructure - ASCRA - Airport Safety check list

PART 7 - Reporting of the people involved		
1	2	3
Name	Name	Name
Role	Role	Role
Company	Company	Company
Badge No.	Badge No.	Badge No.
Airport Licence	Airport Licence	Airport Licence

PART 8 - Reporting of the environmental conditions present during the observation:		
Weather conditions	Ground conditions	Divisible conditions^
☐ Sunny	☐ Dry	☐ Good
☐ Rain	☐ Wet	☐ Poor
☐ Fog	☐ Snow	☐ Day
☐ Snow	☐ Ice	☐ Night
☐ Hail	☐ Contamination	☐ Dusk

PART 9 - Description of the event: