



**AIRPORT SECURITY PROGRAMME - SPECIAL PART  
OPERATIONAL PROCEDURE N. 1 Amend. 6 / 2017**

**AIRPORT AREA ACCESS BADGING, MANAGEMENT AND CONTROL**

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## 1 Scope

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This procedure defines the issuance procedure for airport badges, vehicle PASSES, and more generally, authorisation permits allowing the access of persons and vehicles into the areas of Palermo Airport as well as all ensuing management issues, in accordance with the rules set down in Annex A - Part A of the Italian National Civil Aviation Security Programme June 2015 edition, in implementation of the dispositions of EU Regulations n° 300/2008 and 185/2010 et seq. with a view to preventing unauthorised access to airport areas.

## 2 Field of application

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This procedure is applicable to:

- a) all public and private entities and individuals - Governmental Authorities/Bodies, Airport Operators, Traders, Subconcessionaires, Suppliers, etc. - requesting access to the landside and airside airport areas for **legitimate grounds**, as established under points 1.2.1.1.1. and 1.2.1.1.2. of the NCASP;
- b) all equipment/vehicles for which the entities/individuals as per point a) request even temporary access to security restricted areas (airside of the airport) in order to pursue their working activities and/or for proven operational requirements.

To this end, it should be noted that legitimate grounds as referred to persons implies all those who work, train, inform/educate, as detailed beneath:

- work implies any activities for which a person is employed and which must be carried out within the areas accessed by that person and in the timeframe during which access is gained; this includes, for instance, any duties fulfilled by emergency services or by contractors or any inspection duties relating to public institutional activities;
- training implies all training activities associated with tasks performed, or to be performed in the future, within these areas once training is over; this being so, access to such areas is required in order to gain knowledge and familiarity with the areas in question, or with the activities taking place in the area;
- information/education included all escorted visits for any visitors who need to acquire knowledge and understanding of airport activities for specific reasons, for example, any persons working on the development and drafting of aviation regulations and who must necessarily inspect the airport premises. Likewise

included are school visits, as well as tourism initiatives and similar activities organised by GESAP, upon approval by the Airport Police (Polaria).

Legitimate grounds as regards vehicles means:

- the transportation of persons (passengers, staff, crew, etc.), items, objects, goods for one of the previously listed reasons for any legitimate grounds authorising people, and in circumstances whereby not using a vehicle to gain access to the premises might operationally hinder the pursuit of working, training activities or escorting individuals who need to be accompanied for educational-informational purposes. Moreover, the use of vehicles or means of transport is considered legitimate whenever such use leads to a minimisation of passenger safety risks as compared to them entering the areas on foot.

### 3 Regulatory References

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- Air Traffic Code, articles. 687, 705, 718, 1174 & 1235;
- Parliament and Council Regulation N. 300/2008 of 11 March 2008;
- Regulation (EU) N. 185/2010 et seq. of the Commission of 4 March 2010 and all subsequent amendments and integrations;
- Italian National Civil Aviation Security Programme (NCASP June 2015 Edition);
- ENAC (Italian Civil Aviation Authority) Circular SEC 04;
- ENAC SEC 05A circular and attached Training Manual;
- ENAC orders - Palermo Airport Management - relating to the circulation of people and vehicles in the airport area;
- Operating Procedure n. 08 of the Airport Manual "Means of access to the airport and its operational areas, including vehicle access". Septem. 2015 Edition;
- Any additional, current safety and security regulations applicable to authorisation issuance procedures for airport area access.

### 4 Definitions

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For the purposes of applying this procedure, the following definitions shall apply:

Air Side

Part of the Airport (runway, connecting taxiway, taxiway, aircraft apron and apron road access) located within the customs and security entrances and beyond the boarding gates (coinciding with

that part of the security restricted area out in the open located beyond the boarding gates).

Areas open to the General Public Part of the Airport delimited within the passenger and goods Terminal areas, the vehicle parking areas, the service areas and external road system areas located outside the customs and security entrances.

Security Restricted Area Part of the Airport with controlled access in order to ensure civil aviation security levels. This area includes the Airside and the part of Landside located between the security entrances and the boarding gates.

Movement Area Part of the Airport reserved for taking off, landing and ground traffic, including the Manoeuvring Area and the Apron.

Manoeuvring Area Part of the Airport reserved for taking off, landing and ground traffic, excluding the Apron.

Land Side Part of the Airport including all the areas and the airport buildings/facilities extending to the areas lying between the safety entrances and the boarding gates (including the fingers).

Critical Part Part of the Airport coinciding with or located within the security restricted area, identifiable with any area, surface, premises or edifice to which departing passengers with their checked hold baggage may gain access, or areas in which the previously cleared hold baggage, either departing or in transit, may be conveyed or left to stand.

Apron Area of the Airport reserved for aircraft stopover, for passenger boarding and disembarkation,

loading and unloading goods and post, refuelling, parking and maintenance.

#### Document checks

These checks are aimed at verifying whether:

- ✓ the person/vehicle showing the authorisation is actually entitled to enter the airport areas
- ✓ the access clearance to enter airport areas is currently valid
- ✓ the airport area access authorisation is valid for the area for which access has been requested.

#### Airport Referee

Individual entitled to confirm the legitimacy of the access authorisation request made by the Applicant.

The Airport Referee is identified as:

for GESAP, in the persons of the Post Holders, of the Safety Manager, of the Security Manager, of the other Organisational Unit managers and of the Accountable Manager

- ✓ for ENAC and for the Public Security Forces, in the persons of the appointed Senior Managers, or anyone they have chosen to delegate
- ✓ for ENAV, in the person of the Hub Flight Assistance Manager for Palermo.

#### Applicant

Individual entitled to send an airport area access authorisation request and corresponding to the Legal Representative (or his deputy) of the Governmental Authorities/Bodies and/or the other Airport Operators, including Subconcessionaires working on the Airport premises regularly.

#### Holder

Individual to who the Badge is made out.

## 5 Those in charge of the airport area access clearance process

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**GESAP** : Palermo Airport Management Company, by means of its Badge and Permit Issuance Service, in charge of the issuance procedure for airport badge issuance and responsible within its remit for ensuring that this procedure is applied, with reference to:

- The applicant submitting a complete and coherent application;
- There being a legitimate reason stemming from operational needs for any holder to enter regulated areas (personnel working on the airport premises on a regular basis) and security restricted areas (in compliance with the provisions of the NCASP point 1.2.1.1.1.);
- The type of badge to be issued depending on the application and the operational requirements with reference to the layout of the airport areas figuring in the airport Security Programme;
- Sending data to the State Police with a view to verifying whether there are any previous convictions in all Nations of residence going back to at least the last five years;
- Issuing an airport entrance badge, should the screening process and background checks be successfully passed (Reg. 185/2010 et seq. p.1.2.3.1.), arranging to have it handed over to the applicant in accordance with the provisions contained in its own issuance procedure;
- Rejecting the application should the background checks not be passed successfully (Reg. 185/2010 et seq. p.1.2.3.1.);
- Duly keeping records and documentation relating to people gaining access to the airport premises.

**Applicant:** is held liable for the accuracy and truth of the information and details provided in the application for airport area access authorisation and all pertinent attached documentation. All applicants - whether they be public or private - must prove that they actually have legitimate grounds.

**Airport Referee:** is responsible for endorsing the applicant's request on the special form provided, thus confirming the need to go ahead with the access clearance for the airport areas indicated in the application.



**Airport Police (Polaria):** is responsible for running any background checks on each single application in all Nations of Residence going back to the previous five years and then for issuing/withholding the Clearance Permit in keeping with its institutional position and know-how.

**ENAC – Airport Management for Western Sicily:** is responsible for surveillance and checking operations to ensure that all the provisions of this procedures are properly applied.

These surveillance and checking activities take place via inspections, performed randomly and retrospectively according to the programmes of the Airport Management To this end, ENAC has guaranteed access to the Airport Managing Body's Badging Service Database.

Moreover, it is bound to resolve any disputes which might arise between the parties involved.

## 6 The badging system

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### 6.1. General rules

The Airport Badge shall be issued to all Staff Members who are engaged in working activities in a continuous manner at the Airport and employed by the Governmental Authorities/Bodies, Airport Managing Body, Airport Operators, Traders, subconcessionaires and suppliers on the basis of their single duties and the areas they are assigned to, and to any other individuals or entities fitting the specific provisions outlined under point 1.2.1.1.1 of the NCASP.

The Airport Badge must be visibly displayed on the person so that a rapid identification can be made of the Holder, his organisation or department and the area he is entitled to access.

The airport Badges must be only used for work reasons and when on duty.

The issuance of airport Badges for access to security restricted areas is subject to achieving specific security training in accordance with legal requirements as per Chap. 11 Reg. EU n. 185/2010 et seq. and the prevailing N.S.P. as well as the training programmes as per ENAC Circular SEC 05A and the attached Training Manual.

Any individuals allowed to gain access to security restricted area with a Visitors' PASS - Escorted access - are exempted from training requirements, in accordance with the procedure as per subsequent paragraph 7.2.

## **6.2. Duties of the Holder and the Applicant**

With reference to the rules in the prevailing procedure and the legal requirements, all the public and private Operators Holding airport Badges are bound:

- to display their Badges visibly on their person;
- to use their Badge only for work reasons and only when on duty;
- to neither lend and/nor give their Badge to third parties as it is for the exclusive use of the Holder;
- to consent to all document and security checks at the authorised access entrances (Staff Entrance 2<sup>nd</sup> level of the Air Terminal and the North Driveway Entrance) in keeping with current methods and procedures and to comply with any requests from the Public Security Forces and the airport security staff in charge of controls.
- to carry out all working activities in the authorised areas and paths in accordance with the colours and zoning displayed on the Badge;
- to take the utmost care in keeping and looking after the Badge;
- should the Badge be misplaced and/or stolen, to press charges immediately with the Police and to notify GESAP Badging Services without delay;
- to promptly return the Badge to the GESAP Badging Service in all cases outlined in subsequent paragraphs 12 and 13.

The airport Badge Holder shall be held responsible for all breaches arising from improper and/or unlawful usage under any circumstances whatsoever including off airport areas and/or outside working times (Ed. paragraph 14).

The Applicant is bound to inform GESAP Badging Service of:

- any changes in the role, function, duties and/or activities of the airport Badge Holder and particularly of any employment termination;
- any changes to the company, organisation, directors, corporate purpose, etc. that might affect the requirements that initially led to the employee obtaining the badge.

## **7 Access authorisation Types**

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The authorisation system providing access to the airport areas involves issuance of the following permit types:

- **Airport Badge**
- **Visitor Pass - Escorted Access**

## **7.1. The Airport Badge**

### **7.1.1. Badge life**

- **Validity up to a maximum of 5 years** as from issue date: this badge category is issued to permanent airport Managing Body staff and to Governmental staff operating in the Airport on a regular basis;
- **Validity up to a maximum of 3 years** as from issue date: this badge category is issued to permanent Aviation Operator personnel and to non-Aviation Operator personnel with long-term contracts;
- **Validity up to a maximum of 1 years** as from issue date: this badge category is issued to non-Aviation Operator personnel (subconcessionaires, suppliers, traders, etc.) with long-term contracts.

In any case, badge validity is subject to the length of the single, underlying employment contract leading to the request thereof and/or to the actual period required for work on airport premises (for instance: length of seasonal work contract, freelance consultancy contract or work contract, technical maintenance work or preparing designated spaces, etc.).

### **7.1.2. Airport badge version and colour**

The Airport Badge *must be* accompanied by the Holder's passport photo (acquired digitally from the GESAP Badging Service) so that it can be promptly identified. It must also bear the following details:

- ENAC logo;
- indication of the Airport and GESAP logo;
- name, surname and Italian tax code of the Holder;
- indication of the Organisation or Company of the Holder;
- the badge identification number;
- issue date;
- expiry date.

Moreover, the Airport Badge bears a special colour-coded band indicating the airport area for which the Holder has clearance, as per the specifications and definitions contained in the N.S.P. :

<b>Band colour code</b>	<b>Access to areas</b>
<b>Red</b>	All areas
<b>Green</b>	External airside (Movement area)
<b>Blue</b>	Internal airside (Terminal Security Restricted area)
<b>Yellow</b>	Non-security restricted areas
<b>Orange</b>	Diplomats
<b>White</b>	Visitor Pass - Escorted Access

The Airport Badge giving clearance for the critical parts of the security restricted areas must also show the area(s) (zoning) to which the Holder has access, by displaying one or more of the numbers as per the list below:

<b>1</b>	All areas
<b>2</b>	Internal areas of the Terminal or areas of the critical parts (departure lounges, fingers) except for the areas as per subsequent number 3
<b>3</b>	Baggage handling areas - BHS/RHS
<b>4</b>	Cargo Air Terminal
<b>5</b>	Aircraft and adjoining areas - Ramp
<b>6</b>	APRON and road access system
<b>7</b>	Manoeuvring area

### **7.1.3. Bringing forbidden items into security restricted areas**

Workers may not bring into the security restricted areas any of the forbidden items listed in Addendum 1-A of the EU. Regulation n. 1998/2015 :

- a) *guns, firearms and other devices that discharge projectiles* — devices capable, or appearing capable, of being used to cause serious injury by discharging a projectile, including: — firearms of all types, such as pistols, revolvers, rifles, shotguns, — toy guns, replicas and imitation firearms capable of being mistaken for real weapons, — component parts of firearms, excluding telescopic sights, — compressed air and CO<sub>2</sub> guns, such as pistols, pellet guns, rifles and ball bearing guns, signal flare pistols and

- starter pistols, — bows, cross bows and arrows, — harpoon guns and spear guns, — slingshots and catapults;
- (b) *stunning devices* — devices designed specifically to stun or immobilise, including: — devices for shocking, such as stun guns, tasers and stun batons, — animal stunners and animal killers, — disabling and incapacitating chemicals, gases and sprays, such as mace, pepper sprays, capsicum sprays, tear gas, acid sprays and animal repellent sprays;
- (c) *explosives and incendiary substances and devices* — explosives and incendiary substances and devices capable, or appearing capable, of being used to cause serious injury or to pose a threat to the safety of aircraft, including: — ammunition, — blasting caps, — detonators and fuses, — replica or imitation explosive devices, — mines, grenades and other explosive military stores, — fireworks and other pyrotechnics, — smoke-generating canisters and smoke-generating cartridges, — dynamite, gunpowder and plastic explosives;
- (d) any other article capable of being used to cause serious injury and which is not commonly used in security restricted areas, e.g. martial arts equipment, swords, sabres, etc.

Access to security restricted area with forbidden items as per Addendum 1-A **is only allowed** if the carrier has been expressly authorised to bring such items on the security restricted areas in order to fulfil their assigned tasks/duties.

To this effect, any Applicants who require their staff members to bring any of the forbidden items into security restricted area for work reasons, must fill in the special "Declaration to obtain clearance for forbidden item access" as well as the Airport Badge issuance application (Form sub 5), specifying tasks related to its use.

Pursuant to point. 1.2.5.1.4 of the NCASP, authorisation will be displayed on the airport badge, or in a special license issued by GESAP Badging Service, which will also show the category for forbidden items that the holder is entitled to bring into the security restricted area in the course of his working activities.

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The normal workmen's tools as per letter d) of Addendum 4-C of the Reg. EU n. 185/2010 et seq. (crowbars, drills, screwdrivers, hammers, saws, blowtorches, guns for driving pins etc.) ARE NO LONGER considered to be forbidden items for airport operators who need of them in the course of their assigned duties/activities and may be carried onto security restricted areas without requesting prior consent, although they will be subjected to routine security checks.

However, in order to keep track of the tools brought into the security restricted areas and encourage workers to safeguard them properly in areas to which customers have no access, upon entering the security restricted area, the Operator shall fill in a special form listing the tools in question including a specification of the number and type, the entrance date and time, relevant firm, name and badge number of the Operator bringing the tools into the zone. A clearly legible signature will be required.

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For all additional rules of conduct, please refer to Operational Procedure n. 15 of the Airport Security Programme.

## **7.2. Airport Badge issuance Procedure**

### **7.2.1. Submission of the badge issuance application**

To apply for the airport Badge, the Applicant must submit a special application to **GESAP Badging Service** showing:

- the details of the Applicant (representing the Company/Body/Firm);
- the details of the individual/employee/worker for whom the access clearance has been requested;
- the duties/activities which the individual for whom clearance has been requested must perform in the areas applied for; to this end, it must be noted that all individuals must necessarily have "legitimate grounds" (for work, training, informational purposes) for gaining access to the airport areas;
- the airport areas for which access authorisation is requested;
- the period for which access authorisation is requested;
- a declaration from the Airport Referee in which:
  - ✓ the Badge type under issuance is indicated;
  - ✓ there is confirmation, in the event of Airside access clearance, of due coordination with the GESAP Movement Area Management, so that smooth, overall operations are ensured on the Airside;
- stamp and signature of the Legal Representative of the Applicant (or its deputy);
- consent to personal and/or sensitive data processing.

The aforementioned application must be:

- filled out on the special (Form sub 1) - Airport Badge issuance Application, downloadable from the website <http://permessi.gesap.it> ;

- handed in as hardcopy or sent through by email, whenever possible, to GESAP Badging Service at least 5 working days before the date for which airport access authorisation has been requested;
- complete with all the required documentation for the authorisation process, as specified in subsequent Paragraph 7.3.2.

### **7.2.2. Documentation to be attached to the access application**

Together with the application, the Applicant must give/send the following documentation to GESAP Badging Service:

#### **7.2.2.1. Documentation of the Applicant (Company/Firm/Body)**

- a copy of both sides of the Applicant's valid identification document (legal representative of the Firm/Company/Body);
- affidavit of anti-Mafia certification;
- affidavit as per Presidential Decree n. 445/2000 ("Affidavit" Form sub 2) certifying:
  - a) that a regular employment relationship exists with the person for whom the airport badge is requested;
  - b) that the person for whom the airport badge has been requested is fit to perform the duties/activities within the airport areas;
  - c) that regular insurance cover is in place for the activities to be performed within the airport areas;
  - d) that the interested parties are acquainted with the obligations and responsibilities ensuing from the issuance of an airport badge, in accordance with current airport regulations and procedures;
  - e) that the person for whom the badge has been requested has been duly trained as regards the specific risks deriving from activities to be performed on the airport areas, with specific reference to work safety and security;
- should the application relate to employees of a ground handling service provider whose activities are subject to the requirements contained in ENAC Circular APT 2B, copy of suitability for the handling company and specifications as per ENAC'S latest version;
- receipt demonstrating payment of the application processing charges for the access authorisation; payment must take place in accordance with the instructions listed in subsequent paragraph 32.

In any case, GESAP Badging Service is entitled to request any supplementary and additional documentation.

**7.2.2.2. Documentation for the person for whom the airport badge is requested**

- a) copy on both sides of a valid **identity document** and the tax code of the person for whom the badge is requested;
- b) in the case of access authorisation to security restricted area and depending on the duties/activities of the person in question, copy **of the compulsory training certificate** on security matters issued by a certified ENAC instructor in accordance with the regulations as per Chap. 11 Reg. EU n. 185/2010 et seq. and the N.S.P. and pursuant to the training programmes as per ENAC Circular SEC 05A and the attached Manual;;
- c) in compliance with ENAC regulation, for the issue of YELLOW badge, that allows access to public areas, an obligatory **Cat. A14 security training certificate** is requested (general knowledge, two hours course) released by an ENAC certified instructor (ref. ENAC Prot. n. 28/10/2016-0111582-P);
- d) **certification relating to previous employment, studies and professional activities** going back to the previous 5 years, as per paragr. 11.1.3 Reg. n. 185/2010 et seq. with indication of any interruption; to this end, it should be noted that:
  - any additional information on the worker's professional background may be presented by handing/sending in a European format style curriculum vitae signed by the applicant and the interested party, or by submitting official references/certifications from previous employers, or by means of self-certification as per art. 76 Presidential Decree n. 445/2000 (Form sub 4);
  - should any circumstances arise whereby there is doubt as to the actual truthfulness of the references and certifications received, and in any case, as a random sampling procedure by percentage allocation, the Badging Service shall take steps to verify the data and/or information in its possession via direct enquires and checks with previous employers as well as cross-checks with the competent authorities;
  - any additional information will be processed in keeping with the regulations contained in Legislative Decree n. 196/2003 and according to the GESAP DPS security procedures;



- e) any requests to bring forbidden items onto the premises of which in Addendum 1 A (Form sub 5).

In the event of airside access clearance and for given activities in the movement area, the Managing Authority is entitled to request documentation demonstrating due **safety training in compliance with prevailing sector legislation (e.g. REG. UE n. 139/2014, Airport Manual)** as well as knowledge of the current Operational Procedures, the Emergency Plans and the Airport Regulations.

#### ***7.2.2.3. Issuance of the airport badge to holders of other badges issued by other Italian airports***

The issuance of an airport badge to another operator/worker already holding another valid airport badge given by another Italian airport does not require the submission of:

- security training certificate (unless the holder is assigned to different duties on the Palermo airport premises);
- background checks;
- references from past employers.

However, the Applicant is required to submit:

- Access clearance application (Form sub 1) ;
- a copy of a valid identification document for the Operator to whom the badge is to be issued;
- a copy of the existing airport badge held by the operator/workers issued by the other airport;
- a declaration stating full knowledge and acceptance of access procedures, the features of the airport infrastructure and the work safety and security procedures (Form sub 3);
- a receipt demonstrating payment of the application processing charges.

#### ***7.2.3. Airport area access authorisation issuance procedure***

An application form plus all the documentation listed in the preceding paragraph 7.3.2. must be submitted/sent by the Applicant to GESAP Badging Service prior to the authorisation process being set in motion.

Any applications lacking (or partially lacking) the documentation listed in paragraph 7.3.2. cannot be effectively processed by GESAP Badging Service and the interested party will be promptly notified either by email or fax.

Once the access clearance application has been received, within 2 working days and on the basis of the attached documentation, GESAP Badging Service will:

- 1) decide on the Badge type to be issued and settle on a zoning/colour-code as well as any other clearances;
- 2) forward the clearance request to the Airport Police (Polaria) so that all due checks may be completed.

In compliance with the provisions contained in Attachment 1 Part A of the NCASP, the Airport Police (Polaria) will issue due Clearance within two working days of the request forwarding date unless they require more time for more in-depth enquires.

- Should clearance be denied **for failure to pass the personal background check**, the Airport Police (Polaria) will notify GESAP Badging Service in all confidentiality providing their grounds for clearance refusal ; notification will likewise be given to ENAC Airport Management for their due considerations and also for the purposes of settling any disputes possibly arising from badge issue denial.

Clearance disclosure and transmission procedures for airport badges issuance are handled with special software programmes and shared information systems accessible by GESAP S.p.a., the Airport Police (Polaria) and ENAC.

#### **7.2.4. Airport Badge Issuance**

Once the Airport Police (Polaria) has provided GESAP Badging Service with clearance, it will:

- 1) notify the Applicant of the outcome of the processing phase so that the Holder can come to collect the Badge;
- 2) print up the Holder's photograph on the plastic-coated badge;
- 3) obtain the Holder's signature on hard-copy along with his/her personal details and consent for data handling;
- 4) obtain the Holder's signature on the special "Badge Register" testifying to the fact that the badge has been "duly collected";

- 5) provide the Holder with a “Declaration testifying familiarity with and acceptance of the Badge Holder's obligations and responsibilities as regards all work safety and security aspects” (Form sub 3); a signed copy will be kept on file.

## **8 Badge validity prolongation Conditions**

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Keeping a valid Badge over the course of time is dependent on the Holder retaining the personal qualities and professional qualifications originally verified for access clearance.

To this end, the automatic badge management computer system will prompt the Airport Police (Polaria) to re-run yearly background checks on all Airport Badges with a validity of over 12 months.

According to the provisions of the NCASP, should the Airport Police (Polaria) detect any criminal records (negative background check outcome), they will promptly notify ENAC Airport Management and GESAP Badging Service so that appropriate steps can be taken.

## **9 Badge Renewal upon expiry**

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Badge renewal is dependent on the Holder retaining all the set requirements for obtaining access clearance in the first place.

In order to renew the Badge, the Applicant must resubmit to GESAP Badging Service the clearance application (Form sub 1), at least 5 days before expiry of the badge indicating that it is a renewal process for an expired badge; the application must be accompanied by the following documentation:

- copy on both sides of a valid identity document and the tax code of the person for whom badge renewal is requested;
- any updates to the compulsory training certification on security matters issued by a certified ENAC instructor, in accordance with the regulations in Chap. 11 Reg. EU n. 185/2010 et seq. and the N.S.P. and pursuant to the training programmes as per ENAC Circular SEC 05A and the attached Manual;
- updating of the attestation of working precedents, studies and professional activity ex par. 11.1.3 Reg. n. 1998/2015, with indication of any interruptions that have occurred;
- in the event of Airside access clearance, updated certification on airport safety training organised by the instructors of the Managing Body;

- a receipt demonstrating payment of the application processing charges.

The renewal validation process shall take place following the same methods set forth for access clearance issuance described in paragraph 7.3.

The provision of a new airport Badge is dependent on - without any exceptions - the Holder returning the previous, expired Badge; the latter must be handed in directly to GESAP Badging Service so that they can destroy it.

## 10 Modification to airport area access authorisation

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Should, for the whole remaining period of clearance validity or even only occasionally and/or temporarily, the Airport Badge Holder ever need to gain access to airport areas not covered on the issued Badge (as indicated by the colour-code and zoning), a request must be made for new access authorisation which includes the additional airport areas in question.

## 11 Badge theft, loss or damage

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### 11.1. Theft and loss

#### 11.1.1. Duties of the Holder in the event of theft or loss

In compliance with point 1.2.5.1.7. of the NCASP, in the event of Badge loss or theft, the Holder must:

- make a statement to the Police without delay;
- notify the Employer forthwith;
- promptly alert the Badging Service of the Airport Managing Body by sending them a copy of the said statement.

A copy of the statement must be either hand-delivered or faxed to this number: +39 091 7020790; alternatively, it can be emailed to the following address: [permessigesap@pec.it](mailto:permessigesap@pec.it).

In order to obtain a new replacement Badge, the Applicant will have to resubmit the access clearance application (Form sub 1) to GESAP Badging Service, with the specification that a replacement for a stolen or mislaid badge is required ; the documentation required for the badge replacement application is summarised below:

- the Holder's tax code and identity document in copy;
- a valid identification document, copied on both sides (back and front), for the Applicant (legal referee for the company/firm/body);
- unless it has already been sent, the statement of loss and/or theft in copy;
- a receipt demonstrating payment of the application processing charges.

#### **11.1.2 Duties of GESAP Badging Service in the event of theft or loss**

Once GESAP Badging Service has received notification of theft/loss of a Badge and the police statement in copy, it will:

- 1) deactivate the lost/stolen badge without delay by way of its access management and control system, thereby preventing any illegal access;
- 2) record the details of the badge and police statement of theft/loss in its "Lost/stolen Badge Register";
- 3) proceed to issue a duplicate badge upon the applicant's request. The course of action for duplicate badge approval will be identical to that for issuance in the first place as per paragraph 7.3 et seq.

The new badge must bear the same notes/enablenents and the same expiry date as the first badge.

#### **11.2. Damage or deterioration**

Should the badge deteriorate or become damaged so as to prevent easy identification of the holder and/or hinder access clearance, the Applicant will have to resubmit the access clearance application (Form sub 1) to GESAP Badging Service, indicating that a replacement badge is required in substitution for a damaged one; the documentation required for the replacement is summarised below:

- the tax code and identity document in copy belonging to the Holder whose badge requires replacement;
- a valid identification document, copied on both sides (back and front), for the Applicant (legal referee for the company/firm/body);
- a photocopy of the badge requiring replacement;
- a receipt demonstrating payment of the application processing charges.

The course of action for issuance of the new badge will be identical to that for issuance in the first place as per paragraph 7.3.

As soon as GESAP Badging Service releases the new badge, it will take back the original damaged/worn-out badge to deactivate it and destroy it.

**Release of the new badge is categorically dependent on the damaged/deteriorated Badge being returned.**

The new badge must bear the same notes/enablings and the same expiry date as the first badge.

## 12 Airport Badge Restitution

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In compliance with point 1.2.5.1.6 of the NCASP, the airport Badge must be returned to GESAP Badging Service under the following circumstances:

- as soon as the expiry date indicated on the Badge is reached;
- whenever the working relationship requiring the Badge is terminated;
- in the event of any employment changes;
- whenever there are changes to authorised access areas for work reasons;
- whenever any of the initial requirements cease to exist, either temporarily or permanently, (for instance, in the event of Airside contractors finishing their work ahead of deadline);
- whenever ENAC puts in an request for the badge to be revoked or suspended, as regulated under subsequent paragraph 13.

In all the aforementioned circumstances, the Holder and/or the Applicant are under a joint obligation to promptly return the Badge to GESAP Badging Service.

Whenever exceptional circumstances occur, or in any case, whenever GESAP Badging Service becomes aware of any such circumstances, the Badge will be immediately deactivated. As soon as the Badge is returned, the Badging Service will ensure that it is physically destroyed.

**Failure to return the airport Badge within three working days of the aforementioned events/circumstances occurring will lead to the offenders being promptly reported to ENAC Airport Management so that appropriate punitive measures can be imposed (art. 1174 Air Traffic Code).**

## 13 Badge suspension, revocation and withdrawal

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### ***13.1. Suspension and withdrawal***

Under all the circumstances expressly outlined and listed relating to background checks as per Annex 1 Part A of the Italian National Civil Aviation Security Programme and upon due notification from the Airport Police (Polaria), GESAP Badging Service will proceed to revoke or suspend the airport Badge either on a temporary or permanent basis.

Furthermore, GESAP Badging Service is entitled to temporarily suspend the airport Badge pending investigations:

1. whenever reports are received as regards the Holder's conduct being in breach of work safety and security regulations;
2. whenever the Holder is responsible for especially serious offences even if the latter are not included in the aforesaid Annex 1 part A of the NCASP but charges have been pressed with the Judicial Authorities;
3. whenever the Holder has been convicted in the first degree for any wilful acts which might spread **particular alarm amongst the public on the airport premises**, and whenever there is proof of the Holder having been caught in the act of committing any offence which might spread **alarm on the airport premises**, regardless of the outcome of the legal proceedings.

In the event of badge suspension or revocation as above, GESAP Badging Service will:

- immediately deactivate the Badge;
- notify the Holder and the Applicant and request for the revoked/suspended badge to be returned;
- promptly notify ENAC Airport Management thus enabling them to settle any disputes that might arise as a result of badge suspension or revocation.

GESAP Badging Service will follow an identical course of action should the Airport Police (Polaria) notify them (as a consequence of yearly routine background checks) that it has come into knowledge of circumstances preventing the Holder from keeping the badge.

### **13.2. *Withdrawal***

The Public Security Forces, the Inspectors of ENAC Airport Management and GESAP are all entitled to withdraw the Badge with immediate effect.

Moreover, in view of its duty to ensure work safety and security and by virtue of the disqualifying and prohibitory powers bestowed upon it by the Airport Regulations, GESAP is entitled to withdraw the airport Badge immediately and to have it deactivated whenever the behaviour of the Holder - **seriously and imminently** - jeopardises normal airport operations and safety; the same applies to any **serious and/or repeated** infringements of work safety and security procedures.

Under such circumstances, GESAP and the Public Security Forces will notify ENAC Airport Management (thus enabling it to settle any disputes that might arise after badge withdrawal) that the Badge has been duly withdrawn, and request any additional punitive actions that might prove necessary.

## 14 Visitor Pass - Escorted Access

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### 14.1. Opening statement

Under any - **exceptional and/or urgent** - circumstances whereby it becomes necessary to allow non-badge holders into security restricted areas (therefore, untrained people who have not been subjected to background checks in accordance with current legislation), access will only be possible if the person is escorted by duly authorised staff members and provided that a VISITOR'S PASS - Escorted Access has been issued, as regulated here below.

The VISITOR'S PASS Escorted Access, **is marked with a white band**, and is valid for one day at the most (h. 24); it may be issued to the same person no more than three times in a period of thirty days, unless there is sufficient evidence demonstrating that more frequent access is necessary and the applicant and/or airport referee backs the request up in writing with due details validated by GESAP Security Management.

### 14.2. Visitor's PASS - Escorted Access issuance procedure

The Visitor's PASS is physically handed over by airport security staff, under supervision of the Airport Police (Polaria) (at the Staff Entrance located on the 2<sup>nd</sup> level of the Passenger Air Terminal) or Finance Police (at the North Driveway Customs Entrance), upon submission of the "Escorted Access Declaration" (Form sub 6) duly signed by an Operational Director/Manager of the applicant. It must be accompanied by the visitor's valid identification document.

The "Escorted Access Declaration" must clearly indicate:



- the visitor's full details;
- the name and badge number of the Airport Operator in charge of escort duty
- the areas to be accessed (which must be the same as those for which the operator in charge of escort duty is authorised);
- the existence of urgent/exceptional and legitimate grounds to gain access to the security restricted area under escort;
- expected incoming and outgoing date and time of escorted access.

Once the Declaration of escorted access has been filled in clearly and legibly in all its parts, it must be submitted to GESAP Badging Service (or to GESAP Operational Support at Terminal only in the event of the other offices being shut) which will stamp it thus testifying that it has been properly filled in and that exceptional, legitimate grounds/urgent operational needs exist for the applicant to gain access to the security restricted areas.

Once stamped, a copy of the "Escorted Access Declaration" shall be acquired by the competent GESAP Offices (Badging or Operational Support at Terminal) so that the Register can be updated and the details put on record.

Therefore, the "Escorted access Declaration" shall be submitted by the visitor( duly accompanied by the operator in charge of escort duty ), to the security airport staff who will hand over a numbered Visitors' PASS bearing the following words

The holder of the "VISITOR'S PASS – Escorted Access" may only gain access to the indicated security restricted area if accompanied by the airport operator in charge of escort duty; the pass must be clearly visible so it can be easily inspected by the competent Authorities or by GESAP.

For the entire duration of the visit to the security restricted area, the airport Operator in charge of escort duty must accompany and never lose sight of the individual/visitor in order to ensure that the person(s) under escort is/are never in a position to breach safety regulations.

When checks are made upon entrance to the security restricted area, l'addetto alla sicurezza annoterà l'accesso con scorta su apposito registro.. When the visitor leaves the security restricted area, the VISITOR'S PASS must be handed back over to airport security staff so that they can duly return the visitor's document of identity.

The following details will be recorded on the pertinent Registers for all due institutional inspections and controls: the name of the visitor, the name and badge number of the operator in charge of escort duty, date, beginning and end of the escorted visit.

An identical course of action for escorted access will be followed in the event of exceptional or urgent need for vehicles/cars devoid of proper VEHICLE PASSES to enter the premises, in accordance with the provisions of subsequent paragraph 29.

#### ***14.3. airport staff authorised for escort duty***

According to p.to 1.2.7.3.2. PNS, all public and private subjects operating on the Airport, holding airport badges on duty, are authorized for escort duty to any visitors, limited to the areas corresponding to those for which the escorting operator is enabled, according to the area on his card.

#### ***14.4. Exemption from the obligation for escorted access***

Pursuant to point 1.2.7.2.3. of the NCASP, airport badge holders who have forgotten, lost or not yet replaced it, may obtain access clearance to security restricted areas by reporting their situation to the Police Authorities at the Staff Entrance (specifying whether it has been forgotten, lost or stolen) and if the Airport Police (Polaria) deems it to be appropriate, a Visitor's PASS without the obligation for escort shall be provided.

### **15 Access document inspection methods for security restricted areas in order to prevent wrongful use of airport badges**

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Pursuant to the provisions of point 1.2.2.5.1 N.S.P., as well as for the purposes outlined in subsequent point 1.2.5.2.1 N.S.P., access document inspection for security restricted areas, and specifically for airport badges and VISITOR PASSES - escorted access, takes place:

#### **at the Staff Entrance on the 2<sup>nd</sup> level of the Passenger Terminal**

- by security airport staff, under supervision of the Airport Police (Polaria), who are in charge of viewing the access authorisations and any other additional documentation (e.g. for badges; photograph, name, expiry date, any colour-code; for Visitor PASSES; escorted access declarations, the badge of the operator on escort duty, etc.) and will physically prevent back-queuing at the X-ray and WTMD equipment screening points;

- by means of an electronic screening device which reads the badges signalling validity with a green or red light; this automatic screening system is backed up by a computer workstation linked to the badging and access database on which the Airport Police may verify and detect at any given moment the wrongful use of lost, stolen, expired or unlawfully withheld badges

**at the Northern Driveway customs Entrance**

- by security airport staff, under supervision of the Finance Police, garrison who are in charge of viewing the access authorisations and any other additional documentation (e.g. for badges; photograph, name, expiry date, any colour-code; for Visitor PASSES; escorted access declarations, the badge of the operator on escort duty, etc.) whilst the airport security staff will physically prevent back-queuing at the X-ray and WTMD equipment screening points;
- by means of a computer back-up workstation linked to the badging and access database on which the Finance Police may verify and detect at any given moment the wrongful use of lost, stolen, expired or unlawfully withheld badges.

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With a view to ensuring that only legitimate badge holders gain access to the airport premises, it is the responsibility and duty of airport security staff, under supervision of Governmental Bodies, checking the badge holder's true identity.

Once such controls have been completed, for the purposes of security screening prior to gaining access to the security restricted areas, the airport Badge (not the VISITOR'S PASS - Escorted access) must be placed on the badge reader at the Staff Entrance so that due badge validity may be automatically checked.

Airport Badges enabling access to security restricted areas (in accordance with colour-codes and zoning strips) can be activated to open or close unguarded but alarm-monitored doors/gates located within the Air Terminal. Appropriate pathways and authorisation levels shall be set by GESAP and validated by the pertinent airport Authorities on the basis of the Holder's duties, role and activities.

Airport badges only enabling the Holder to operate in open and public areas (Landside) will not be issued with "function badges" and may not be used to gain access to security restricted areas even under exceptional and/or extraordinary circumstances.

Any improper and/or unlawful usage of airport Badges (usage off authorised areas, for non-validated pathways or authorisation levels, usage by non-Holders, or proven usage of (during the validity screening checks) stolen, lost, suspended or non-returned Badges) must be promptly notified to:

- GESAP, in its capacity as Security Manager, which will promptly order the Badging Service to deactivate the badge with immediate effect;
- the Public Security Forces in the airport who will promptly withhold the wrongfully used Badge and proceed to take further steps and make additional enquiries;
- ENAC Airport Management who will proceed to impose all appropriate punitive measures.

## 16 Dispensations and exceptions

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This procedure does not apply to:

- any incoming or outgoing passengers and/or passengers in transit and in possession of a valid Travel Document pursuant to the provisions of point 4.1.1.0.8. of the NCASP;
- crew members on duty aboard incoming and/or outgoing flights at the "Falcone-Borsellino Airport of Palermo" in possession of valid crew member certification displaying a photograph pursuant to point 1.2.2.2.1. bb) PNS; for any crew member certification which does not bear the holder's photograph, access will only be allowed if a valid passport/identification document is displayed;
- ENAC inspection staff members in possession of their multi-service Badge with its red side strip in accordance with the provisions contained in point 1.2.2.2.1. dd) of the NCASP;
- staff members in possession of their ANSV (Italian national agency for flight safety) identification card and charged with performing investigative activities as well as the President of said flight safety Agency, in accordance with the provisions of point 1.2.2.2.1. ee) NCASP;
- Italian Law Enforcement Officers and Italian Army staff not stationed at the airport but requiring access to airport areas for institutional reasons and in the pursuit of legitimate and documented professional duties. These professional figures must nevertheless display their own specific institutional identification Card, duly issued by their pertinent State Department, and may only gain access to security restricted areas **when the Border Police have been notified and have provided clearance for them thus enabling to pursue their duties.**

As regards Diplomatic Staff – Consular Officers of the Foreign Affairs Ministry, including those holding diplomatic passports and/or Ministerial identification cards (Ministry of Foreign Affairs cards), and, generally speaking, all those involved in diplomatic missions, members of International Organisations in possession of valid diplomatic passports or Diplomatic/Consular identification documents issued by the Ministry of Foreign Affairs, a **special orange airport Badge** must nevertheless be applied for, unless decided otherwise from time to time by the pertinent airport Authorities.

## 17 Equipment/vehicle access and circulation clearance

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### 17.1. Permit type and duration

The access and circulation in security restricted areas (Air Side) of work vehicles and/or company cars used by Authority /Governmental Body Staff Members or other Airport Operators (including sub-concessionaires) in the course of their regular duties at Palermo Airport is only allowed if each vehicle has been issued with a special traffic permit as regulated below:

- **VEHICLE PASS** with a maximum validity of 3 years, issued to work vehicles and/or equipment needing to gain access to/circulate inside the security restricted areas of Palermo Airport;
- **VEHICLE PASS** with a maximum validity of 5 years, issued ONLY to vehicles, work equipment and company cars belonging to the airport Managing Body and Governmental Bodies.

In any case, VEHICLE PASS validity is subject to the length of the single, underlying employment contract/assignment leading to the request thereof and/or to the actual period required for work on the Airside (for instance: length of sub-concession contract, freelance consultancy contract or work contract, technical maintenance work, etc.).

Pursuant to point 1.2.7.4.1 of the Airport Safety Programme, a vehicle without its Vehicle Pass may receive clearance to gain access to security restricted areas under exceptional or urgent circumstances **only if it is under escort** for the entire length of time it stays on the airside (see paragraph 30).

## **17.2. VEHICLE PASS version and colour**

In order to promptly identify which airport areas the equipment/vehicles are allowed to gain access to and circulate in, the Vehicle Pass bears a special colour-coded strip designating the various airport areas to which the vehicle/equipment is authorised to gain access to/circulate in, as specified below:

- **Vehicle Pass with a vertical white strip:** authorises the vehicle to ONLY gain access to/circulate in the apron road access system leading to the service areas (baggage handling-sorting area, aircraft and vehicle refuelling area, workshops, etc.) with the exclusion of the APRON and the perimeter road network;
- **Vehicle Pass with vertical green strip:** authorises the vehicle to gain access to and circulate on the APRON, on the apron road access system leading to the service areas (baggage handling-sorting area, aircraft and vehicle refuelling area, workshops, etc.) and on the perimeter road network, with the exclusion of runways and taxiways;
- **Vehicle Pass with vertical red strip:** authorises the vehicles to gain access to and circulate in all internal areas on airport territory.

The ordinary VEHICLE PASS is issued by GESAP Badging Service and once the clearance process as described below has been completed and it will bear a special marking containing an indication of the following details:

- ENAC logo and GESAP logo;
- indication of the Airport;
- vehicle numberplate and/or matriculation number;
- some indication of the Airport Operator/Body or other Company using the vehicle;
- colour-coded strip indicating the airport areas to which the vehicle/equipment is authorised to gain access to/circulate in;
- the serial number of the Vehicle Pass;
- the effective start date of validity;
- the expiry date.

## **18 VEHICLE PASS authorisation and issuance procedure**

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### **18.1. Submission of the Vehicle PASS issuance application**

The following figures are entitled to submit applications in order to obtain Vehicle Passes: Senior Office Managers (or their deputies), Governmental Body Directors, the legal representatives (or their deputies) of Airport Operators, Traders, Subconcessionaires in pursuit of ongoing or temporary regular work duties and requiring usage of vehicles/equipment within the restricted security areas (Airside) at Palermo Airport.

In order to request clearance to gain access to and circulate within the airside and to be issued with a Vehicle Pass, the Applicant must submit the special application to GESAP Badging Service on the *Vehicle Pass Request Form* (Form sub 7) downloadable from the website <http://permessi.gesap.it>; the application must contain the following details:

- general details of the Applicant (official owner/user of the vehicle);
- manufacturing make, type, colour and numberplate (or matriculation number) of the vehicle/piece of equipment;
- purpose and/or reasons leading to the application for a Vehicle PASS;
- areas to which access/circulation is required;
- period for which access/circulation authorisation is requested;
- declaration by the Airport Referee testifying to the fact that the GESAP Movement Area has been duly involved and alerted with the signature and stamp of the Airport Referee;
- signature of the Applicant;
- consent to personal and/or sensitive data processing.

### **18.2. Accompanying documentation**

All additional documentation must be handed over in hard copy or sent by email to GESAP Badging Service at least 5 working days before the vehicle is due to enter the security restricted area. The additional documentation required is listed below:

- a) a back to front copy of the Applicant's valid identification document;
- b) a back to front copy of the registration documents of the vehicle/piece of equipment and a valid MOT certificate;
- c) should the vehicle be leased/hired, a copy of the leasing or rental contract;
- d) a back to front copy of vehicle/piece of equipment proof of insurance along with a valid insurance contract showing maximum liability per claim;
- e) a affidavit or self-certification by the Applicant (Form sub 8), stating that:
  - the vehicle undergoes regular maintenance work in keeping with the manufacturer's maintenance instructions;

- the vehicle/piece of equipment is fit to perform its set duties on the airport premises;
  - the vehicle/piece of equipment is duly and properly insured against any damage that might be caused by it whilst circulating on the airport premises (see paragraph n. 18 vehicle Insurance);
  - in the event of the vehicle/piece of equipment belonging to and being used by Companies other than Airport Bodies and/or Operators, the activities pursued within the airport premises must occur on the basis of a proper contract (procurement contract, sub-concession agreement, goods/services supply contract, etc.);
  - it is fully aware of the duties and responsibilities entailed by holding a Vehicle PASS and circulating on the airport territory with reference to current work safety and security regulations;
- f) whenever the vehicle/piece of equipment belong to and/or is used by Operators whose activities are subject to the requirements outlined in ENAC Circular APT 2B (ground handling service providers), a copy of the certificate of eligibility issued by ENAC along with pertinent details, in the latest current version;
- g) a receipt demonstrating payment of the application processing charges.

GESAP Badging Service is entitled to request any further additional documentation.

### ***18.3. Setting in motion the clearance procedures***

The start of the authorisation process is intrinsically dependent on the application and attached documentation listed in previous paragraph 17.2 being correctly and fully provided to GESAP Badging Service.

Any applications lacking (or partially lacking) the documentation listed in paragraph 17.2. cannot be effectively processed by GESAP Badging Service and the interested party will be promptly notified by phone or in some other manner.

Within working 2 days of having received the application and attached documentation, GESAP Badging Service will:

- 1) decide on which type of Vehicle Pass to issue on the basis of the required timeframe and the areas within the Airside for which clearance to gain access and circulate has been requested;
- 2) forward the application to the Airport Police (Polaria) so that they can authorise the issuance of the VEHICLE PASS.



#### **18.4. Vehicle Pass Issuance**

After the Airport Police (Polaria) provide clearance and within 5 days of application submission, GESAP Badging Service will:

- 1) notify the Applicant of the outcome of the processing phase and in the event of successful application, invite it to collect the Vehicle Pass;
- 2) print up the Vehicle Pass;
- 3) obtain the Applicant's signature on the special "Vehicle Pass Register" testifying to the fact that the Pass has been "duly collected";
- 4) provide the Applicant (or his deputy) with a "Declaration testifying familiarity with and acceptance of the VEHICLE PASS Holder's obligations and responsibilities as regards all work safety and security aspects" (Form sub 9); a signed copy will be kept on file;

Clearance disclosure and transmission procedures for airport VEHICLE PASS issuance are handled with special software programmes and shared information systems accessible by GESAP and ENAC.

### **19 Vehicle insurance**

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All vehicles authorised to gain access to and circulate within the confines of the security restricted areas must be in possession of a valid civil liability insurance policy in keeping with the coverage and terms set forth by law as well as any further insurance coverage for any holders exposed to risks ensuing from duties pursued on the Airside, and specifically, any damage to aircraft, airport equipment or infrastructure (e.g. handlers or firms carrying out work on airport territory) without sub-limits and/or deductibles.

In these circumstances, the insurance coverage for each single claim must be compliant with and adjusted to current, applicable ENAC regulations, or alternatively, must be submitted for approval to ENAC and/or the Managing Body so that they can formulate an appropriate risk assessment.

GESAP reserves the right to request insurance coverage for higher amounts for each single claim whenever vehicles working on the airside are required to perform particularly risky activities and/or circulate in manoeuvring areas (apron, runways and taxiways) where aircraft are constantly on the move.

## **20 Airside Access**

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Entry of vehicles/pieces of equipment to the Airside is subject to the positive outcome of document checks and inspections performed by the Finance Police officers stationed at the Northern Driveway Customs Entrance.

The Finance Police officers on guard duty must also ensure (whenever appropriate) that the managing body's staff members authorised for escort duty on the Airside(or other GESAP authorised personnel) are present at the Driveway Entrance.

## **21 Vehicle Pass validity prolongation Conditions**

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Vehicle Pass validity is dependent on:

- retaining over the course of time all those conditions outlined in these procedures for the original issue of Airside vehicle/equipment access and circulation clearance;
- observance of current, applicable work safety and security regulations as regards the usage of vehicles/equipment on the Airside;
- keeping the vehicles/pieces of equipment in a good state of maintenance and ensuring that the maintenance booklet/MOT certificate are duly kept up-to-date;
- renewal of all certifications, MOTs and insurance coverage on an annual basis (or, in any case, in accordance with legal requirements) and periodical submission of such documentation to the GESAP Badging Service.

## **22 Expiry of Airside access and circulation clearance**

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When the Vehicle Pass expires, the Applicant must return it without delay to GESAP Badging Service who will duly record the fact on the special "Vehicle Pass Register" and have it destroyed.

Should the Applicant fail to return the Vehicle PASS within 3 days of it expiring, GESAP Badging Service shall notify ENAC Airport Management who will take appropriate punitive measures (art. 1174 Air Traffic Code).

## **23 Vehicle Pass Renewal upon expiry**

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VEHICLE PASS renewal will require the same course of action originally outlined for first issuance as per previous paragraph 17.

The Applicant will have to resubmit the Vehicle PASS issuance request along with the accompanying documentation at least 5 working days prior to the Vehicle PASS actually expiring.

When the Applicant is handed over the new Vehicle Pass, it must return the old expired one to GESAP Badging Service who will see to having it destroyed.

Should the Applicant fail to return the expired Vehicle PASS, GESAP Badging Service will not hand over the new one and will notify ENAC Airport Management that the old Vehicle PASS has not been returned so that appropriate punitive measures can be taken.

## **24 Changes to Airside access and circulation clearance**

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Should the Applicant require its vehicle/piece of equipment to gain access to and circulate in any Airside areas which are not included in its clearance, it must reapply for a new VEHICLE PASS which includes the additional or different areas, following the procedure outlined in previous paragraph 17.

When the new Vehicle Pass is handed over to the Applicant, it must return the previous superseded one to GESAP Badging Service who will see to having it destroyed.

Should the Applicant fail to return the superseded Vehicle PASS, GESAP Badging Service will not hand over the new one and will notify ENAC Airport Management that the old Vehicle PASS has not been returned so that appropriate punitive measures can be taken.

## **25 Vehicle Pass theft or loss**

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In compliance with point 1.2.6.6.1. of the NCASP, in the event of VEHICLE PASS loss or theft, the Applicant must:

- make a statement to the Police without delay;
- promptly alert the Badging Service of the Airport Managing Body by sending them a copy of the said statement.

A copy of the statement must be either hand-delivered or faxed to this number: +39 091 7020790; alternatively, it can be emailed to the following address: [permessigesap@pec.it](mailto:permessigesap@pec.it).

Once GESAP Badging Service has received notification of theft/loss of the Pass and the police statement in copy, it will:

- 1) record the details of the VEHICLE PASS and police statement of theft/loss in its "VEHICLE PASS Register (Section relating to lost/stolen PASSES)";
- 2) proceed to issue a new pass upon the Applicant's request. The course of action for a new Vehicle Pass approval will be identical to that for issuance in the first place as per paragraph 17.

In order to obtain a new replacement VEHICLE PASS, the Applicant will have to resubmit the VEHICLE PASS issuance application to GESAP Badging Service, with the specification that a replacement for a stolen or mislaid VEHICLE PASS is required; the documentation required for the Vehicle Pass replacement application is summarised below:

- a back to front copy of the Applicant's valid identity document;
- unless it has already been sent, the statement of loss and/or theft in copy;
- a back to front copy of the registration documents of the vehicle/piece of equipment;
- a back to front copy of proof of insurance for the vehicle/piece of equipment;
- a receipt demonstrating payment of the application processing charges.

The procedure to obtain a new replacement Vehicle Pass will be identical to the course of action followed to obtain one in the first place.

## **26 Damage to or deterioration of the Vehicle Pass**

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Should the VEHICLE PASS deteriorate or become damaged so as to hinder airside access clearance, the Applicant will have to resubmit the VEHICLE PASS ISSUANCE request to GESAP Badging Service, indicating that a replacement Vehicle PASS is required in substitution for a damaged or deteriorated one; the documentation required for the replacement is summarised below:

- a valid identification document, copied on both sides (back and front), for the Applicant (legal referee for the company/firm/body);
- a photocopy of the VEHICLE PASS requiring replacement;
- a receipt demonstrating payment of the application processing charges.

The course of action for issuance of the new Vehicle PASS will be identical to that for issuance in the first place as per paragraph 17.

As soon as GESAP Badging Service releases the new Vehicle Pass, it will take back the original damaged/deteriorated VEHICLE PASS and have it destroyed.

**Release of the new Vehicle PASS is categorically dependent on the damaged/deteriorated VEHICLE PASS being returned.**

The new VEHICLE PASS must bear the same markings (length, areas, colour-coded strip etc.) as the original one.

## **27 Revocation and withdrawal of the Vehicle Pass**

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Vehicle access and circulation clearance for the Airside may be suspended or revoked by GESAP under the following circumstances:

- 1) whenever the work requirements leading to Airside access and circulation clearance cease to exist;
- 2) whenever even only one of the requirements and/or conditions leading to the acquisition of Airside access and circulation clearance ceases to exist;
- 3) whenever the vehicle/piece of equipment is badly maintained and in a poor state of upkeep and the vehicle/piece of equipment is not promptly shut down by the Applicant and sent off for maintenance or repair work so as to restore it to fully working conditions.

Moreover, in view of its duty to ensure work safety and security, by virtue of the disqualifying and prohibitory powers bestowed upon it by the Airport Regulations and in its capacity as Airport Management Body, GESAP is entitled to withdraw the airport Vehicle Pass immediately whenever the circulation of the vehicle/piece of equipment in the Airside **seriously, imminently and/or repeatedly** jeopardises normal airport operations and safety.

Under all such circumstances, GESAP and/or the Public Security Forces will notify ENAC Airport Management that the Vehicle Pass has been suspended, revoked or withdrawn so that it can impose any appropriate punitive measures as well as settling any disputes arising as a result of any action taken.

## **28 Duties and obligations arising from usage of the Vehicle Pass**

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The Applicants are held to:

- ensure that any vehicles/pieces of equipment issued with Vehicle Passes only gain access to and circulate in the airport areas for work duty;
- press charges with the competent Authorities and notify GESAP Badging Services without delay, should the Vehicle Pass be misplaced and/or stolen;
- return the Vehicle Pass to GESAP Badging Service without delay as soon as it expires or whenever the requirements, conditions or circumstances leading to it being issued in the first place cease to exist for any reasons whatsoever; in such a case, the vehicle/piece of equipment must also be removed from the Airside with immediate effect;
- GESAP Badging Service must be promptly informed of any changes in usage, including assignment of the vehicle/piece of equipment to another Company/Body for any reason whatsoever and even if the latter is a permanent fixture on the Airport premises;
- brief the vehicle/equipment drivers and make them aware as to their responsibilities and duties when gaining access to and circulating in the Airside;
- keep the vehicles presentable and in perfect working order in general, but especially with reference to daytime and nighttime light-signalling devices.

All drivers of vehicles/equipment issued with a Vehicle Pass are held to:

- keep the Vehicle Pass in clear sight on the vehicle/piece of equipment;
- only use the Vehicle Pass when circulating or gaining access in the authorised vehicle/piece of equipment;
- whenever required, observe all the current airport regulations and legislation relating to the Airside Driving Certificate (ADC);
- only enter and circulate on the airport premises when on work duty;
- consent to all document and security checks that the Public Security Forces, Security staff or Airport Managing Body might require;
- in the event of Vehicle Pass loss/theft, notify the Applicant immediately and press immediate charges with the pertinent State Authorities.

## **29 Dispensations and exceptions**

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Airside access and circulation clearance procedures and the ensuing Vehicle PASS issuance do not apply to:

- any official cars/vehicles belonging to Law Enforcement Officers, registered with Governmental Departments and used for official airport duty; in such cases, the

special authorisation procedures regulated under the attached ENAC dispositions shall apply (Annex sub 11);

- any equipment and/or vehicles used for emergency/rescue operations (fire-fighting vehicles belonging to the Fire Brigade, ambulances and hospital vehicles) to be accompanied nevertheless onto the apron by the Public Security Force vehicles, and onto the Manoeuvring Area by GESAP's authorised staff members;
- any equipment or vehicles for whom, under utterly exceptional and/or urgent circumstances, it is necessary to enter the security restricted area (Airside), in accordance with the provisions of point 1.2.7.4.1. of the NCASP.

### 30 Access for ESCORTED VEHICLES

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In all those circumstances in which - **under exceptional and/or urgent conditions** - it proves necessary to allow equipment/vehicles onto the Airside even without Vehicle Passes, access will only be allowed if the unauthorised vehicle is under escort by another vehicle issued with a Vehicle Pass and driven by authorised airport staff, as regulated below.

Under such circumstances, access will be allowed upon submission to the airport security staff, under supervision of Finance Police, of the "Escorted vehicle access Declaration" (Form sub 10) duly signed by the Applicant's Operational Senior Manager/Director (on behalf of whom request for access to the airside is requested) and validated by an Airport Referee (unless the Applicant and Airport Referee are one and the same).

The "escorted vehicle access declaration" must indicate:

- the general details of the airport Applicant/Referee on whose behalf and/or in whose interest the vehicle must be cleared for extraordinary and urgent access to the Airside;
- the general details of the vehicle Driver (who must nevertheless be in possession of an individual access permit);
- the identification details of the vehicle (type, model, manufacturer's make, colour, numberplate);
- the grounds for extraordinary and urgent access and another information to support the request for extraordinary access;
- name, badge number and ADC details of the person designated to perform escort duties;
- date, scheduled access and exit time of the escorted vehicle.

Moreover, the authorised escort vehicle driver must carry a copy of the escorted vehicle access declaration on him for the entire duration of the visit to the Airside; this declaration must be duly signed by the entity/individual in whose interest access has been gained and displayed whenever the pertinent airport Authorities or GESAP require.

The escorted vehicle and its driver must be kept in close sight for the entire duration of the visit to the Airside, pursuant to point 1.2.7.3. cc) of the NCASP.

A note must be recorded on the special register of the Northern Driveway Entrance that an escorted vehicle access has been made with an indication of the date, the start and end of the escorted visit and the identification details of the vehicle, its driver and the individual on escort duty, so that GESAP and the airport authorities are in a position to make any inspections and checks.

All and any escorted vehicles/pieces of equipment must, nevertheless, undergo the document checks and inspections foreseen in the NCASP at the moment of gaining access to the Airside with the exception of the specific circumstances regulated in Part B) at point 1.2.1.1. (Access check exemption for people and vehicles whose life or belongings are under serious threat) and at point 1.4.5.1.

**This is without prejudice to all current regulations and dispositions relating to vehicle circulation on the Airside.**

### **31 Documentation storage**

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GESAP Badging Service will keep all documents relating to airport access clearance and pertinent Badges/Vehicle Passes on file except for documentation relating to access clearance and Badges/Vehicle Passes for Law Enforcement Officers which shall be handed over to ENAC for storage. All documentation will be stored for 5 years after the authorisation expiry date so that the airport Authorities are able to run any appropriate inspections.

All documentation and Registers relating to exceptional access by people and vehicles (ESCORTED ACCESS) shall be stored and filed by the pertinent Governmental Bodies (either the Airport Police (Polaria) or the Italian Finance Police) for a period of 5 years so that the pertinent Authorities can make an appropriate checks or inspections.



## 32 Privacy Management

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The very act of acquiring and handling personal data for the issuance of Badges/Vehicle Passes binds GESAP to processing personal and/or sensitive data in accordance with Legislative Decree 196/2003 and all its subsequent modifications and supplements.

## 33 Rates

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GESAP will charge set rates for the issuance of Badges/Vehicle Passes in order to cover its processing costs.

Payment must be made upon submission of the request to access the airport areas. Unless payment is duly made, GESAP Badging Service will be unable to process the clearance request.

Rates will be determined according to the type of Badge/Vehicle Pass being applied for and the length of time required as per the rates published on the GESAP website and displayed on the premises of GESAP Badging Service.

Governmental offices are exonerated from payment.

## 34 List of Attachments

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### **Access for persons**

Form sub 1 - Airport badge issuance application

Form sub. 2 - Affidavit in support the badge issuance application.

Form sub. 3 - Declaration stating full knowledge and acceptance of access procedures, the features of the airport infrastructure and the work safety and security procedures

Form sub 4 - Affidavit certifying employment background checks going back to the previous 5 years

Form sub 5 - Declaration requesting clearance to introduce prohibited items

Form sub 6 - ESCORTED Visitors access declaration

**Access for Vehicles**

Form sub 7 - Vehicle PASS issuance application

Form sub. 8 - Affidavit in support the Vehicle Pass issuance application.

Form sub. 9 - Declaration testifying familiarity and acceptance of the obligations and responsibilities ensuing from issuance of the VEHICLE PASS as regards work safety and security procedures

Form sub 10 - ESCORTED Vehicles access declaration