

DOCUMENTATION REQUIRED WHEN APPLYING FOR AIRPORT ID BADGES, VEHICLE PASSES, SECURITY RESTRICTED AREA ACCESS, AIRSIDE DRIVING PERMITS.

Introduction

This document aims at summarising the rules of access to any area of the Airport and it provides useful information relevant to the issue of airport ID badges, vehicle passes and airside driving permits.

These rules apply to anyone who intends to access the Airport public areas (landside) as well as security restricted areas (airside) of the Airport for work purposes.

All public and private operators, including personnel of Airport Authorities, to obtain access to Airport security restricted areas (airside) and to operate in the Airport areas open to the public (landside), must obtain an Airport ID badge to be visibly displayed during their stay in any areas of the Airport.

Also, pursuant to the EU Regulation 139/2014, to meet the requirements for unescorted access personnel must obtain Aerodrome Safety certification (paragraph 3) or airside driving permit (paragraph 4).

1. AIRPORT IDENTIFICATION CARD (AIRPORT BADGE)

The Airport Identification Card or Airport Badge (for access on the landside and on the airside of the Airport) shall be issued to all permanent operators employed by Governmental Authorities, Airport Managing Companies, Airlines, Sub-concessionaires, Handling Companies, Airlines performing self-handling, FBO's and to persons who need to enter, also temporarily, airside for a "legitimate purpose" (travel, work, training, information, guided visits).

All applications for an airport badge shall only be submitted by filling out the forms published on the Airport Managing Company website of Sagat.

Once the application is submitted, SAGAT Pass and ID Office will take the time to verify the legitimacy and the completeness of the documentation produced, start the process for eligible approval and wait for State Authorities approval before issuing an airport badge.

The Pass and ID Office will forward the relevant documentation through the shared IT system to the Airport Police Office in charge of the background checks.

If the applicant is already in possession of an airport badge issued by another airport, the Police will not conduct a second background check. Once the procedure is positively completed, the Pass and ID Office will issue the badge at the airport.

The provision of a new airport badge is dependent on - without any exceptions - the holder returning the previous, expired badge.

There are two types of airport badges for the access to the airside:

1. PERMANENT ID BADGE with photo, issued to personnel that works permanently at the airport with a maximum of five-years validity for Governmental Authorities, ENAV and Airport Managing Body. For any other applicants, the validity depends on the duration of the contract between the employee and the applicant company and/or between the applicant company and the Airport Managing Body (with a maximum of three-years validity).

2. VISITOR PASS – ESCORTED ACCESS with a maximum 24-hours validity without photo of for persons that need to access to the security restricted area of the airport for a temporary and exceptional need or for unexpected and unplanned situations.

Only 3 visitor passes are allowed to the same applicant over a 30-days period.

The holder of the Visitor Pass may only gain access to the security restricted area if accompanied by the airport operator in charge of escort duty. The operator who accompanies the visitor must have “ABILITATO ALLA SCORTA” (“authorized to the escort”) on his/her permanent badge and must accompany and never lose sight of the visitor in order to ensure that the person(s) under escort is/are never in a position to breach safety regulations.

Required documentation

PERMANENT AIRSIDE BADGE (with photo)

The application shall be submitted to the SAGAT Pass and ID Office by sending an e-mail to ufficio.tesseramento@sagat.trn.it or, alternatively, by delivering the originals to the Pass and ID Office at least 20 working days before the required issue date.

The application will include the following documents:

1. Permanent Airside Badge Application Form - stamped and signed by the legal representative of the applicant organization and duly filled out in its entirety;
2. The Professional Information Form Ex DPR 445/2000;
3. Legible photocopy of the applicant’s valid identity card; if the applicant is not Italian, it is also required a photocopy of the document of the country of origin and of the resident permit, where legally required;
4. Certificate of successful completion of the Security Training Course Category A13.

PERMANENT LANDSIDE BADGE

The application will include the following documents:

1. Permanent Landside Badge Application Form
2. Legible photocopy of the applicant’s valid identity card

Applicant moving from another national airport (the validity is subject to the validity of the badge, issued by the other airport. In any case, no more than three-year(s) validity)

The application will include the following documents:

1. "Permanent Airside Badge Application Form" - stamped and signed by the legal representative of the applicant organization and duly filled out in its entirety
2. Colour photocopy of the valid badge issued by the other airport
3. Legible photocopy of the applicant's valid identity card

The applicant, who is owner of another airport's badge, is not required to attend the Safety Training Course Category A13.

Visitor Pass – Escorted Access

The application shall be submitted directly to the SAGAT Pass and ID Office during the opening time (Monday-Friday 8.30AM-12.30PM/2.00PM-4.00PM) or, alternatively and in exceptional cases (for example when the Airport ID Office is closed), to SAGAT private security guards, located on the Air Terminal at Arrivals Level at the dedicated Crew members entrance. Once the Visitor Pass is issued, the applicant's records will be immediately available on the IT system shared with ENAC and the Border Police for their checks.

The application will include the following documents:

1. The "Visitor Application Form – Person and Vehicle Pass" – duly filled out by the applicant and signed both by the visitor and by the operator in charge of escort duty
2. Legible photocopy of the applicant's valid identity card (up to a maximum of 4 visitors to accompany simultaneously)

Badge loss, theft and damage, one-day badge duplicate

In case of loss/theft of the airport badge, the operator is required to:

1. Promptly alert the Pass and ID Office in order to immediately disable the badge
2. Immediately delivery to the Pass and ID Office:
 - Copy of the police report of loss/theft, already filed to the State Police office or to the competent authority
 - Valid identity card

The prompt alert to the Pass and ID Office will guarantee the immediate disabling of the badge, preventing illegal activities.

The Pass and ID Office will issue a duplicate badge upon presentation of a copy of the loss/theft report.

Replacement badge in case of damage will only be issued upon return of the damaged one.

In the event that the holder forgets the permanent pass, he/she could access to the restricted security area with a one-day badge duplicate, which is issued by the Pass and ID Office upon filling the relevant form and it shall be valid only 24 hours. This issue automatically replaces the original badge, which becomes void. On

expiry of the temporary badge, the holder won't be authorized to access the restricted security area and he is required to return to the Pass and ID Office the temporary and the original badge, which will be reactivated.

During the Pass and ID Office closing time (Monday-Friday 4.00PM – 8.30AM, Saturday-Sunday h24), SAGAT private security guards, located on the Arrivals Level, at the security controls reserved to crews, are in charge of issue a temporary badge duplicate with a maximum validity of 24 hours.

Double employment contract and double permanent badge

Operators possessing two employment contracts, whose sum of working hours doesn't exceed 40 weekly hours, can exceptionally receive two badges with the companies' names. The application for the double badge will follow the normal procedure through the submission of the required documentation and the consequent checking of the employment contracts, or substitutive declarations of the employer, attesting the contract type and expiry and working hours, which entitles to the double badge.

Compliance with the employment laws is under the responsibility of the contracting parties.

Permanent badge postponement

The holder can submit a motivated extension request to the SAGAT Pass and ID Office. The extension cannot exceed the 3 years validity.

The extension request must be submitted by e-mail to ufficio.tesseramento@sagat.trn.it before the expiry date and the applicant is required to present to the Pass and ID Office by the expiry date to return the badge.

If the request receives final approval, the Pass and ID Office will issue the badge with the new expiry date.

Change of company employer

In the event that the holder changes the company employer, he is required to request a new badge.

The new employer must submit the Permanent Airside Badge Application Form filled out and signed by the legal representative and the necessary documents for the issue of the new badge upon return of the previous one issued. The new badge must bear the same expiry date of the previous one.

2. VEHICLE PASSES

All vehicles operated on the airside of the Airport shall have to be identified by a valid pass.

Vehicle operators shall have a "valid reason" to request vehicular access on the airside necessary to support their operational activity (transport of people or goods for travel, work, training or educational purposes).

Vehicle operators on airports must be compliant with the ground vehicle practice contained in the traffic code D.L. 30/04/1992 n. 285 and subsequent amendments and additions.

All ID passes, valid only for the vehicles for which they are issued, must be displayed on the windscreen or, if the characteristics of the vehicle don't allow it, must be clearly visible from the external.

There are two types of vehicle passes:

1 PERMANENT PASS issued for those vehicles necessary to support the operational activity of the airport, including the vehicles of Governmental Authorities, with a maximum of five-years validity.

For those vehicles operating to support the activities of sub-concessionaires under contracts of supply, maintenance and assistance services, the expiry date of the vehicle pass shall be the same as the date of contract.

The issuance and/or renewal of a permanent vehicle pass can only be authorized upon returning any expired or valid passes of vehicles no longer operated on the airside.

2 TEMPORARY PASS issued for the period necessary to carry out the activity for which it is issued, with a maximum validity of 24 hours. The wording "ESCORTED ACCESS" on the temporary pass means that the vehicle operator must be always escorted by personnel of the operator that requests the temporary vehicle access in possession of a current airside driving permit (ADP).

Vehicle pass applications must be submitted exclusively by filling out the SAGAT forms published on the airport website.

Required documentation

Permanent Pass

The application for a vehicle permanent pass shall be sent via e-mail to ufficio.tesseramento@sagat.trn.it or presenting documents to the Pass and ID Office at least 10 working days before the required date of issue.

The application will include the following documents:

1. Application Form to be filled out and signed by the Legal Representative of requesting operator
2. Copy of the vehicle registration documents with the relevant maintenance inspections as required for each vehicle
3. Copy of the vehicle certificate of insurance with liability extension for the operation of the vehicle on the airside as for the provisions of Art 8 "Vehicle Insurance" of the applicable Ordinanza ENAC relevant to procedures and policies concerning pedestrian and vehicle access and vehicle operations on the airside of the airport. The certificate of insurance shall address such matters as:
 - minimum insurance coverage (as per Ordinanza ENAC n.2/2019/TRN) https://www.aeroporto torino.it/corporate/ordinanze_enac/2019/ordinanza-enac-2_2019.pdf

- the type of operations carried out at Torino airport as well as at other airports if applicable
- the insured's liability for bodily injury/property damage caused by the operation of vehicle on the airside, such as damage to aircraft, people, equipment and airport infrastructures, without any sublimit and excess each claim
- declaration that if the policy is subject to an excess the relevant coverage will be ultimately borne by the insured.

Additional documents for:

1. Vehicles without plate:

- EC Declaration of Conformity (or equivalent declaration);
- Maintenance declaration

2. Vehicles equipped with cranes and lifting gears:

- Registration of the first installation to INAIL and records of regular maintenance inspections

3. Special over-sized vehicles

- Overall dimensions of vehicle.

Mandatory equipment for vehicles that require access to Airport Security Restricted Areas

The revised version of PO09 procedure came into effect on 25/03/2019, with a new Annex PO09D which lists the type of mandatory equipment for vehicles that require permission to access the various airport restricted areas.

The new Annex PO09D is available at the following link

https://www.aeroporto.torino.it/corporate/2020/formazione_accessi_permessi/2020-dotazioni-obbligatorie-per-i-mezzi-con-accesso-in-airside.pdf

- Vehicles that apply for new Restricted Area Passes after 25 March 2019 must comply with Annex PO09D procedure
- Vehicles holding a valid Pass on 25 March 2019, or asking for reissue of a replacement Pass, have a grace period of 12 or 24 months to comply with the new procedure: vehicles that require permission to access the movement area must be compliant by March 25, 2020; vehicles that require permission to access the other restricted areas must be compliant by March 25, 2021.

Temporary vehicle pass (visitor)

The application for a temporary escorted vehicle pass shall be presented to the Pass and ID Office during opening hours (Mon-Fri 8.30 - 12.30/14.00 -16.00) and out of hours to the SAGAT guards office located at arrival level of the Air Terminal at the Crew entrance gates.

When authorizing a temporary vehicle pass the applicant's records are immediately available on the information system shared with ENAC and the Border Police for their checks and approval.

The application will include the following documents:

4. Application Form to be filled out by the requesting operator and signed both by vehicle driver and escort operator
5. copy of the driver's license
6. Copy of the vehicle certificate of insurance
7. Copy of the vehicle registration documents with the relevant maintenance inspections as required for each vehicle;
8. EC Declaration of conformity or equivalent declaration for vehicles without plate and special over sized vehicles

(*) Escorted access

Vehicles with a temporary pass must be always escorted by personnel of the operator that requests the temporary vehicle access, authorized to operate on the airport and in possession of a current airport driving permit (ADP).

Where vehicles with temporary access comply with the basic safety requirements as set out in the safety standard procedure PO09D (example: vehicles operated solely on the perimeter road must display the company logo), the escort can be a person holding a current airport driving permit (ADP), therefore the driver itself if in possession of a current ADP.

Where vehicles with temporary access do not comply with the safety requirements as set out in PO09D, they must necessarily be escorted by vehicles that have the required marking, identification of vehicle, equipment and signs.

() Insurance**

Vehicles with a temporary pass authorized to operate on any part of the airport operations area, if not compliant with the insurance requirements as set out in Ordinanza ENAC No.2 / 2019 / TRN, must necessarily be assured with Sagat SpA insurance policy. Upon payment of the relevant insurance amounts the company will receive an "Insurance guarantee declaration" receipt. For the relative costs, see the price list published on the airport website https://www.aeroporto torino.it/corporate/documenti-tesserini/listino-costi-rilascio-tesserini-e-pass_-11-12-2019.pdf

3. AERODROME SAFETY CERTIFICATE

The complete Regulation is available at the following link

<http://www.aeroporto torino.it/it/sagat/normativa/documenti-e-certificazioni/accesso-e-permessi>

All personnel who have unescorted access to the airside of the airport wearing a green or a red ID pass, or those who are involved in a number of non-routine operations to occur on the airside, such as emergency and fire-fighting operations, maintenance of airfield infrastructures and other non-routine operations, must have an appropriate level of knowledge of airport rules and regulations. Appropriate training on Aerodrome Safety issues is provided by Airport operator before authorizing airport operations privileges.

The Aerodrome Safety ID will be issued upon positive completion of a dedicated training program with a final written test.

For regular use the Aerodrome Safety ID has a 12 month validity, and it may be renewed after completing the annual Recurrent Training program, a computer-based interactive training taking one hour time. It is possible to attend a recurrent training session from two months before expiry date without reducing the overall validity of the certificate.

In case of theft or loss of the certificate, it is necessary to submit a request for a duplicate and a copy of the police report.

How to request the Aerodrome Safety certificate

On SAGAT website, at the following link:

<https://www.aeroporto torino.it/it/sagat/normativa/documenti-e-certificazioni/accesso-e-permessi>

the current training courses and examination schedules are listed. The Aerodrome Safety registration shall be submitted to the SAGAT Training Office by sending an e-mail to formazione@sagat.trn.it.

For conversion of certificate obtained at another airport, it is required to submit the copy of the aforementioned certificate or equivalent certificate. Equivalent certificate to SAGAT Aerodrome Safety course stands for equivalent certificate obtained in airports certified in accordance with EU Reg. 139/2014, Crew Member certificate and CTA license.

Other certificates must be sent to the aforementioned e-mail address and will be evaluated by the SAGAT Training Manager.

4. AIRSIDE DRIVING LICENSE (ADP Aerodrome Driving Permit)

The complete Regulation is available at the following link

https://www.aeroporto torino.it/corporate/procedure_permessi/2019/allegato-po06b---regolamento-aerodrome-safety-e-adp-1-.pdf

Anyone in the aviation industry or any organization who for any reason request vehicles access on the airfields shall have preventively obtained an ADP driving license (Aerodrome Driving Permit).

Driving on specific areas of the airfield is allowed without achieving a valid ADP as long as the vehicle is escorted by and under the responsibility of personnel holding a current ADP. Airside driving licenses are issued as personal cards, to be used in conjunction with Airport badge.

The ADP doesn't replace the driving license issued by the competent Authorities, that remains the unique document for the individuation of the technical, physical, psychological capabilities and the categories of vehicles the holder is authorized to drive, but it simply allows the holder to drive on the Torino Airport airfield area.

The validity of ADP is subject to the validity of the civil driving license, that must have the same category prescribed by the Traffic Code; for the State Police, Guardia di Finanza and Carabinieri, the validity of ADP is subject to the validity and category of the Ministerial license.

In case of a regular use, the license is valid for 12 months and it is renewable after the conclusion of the annual Recurrent Training, which lasts one hour, in e-learning modality. It is possible to attend the Recurrent Training from two months before the expiry, without reducing the overall validity.

The suspension/withdraw of the driving license must be promptly notified by the employee to the Body/Company and to the SAGAT Pass and ID Office; the ADP must be consequently suspended/withdrawn. In case of theft or loss of the license, it is required to submit a duplicate request and a copy of the police report.

ADP Categories

There are three categories of driving license: ADP – Apron and Perimeter (colour code green), ADP-manoeuvring area without autonomous access (colour code red with a white string) and ADP – manoeuvring area with autonomous access (colour code red).

ADP- Apron and Perimeter (colour code green)

Airside driving license that allows to drive autonomously on the Perimeter Road and on the aircraft parking aprons (excluded the taxi way/taxi lane aprons) in accordance with the airport badge, i.e.:

- Just on the perimeter road, if the holder is in possession of a green-coloured access badge without the access numbers or just with the numbers 2,3 or 4;
- On the perimeter road and on the apron, if the holder is in possession of the green-coloured access badge with numbers 5 or 6;
- The access to the manoeuvring area is allowed only if escorted by an ADP manoeuvring area with autonomous access personnel;
- The access to the taxiway/taxilane apron is forbidden.

ADP-Manoeuvring Area without autonomous access (red coloured with a white string)

This driving license is useful to those who carry out construction/maintenance/upgrading works on the manoeuvring area and on the areas under control of the TWR, as well as to those who need a theoretical knowledge of the rules of access and circulation on the manoeuvring area and on the areas under control of the TWR, even if they do not carry out tasks that require to access the movement area autonomously and regularly.

This driving license allows to drive autonomously on the Perimeter Road and on the aircraft parking aprons (excluded the taxiway/taxilane aprons) based on the type of access badge, i.e.:

- Only on the perimeter road if the holder is in possession of a green-coloured access badge without any access number or with the numbers 2, 3 or 4 only;
- On the perimeter road and on the apron if the holder is in possession of a green-coloured with numbers 5 or 6.

It also allows to drive on the manoeuvring area if the holder is in possession of an access badge:

- Red-coloured with number 1
- Green-coloured with number 7

Driving on these areas is subject to clearance by Air Traffic Control and it is allowed only if escorted by holder of ADP Manoeuvring Area with autonomous access and radio contact.

When the airport is closed you are allowed to stay on the manoeuvring area and on the areas under control of the TWR without being escorted.

ADP-Manoeuvring Area (red-coloured)

It allows to drive

- On the perimeter road and on the manoeuvring area only if the holder is in possession of an access badge:
 - Red-coloured with number 1
 - Green-coloured with number 7

- On the perimeter road, on the manoeuvring area and on the aircraft parking aprons only if the holder is in possession of an access badge:
 - Red-coloured with number 1
 - Green-coloured with number 5, 7 or 6, 7

Vehicles on the movement area are limited to those necessary for the inspection and maintenance of the movement area and emergency vehicles responding to an aircraft emergency on the movement area.

How to request the ADP license

On SAGAT website, at the following link

<https://www.aeroporto torino.it/it/sagat/normativa/documenti-e-certificazioni/accesso-e-permessi>

the current training courses and examination schedules are listed. The Areodrome Safety registration shall be submitted to SAGAT Training Office by sending an e-mail to formazione@sagat.trn.it.

The following documents shall be submitted in originals (during the day of the training) or digital (attached to the registration request e-mail):

- Issue or conversion application form (available at the aforementioned link);
- Front and back copy of valid civil driving license (or ministerial for State Police, Guardia di Finanza and Carabinieri);
- Front and back copy of the driving license obtained at another airport in accordance with EU Reg. 139/2014 (just for ADP conversion).

26th February 2020