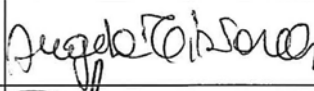
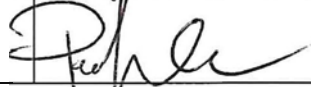


Transfer of airport supplies within the Terminal

APPROVAL FLOW OF MAIN DOCUMENT				
	Function	Name	Date	Sign
Elaborato	Terminal Manager	Angela Tistarelli	22.03.2019	
Verificato	Aviation Ciampino	Paolo Giannobile	22.03.2019	

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1. PURPOSE AND SCOPE

This procedure defines the principles, responsibilities and operating procedures for the transfer of airport supplies destined to be sold, used or made available for any purpose or activity within the Ciampino airport terminal. The objective is to make the transport activity compatible with the presence of passengers and airport operators.

In detail, the provision defines:

- the days of the week and the time slots in which the activity of handling airport supplies is allowed;
- the ways in which the activity can be carried out in relation to the vehicles / equipment used and the area of destination;

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- the company functions involved in supporting the activity;
- the actions to be taken in the event of non-compliance with the provisions of this document.


The procedure applies to all the handling of supplies, except for the movement of products between shops managed by the same sub-dealer (intra-terminal transfers).

2. BODIES AND FUNCTIONS INVOLVED

- Aeroporti di Roma:
 - Terminal Manager
 - Terminal Staff
 - Terminal Operations Staff
 - Station Manager
 - ADR Security
- Sub-dealer
- Airport supplies Conveyors/ Sub-Dealer Service Providers
- Known suppliers

For the purposes of this procedure the following abbreviations apply:

TMG	Terminal Manager
AOT	Terminal Operations Staff
SEC	ADR Station Manager

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3. RESPONSIBILITY AND COMPETENCE

TERMINAL MANAGER	Is responsible for the correct application of this procedure.
ASSET MANAGEMENT & LOGISTICS	Is responsible for the distribution of the procedure to the sub-dealers of the shops and to the conveyors of the airport supplies.
CIAMPINO STATION MANAGER	- In the event of non-compliance with this procedure, it intervenes by assessing the suspension of the transfer of supplies and reports the incident to the Movement and Terminal PH.
TERMINAL OPERATIONS STAFF	- Monitors the transfer of supplies. Supports conveyors in case of use of pallet trucks for handling supplies - Reports any failure to the Station Manager.
TERMINAL STAFF	Monitors the transfer of supplies. Supports conveyors in case of use of pallet trucks for handling supplies - Reports any failure to the Station Manager.
ADR SECURITY	Monitors the transfer of supplies. Reports any failure to the Station Manager.
AIRPORT SUPPLIES CONVEYORS	Organizes the transport of supplies within the airport on dedicated days and times. - Requires support to the Terminal Operations Staff in the event of use of the pallet truck for handling supplies outside the permitted times.

4. PROCESS DESCRIPTION

4.1 Permitted times

The transfer of airport supplies within the Commercial Aviation terminal is allowed during the time slots shown in the table:

DAY	Time Slot
From Monday to Sunday	from 04:00 to 05:30 from 07:00 to 08:00 from 10:00 to 14:00 from 17:00 to 22:00

Table 1: permitted times for airport supplies handling

In the event that the movement of the goods, started in the above time slots, is not yet complete, it is possible to complete the operation after notifying the AOTs to the number 345-6183803. The AOTs

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must report the event in the daily Service Report.

4.2 Transport of supplies modes

The transit of supplies destined for commercial activities in sterile areas is permitted through the operator gate, adjacent to the security controls, or through the staff passage No. 7.

The sub-dealers of the shops present in the sterile area, must communicate to the transporters the dimensions of the admissible parcels for the RX-conventional machines used for security controls (length = 80cm; depth = 50 cm; height = 35cm; max weight = 30kg).

Depending on the needs of the transporter, the handling of supplies can take place with the support of various rolling stocks: pallet trucks, trolleys, etc.

The supplies loaded on the rolling stocks must be transported in a stable manner, secured with wrapping film and with an overall height not exceeding 1.60 m. It is understood that, if the supply requires a screening check at the time of introduction into the sterile area, the latter must be released from the wrapping film in order to allow the security checks required by the current National Aviation Security Program. .

In case of extraordinary needs, for which it is necessary to use the pallet truck outside the permitted times, the transporter must contact the AOT at 345-6183803 requesting assistance for circulation outside and inside the terminal. It will be the responsibility of the AOT to supervise the maneuver in order to avoid possible collisions with the infrastructures, with the passengers or with the airport operators.

The AOTs must report the event in the daily Service Report.

4.3 Transport of supplies monitoring

The AOTs, the ADR Security staff and the Airport Personnel monitor the performance of the transport activities of the supplies according to the procedures defined in par. 4.1 and 4.2. In the event of failure to comply with the prescribed provisions, they report the non-fulfillment to the Station Manager who assesses the possibility of suspending the transfer of the goods and rejecting the load.

The Station Manager records the event in the Service Report and reports it to the Movement and Terminal PH and to the Terminal Manager for further actions of competence.