

S.A.C.B.O. S.p.A.



**AIRPORT CARD AND VEHICLE
PASS ISSUE PROCEDURE**

S.A.C.B.O. S.p.A.



AIRPORT CARD AND VEHICLE PASS ISSUE PROCEDURE

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1. Purpose

This procedure defines the issue process of personal cards and vehicle passes for airport entry under the new National Civil Aviation Security Programme Ed. 2 of 9th June 2015 - Chapter 1 (hereinafter also PNS 2015) which introduces the additional methodological and procedural provisions already contained in Regulation (EU) No 185/2010 of the Commission No. 185/2010 of 4th March 2010 and in Commission Decision 774/2010.

To access the airport areas, all the public and private operator, including the personnel in service of the State Administrations, must hold an entry card issued by the operator.

2. Definitions and abbreviations

Manoeuvring area - Part of the airport used for take-off, landing and ground movement of aircraft, excluding aprons.

Movement area - Part of the aircraft intended for the ground movement of aircraft, including the manoeuvring area, the aprons and the plane side.

Critical area - The part of an airport that overlaps the restricted area or which is located inside the security restricted area, represented by any area, room or artefact accessible by departing passengers with their already checked hand luggage, or which already checked hold baggage departing or in transit can pass through or remain in, if these are not specifically protected for security purposes.

Security Restricted Area - Air side part where controls are applied designed to ensure that no person or vehicle can access the same.

3. Airport entry card issue procedure

3.1. General criteria

All airport entry pass requests must be EXCLUSIVELY received through the compilation of forms published on the website of the operator S.A.C.B.O. by authorised parties, as listed in point 3 . 2 of this Procedure, at least 8 days prior to the date for which entry is required.

Once the entry card request has been received and its completeness has been verified, the S.A.C.B.O. Entry Management Office will oversee the authorisation process.

For the purposes of issue of the airport entry card, a background check by the local office of the State Police is absolutely essential.

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No airport entry card can be provided until the holder has previously or simultaneously handed over any expired entry card being held.

Airport entry card holders are required to display it visibly and to produce, on request of the State authorities and/or of the sworn private security guards assigned to controls, a personal identification document.

In order to be able to request an entry card that allows access to security restricted areas it is necessary to have attended a security awareness course and to have passed the final test.

It should be noted that ENAC personnel, in performing its institutional tasks, can access the internal area of the airport provided with a photo card issued by the Director General of ENAC - ROME - see facsimile below.

3.2 Applicant requirements

Given that all the parties must necessarily have a “legitimate reason” to access flight side areas of:

- Work
- Training
- Information/education

The applicant, upon application, must specify the activity carried out at the airport of Orio al Serio.

Two types of airport entry cards are provided:

- 1 . PERMANENT ENTRY CARD with identification photo, issued to personnel who regularly work at the airport, including State Agencies, with validity subject to the duration of the contract between the worker and the applicant company and/or between the applicant company and the operator, and in any case not exceeding 5 years
- 2 . VISITOR ENTRY CARD without identification photo, valid for a maximum of 24 hours issued pursuant to the provisions of section 1.2.7-Access with escort of the PNS and of section 1.2.7.2 of Regulation (EU) of the Commission No. 185/10

3.3 Permanent entry card request/renewal

The request/renewal of a permanent entry card must be sent to the S.A.C.B.O. Entry Management Office, which, having assessed the legitimacy and completeness of the request, will issue the airport entry card to:

- State Agencies
- Airport Operator

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- Airlines
- Handlers
- Security Company
- Sub-licensees

The request must be received at least 8 days prior to access, filling in the specific form in relation to operational requirements (Ann. A SECURITY RESTRICTED AREA AIRPORT ENTRY CARD REQUEST FORM, Ann. B NON-SECURITY RESTRICTED AREA AIRPORT ENTRY CARD REQUEST FORM)

Attachments required:

- a legible copy of an identification document (identification documents considered valid are those indicated in Italian Presidential Decree 445/200 art. 35) that are compliant related to the subject for whom the entry card is being requested (additional residence permit for non-EU persons);
- a copy of the Security training course attendance certificate not preceding 1st January 2013 taught by an ENAC-certified instructor (only for requests for “a security restricted area airport entry card”);
- a copy of the request validation declaration signed by the legal representative or by their designee stating the names of the applicant personnel
- In case of “transfer from another national airport”: a copy of the valid entry card issued by another airport.
- Sworn declaration for the issue of an airport identity card (1) regarding addresses, studies and professional activities related to the last 5 years (document available during the request stage).
- Appropriate criminal record (concerning any past convictions and/or current legal proceedings) issued by S.A.C.B.O. S.p.A. Authorities. S.A.C.B.O. S.p.A. PROCEDURE FOR THE ISSUING OF AIRPORT AND VEHICLE PASSES. 4 Foreign countries concerned, translated into Italian and certified by the relative Authorities for all European citizens (including Italians) and non-European citizens who are resident abroad or who have resided abroad for a period of at least 6 consecutive months in the last 5 years. For reasons of privacy, the documentation must be sent by the pass holder to the email address polfrontiera.bg@poliziadistato.it or delivered to the Police offices in the airport (Monday to Friday, 8 a.m. to 7 p.m.)

Having verified the completeness and suitability of the request, the S.A.C.B.O.

Entry Management Office will send, through the shared information system, the documentation received by the Airport Police Office in charge of background checks. The background check is omitted if the person involved in issuing of the airport entry card already holds a valid entry card, issued by another domestic airport. In that case, the expiry date of the new card cannot exceed that of the previous one.

With positive completion of the process, the S.A.C.B.O. Entry Management Office will issue the entry card in question.

The information system must ensure the confidentiality of data and the maintenance and possibility of consultation of the same for five years by the State agencies.

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3.4 Permanent entry card validity

The entry card is only valid for the airport at which it was issued and for a maximum period of 5 years with the following specifications:

- Sub-concession/supply contracts: in the case of contracts of sub-concession/supply, maintenance and services the entry card will only be issued for the duration time of the same contract(s).
- Fixed-term workers: in the case of fixed-term recruitment the entry card will be issued for the duration of the contract
- Security course validity: cards cannot be issued for a period exceeding the validity of documents certifying the Security training.
- Applicants in possession of an airport entry card issued by another national airport: in this case, it will be possible to request an entry card of equal or lesser validity.

3.5 Loss, theft and deterioration of the entry card

In compliance with section 1.2.5.1.7 of the PNS the holder of the airport entry card in case of theft or loss must:

- immediately submit a report to the Public Security Authorities;
- immediately inform the Airport Operator (Entry Management Office) presenting a copy of the report;
- immediately inform the employer.

The communication to the Entry Office Management will ensure the immediate disabling of the entry card, thus preventing unlawful use.

A duplicate entry card can only be obtained by presenting a copy of the loss/ theft report.

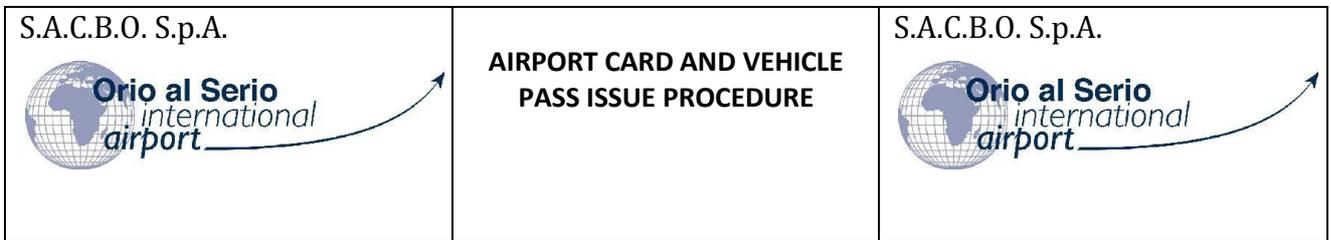
In case of deterioration of the airport entry card the Entry Management Office will only reprint it upon return of the damaged one.

Holders of the entry card who have forgotten it can obtain access authorisation to the security restricted areas without being escorted, provided they are issued with a daily duplicate of the original card.

3.6 Visitor entry card request

In compliance with the provisions of PNS chap. 1.2.5.1.1 and the subsequent chapter 1.2.7.2.2 the person who, while not in possession of the permanent identification card, for the reasons referred to in 3.2, requires access to the airport area, may request a VISITOR with escort entry card with a maximum validity of 24 hours.

The escort service must be provided by a person belonging to the company in whose interest entry is taking place.



The persons authorised to be an Escort must:

- be in possession of a valid permanent entry card;
- ensure that the person(s) (maximum 4) being escorted are always under direct visual control and ensure, with reasonable certainty, that the person or persons being escorted does/do not commit security breaches.

The request for a VISITOR with escort entry card must be sent by the applicant to the S.A.C.B.O. airport operator at least 24 hours prior to entry, by filling out the form on the website of the operator (Ann. C VISITOR ENTRY CARD REQUEST FORM)

Attachments required:

- a legible copy of an identification document (identification documents considered valid are those indicated in Italian Presidential Decree 445/200 art. 35) that are compliant of the subject for which access is being requested (additional residence permit for non-EU persons);
- in the case of access with a vehicle, in addition to the above, it will be necessary to send all the documentation referred to in section 5.3.

Visitor entry pass applicants will not be subject to background checks.

No more than 3 entries with escort cards can be issued for the same person within the period of 30 days, except in cases where there is evidence of the need to access a greater number of times and for which access must be appropriately motivated by the applicant to the Airport Operator.

On the days and at the times of closing of the S.A.C.B.O. Entry Management Office it will still be possible to obtain an “Access with escort” (VISITOR) entry card by presenting the same documentation referred to above and collecting the access authorisation from the S.A.C.B.O. Lost & Found office located in the arrivals area.

3.7 ACCESS AREAS

In order to comply with the provisions of chap. 1.2.5.1.2 of the PNS for which the national airport entry card allows access only to areas of the airport where the holder is employed each area must be identified by one of the following colours:

COLOUR	ACCESS AREA
Red	All areas
Green	External and internal air side access

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Blue	Internal air side
White	Escorted access
Yellow	Non-security restricted areas
Orange	Diplomatic

Airport entry cards, used for access to the critical areas of security restricted areas, are also marked by the use of one or several numbers which identify the area or areas which the holder is entitled to access, as follows:

NUMBER	ACCESS AREA
1	All areas
2	Inner area or areas of critical parts (departure lounges, piers and inside other buildings) with the exception of the areas referred to in number 3
3	Baggage handling areas
4	Freight areas
5	Aircraft and their adjacencies
6	Aprons
7	Manoeuvring area

Each operator will be authorised to operate in several critical areas; The State Police may deny access to one or several areas.

All holders of security restricted area access cards, except for the VISITOR cards, before each entry must confirm the validity of their ticket using the relevant readers located near the gates reserved for airport operators. The cards may also be enabled for use of the unmanned doors located at the terminal; it is the responsibility of the S.A.C.B.O. management company to evaluate accesses to be enabled for each operator depending on the duties being performed.

3.8 Introduction of prohibited items within a security restricted area

The airport entry card must bear an indication of the category and of the group of prohibited items provided by EC Regulation 1998/2015 – (Appendix 1 – A) if

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the holder, for the duties being performed, is entitled to introduce into a security restricted area such items.

Therefore, applicants who need to introduce air side “prohibited articles” must be specified at the same time as the request for an airport entry card.

It is specified that the normal work tools referred to in letter d) of Appendix 4-C of EU Reg. 1998/2015 are no longer considered prohibited items and, if introduced into the security restricted area, they must be subjected to normal security checks and then kept in a place not accessible to passengers.

3.9 Returning the permanent entry card

In accordance with section 1.2.5.1.6 of the PNS the airport entry card must be returned to the airport operator, that will promptly disable and destroy it in any of the following cases:

- at the request of ENAC, which can revoke or suspend the entry card when causes are identified that permanently or temporarily impact upon the requirements for issue;
- following termination of the employment relationship;
- upon change of the employer;
- following a change of the authorised access areas;
- following expiry.

3.10 Change of company and double employment contract

In the case where an airport operator holds a valid airport entry card changes its membership company a new entry card will be required. It is stated that those who have a dual employment contract will be issued with two cards registered to the same person with an indication of the membership company. Requests for both the cards will follow the normal authorisation process.

3.11 Access area modification

At any time the entity/company that holds a permanent airport entry card may make a motivated request for modification of the access areas.

Such request must be sent to the Entry Management Office which, following authorisation by ENAC, will reissue the entry card while maintaining the original expiry date.

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4. Method of security restricted area access badges

In accordance with the provisions of 1.2.2.5.1 the control of access badges can be performed via an electronic system.

In order to ensure that control mode, an automatic “ACCESS CONTROL”

System was installed at all the access gates to the security restricted area which involves reading of the badges ensuring identification

of the misuse of lost, stolen or expired badges.

The airport operator, having received notification of the theft or loss of the entry card, will disable it immediately thus inhibiting any attempt at illegal use of the same.

Any badges that have expired but which have not been returned will however be disabled in order to prevent the entry of unauthorised persons.

In order to ensure that every single access is performed by the actual holder

of the entry card it will be the responsibility of the individuals who man the gates to check correspondence between registration of the entry card and the user.

Cards that have not been used for more than 30 consecutive days will be automatically disabled by the server and can be reactivated by making a request to the Entry Management Office during its opening hours or via e-mail

(permessi@sacbo.it).

5. Vehicle pass issue procedure

5.1. General criteria

All vehicle pass requests must be received exclusively through the compilation of forms published on the website of the operator S.A.C.B.O. from entitled subjects, as listed below, at least 5 working days before the date of entry.

No vehicle pass can be issued until the holder has previously or simultaneously handed over any pass in their possession (whether expired or valid).

Vehicle passes must be visibly displayed and produced at the request of the State Police, the Italian Finance Police and/or the Sworn Private Security Guards.

Access to the security restricted area is permitted to vehicles/equipment that:

- belong to ENAC;
- belong to the Security Forces and to the State Agencies;
- are employed in rescue or fire-fighting operations (see – Airport Emergency in progress);
- belong to the National Armed Forces, for operations related to security;
- belong to the management company, to entities, handlers, companies or enterprises operating at the airport;
- belong to subjects performing services connected with air transport or companies responsible for the execution of airport works;

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- are used for ceremonial activities, following coordination of the Airport Management body with State Agencies responsible for monitoring, and also with SACBO;
- are assigned, according to their technical characteristics, for exclusive use within the airport.

5.2 Vehicle requirements

The vehicles for which the entry pass is being requested must have a “legitimate reason” for access to the airside areas, meaning with this:

- the transportation of persons (passengers, staff, crew, etc.), items, objects and merchandise;
- for any of the reasons set out in the legitimate reasons that authorise persons or work, training, information/education (see article 3.2 above); Vehicles authorised to access and circulate within the security restricted area must comply with the traffic rules referred to in the Highway Code, Legislative Decree 30th April 1992 no. 285 and subsequent amendments and additions.

Machines, tractors, agricultural trailers and work site equipment must comply, at the time of issue of the pass, and during implementation, with the relevant directives and regulations (certification/approval construction specifications, state of conservation, operation and maintenance).

Vehicles and special equipment, exclusively intended for circulation in the security restricted area and used for ground assistance services, must comply with the requirements stipulated by the ordinary or special regulations regarding certification/approval/authorisation, operation, maintenance and driving authorisation.

Two types of vehicle pass are provided:

1. PERMANENT VEHICLE PASS for vehicles that operate permanently in airside, with a maximum validity of five years
2. DAILY VEHICLE PASS/VEHICLE PASS WITH ESCORT issued for the period required for execution of the functions for which it is being requested with a maximum validity of 24 hours.

5.3 Permanent vehicle pass request/renewal

The request/renewal of a permanent pass must be sent by the applicant to the airport operator S.A.C.B.O., which, having assessed the legitimacy and completeness of the request, will arrange for issue.

The request will be made by filling out the form published on the website of the operator (Ann. D PERMANENT VEHICLE PASS REQUEST FORM) at least 5 working days prior to entry.

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Attachments required:

- a copy of the front/back of the vehicle registration document (or EC declaration of conformity and document confirming the maintenance and efficient functioning for vehicles without number plates or for special vehicles);
- a copy of the insurance disc;
- a declaration by the insurance company indicating the ceilings and airport damage cover (ceilings requested: € 10,000,000 for trucks with a maximum authorised weight under full load exceeding 3.5t that operate in the movement area: € 5 million for vehicles that operate in the movement area; in any other airport area, the maximum insurance ceilings cannot be less than € 3,000,000).

ENAC-Bergamo Airport Management body may, using the sampling method, carry out checks on documents for vehicles/equipment and insurance policies.

5.4 Permanent vehicle pass validity

The pass is only valid for the airport at which it was issued and for a maximum period of 5 years with the following specifications:

- Sub-concession/supply contracts: in the case of contracts of sub-concession/supply, maintenance and services the pass will only be issued for the duration of the same contract(s).

This pass, valid only and exclusively for the vehicle for which it was issued and for the airport only at which it was issued, must be permanently displayed on the windscreen or, if the characteristics of the vehicle do not permit this, in a manner that is easily visible from the outside.

5.5 Loss, theft and deterioration of the permanent vehicle pass

In accordance with section 1.2.6.6.1 of the PNS the holder of the vehicle pass, in case of theft or loss must:

- immediately submit a report to the Public Security authorities;
- immediately inform the Airport Operator (Entry Management Office) presenting a copy of the report

A duplicate pass can only be obtained by presenting a copy of the loss/theft report.

In case of deterioration of the pass the Entry Management Office will only reprint it upon return of the damaged one.

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5.6 Daily vehicles pass and vehicle pass with escort request

Vehicles driven by a holder of the permanent entry card without a pass can enter an airport inner area for up to 24 hours by requesting a daily vehicle pass. The request must be received at least 24 hours before the planned entry time by filling out the form on the website of the airport operator (Ann. E DAILY VEHICLE PASS REQUEST).

Unlike vehicles driven by a person that does not hold a permanent entry card, but whose access is requested as a daily visitor, they may access the airport inner area for up to 24 hours by requesting, together with the visitor entry card (Ann. C) a vehicle with escort pass.

Attachments required:

- a copy of the front/back of the vehicle registration document (or EC declaration of conformity and document confirming the maintenance and efficient functioning for vehicles without number plates or for special vehicles);
- a copy of the insurance disc;
- a declaration by the insurance company indicating the ceilings and airport damage cover (ceilings requested: € 10,000,000 for trucks with a maximum authorised weight under full load exceeding 3.5t that operate in the movement area: € 5 million for vehicles that operate in the movement area; in any other airport area, the maximum insurance ceilings cannot be less than € 3,000,000).

5.7 Vehicle access areas

Security restricted area access vehicle passes are distinguished as follows:

1. Pass with red band

It entitles access to the entire security restricted area including the aircraft forecourts and the plane side.

For access to the manoeuvring area and to areas subject to the authorisation of TWR the following are necessary:

- having a call sign;
- having an appropriate identification alphanumeric code;
- being in constant radio contact with TWR;
- having received specific authorisation from TWR.

2. Pass with a yellow band.

It entitles access to the entire security restricted area including the aircraft aprons with the exclusion of plane side.

For access to the manoeuvring area and at areas subject to the authorisation of TWR the following are necessary:

- ☐ having a call sign;
- ☐ having an appropriate identification alphanumeric code;
- ☐ being in constant radio contact with TWR;
- ☐ receiving specific permission from TWR.

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3. Pass with a green band.

It entitles access to the entire security restricted area (only perimeter road) with exclusion of the movement area and to the areas subjected to the authorisation of TWR.

5.8 Provision of vehicles

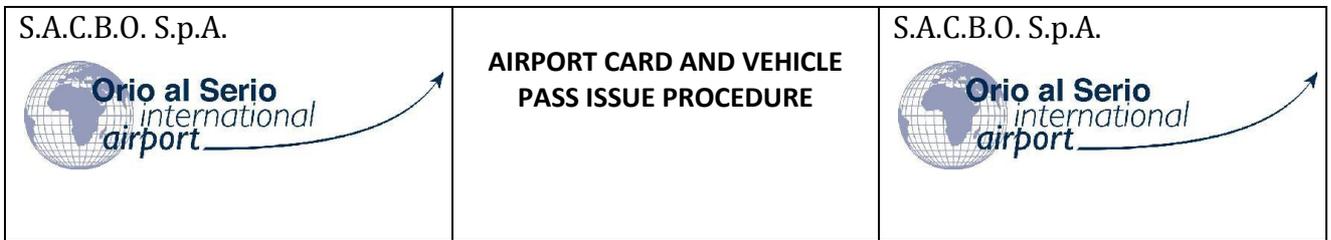
Vehicles authorised to move within the movement area must be fitted with a red and white chequered flag or panel as provided for by Annex XIV ICAO Chap. 6.2. The flag, which must protrude by 20 cm beyond the top of the vehicle, must be square with a side of no less than 90 cm side and must consist of a chequerboard with squares, with squares whose side is not less than 30 cm.

The Panel has the same dimensions as the flag and must be clearly applied to the bodywork.

For smaller vehicles, an appropriately sized flag or panel is prescribed applied to the external sides of the bodywork, with a side of not less than 45 cm must consist of a chequerboard with squares, with squares whose side is not less than 15 cm.

Service and other vehicles may access the customs areas; where they need to enter the movement area at night or in low visibility conditions, they must be equipped with appropriate light signals and specifically:

- A. BUSES, TRUCKS, GENERATORS: 4 lights fixed to the four corners of the chassis;
- B. MOTOR VEHICLES, TRACTORS, MOTORCYCLES; a steady centrally positioned light protruding from the top, visible from 360° or two/four steady lights at the top corners of the bodywork;
- C. PASSENGER LADDERS: a steady light on the highest point of the left hand rail;
- D. MOBILE CRANE: a steady light on the highest point of the boom and four at the top corners of the bodywork;
- E. OPEN-TOP VEHICLES OR VEHICLES WITH TARPAULIN ROOF, LANDROVERS: two steady lights on top, at the sides of the windscreen and two at each end of the upper rear corner of the bodywork;
- F. TANKERS AND TRAILERS: a flashing beacon at the top, in the centre of the driver's cab and trailer, four fixed lights at the top corners of the bodywork, and a reflector strip, at least 10 cm high and of the length of the tanker and trailer. The strips must be orange and located on the sides of the vehicles;



G. GOODS FORKLIFT TRUCKS: a steady light on the highest point of the guides and one at the centre of the rear edge of the bodywork.

Vehicles in order to be used in the manoeuvring area, in addition to the equipment mentioned above, must be equipped with a yellow orange rotating flashing light (always on) visible 360°, even during daylight hours.

5.9 Vehicle pass return

In accordance with section 1.2.6.5.1 of the PNS the vehicle pass must be immediately returned to the airport operator who will destroy it in any of the following cases:

- at the request of ENAC, which can revoke or suspend the entry card when causes are identified that permanently or temporarily impact upon the requirements for issue;
- when the vehicle no longer needs to access the security restricted area;
- upon expiry.

6 Space-time limitations

Holders of airport entry badges and vehicles/**equipment provided** with a pass can access, circulate and remain exclusively in the areas authorised by each type of entry badge and pass and for the period strictly necessary to carry out their work.

7 Forgery and copying

Any forgery, alteration or copying of the personal entry badges and of vehicle passes is prohibited.

8 Television and cinematographic photographic services

In the event of requests for photographic and/or television and/or cinematographic services, if these will affect the airport area excluding all the inner area, they will be subject to the authorisation of the operator who must inform ENAC, the State Police and the security firm.

Otherwise, if the activity will also affect the security restricted area these requests will be evaluated by the Airport Management body, following coordination with SACBO, with the opinion of the Law Enforcement agencies assigned to control and Customs.