REQUIRED DOCUMENTATION FOR THE ISSUE OF AIRPORT IDENTIFICATION CARDS, VEHICLE PASSES, AIRSIDE ACCESS, AUTHORISATIONS TO DRIVE

Introduction

This document aims at summarising the rules of access at the airport and providing information for the issue of airport identification cards, vehicle passes and authorisations to drive.

These rules apply to anyone who intends to access to the areas open to the public (landside) and to the security restricted area (airside) of an airport for work purposes.

All public and private operators, included personnel in uniform of the State administrations, in order to access the security restricted area (airside) and to work in the areas open to the public (landside), shall be in possession of the airport identification card visibly displayed during their whole permanence in every areas of the airport.

Moreover, pursuant to the UE Regulation 139/2014, in order to access to the airside without being escorted it is compulsory to have the Aerodrome Safety card (paragraph 3) or the airside drive authorisation (paragraph 4).

1. *AIRPORT IDENTIFICATION CARD (AIRPORT BADGE)*

The Airport Identification Card or Airport Badge (for Landside and Airside access) shall be issued to all persons eligible for working at Airport Areas employed by Government Authorities, Airport Managing Companies, Airlines, (Traders NO), Sub-concessionaires, Handling Companies, self-handling Airlines, FBO's and to persons who need to access, also provisionally, to 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 SAGAT Airport Managing Company website.

Once the application is submitted, SAGAT Pass and ID Office will take the time to verify the legitimacy and 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 documentation through the shared IT system to the Airport Police Office, in charge of background checks.

If the applicant is already in possession of an airport badge issued by another airport, the Police won't conduct the 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 BADGE with a 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 without photo, with a maximum 24-hours validity 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 must have*:**

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 Safety Training Course Category A13.

PERMANENT LANDSIDE BADGE

The application must have:

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, not more than three-year(s) validity)

The application must have:

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, isn't 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 the SAGAT private security guards, located on the Arrivals Level, at the crew members entrance. Once the Visitor Pass is issued, the applicant's information will be immediately available on the IT system shared with ENAC and with the State Police for the checks of their area of competence.

The application must have:

1. "Visitor Pass Application Form – Person and Vehicle" – duly filled out in its entirety 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, it 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

The circulation of vehicles in the security restricted area, including the internal part of the airport after the security controls, is only allowed with vehicle pass.

The vehicle pass applicant must demonstrate the existence of a "legitimate reason" to access to the airside (transport of people or items, travel, work, education, information).

The airside access authorized vehicles must be compliant with road circulation laws of 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 vehicles that work permanently at the airport, including Governmental Authorities, ENAV and Airport Managing Body, with a maximum of five-years validity.
For any other sub-concessionaire contract/supply contract, maintenance, services, the validity of the pass depends on the duration of the contract.

The provision of a new permanent vehicle pass is dependent on - without any exceptions - the holder returning the previous, expired or valid, badge.

2 TEMPORARY PASS valid for the period necessary for carrying out the functions for which it is issued, with a maximum validity of 24 hours. The temporary pass must bear the wording "ESCORTED ACCESS" and the vehicle must be accompanied by the personnel, holding an airport driving licence (ADP), of the Body/Company which required the temporary access.

All the airport vehicle pass applications must be submitted exclusively by filling out the form published on the SAGAT website.

Required documentation

Permanent Pass

The application for the permanent vehicle pass must be submitted 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 10 working days before the required issue date.

The application must have

1. Permanent Vehicle Pass Application Form - stamped and signed by the legal representative or the delegate of the applicant organization and duly filled out in its entirety;

2. Copy (front and back) of the vehicle registration documents with the relevant maintenance inspections as requires for each vehicle;

3. Copy of the current vehicle insurance certificate with the attachment required by ENAC Ordinance 2017/1 at Art. 8 "Vehicle Insurance" relevant to the rules of circulation of people and vehicles on the Torino Airport Internal Area, with a particular reference to:
   - Maximum insurable values (which shall be not less than the values required in the ENAC Ordinance regarding the rules of circulation of people and vehicles on the Torino Airport Internal Area)
   - Precise information about the activity carried out at the airport and possible other airports covered by insurance
   - Declaration of the coverage of damages to airplane, airport means and infrastructures and people, caused inside the airport custom fenced areas, without sublimits and/or excesses
   - In the event that the insurance states excesses and/or sub-limits, an additional declaration is needed to guarantee that the coverage will be ultimately borne by the insured party.

Other documents for the following vehicles:

1. <u>Without license plate:</u>

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

2. <u>Equipped with cranes and lifting gears:</u>

   - INAIL registration of the first installation and reports of subsequent periodic maintenance inspections

3. <u>Over-sized</u>

   - Design and sizes characteristic of the vehicle.

Temporary vehicle pass (visitor)

The temporary escorted visitor pass application shall be submitted directly to the Pass and ID Office during the opening hours (Mon-Fri 8.30AM - 12.30PM/2.00PM - 4.00PM) or, alternatively and in exceptional cases (for example when the ID Office is closed), to the SAGAT private security guards, located on the Arrivals Level, at the crew members entrance.

Once the Visitor Pass is issued, the applicant's information will be immediately available on the IT system shared with ENAC and with the State Police for their checks and approval.

The application must have

1. "Visitor Pass Application Form – Person and Vehicle" – duly filled out in its entirety 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 driving license
3. Copy of the insurance contract
4. Copy (front and back) of the vehicle registration documents with the relevant maintenance inspections as requires for each vehicle;
5. EC Declaration of conformity or equivalent declaration for vehicles without plate and special vehicles

3. AERODROME SAFETY CERTIFICATE

The complete Regulation is available on the link
http://www.aeroportoditorino.it/it/sagat/normativa/documenti-e-certificazioni/accesso-e-permessi

All operators that, for any reason, access without being escorted to the airside area, holding green or red coloured badge, or that are involved in operations, emergency services and fire-fighting, maintenance of the flight infrastructures and airport management, shall receive the required Aerodrome Safety training before accessing to restricted security area and carrying out their tasks not in landside.

The issue of the Aerodrome Safety Certificate, to be used in conjunction with an Airport Badge (cfr. paragraph 1), attests that the training program has been completed and the relevant examination has been passed.

In case of regular use, the certificate is valid for 12 months and it is renewable after completing 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.

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

How to request the Aerodrome Safety certificate

On the SAGAT website, at the link:
http://www.aeroportoditorino.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 link
http://www.aeroportoditorino.it/it/sagat/normativa/documenti-e-certificazioni/accesso-e-permessi

All operators that, for any reason, request to access or to work with a vehicle/equipment in airside, shall have preventively achieved the ADP airside driving license (Aerodrome Driving Permit).

Driving in airside is allowed without the ADP as long as escorted by and under the responsibility of ADP holder personnel. Airside driving licenses are attested by the issue of a personal card, to be used in conjunction with an access 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 in Torino Airport airside 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 in manoeuvring area and in areas under the control of TWR, as well as to those needing a theoretical knowledge of the access and circulation rules in manoeuvring area and in areas under control of TWR, without carrying out tasks that require to access autonomously and regularly.

It allows to drive autonomously on the Perimeter Road and on the aircraft parking aprons (excluded the taxiway/taxilane aprons) in accordance with the access badge, i.e.:

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

In addition, it allows to drive inside the manoeuvring area only if the holder is in possession of an access badge:

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

The access and the exit from the manoeuvring area and from the areas under the control of TWR are allowed only if escorted by the ADP Manoeuvring Area with autonomous access, that will guarantee the radio contact.

Staying in the manoeuvring area and in the other areas under the control of TWR in airport's closing time is allowed without being escorted.

ADP-Manoeuvring Area (red-coloured)

It allows to drive

- On the perimeter road and inside 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, inside the manoeuvring area and on the aircraft parking aprons only if the holder is in possession o fan access badge:

  - Red-coloured with number 1
  - Green-coloured with number 5, 7 or 6, 7

The access to the taxi way/taxi lane apron is allowed only to the Agibilità Aeroportuale, Firefighters and SAGAT emergency vehicles.

How to request the ADP license

On the SAGAT website, at the link
http://www.aeroportoditorino.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 the 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 the valid civil driving license (or ministerial for State Police, Guardia di Finanza and Carabinieri);
- Front and back copy of the driving license obtained in another airport in accordance with EU Reg. 139/2014 (just for ADP conversion).