



	<p>AERODROME MANUAL</p> <p>MALPENSA Airport</p>	<p>Edition: 2 - Revision: 2 Code: MA/MXP/RE139 Parte: E – Chapter 21 Data: 10/10/2023 Signature Sheet</p>
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CHAPTER 21: REMOVAL PLAN FOR DAMAGED OR DISABLED AIRCRAFT

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Chapter 21: REMOVAL PLAN FOR DAMAGED OR DISABLED AIRCRAFT

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REVISION TABLE FOR THIS CHAPTER

ED. REV. AM	DATE	SUMMARY DESCRIPTION OF THE AMENDMENT
<i>Ed. 0</i>	26/12/2016	First edition of the Airport Manual (AM) with Certificate Conversion in accordance with the new requirements of Reg. Regulation (EU) No 139/2014.
<i>Ed. 0 / Rev. 1</i>	25/07/2018	No major changes were made to this Chapter.
<i>Ed. 1 / Rev. 0</i>	11/12/2020	Divided the AM into separate individual chapters for easier document management and consultation and numbering of sub-paragraphs with indication of the respective legislative references. Updates to this Chapter: <ul style="list-style-type: none">- Revised paragraph <i>List OF Vehicles and Equipment</i>;- Changed the names of the maintenance functions involved in the described operations; introduced the Intervention Coordinator role under <i>RESPONSIBILITIES AND ACTIONS</i>- Specified the ICAO Reference Code to which the plan applies;- Updates to job titles and functions following the latest reorganisation Service Orders issued in the company- Further corrections made following comments raised by the Enac DO Team.
<i>Ed. 2 / Rev. 0</i>	22/11/2021	Following updates of some chapters to comply with Reg. EU Delegate 2020/2148, it was deemed appropriate to issue a new edition of the manual.
<i>Ed. 2 / Rev. 1</i>	01/03/2022	Updated Revised procedure, defined Chief Coordinator and Deputy Coordinator; Acknowledgement of observations made by the ENAC DO Team during its surveillance activities and organisational changes made
<i>Ed. 2 / Rev. 2</i>	10/10/2023	Updated the entire chapter with reference to the contents of ICAO DOC 9137 - Part 5. First Draft Annex - Aircraft Removal Plan



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AIRCRAFT REMOVAL, INCLUDING RELEVANT AGREEMENTS, EQUIPMENT AND IMPLEMENTATION PROCEDURES

ADR.OPS.B.005 - GM5 ADR.OPS.B.005 (a) GM1 ADR.OPS.A.005

Background information

An aircraft may be unable to move independently within the movement area for reasons arising from specific failures or as a result of damage after an accident.

A damaged or disabled aircraft located within or near the movement area can obstruct the movement of other aircraft or interfere with obstacle protection zones, potentially leading to partial or complete suspension of air transport operations. This situation can have significant impacts on airport functionality and result in inconveniences for passengers.

The rapid removal of the damaged or disabled aircraft is therefore necessary to allow normal airport operations to resume.

To ensure removal operations are completed as swiftly as possible, the carrier or owner, the competent authority, and the airport operator must collaborate in planning and organizing the necessary procedures. This includes deploying equipment suitable for the ICAO aircraft categories typically used at the airport and employing personnel who are appropriately trained and qualified.

21.1 SCOPE

This procedure outlines the responsibilities of the Airport Operator in removing aircraft that have been involved in an accident or have broken down within the movement area or its immediate vicinity. The primary goal is to restore airport operations as quickly as possible, in compliance with the relevant regulations detailed below.

21.2 DEFINITIONS

the ICAO Airport Services Manual - Part 5 - defines aircraft removal in three types of intervention:

- **Aircraft De-bogging;**
 - **Aircraft Recovery;**
 - **Aircraft Salvage.**
-
- **Aircraft De-bogging** - recovery of an aircraft that following a RWY/TWY excursion has become "*bogged down*" in sand, mud or snow without incurring significant damage.
 - **Aircraft Recovery** - recovery of aircraft that as a result of a TWY/RWY excursion or due to one of the damaged landing gear is unable to move independently or with the standard use of a tractor or tow bar.



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- **Aircraft Salvage** - the recovery of an aircraft that has sustained substantial damage, resulting in a complete loss of operability.

21.3 SCOPE OF APPLICATION

This plan applies to aircraft up to the ICAO CODE F category and is enacted whenever the Airport Operator is asked to assist the carrier or owner in removing an aircraft—whether it belongs to General Aviation or commercial operations—that has become stuck in the movement area, its immediate vicinity, or any location that poses an obstacle to air navigation due to a failure or incident.

In the event of an accident/problem with aircraft on the airport grounds, the responsibility for removal of the same from flight infrastructure lies with the owner/operator of the same (hereinafter "Aircraft Operator"). If the concerned Aircraft Operator lacks authorized personnel and is unable to promptly remove the aircraft from the movement area, they must immediately and formally notify SEA. In such cases, the airport management company will activate its 'recovery team' to address the situation.

All costs related to technical assistance, as well as those necessary for restoration of airport infrastructures, are entirely the responsibility of the Aircraft Operator. SEA, acting in close coordination with the contact person designated by the Aircraft Operator, shall be indemnified against any liability arising from the intervention or related to its execution by the authorized personnel. The Aircraft Operator shall indemnify and hold SEA harmless against any liability arising from or related to the operations conducted. The Aircraft Operator is liable for the damages incurred by SEA due to lack of full airport functionality arising from occupation of flight infrastructures, until such infrastructure are available again, following removal of the disabled aircraft

This procedure applies only after formal authorization is issued by the Aircraft Operator or, if applicable, the competent authority, to remove the aircraft involved in the failure or incident. The Airport Operator is not permitted to make autonomous decisions regarding removal under any circumstances.

During the execution of the procedure, all applicable occupational safety and hygiene regulations are strictly adhered to, as detailed in the following paragraph: *REFERENCES*, as well as the provisions communicated by SEA.

In addition, each individual must comply with the airside safety regulations in force:

- be in possession of the necessary requirements for access to the movement and/or manoeuvring area
- check that the Personal Protection Equipment (PPI) required for said activity is available
- scrupulously observe operating measures and instructions received
- use vehicles and work equipment needed correctly
- Refrain from any operations or manoeuvres on their own initiative that could compromise their safety or the safety of others.

In the event of low visibility or adverse weather conditions, please refer to Chp. 23 'Low Visibility Operations' and Chp. 25 'Procedures in adverse weather conditions' of this AM.



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21.4 REFERENCES

Reg. EU 139/2014 et seq.

ICAO Doc 9137 "Airport Services Manual" - Part 5 "Removal of Disabled Aircraft"

ICAO Annex 13 - Aircraft accident and incident investigation

Navigation Code - Aeronautical Section

Legislative Decree No. 66/99 of 25/02/1999 - Establishment of the National Agency for Flight Safety and amendments to the Navigation Code

Legislative Decree No. 81/2008: *Single text on health and safety at work et seq.*

AIP Italia

Current ENAC DAL Ordinance on Access and Movement of Persons and Vehicles in Sterile Areas

AM - Chp. 3 "Qualification and training of airport personnel" (Training Manual).

AM - Ref. Chp. 23 "Low visibility operations"

AM - Ref. Chp. 25 "Procedures in adverse weather conditions"

AM - Ref. Ch. 14 "Apron Management"

AM - Ref. Chp. 19 "Airport Emergency Plan"

AEP: Aeronautical Emergency Plan, adopted by order of ENAC DAL

AM - Ref. Chap. 16 "Control of vehicles operating in the movement area, traffic rules and issuing of airport licences"

AM - Ref. Chp. 7 "Airport Information Management"

AM - Ref. Chp. 9 "Procedures for inspecting, assessing and reporting on the condition of the movement area and other operative areas"



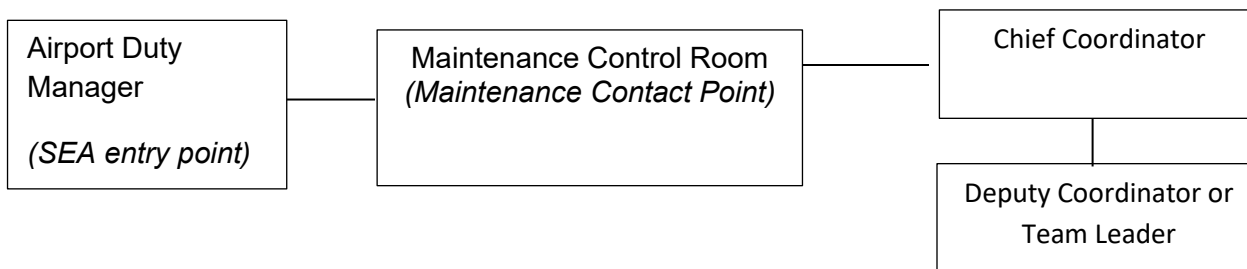
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21.5 CO-ORDINATION OF THE REMOVAL OF DAMAGED OR DISABLED AIRCRAFT

It is the Airport Operator's responsibility to COORDINATE the removal of damaged or disabled aircraft and ensure that they are removed in a timely and efficient manner. To this end, SEA has designated the PAI [Fire Emergency Response] Malpensa manager, a certified expert in the field, as the Chief Coordinator of the activity. This individual collaborates with the PAI Linate manager, who serves as the Deputy Coordinator, to execute the operational activities. Both are supported by MCR as a Reference Contact Point supporting the Duty Manager.



Please refer to Annex 3 of the ARP [Airport Risk Plan] (Annex 1 to this chapter) for the contact details of the designated contact persons.

21.5A REMOVAL PLAN PRINCIPLES AND PROCESSES

The five main steps in the process are provided below:

- 1. Event site inspection** - includes all preliminary activities that must be completed prior to removal, but only after permission to access or move the aircraft has been granted.
- 2. Planning**- during the planning phase, it's essential to assess the method for managing weight and centre of gravity to ensure that lifting occurs at a central point, enabling equal vertical elevation.
- 3. Preparation**- The preparation phase of the process ensures that the aircraft is ready to be transferred. This is achieved through a number of potential actions, including: - stabilising and securing the aircraft.
- 4. Recovery** - Once the above steps have been performed, the aircraft can be removed. The main element of the recovery phase is the levelling and lifting of the aircraft
- 5. Reporting** - For investigative purposes, it is necessary to collect and retain complete documentation of each step of the processes described above. These records must include,



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where appropriate, diagrams, photographs, maps, risk assessments, calculations, etc. If inconveniences occurred during the removal process, these must also be documented in detail. The Aircraft Operator is responsible for taking any corrective actions necessary for the subsequent restoration of the aircraft, while the Airport Operator is responsible for ensuring the restoration of the infrastructure.

For further details on reporting, see § 21.7 'Incident record keeping and reporting' below.

21.6 RESPONSIBILITIES AND ACTIONS

The following tables define activities and actions of the airport operator's functions in the presence of damaged or damaged aircraft in or near the movement area

21. 6. 1 Failed aircraft removal * (Activation of A/C recovery Plan by Aircraft Operator)

* Aircraft De-bogging; Aircraft Recovery

PH/SE	No.	RESPONSIBLE PARTY	ACTIONS
1	Request for removal of disabled aircraft	Duty Manager	RECEIVES information of the presence of a malfunctioning aircraft in the movement area.
2	Information dissemination	Duty Manager	ACTIVATES the Follow-me service and, through MCR, engages the relevant Maintenance functions for any preliminary assessment activities by initiating the Event Site Visit. (ref. § 21.5) NOTIFIES MCR by telephone to activate the Chief Coordinator (or Deputy). INFORMS ENAC DA of the event NOTIFIES the carrier or owner of the aircraft at fault by telephone, if not previously informed, regarding the activation of its recovery procedure. SENDS an informational SMS to the relevant company business units. ISSUES informational telex to the Aircraft Operator and handlers in case of closure of the area concerned or, if necessary, of the airport (ref. Chp. 7 AM).



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3	Recovery Plan Preparation	Aircraft Operator or handler of reference and maintenance personnel	INFORMS Airport Duty Manager of when and how to activate its own Recovery Plan, including any potential unavailability of vehicles.
		Airport Duty Manager	<i>EVALUATES the recovery plan proposed by the Aircraft Operator in consultation with the Operations Manager, Maintenance Manager, and MCR (or CRC, if convened).</i> <i>If the intervention methods and times are not deemed compatible with airport operations, or if the resources available to the designated handler are insufficient, activate the SEA A/C Recovery Team through MCR (refer to § 21.6.2 below in this case)</i> INFORMS ENAV, ENAC and relevant corporate bodies.
4	Positioning of equipment	Reference handlers and maintenance personnel AIRCRAFT OPERATOR	POSITIONS ITSELF, with follow-me assistance, along with personnel and equipment, near the aircraft that needs to be removed. <i>Access/exit from/to runways and junctions takes place in accordance with ENAV provisions and in constant radio contact with TWR.</i>
5	Receipt of communication regarding removal times	Airport Duty Manager	RECEIVES from the Chief Coordinator (or Deputy), via telephone or radio on AOCC channel - Operational information on the time required for removal and restoration of the affected area. COMMUNICATES the above information by telephone to ENAC DA.



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6	Removal of the aircraft	<p>Aircraft Operator maintenance staff concerned or delegated entity</p> <p>PAI [Fire Emergency Response] team leader present at the site of the event</p> <p>Chief Coordinator (or Deputy)</p>	<p>PROVIDES INSTRUCTIONS to the staff involved in the removal operations, taking responsibility and following the methods outlined by the chief coordinator or their deputy.</p> <p>If necessary, INITIATES cleaning and/or remediation of the infrastructure.</p> <p>In the absence of an Aircraft Operator officer or delegate, INSTRUCTS the relevant SEA staff who may be involved, based on the type of event and related operational needs, in the removal under the responsibility of the carrier or owner (or another figure indicated by the owner).</p> <p><i>Any damage caused to the aircraft, infrastructure and/or equipment, as well as the services performed by handlers or staff outside will be borne exclusively by the Aircraft Operator or the owner of the aircraft.</i></p>
7	Resumption of operations in the area	<p>Airport Duty Manager</p> <p>Team leader PAI [Fire Emergency Response]</p> <p>Airport Duty Manager</p>	<p>In compliance with the airport safety policy, upon completion of the removal REQUESTS through MCR, that an inspection of the affected area be carried out (ref. Chp. 9 AM).</p> <p>COMMUNICATES the result of the inspection to TWF carried out and DECLARE the fitness of the area concerned.</p> <p>NOTIFIES ENAC DAL of the completion of operations and the restoration of normal operations.</p>
8	End of operations and Communication to Aircraft Operator and handlers	<p>Airport Duty Manager</p> <p>Line Coordinator</p>	<p>SENDS an informational sms to concerned business units of the companies concerned.</p> <p>ISSUES an informational telex to the Aircraft Operator and Handler, concerning the restoration of normal operations of the airport.</p>



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21.6.2 Failed A/C Removal* (SEA A/C Recovery Plan Activation)

* Aircraft De-bogging; Aircraft Recovery

The removal of an aircraft experiencing a malfunction is generally the responsibility of the owner/operator/Aircraft Operator. However, if SEA's aircraft recovery plan is activated, the subsequent procedure will only be implemented following formal authorization from the aircraft operator or the relevant authority, if applicable. The Aircraft Operator shall indemnify and hold harmless SEA against any liability arising from or related to the operations performed.

PHAS	No.	RESPONSIBLE PARTY	ACTIONS
1	Request for aircraft removal	Airport Duty Manager	RECEIVES the request for removal of the aircraft. REQUESTS the carrier or owner of the aircraft to activate maintenance personnel of the Aircraft Operator concerned.
2	Dissemination of Information	Airport Duty Manager	ACTIVATES the Follow-me service and, through MCR, engages the relevant Maintenance functions for any preliminary on-site assessment activities related to the event. NOTIFIES MCR by telephone to activate the Chief Coordinator (or Deputy). INFORMS ENAC DA of the event NOTIFIES the carrier or owner of the aircraft at fault by telephone, if not previously informed, regarding the activation of its recovery procedure. SENDS an informational SMS to the relevant company business units. ISSUES informational telex to the Aircraft Operator and handlers in case of closure of the area concerned or, if necessary, of the airport (ref. Chp. 7 AM).



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3	Recovery Plan Preparation	Aircraft Operator or <i>reference handler or maintenance personnel</i> Airport Duty Manager	INFORMS the Airport Duty Manager about the timing and method of activating their Recovery Plan, or about the inability to activate it, including any potential unavailability of resources. <i>ASSESSES, in consultation with Operations Manager, Maintenance Manager and MCR (or if convened the CRC), that the recovery plan proposed by the Aircraft Operator is not considered compatible with the airport's operations,</i> ACTIVATES through MCR the SEA A/C RECOVERY TEAM . INFORMS ENAV, ENAC and relevant corporate bodies.
4	Activation of SEA A/C Recovery Plan	Chief Coordinator (or deputy)	Following the preliminary assessment by Maintenance personnel in the field, INITIATES the SEA A/C RECOVERY PLAN SEA (See Annex 1 ARP) for the removal of the aircraft.
5	Communication of removal times	Chief Coordinator (or deputy) MCR Airport Duty Manager	COMMUNICATES, to MCR, information regarding the estimated time required for the removal of the aircraft. CONVEYS the information received to the Airport Duty Manager COMMUNICATES the above information by telephone to ENAC DA.



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6	Restoration of operations in the area	<p>PAI Team Leader</p> <p>Airport Duty Manager</p>	<p>In compliance with the airport safety policy, upon completion of the removal (ref. Annex 1 ARP) CONDUCTS the inspection of the area concerned (ref. Chp. 9 AM)</p> <p>NOTIFIES TWR and Duty Manager by radio of the outcome of the inspection and DECLARES the area concerned as fit for use.</p> <p>NOTIFIES ENAC DA that the operations have been completed and normal operations have been restored.</p> <p>Send information sms to relevant corporate business units.</p>
7	Notification to Aircraft Operator and handlers of end of removal operations	<p>Line Coordinator</p>	<p>SENDS an information telex to Aircraft Operator and handlers concerning the restoration of normal operations at the airport.</p>



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21.7. 1 Damaged aircraft removal (*salvage*) (Activation A/C Recovery Plan Aircraft Operator)

For damaged aircraft (*salvage*), the Aeronautical Emergency Plan (AEP) Ref. annex 1 of chapter 19 AM) is activated; the Chief Coordinator, present at the PCA and in coordination with the COE, makes contact with the Aircraft Operator or the reference handler for the preliminary assessments that will concern the removal of the a/m.

PHASE	No.	RESPONSIBLE PARTY	ACTIONS
1	Recovery Plan Preparation	Aircraft Operator or reference handler or maintenance personnel Airport Duty Manager	INFORMS Airport Duty Manager of when and how to activate its Recovery Plan, including any potential unavailability of vehicles. <i>ASSESSES, in consultation with Operations Manager, Maintenance Manager and COE members, the recovery plan proposed by Aircraft Operator.</i> <i>If the intervention methods and times are not deemed compatible with airport operations, or if the resources available to the designated handler are insufficient, activate the SEA A/C Recovery Team through MCR (refer to § 21.7.2 below in this case)</i> INFORMS ENAV, ENAC and relevant corporate bodies.
2	Positioning of equipment	Reference Aircraft Operator handlers and maintenance personnel	Positions itself, potentially accompanied by a follow-me vehicle, with personnel and equipment suitable for the intervention, near the aircraft that needs to be removed. <i>Access/exit from/to RWY and TWY takes place in accordance with ENAV regulations and in constant radio contact with TWR.</i>



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3	Receiving notification of removal times	Airport Duty Manager	<p>RECEIVES, from the Aircraft Operator via telephone, information on the estimated time required for the removal of the a/m.</p> <p>COMMUNICATES the above information by telephone to ENAC DAL.</p>
4	Removal of the aircraft	<p>Maintenance staff of the relevant aircraft operator or their delegate</p> <p>PAI [Fire Emergency Response] team leader present at the site of the event</p> <p>Chief Coordinator (or deputy)</p>	<p>DIRECTS the personnel involved to conduct the removal operations under their own responsibility and according to the specified procedures.</p> <p>If necessary, INITIATES actions for the cleaning, decontamination, and/or restoration of the infrastructure.</p> <p>In the absence of an aircraft operator employee or delegate, INSTRUCTS (also by telephone) the SEA personnel in charge, who may be involved based on the type of event and operational needs, to ensure that removal operations are carried out under the responsibility of the carrier or owner (or another designated representative).</p> <p><i>Any damage caused to the aircraft, infrastructure and/or vehicles, as well as services performed by handlers or external personnel, shall be borne exclusively by the aircraft operator or owner.</i></p>



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5	Restoration of operations in the area	Airport Duty Manager PAI Team Leader Airport Duty Manager	In compliance with the airport safety policy, upon completion of the removal operation, REQUESTS the PAI [Fire Emergency Response] Team Leader on duty to carry out an inspection of the area concerned (ref. Chp. 9 AM). NOTIFIES TWR and Duty Manager by radio of the outcome of the inspection and DECLARES the area concerned as fit for use. NOTIFIES ENAC DA of the completion of operations and the restoration of normal operations. Send information sms to relevant corporate business units.
6	Notification of end of removal operations	Airport Duty Manager Line Coordinator	Sends informational sms to relevant corporate business units SENDS an information telex to Aircraft Operator and handlers concerning the restoration of normal operations at the airport. (ref. Chp. 7 AM)



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21.7. 2 Removal of damaged aircraft (*salvage*) (Activation of SEA A/C Recovery Plan)

For damaged aircraft (*salvage*), the Aeronautical Emergency Plan (AEP) Ref. annex 1 of chapter 19 AM) is activated; the Chief Coordinator, present at the PCA and in coordination with the COE, makes contact with the Aircraft Operator or the reference handler for the preliminary assessments that will concern the removal of the a/m.

PHASE	No.	RESPONSIBLE PARTY	ACTIONS
1	Damaged aircraft information	Airport Duty Manager	RECEIVES information of the presence in the movement area of a damaged aircraft.
2	Information dissemination	Airport Duty Manager	ACTIVATES the Follow-me service and, through MCR, engages the relevant Maintenance functions for any preliminary on-site assessment activities related to the event. INFORMS ENAC DA of the event NOTIFIES the carrier or owner of the aircraft at fault by telephone, if not previously informed, regarding the activation of its recovery procedure. SENDS an informational SMS to the relevant company business units. ISSUES informational telex to the Aircraft Operator and handlers in case of closure of the area concerned or, if necessary, of the airport (ref. Chp. 7 AM).



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3	Recovery Preparation Plan	<p>Aircraft Operator <i>or reference handler or maintenance personnel</i></p> <p>Airport Duty Manager</p>	<p>NOTIFIES the Airport Duty Manager about the timing and method for activating the Recovery Plan, or informs them of the inability to activate it, including any potential unavailability of resources.</p> <p><i>ASSESSES the recovery plan proposed by the Aircraft Operator in consultation with the Operations Manager, Maintenance Manager, COE, and Chief Coordinator (or Deputy). If the plan is deemed incompatible with the airport's operations,</i></p> <p>ACTIVATES, through MCR, the SEA A/C RECOVERY TEAM.</p> <p>INFORMS ENAV, ENAC and relevant corporate bodies.</p>
4	Activation of SEA A/C Recovery Plan	Chief Coordinator (or deputy)	<p>Following the preliminary assessment by Maintenance personnel in the field, ACTIVATES the SEA A/C RECOVERY PLAN.</p>
5	Communication of removal times	<p>Chief Coordinator (or his deputy)</p> <p>MCR</p> <p>Airport Duty Manager</p>	<p>OVERSEES the handling of the aircraft involved in the incident,</p> <p>EVALUATES the methods of removal and any potential infrastructural and/or operational restrictions (e.g., route adjustments, flight infrastructure closures)</p> <p>INFORMS MCR about the estimated time required for the removal of the aircraft and the possible involvement of the external supplier</p> <p>CONVEYS the information received to the Duty Manager and ACTIVATES the external supplier, if necessary</p> <p>S the above information by telephone to ENAC DA</p>



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6	A/C removal	Chief Coordinator (or deputy)	COORDINATES the A/C Recovery Team (as per provisions in Annex 1 PRA).
7	Restoration of air operations	PAI Team Leader Airport Duty Manager	In compliance with the airport safety policy, upon completion of the removal operation, INSPECTS the area concerned (ref. Chp. 9 AM) NOTIFIES TWR and Duty Manager by radio of the outcome of the inspection and DECLARES the area concerned as fit for use. NOTIFIES ENAC DA of the completion of operations and the restoration of normal operations. Sends informational sms to relevant corporate business units
8	Notification to Aircraft Operator and handlers of end of removal operations	Line Coordinator	SENDS an information telex to Aircraft Operator and handlers concerning the restoration of normal operations at the airport.

21.7 PROTECTION OF EVIDENCE IN THE EVENT OF AN INCIDENT AND REPORTING

In compliance with the regulations deriving from Reg. EU No. 996/2010 (Art. 13) in the event of an incident, all measures must be taken to ensure the protection of evidence and keep the aircraft, its contents and its wreckage in a safe place for the period necessary for the safety investigation by ANSV and other competent authorities. This protection includes: the preservation, in photographic or other format, of any evidence that may be removed, deleted, lost or destroyed, with due regard for safe keeping against further possible deterioration.

Until the consent of ANSV investigators has been obtained, no one may alter the state of the accident site, take samples from it, undertake movements or carry out sampling of the aircraft, its contents or its wreckage, move or remove the aircraft, unless this is necessary for safety reasons or to assist injured persons or with the express authorisation of the authorities responsible for the site and, where possible, in consultation with ANSV.

The resources involved in carrying out the procedures described are required to take all necessary measures to protect documents, material and any other evidence pertaining to the event.



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Notifications to the competent authorities in the event of an incident are forwarded by the Duty Manager to ANSV; in addition, the responsible SMS SEA function compiles reports on civil aviation safety events and incidents in compliance with the regulations in force, as described in Chapter 2.5 of the Airport Manual, as well as in the SMS Manual (par. 2.2.8).

Each person involved shall take the necessary measures to protect documents, material and recordings pertaining to the event in such a way as to prevent, in particular, the deletion of recordings of conversations and alarms after the flight.

21.8 MANAGEMENT ARRANGEMENTS AND OPERATIONAL COORDINATION WITH THE AIR NAVIGATION SERVICE PROVIDER

In the event of airport capacity reduction, MCR shall also make the necessary NOTAM issue requests to Enav, as referred to in Chapter 7 of this Manual.

21.9 LIST OF VEHICLES AND EQUIPMENT

Please refer to Annex 4 of the Malpensa ARP for the list of vehicles and equipment.

21.10 STAFF TRAINING AND QUALIFICATION

The resources of the Maintenance and Operations Departments involved in the processes described herein are trained and qualified in accordance with the provisions of Chapter 3 - Annexes 1 and 2 AM and their syllabi.

Certificates of training courses attended are archived and stored at Training Shared Services.

21.11 REGISTRATIONS

All communication from/to Airport Duty Manager and MCR takes place via telephone on registered lines.

The description of events and any details are recorded in the AOCC (Airport Log MXP) - Dir. Operations, drafted by the Duty Manager. This material is archived at the AOCC, where it is kept for at least 5 years, available to the relevant control bodies.

21.12 ANNEXES

Failed or Incidental Aircraft Recovery Plan (PRA).