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SECURITY AND SAFETY, CULTURE, RESPECT

AIRPORT ACCESS PASSES ISSUING AND MANAGEMENT

MILAN BERGAMO AIRPORT | BGY

S.A.C.B.O. S.P.A.
CARAVAGGIO INTERNATIONAL AIRPORT
MILAN-BERGAMO

This procedure defines the process of issuing and managing Airport Entry Cards and Airport Vehicle Passes for access to Bergamo Orio al Serio airport in accordance with the provisions of the relative regulations. Applications must be sent to the SACBO Entry Management Office via the link https://tesseramento.milanbergamoairport.it/

Access passes are issued on payment of a fee that varies in accordance with the type of request.
The price list is available from the internet address shown above.

Refusal to issue the passes necessary for carrying out professional duties will render it impossible to access the relative areas and cannot be grounds for requests for damages of any kind.

REGISTRATION OF USER PROFILE

It is necessary for the applicant Company to register before applying for access passes, via the dedicated section available via the link https://tesseramento.milanbergamoairport.it/

1. Indicate **the general information, the nature** and the **status** of the applicant Company.

2. Read the **Ordinance issued by ENAC (the Italian Civil Aviation Authority)** regarding regulations for access of people and vehicles in sterile area.

3. Read the **procedure for the Issuing and management of Airport Access Passes**.

4. Read the **privacy policy.**

5. In **contact list**, provide details of any contracts/collaborations existing with the Management company and/or other Entities. The period of validity of the requested passes cannot exceed that of the contract(s) indicated. In the event of contracts/collaborations with other entities, please attach a declaration issued by the legal representative of the applicant regarding the existing contractual relationship (facsimile https://www.milanbergamoairport.it/rfile/ORG9jc0RvY3VtZW50O2ZpbGVfaXQ7MjYyNjtkZWZhdWx0dd945804.pdf) together with an extract of the contract, demonstrating the reason for access and the duration of the contract.

6. Complete the **invoicing information**.

AIRPORT ENTRY CARDS

All personnel working in the airport area must have a valid Entry Card.

Permanent Airport Entry Card

The Permanent Airport Entry Card is issued to Persons operating in the airport on a regular basis and is valid for a minimum of 2 days and a maximum of 5 years, in line with the limits specified below. Via the relative dedicated online form, the Applicant must send their request at least 30 days before the required start date.

Non-compliance with the aforementioned timescale, or presentation of incorrect or incomplete documentation, may result in the access pass not being issued within the deadline requested. The time required for the issuing of passes is in any case subject to the assessment and authorisation of the State Police.

In compliance with current regulations, **Subjects authorised to apply for Permanent Airport Entry Cards** are:

1. State entities.
2. Airport management companies.
3. Suppliers of air traffic control services (ENAV).
4. Airlines.
5. Sub-contractors, i.e., holders of contracts with the Airport Management company (SACBO).
6. Providers of certified ground services (handlers).
7. Providers of ground services that do not require certification; self-handling airlines, providers of services such as airline administration services and maintenance companies.
8. Other companies/businesses based in the airport for specific operational requirements.
9. Subjects other than those indicated above with legitimate reason, in the event of specific requirements.

REQUIRED DOCUMENTATION

Before filling in the application, it is important to ensure that you are in possession of all the documentation listed below in .jpg or .pdf, of no more than 5MB in size.

1. **Request from the legal representative or proxy:** Request on headed notepaper of the Applicant, signed by the designated figure, indicating the name(s) of the person(s) for whom Permanent Airport Entry Cards are being requested, and a declaration from the Employer of the person for whom the Airport Entry Card is being requested, confirming fulfilment of legal obligations regarding occupational safety, insurance and social security in accordance with the provisions of Italian Presidential Decree 445/2000, arts. 46 and 76 (facsimile https://www.milanbergamoairport.it/rfile/ORG9jc0RvY3VtZW50O2ZpbGVfaXQ7MjYyOTtkZWZhdWx0___2 dc96599.pdf).

2. Copy of a valid **identity document**.

3. For non-EU citizens, in addition to the identity document, a copy of a valid **residence permit or Schengen Visa** is required. In the event of an expired residence permit currently in the process of renewal, it is necessary to forward the postal order confirming payment bearing the reason for payment "rinnovo permesso di soggiorno" (renewal of residence permit) together with a front and rear copy of the expired residence permit.

A declaration detailing personal information, residence, professional activity, education and any interruptions to studies and/or professional activities of more than 28 days over the last five years, in accordance with the provisions of Italian Presidential Decree 445/2000 as amended (https://www.milanbergamoairport.it/rfile/ORG9jc0RvY3VtZW50O2ZpbGVfaXQ7MjYyNztkZWZhdWx0__c aa3e04a.pdf). Anyone who has resided in the last 5 years or spent at least 6 consecutive months in countries other than that of their current residence must present the State Police with a criminal record or certification issued by the competent authority in the foreign State, obtained in accordance with the

1. methods described during application (annex not required for holders of valid Permanent Airport Entry Cards issued by another airport in Italy).

2. **A copy of the certificate of Aviation Security training** compatible with the stated professional role and the areas of access required, in compliance with the provisions of ENAC memorandum SEC. 05A and relative Manual for Security Training (annex not required for holders of valid Permanent Airport Entry Cards issued by another airport in Italy). An updated list of certified ENAC instructors is available from the website www.enac.gov.it

   - **A13** for personnel requiring unaccompanied access to sterile areas. Alternatively, persons requesting a Permanent Airport Entry Card do not have to provide the Cat. A13 certification if they present a copy of one of the following valid certificates:
     - ✓ A1 "personnel who carry out screening of people, luggage and objects transported in checked-in luggage".
     - ✓ A4 "personnel who carry out aircraft inspections".
     - ✓ A5 "personnel who carry out access controls at an airport or surveillance and patrol duties".
     - ✓ A11 "personnel providing direct surveillance of those carrying out security controls (supervisors)".
     - ✓ A12 "personnel with general responsibility on a national level to guarantee that a security programme and its implementation responds to all regulations (Security Manager or National Security Manager)".
     - ✓ A12bis "personnel with general responsibility on a local level to guarantee that a security programme and its implementation responds to all regulations (local security representatives)".
   - **A14** (or equivalent category) for personnel carrying out their own duties exclusively in non-sterile areas of the airport.

   For some categories and some specific roles, supplementary training is required in addition to the aforementioned certification:

   - **A8** for personnel handling baggage reconciliation.
   - **A9** for personnel carrying out security checks on freight and mail other than screening, or who have access to freight and mail that is identified as valid for air transportation.
   - **A15** for handler personnel.

3. A copy of a valid level-1 **certificate of Airside Safety training** either for first issue or recurrent training (validity of 2 years) issued for Bergamo-Orio Al Serio airport. Access credentials for the course can be requested by sending an email to training@sacbo.it;

4. If available, a copy of the front and back of a valid **Permanent Airport Entry Card issued by another Italian airport**. Presentation of the aforementioned document replaces the need for background checks by the State Police. The documentation specified in points 4 and 5 of this list is not required on presentation of the following annex

COMPLETING THE APPLICATION

Once all the documentation listed above has been obtained, it is possible to proceed with completing the application via the link https://tesseramento.milanbergamoairport.it/, ensuring that all of the necessary fields have been filled in and all documentation has been attached.

1. Provide the **general information** of the person for whom the Permanent Airport Entry Card is being requested, making sure that their full name and surname is provided as shown on their identity document.

2. Provide details of the **status of employment** (type and validity) of the person for whom the Permanent Airport Entry Card is being requested. The period of validity of the Permanent Airport Entry Card cannot exceed that of the contract indicated.

3. Indicate whether the person for whom the Permanent Airport Entry Card is being requested already has a **valid Airport Entry Card for another Italian airport**. The validity of the Permanent Airport Entry Card cannot exceed that of the Airport Entry Card issued by another Italian Airport presented for the application.

4. Provide details in the dedicated field of the **legitimate reason for** which the Permanent Airport Entry Card is being requested, specifying the duties carried out by the person for whom the Airport Entry Card is being requested. A detailed description is fundamental for the confirmation of legitimate reason as well as for the verification of the areas requested.

5. Indicate the **areas of access** for the Permanent Airport Entry Card in compliance with the duties performed.

6. Indicate the **validity** of the Permanent Airport Entry Card. Validity is in accordance with the information provided in points 2 and 3 of this list and with the contractual situation of the applicant Company stated in the user profile.

7. Standard working tools as specified in letter (d) of appendix 4-c (pry bars, drills and relative bits, tools with blades, screwdrivers, chisels, saws, welding tools, nail guns, etc.) not considered as **prohibited items** must be subjected to standard security controls but do not have to be reported during the Airport Entry Card application process. Holders of tools are obliged to keep these items in places that cannot be accessed by passengers.

Once the requested information has been completed, attach the requested annexes in accordance with that declared during the application phase.

Once everything has been entered, the Applicant will receive an email confirming acquisition as well as the **order number necessary as reference for any requests for information or clarification**.

APPLICATION MANAGEMENT

Stage 1: Verification of the application

The Entry Management Office will ensure that the application is complete and that it corresponds to the request made by the applicant, verifying that all the information and documentation is correct.
In the event in which the Entry Management Office encounters irregularities that can be resolved, it will send a detailed request for integration of the application. In the event of unresolvable irregularities, the application will be rejected, and a detailed explanation will be provided.
If the application is found to be complete and eligible, the Entry Management Office will, where required, forward the order to the SACBO representative indicated for approval.

Stage 2: Application payment

Once the application has been approved by all the figures involved, the Applicant will receive an email with a dedicated link to proceed with payment of the order (where required). **In this stage, it is essential that payment (where required) is made promptly in order to ensure that the application proceeds**.

Stage 3: Sending the application to the relative Authorities

In this stage, the Entry Management Office forwards the request to the State Police for a background check on the person for whom the Permanent Airport Entry Card is being requested (not necessary in the case of presentation of Permanent Airport Entry Card issued by another Italian airport). The State Police has the right to request supplementary documentation, to define a temporary expiry date to the Permanent Airport Entry Card that is earlier than the date requested and/or to request evaluation from ENAC. At the end of the process described above, the Applicant will receive communication of the outcome via email and, in the case of their application being granted, can collect the Permanent Airport Entry Card.

Stage 4: Issuing of the Permanent Airport Entry Card

Once the previous stage has been completed, the Entry Management Office issues the Permanent Airport Entry Card directly to the person for whom said pass has been requested, proceeding to:

- ✓ acquire, in the presence of the person for whom the Permanent Airport Entry Card has been requested, a digital photograph of the latter.
- ✓ enable the relative access permissions in line with the legitimate reason for the application for access.
  In the event that further access permissions are required in addition to those issued for the standard profile relative to the duties carried out, the Supervisor of the holder of the Permanent Airport Entry Card must send a specific request via email to the Entry Management Office (permessi@sacbo.it), indicating:
  - ➢ the name and surname of the holder of the Permanent Airport Entry Card for which the variation is required.
  - ➢ the number and expiry date of the Permanent Airport Entry Card.
  - ➢ the modifications to be made and the specific reasons for said modifications.

    N.B.: Additional access may be subject to evaluation by the Security Manager and/or SACBO representative (where required). In this case, the Entry Management Office will grant the request only on receipt of authorisation from the figures involved, informing the applicants of the relative status of the request.

- ✓ Print the Permanent Airport Entry Card.
- ✓ Consign the accompanying letter certifying receipt of the pass, and the formal undertaking to return the pass on expiry.

The Permanent Airport Entry Card will be available for collection for 30 days following authorisation, after which, if the pass is still required, the application process must be repeated.

Consignment of the Permanent Airport Entry Card will take place only on return of any expired Permanent Airport Entry Cards that have not previously been returned.

In the event of background checks being passed, consignment of the Permanent Airport Entry Card by the Entry Management Office will take place during public opening hours of the Office, also before the

requested start date, although the pass cannot be used before said date.

The Permanent Airport Entry Card must be promptly returned on expiry or in the event that the conditions for its issuing no longer apply. The Permanent Airport Entry Card must be returned together with a declaration drawn up by the Applicant (facsimile
https://www.milanbergamoairport.it/rfile/ORG9jc0RvY3VtZW50O2ZpbGVfaXQ7MjYyNDtkZWZhdWx04349 a4c4.pdf).

The Airport Entry Card must always be kept visible while working and must be shown whenever requested by Authorities and/or Security Guards. Non-compliance with this regulation will be reported to ENAC for appropriate action.

SPECIAL CASES

1. The Permanent Airport Entry Card will be automatically disabled if not used to **access the sterile area for 180 days**. The user can request that the pass be enabled by contacting the Entry Management Office and presenting a certificate of periodical category A13 training or self-certification regarding their duties within the sterile area of another Italian airport (https://www.milanbergamoairport.it/rfile/ORG9jc0RvY3VtZW50O2ZpbGVfaXQ7MjYyODtkZWZhdWx0 12699c7c.pdf).

2. The holder of the Permanent Airport Entry Card must immediately report any **loss or theft** of the same to the relative authorities and send a copy of the report to the Entry Management Office, which will, on request, issue a duplicate pass.

3. In the event that the requirements for the issuing of the pass are no longer met, the Applicant must promptly inform the Entry Management Office, which will **disable** the Entry Card and await its return.

4. Holders who forget to bring their Permanent Airport Entry Card can request a **one-day duplicate** by filling in the dedicated form at the Entry Management Office during opening hours. The one-day duplicate of the Permanent Airport Entry Card is valid for the period of time necessary to cover the working shift stated during the application process. The one-day duplicate allows all the access privileges offered by the original and will be automatically disabled on expiry. The applicant is responsible for returning the pass on expiry after use or, if the Entry Management Office is closed, the following day. Any failure to promptly return the pass will be immediately reported to ENAC.

5. Applicants who, due to operational changes, need to **modify the accessible areas** (colour and/or number) for one or more Permanent Airport Entry Cards, may request the relative modification by completing the relative request form via the link https://tesseramento.milanbergamoairport.it/ ensuring that all the necessary fields have been completed and all documentation required is attached.
   The Applicant must use the dedicated form to state their reasons for the request to modify the Permanent Airport Entry Card (https://www.milanbergamoairport.it/rfile/ORG9jc0RvY3VtZW50O2ZpbGVfaXQ7MjYyMztkZWZhdWx0, 9c88ef56.pdf) also attaching, where necessary, certification of supplementary Aviation Security (please refer to the paragraph *Required documentation,* point 6) and Airside Safety training certification.

N.B.: yellow Permanent Airport Entry Cards authorised for access to the non-sterile area only cannot be modified. In this case, a new application must be made.

If the application is found to be complete and eligible, the Entry Management Office will proceed with the modification. Background checks are not required in this case. The modified Permanent Airport Entry Card will not in any case be valid for a longer period of time that the original Entry Card, in full compliance with the checks carried out by the State Police during the authorisation stage. On receipt of confirmation via email, the holder of the Permanent Airport Entry Card (or their proxy) may go to the Entry Management Office for the substitution of the Permanent Airport Entry Card.

Visitor Airport Entry Card

The visitor Airport Entry Card is issued to persons who, due to unplanned, sudden and/or occasional circumstances, need to access the sterile area. Holders of visitor Airport Entry Cards must always be accompanied by a valid Permanent Airport Entry Card holder and may only access areas for which escorts are authorised, for a maximum of 24 hours. Each escort may accompany a maximum of five people, in accordance with the duties carried out and on the condition that the people escorted are under constant visual control.

A maximum of three visitor Airport Entry Cards may be issued over a period of thirty days, unless it can be proven that additional access is required, and the Applicant must provide the Security Manager with written justification. Following initial evaluation, and if they consider the request to be justified, the Security Manager will forward the request to ENAC Airport Management for relative evaluation and approval. Possible reasons may be, for example, the need to carry out unanticipated and extraordinary maintenance, work sites and/or urgent and short-term works, the completion of works in progress that require more time than planned due to exceptional circumstances, etc.

Escorts are responsible for ensuring that the visitor Airport Entry Cards are returned, and for fulfilling the obligations required by current regulations.

Via the relative dedicated online form, the Applicant must send their request no earlier than 7 days and no later than 1 day before the required start date/time, except in cases of demonstrated urgency.

Non-compliance with the aforementioned timescale, or presentation of incorrect or incomplete documentation, may result in the access pass not being issued within the deadline requested.

N.B.: the issuing of visitor Airport Entry Cards to persons for whom background checks have not been completed, or who have not passed the background checks, is subject to prior evaluation by the Security Manager with the consultation of ENAC and the State Police.

REQUIRED DOCUMENTATION

Before filling in the application, it is important to ensure that you are in possession of all the documentation listed below in .jpg or .pdf, of no more than 5MB in size.

1. Copy of a valid **identity document**.

COMPLETING THE APPLICATION

Once all the documentation listed above has been obtained, it is possible to proceed with completing the application via the link https://tesseramento.milanbergamoairport.it/, ensuring that all of the necessary fields have been filled in and all documentation has been attached.

1. Provide the **general information** of the person for whom the visitor Airport Entry Card is being requested, making sure that their full name and surname is provided as shown on their identity document.

2. Indicate the **Company** for which the visitor works if different from that of the applicant.

3. Indicate the **SACBO representative** (where applicable).

4. Provide details in the dedicated field of the **legitimate reason** for which the visitor Airport Entry Card is being requested, specifying the duties carried out by the person for whom the Airport Entry Card is being requested.

5. Indicate the **areas of access** for the visitor Airport Entry Card, in compliance with the legitimate reason for the application. Visitors may not, in any case, be granted access to areas other than those authorised by the Permanent Airport Entry Card held by the escort.

6. Indicate the **validity** of the visitor Airport Entry Card. Validity is strictly related to the activity for which access has been requested and in any case for a period of no more than 24 hours.

7. Indicate the name(s) of the people assigned to **escort** the visitor (a maximum of two names may be provided). At least one of the names indicated must be an employee of the Applicant. If necessary, escort services (for which payment will be required) can be requested by contacting the Airport Management Company Security department at security@sacbo.it.

Once the requested information has been completed, attach the requested annexes in accordance with that declared during the application phase.

Once everything has been entered, the Applicant will receive an email confirming acquisition as well as the **order number necessary as reference for any requests for information or clarification**.

APPLICATION MANAGEMENT

Stage 1: Verification of the application

The Entry Management Office will ensure that the application is complete and that it corresponds to the request made by the applicant, verifying that all the information and documentation is correct.
In the event in which the Entry Management Office encounters irregularities that can be resolved, it will send a detailed request for integration of the application. In the event of unresolvable irregularities, the application will be rejected, and a detailed explanation will be provided.

If the application is found to be complete and eligible, the Entry Management Office will, where required, forward the order to the SACBO representative indicated for approval.

Stage 2: Application payment

Once the application has been approved by all the figures involved, the Applicant will receive an email with a dedicated link to proceed with payment of the order (where required). **In this stage, it is essential that payment (where required) is made promptly in order to ensure that the application proceeds**.

Stage 3: Issuing of the visitor Airport Entry Card

Once the previous stage has been successfully completed, on the day on which access has been planned, the Entry Management Office, in the presence of the escort, will issue the visitor Airport Entry Card, proceeding to:

- ✓ verify the identity document of the person for whom the visitor Airport Entry Card has been requested.
- ✓ verify the name of the escort.
- ✓ withhold the visitor's identity document. The visitor must also carry an additional identity document with photograph (or alternatively a photocopy or photograph of said document on an electronic device) for any further checks.
- ✓ print the visitor Airport Entry Card.
- ✓ consign the accompanying letter certifying receipt of the pass, and the formal undertaking to return the pass on expiry.

Management of the visitor Airport Entry Card (issuing and return) by the Entry Management Office will take place during public opening hours. On days and at times in which the Entry Management Office is closed, management of the visitor Airport Entry Card will be handled by the shift Supervisor of the security company in service.

In the event that exceptional circumstances have rendered it impossible to comply with the application in accordance with this procedure, the visitor Airport Entry Card may be issued by the SACBO Airport Supervisor when the Entry Management Office is closed.

The visitor Airport Entry Card must be promptly returned on expiry or in the event that the conditions for its issuing no longer apply.

The identity document belonging to the visitor will be returned on return of the visitor Airport Entry Card.

The visitor Airport Entry Card must always be kept visible while working and must be shown whenever requested by Authorities and/or Security Guards. Non-compliance with this regulation will be reported to ENAC for appropriate action.

SPECIAL CASES

1. The escort must immediately report any **loss or theft** of the visitor Airport Entry Card to the relative authorities and send a copy of the report to the Entry Management Office, which will, on request, issue a duplicate pass.

2. In the event that an **extension to the access times** or **change to the name of the escort** is necessary for a visitor Airport Entry Card that has already been issued, the Entry Management Office (or, when the office is closed, the shift Supervisor of the security company in service) must be contacted for the relative procedure.

3. In the event that **the escort has to urgently and temporarily leave their charge**, they must first identify a suitable replacement escort and then inform the Entry Management Office and the shift Supervisor of the security company in service by telephone. The original escort must also immediately inform the aforementioned figures as soon as they are able to resume their escort duties. Successively, the escort is required to provide a report of the above via email to the Entry Management Office.

VEHICLE PASSES

All vehicles authorised to access the sterile area must carry a valid pass. Drivers of vehicles accessing the sterile area must hold a Permanent or Visitor Airport Entry Card, and a valid Airside Driving Certificate (ADC) issued by the Airport Management company and compliant with the airport areas for which access is necessary for the carrying out of their duties. In the absence of the above, the vehicle - when in motion - must be escorted by a holder of an ADC.

Permanent Airport Vehicle Pass

The Permanent Airport Vehicle Pass is issued for vehicles that need to access or that operate in the sterile area on a regular basis and is valid for a minimum of 2 days and a maximum of 5 years, in line with the limits specified below. Via the relative dedicated online form, the Applicant must send their request no earlier than 10 days and no later than 5 days before the required start date.

Non-compliance with the aforementioned timescale, or presentation of incorrect or incomplete documentation, may result in the access pass not being issued within the deadline requested.

In compliance with current regulations, **Subjects authorised to apply for Permanent Airport Vehicle Passes** are:

1. State entities.
2. Airport management companies.
3. Suppliers of air traffic control services (ENAV).
4. Airlines.
5. Sub-contractors, i.e., holders of contracts with the Airport Management company (SACBO).
6. Providers of certified ground services (handlers).
7. Providers of ground services that do not require certification; self-handling airlines, providers of services such as airline administration services and maintenance companies.
8. Other companies/businesses based in the airport for specific operational requirements.
9. Subjects other than those indicated above with legitimate reason, in the event of specific requirements.

REQUIRED DOCUMENTATION

Before filling in the application, it is important to ensure that you are in possession of all the documentation listed below in .jpg or .pdf, of no more than 5MB in size.

1. **Request from the legal representative or proxy:** Request on headed notepaper of the Applicant, signed by the designated person, indicating the registration number(s) for the vehicle(s) for which the issuing of the Permanent Airport Vehicle Pass is being requested   (facsimile https://www.milanbergamoairport.it/rfile/ORG9jc0RvY3VtZW50O2ZpbGVfaXQ7MjYyNTtkZWZhdWx0_6 21d70ca.pdf)

2. **Copy of the vehicle logbook** (certificate of EC conformity or comparable certification for unregistered vehicles), and documentation confirming periodical checks.

3. A copy of the **insurance policy** complete with expiry date and maximum coverage in compliance with the Ordinance issued by ENAC regarding "regulations for access of people and vehicles in sterile area" applicable at Bergamo-Orio Al Serio airport.

4. **Declaration from the insurance company** regarding coverage for damage to aircraft and airport vehicles and infrastructure.

COMPLETING THE APPLICATION

Once all the documentation listed above has been obtained, it is possible to proceed with completing the application via the website https://tesseramento.milanbergamoairport.it/, ensuring that all of the necessary fields have been filled in and all documentation has been attached.

1. Indicate the **details of the vehicle** for which the Airport Vehicle Pass is being requested.

2. Provide, in the dedicated field, the **legitimate reason** for which the Permanent Airport Vehicle Pass is being requested. A detailed description is fundamental for the confirmation of legitimate reason as well as for the verification of the areas requested.

3. Indicate the **areas of access** for the Permanent Airport Vehicle Pass in compliance with the legitimate reason provided.

4. Indicate the **validity** of the Permanent Airport Vehicle Pass. Validity is related to the contract held by the Applicant and declared in the user profile.

Once the requested information has been completed, attach the requested annexes in accordance with that declared during the application phase.

Once everything has been entered, the Applicant will receive an email confirming acquisition as well as the **order number necessary as reference for any requests for information or clarification**.

APPLICATION MANAGEMENT

Stage 1: Verification of the application

The Entry Management Office will ensure that the application is complete and that it corresponds to the request made by the applicant, verifying that all the information and documentation is correct.

In the event in which the Entry Management Office encounters irregularities that can be resolved, it will send a detailed request for integration of the application. In the event of unresolvable irregularities, the application will be rejected, and a detailed explanation will be provided.

If the application is found to be complete and eligible, the Entry Management Office will, where required, forward the order to the SACBO representative indicated for approval.

Stage 2: Application payment

Once the application has been approved by all the figures involved, the Applicant will receive an email with a dedicated link to proceed with payment of the order (where required). **In this stage, it is essential that payment is made promptly in order to ensure that the application proceeds.**

Stage 3: Issuing of the Permanent Airport Vehicle Pass

Once the previous stage has been completed, the Entry Management Office issues the Permanent Airport Vehicle Pass to the person delegated by the Applicant for the collection of the same.

The Permanent Airport Vehicle Pass will be available for collection for 30 days following authorisation, after which, if the pass is still required, the application process must be repeated.

Consignment of the Permanent Airport Vehicle Pass will take place only on return of any expired Permanent Airport Vehicle Passes that have not previously been returned.

Permanent Airport Vehicle Passes are consigned by the Entry Management Office during public opening hours, also before the requested start date, although the pass cannot be used before said date.

The Permanent Airport Vehicle Pass must be promptly returned on expiry or in the event that the conditions for its issuing no longer apply. The Permanent Airport Vehicle Pass must be returned together with a declaration drawn up by the Applicant   (facsimile https://www.milanbergamoairport.it/rfile/ORG9jc0RvY3VtZW50O2ZpbGVfaXQ7MjYyNDtkZWZhdWx04349 a4c4.pdf).

The Airport Vehicle Pass must always be in a visible position on the vehicle while in the airside area and must be shown whenever requested by Authorities and/or Security Guards. Non-compliance with this regulation will be reported to ENAC for appropriate action.

SPECIAL CASES

1. The Applicant and holder of the Permanent Airport Vehicle Pass must immediately report any **loss or theft** of the same to the relative authorities and send a copy of the report to the Entry Management Office, which will, on request, issue a duplicate pass.

2. In the event that the requirements for the issuing of the pass are no longer met, the Applicant must promptly inform the Entry Management Office, which will **disable** the Airport Vehicle Pass and await its return.

One-day Airport Vehicle Pass

The one-day Airport Vehicle Pass is issued for vehicles that need to access the sterile area for a maximum period of 24 hours.

A maximum of three one-day Airport Vehicle Passes may be issued for a single vehicle over a period of thirty days, unless it can be proven that additional access is required, and the Applicant must provide the Security Manager with written justification. Following initial evaluation, and if they consider the request to be justified, the Security Manager will forward the request to ENAC Airport Management for relative evaluation and approval. Possible reasons may be, for example, the need to carry out unanticipated and extraordinary maintenance, work sites and/or urgent and short-term works, the completion of works in progress that require more time than planned due to exceptional circumstances, etc.

The applicant is responsible for ensuring that the one-day Airport Vehicle Pass is returned, and for fulfilling the obligations required by current regulations.

Via the relative dedicated online form, the Applicant must send their request no earlier than 7 days and no later than 1 day before the required start date/time, except in cases of demonstrated urgency.

Non-compliance with the aforementioned timescale, or presentation of incorrect or incomplete documentation, may result in the access pass not being issued within the deadline requested.

REQUIRED DOCUMENTATION

Before filling in the application, it is important to ensure that you are in possession of all the documentation listed below in .jpg or .pdf, of no more than 5MB in size.

1. **Copy of the vehicle logbook** (certificate of EC conformity or comparable certification for unregistered vehicles), and documentation confirming periodical checks.

2. A copy of the **insurance policy** complete with expiry date and maximum coverage in compliance with the Ordinance issued by ENAC regarding "regulations for access of people and vehicles in sterile area" applicable at Bergamo-Orio Al Serio airport.

COMPLETING THE APPLICATION

Once all the documentation listed above has been obtained, it is possible to proceed with completing the application via the website https://tesseramento.milanbergamoairport.it/, ensuring that all of the necessary fields have been filled in and all documentation has been attached.

1. Indicate the **details of the vehicle** for which the one-day Airport Vehicle Pass is being requested.

2. Provide, in the dedicated field, the **legitimate reason** for which the one-day Airport Vehicle Pass is being requested. A detailed description is fundamental for the confirmation of legitimate reason as well as for the verification of the areas requested.

3. Indicate the **validity** of the one-day Airport Vehicle Pass. <u>Validity is strictly related to the reason for access and in any case for a maximum of 24 hours</u>.

Once the requested information has been completed, attach the requested annexes in accordance with that declared during the application phase.

Once everything has been entered, the Applicant will receive an email confirming acquisition as well as the **order number necessary as reference for any requests for information or clarification**.

APPLICATION MANAGEMENT

Stage 1: Verification of the application

The Entry Management Office will ensure that the application is complete and that it corresponds to the request made by the applicant, verifying that all the information and documentation is correct.
In the event in which the Entry Management Office encounters irregularities that can be resolved, it will send a detailed request for integration of the application. In the event of unresolvable irregularities, the application will be rejected, and a detailed explanation will be provided.
If the application is found to be complete and eligible, the Entry Management Office will, where required, forward the order to the SACBO representative indicated for approval.

Stage 2: Application payment

Once the application has been approved by all the figures involved, the Applicant will receive an email with a dedicated link to proceed with payment of the order (where required). **In this stage, it is essential that payment is made promptly in order to ensure that the application proceeds.**

Stage 3: Issuing of the one-day Airport Vehicle Pass:

Once the previous stage has been completed, the Entry Management Office issues the one-day Airport Vehicle Pass to the person delegated by the Applicant for the collection of the same.

The one-day Airport Vehicle Pass must be promptly returned on expiry or in the event that the conditions for its issuing no longer apply.

Management of the one-day Airport Vehicle Pass (issuing and return) by the Entry Management Office will take place during public opening hours. On days and at times in which the Entry Management Office is closed, management of the one-day Airport Vehicle Pass will be handled by the shift Supervisor of the security company in service.

In the event that exceptional circumstances have rendered it impossible to comply with the application in accordance with this procedure, the one-day Airport Vehicle Pass may be issued by the SACBO airport supervisor when the Entry Management Office is closed.

The Airport Vehicle Pass must always be in a visible position on the vehicle while in the airside area and must be shown whenever requested by Authorities and/or Security Guards. Non-compliance with this regulation will be reported to ENAC for appropriate action.

SPECIAL CASES

1. The Applicant and holder of the one-day Airport Vehicle Pass must immediately report any **loss or theft** of the same to the relative authorities and send a copy of the report to the Entry Management Office, which will, on request, issue a duplicate pass.
2. In the event that the requirements for the issuing of the pass are no longer met, the Applicant must promptly inform the Entry Management Office, which will **disable** the Airport Vehicle Pass and await its return.

DISPUTES

✓ The Airport Management Company is responsible for issuing authorisation for access to the airport by persons and vehicles in accordance with this procedure.
✓ ENAC, in exercising its powers, is responsible for controlling and supervising the activities carried out by the Airport Management Company.
✓ For the issuing of Permanent Airport Entry Cards, the airport branch of the State Police is responsible for carrying out background checks in all countries of residence for at least the last five years.