
	Integrated Management System	PR 45 Rev.:0 Date: 31/10/2016
	Procedure for the management of Airport Passes (for persons) and Vehicle Passes	


PR 45

Procedure for the management of Personal Airport Passes and Vehicle Passes

Responsibility:			
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<p>Objective: To ensure that the creation of Personal Airport Passes (Aps - TIA) and Vehicle Passes (VPs) for the access of people and vehicles to the sterile and non-sterile areas of the Florence and Pisa airports is managed in compliance with the provisions laid down in the applicable airport security regulations.</p>
<p>Scope: This procedure applies to the issuing and management of Personal Airport Passes and Vehicle Passes for the Florence and Pisa airports.</p>
<p>Process Owner:</p> <ul style="list-style-type: none"> • Pisa: <ul style="list-style-type: none"> ○ Pass Office ○ Security Team Leader (STL - Italian acronym "TLS") ○ Operations Team Leader (OTL - Italian acronym "TLO") • Florence: <ul style="list-style-type: none"> ○ Pass Office ○ Terminal Operations Supervisor (TOS)
<p>Definitions:</p> <p>«Operator»: person, organization or company that provides or offers services in the air transport industry.</p> <p>«Entity»: any other person, organization or company not defined as an Operator.</p> <p>«Prohibited items»: arms and weapons, explosives and other devices, items or dangerous/hazardous substances that could be used to illegally interfere with civil aviation operations and their related safety.</p> <p>«Access control»: use of systems designed to prevent unauthorized persons or vehicles to access specified areas.</p> <p>«Airside»: manoeuvring areas of an airport and its adjacent land and buildings or parts thereof, with restricted access.</p> <p>«Landside»: parts of an airport and its adjacent land and buildings or parts thereof, not included in the definition of "Airside".</p> <p>«Sterile or security-restricted area»: part of the Airside area controlled by access restrictions and where additional security measures are also adopted.</p> <p>«Segregated Area»: an area separated from sterile areas with access control or, if it is a sterile area, separated from other sterile areas of the airport.</p> <p>«Background Check»: documental control of the identity and personal history of an individual, including his/her criminal record, performed with the purpose of assessing his/her eligibility for unescorted access to security-restricted areas.</p> <p>«Critical parts of sterile areas»: At least all the parts of an airport that can be accessed by departing passengers who have already gone through security checks, as well as the parts through which hold baggage can transit before departure after being checked or where said baggage can be stored, unless it is security protected baggage. Any aircraft, bus, baggage carriage or other means of transport or a boarding walkway are considered as parts of an airport.</p> <p>«Competent Authority»: for all the points of the Regulation (EC) 300/2008 and del Regulation (EU) 185/2010 where the term —Competent Authorityll is to be intended as referred to the National Civil</p>

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Aviation Authority "ENAC", as specified in DM (Ministerial Decree) 21/07/2009.

«**Apron**»: Aircraft parking areas.

«**Manoeuvring area**»: Part of the airport used for aircraft take-off, landing and ground movement, with the exclusion of the apron, namely: Runway, Connections, Taxiways and the related Obstacle-Free Zones.

«**Movement Area**»: It includes the aircraft manoeuvring area and the aprons.

«**Airport Directorate**»: Peripheral ENAC section, also responsible for issuing permits for accessing the internal areas of an airport.

«**Security Manager**»: Airport operator and contact for both the organization and any third party operating in the airport, who ensures that the Airport Safety Plan is implemented locally in compliance with national and European Community airport security regulations.

«**Deputy Security Manager**»: Airport role reporting to the Security Manager, directly responsible for the Pass Office that creates and issues airport access permits for people and vehicles.

«**FLR Airport Duty Manager**»: In the Florence airport, person acting as operating manager in charge for the Airport Operator, interfacing with the various operating functions and Public Bodies.

«**FLR Terminal Operations Supervisor**»: In the Florence airport, person in charge for the supervision of the implementation of security regulations in the airport area and the issuing of Visitor Passes when the FLR Pass Office is closed.

«**FLR Ground Operations Supervisor**»: In the Florence airport, person in charge for the supervision of the implementation of internal airport traffic regulations by all the parties enabled to drive or access the airport without an escort.

«**PSA Security Team Leader**»: In the Pisa airport, person in charge for the organization and supervision of the implementation of security checks on passengers, baggage, cargo and mail, and for the issuing of access permits when the PSA Pass Office is closed.

«**PSA Operations Team Leader**»: In the Pisa airport, person in charge for 24x7 operations in the Movement Area, also responsible for the issuing of access permits when the Pass Office is closed and the STL is absent.

«**Personal Airport Pass (TIA)**»: Personal document to be necessarily obtained to access airport areas


«**Vehicle Pass (VP)**»: Document to be necessarily obtained by drivers or owners to access airport areas with a vehicle.

«**Airside Driving Certificate (ADC)**»: Specific qualification required to drive vehicles in a specific area of the airport.

«**RadioTelefony permit (RTL)**»: Specific qualification to be obtained from the Airport Directorate by the personnel for radio communications with the TWR.

«**Airport Operator**»: According to the national legislation, Body in charge for the administration and management of the airport infrastructure, for the coordination and control of the activities of the different operators in an airport or system of airports.

«**Security Company**»: Company authorized to provide airport security services or other services, such as

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airport property or concession assets surveillance.

Acronyms and abbreviations:

ADC	Airside Driving Certificate
ADM	Airport Duty Manager (<i>only in the Florence airport</i>)
AMO	Apron Management Office (<i>only in the Florence airport</i>)
AD	ENAC Airport Directorate
ENAC	Ente Nazionale Aviazione Civile (Italian Civil Aviation Authority)
ENAV	Ente Nazionale Assistenza al Volo (National Board for Flight Assistance - <i>only in the Florence airport</i>)
GOS	Ground Operations Supervisor (<i>only in the Florence airport</i>)
RTL	RadioTelephony
SM	Security Manager
DSM	Deputy Security Manager
AP	Personal Airport Pass
TOS	Terminal Operations Supervisor (<i>only in the Florence airport</i>)
STL	Security Team Leader (<i>only in the Pisa airport</i>)
OTL	Operations Team Leader (<i>only in the Pisa airport</i>)
TWR	Control Tower
FB	Fire Brigade
SPPM	Safety Protection and Prevention Manager


Revisions:

This procedure cancels and supersedes procedure P46 for the Pisa airport, PROOP 10 of the Airport Manual for the Florence airport, PA FLR SEC 02-2015 – Escorted Access Passes – Regulations for the access of people and vehicles in the airport, and CS FLR SEC 70/2015 – “Management and issuing of Escorted Access Passes”.


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References:


UNI EN ISO 9000/2005
UNI EN ISO 9004/2009
UNI EN ISO 9001/2008
UNI EN ISO 14001/2004
SA8000:2008;
OHSAS 18001/2008.
Reg. (UE) 300/2008
Reg. (UE) 1998/2015
Dec. (CE) 8005/2015
NSP (National Security Program) Amendment # 1 of 1 February 2016, Part and Part B
Pisa Airport Safety Plan, Ed. 2 Rev. 0 of 09-May-2016
Florence Airport Safety Plan, Ed. 2 Rev. 0 of 08-Aug-2016
Pisa "G. Galilei" airport Regulations
Florence "A. Vespucci" airport Regulations
ENAC Orders for the Florence airport
ENAC Orders for the Pisa airport
ADF/ENAC Convention of 11-Feb-2003 for the management and development of the Florence Airport
Procedures / Operating Instructions / Service Communication and Internal Communication of the
Integrated Management System of the Pisa and Florence airports
ENAC Memorandums on airport security
Regulations for the Operation and Construction of Airports
Road Traffic Regulations
Navigation Regulations

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Activity	Responsibility	Operating content	Doc.
<i>General information</i>		<p>The activity of issuing Personal and Vehicle Passes is managed by Toscana Aeroporti S.p.A. through the Pass Office in both Pisa and Florence airports.</p> <p>Here are the contact details of both offices:</p> <p>Pisa:</p> <ul style="list-style-type: none"> • <u>Opening times:</u> Monday to Friday, excluding Sundays and holidays, from 08:30 to 17:00. • <u>Telephone:</u> 050-849538, 050-849610, 050-849604 • <u>Fax:</u> 050-916050 • <u>E-mail:</u> Ufficio.Permessi.PSA@toscana-aeroporti.com <p>Florence:</p> <ul style="list-style-type: none"> • <u>Opening times:</u> Monday to Friday, excluding Sundays and holidays, from 08:00 to 18:00. • <u>Telephone:</u> 055-3061456, 055-3061227 • <u>Fax:</u> 055-3061701 • <u>E-mail:</u> Ufficio.Permessi.FLR@toscana-aeroporti.com <p>APs and VPs are issued for a fee as described in the following sections.</p> <p>When an applicant has paid for an AP or VP (if payment was not required in advance) and does not collect it within thirty (30) days after the request, the applicant will be charged the total cost of the pass issuing procedure.</p> <p>An application may be submitted by any individual who is operating in the airport on a continuous basis as an employee of the following entities: Public Bodies, Toscana Aeroporti, Handlers, Carriers, Freight Forwarders, Sub-Concessionaires, Aero Clubs and other entities based in the airport.</p> <p>Any other individual may request and obtain a pass for specific needs, provided that they are included in the categories specified in point 1.2.1.1 of Reg. 1998/2015 and in point 1.2.1.1.1 of the NSP - Part A.</p> <p>Any other individual or entity (e.g. Sub-contractors) may apply for a pass only through any of the individuals/entities listed above.</p> <p>The owner of an AP or VP can use their badge only during service times and for reasons related to their professional role/task and must keep it constantly visible even if the activity is carried out</p>	

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		<p>exclusively in the non-sterile area. APs and VPs can only be used in the airport for which they have been issued. For no reason can a badge be given or transferred to third parties.</p> <p>The owners of badges enabled to open doors must make sure that said doors are closed after their passage or when not used and must check that nobody has passed through the same door after them.</p> <p>The badge does not replace the identity document.</p> <p>The owners of badges that enable to access areas where the public is not authorized, such as equipment rooms, must make sure that all entrances are closed after their passage or work activity to prevent any unauthorized person to access the same places.</p> <p>All AP/VP owners may, at any time, be asked to show their passes during their presence in the area/s to which they have access by any competent authority, Police Corps, other airport staff or any other party designated by TA.</p> <p>AP/VP owners are required to return their badges within five (5) days after the termination of the reason for their use.</p> <p>No application will be accepted if it does not meet the requirements of this procedure.</p>	
<i>Personal information</i>	Toscana Aeroporti S.p.A.	<p>The personal information provided for the request of an AP or VP is processed by Toscana Aeroporti S.P.A. Pursuant to art. 13 of Legislative Decree no. 196/03, we hereby provide the following information:</p> <p>1. Purpose Personal information is processed for the issuing of temporary and permanent passes required to access airport areas, as specified by the Airport Director with a specific order.</p> <p>2. Processing methods The personal information submitted is processed by the personnel and managers designated for the task by Toscana Aeroporti SpA by using paper and computer tools in strict compliance with the purposes described above and, in any case, by using instruments allowing for an appropriate protection of its safety and confidentiality.</p> <p>3. Communication and disclosure of</p>	


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		<p>information</p> <p>Personal information is communicated for the purposes described in point 1 to the following categories of entity: Airport Border Police Office, Airport Directorate. Personal information will not be disclosed.</p> <p>4. Reason why personal information is requested and consequences in case of non-provision</p> <p>Personal information is required because it is relevant and necessary to issue a permit or Personal Airport Pass. This does not require a consent from its owner because it is provided in compliance with a legal obligation (art. 24, letter a) of Leg. Dec. no. 196/03).</p> <p>5. Rights of the party concerned</p> <p>1) The party concerned has the right to obtain confirmation of the existence (or not) of personal information concerning them, even if not yet stored, and of their communication in an intelligible form.</p> <p>2) Pursuant to art. 7 of Leg. Dec. no. 196/03, the party concerned has the right to obtain indication of:</p> <ul style="list-style-type: none"> a) the origin of the personal information; b) the purposes and methods of the processing; c) the logic applied in case of processing with the help of instruments; d) the identification details of the Owner, Managers and Designated Representatives, pursuant to art. 5, paragraph 2, of Leg. Dec. 196/2003; e) the individuals/entities or categories thereof to whom their personal information may be communicated or who might receive it as designated representatives in the territory of the State, managers or designated persons. <p>3) The party concerned also has the right to obtain:</p> <ul style="list-style-type: none"> a) that his/her information be updated, corrected or, if there is an interest, supplemented; b) that his/her information be deleted, transformed into an anonymous format or blocked because processed not in compliance with the law, including any information that is not to be compulsorily stored in connection with the purposes for which the information has been collected or subsequently processed; c) a certification that the individuals/entities receiving said information have been informed of the operations described in letters a) and b) above, including their content, except for the case when said fulfilment is impossible or requires 	
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		<p>the use of clearly disproportionate means with respect to the right to be protected.</p> <p>4) Finally, the party concerned also has the right to oppose, either wholly or in part:</p> <p>a) for legitimate reasons, against the processing of their personal information, provided that they are relevant to the purpose of the collection;</p> <p>b) against the processing of their personal information for promotional or advertising or direct sale purposes aimed at conducting market surveys or for commercial communication.</p> <p>6. Owner and person in charge for the personal information processing method</p> <p>The owner and person in charge for the personal information processing method is Toscana Aeroporti S.p.A., with registered address in Florence – Via del Termine, 11</p>	
<i>People's access to sterile areas</i> <i>Legitimate Reason</i>	Pass Office STL OTL TOS	<p>Access to sterile critical area is strictly forbidden to anybody without a "<i>Legitimate Reason</i>" to access them, whether it is for travelling, working, training, information/education reasons associated with operations requiring access to regulated areas, in compliance with the guidelines specified in the NSP at point 1.2.1.1.1, more specifically:</p> <p>a) travelling is associated to boarding as passenger, escort or crew on a flight scheduled to depart from that airport in the hours following access to the sterile area;</p> <p>b) work refers to any activity a person is expected to carry out in the areas to be accessed and in the period of access, which includes, for example, the tasks of emergency services and contractors or inspection tasks regarding public institutional activities;</p> <p>c) training refers to any activity associated with tasks carried out or to be carried out in the future within said areas once the training period has been completed, therefore access to said areas is necessary for the purpose of becoming familiar with those areas or the activities carried out therein;</p> <p>d) information/education includes the escorted visits of visitors who need to acquire knowledge or understand airport activities for any specific reason, such as people working in the development and preparation of civil aviation regulations, who must necessarily observe the airport environment. This category also includes school visits and tourist and similar initiatives organized by the Airport Operator based on a previous approval obtained from the competent Authority.</p>	


<i>Personal Access Pass (AP)</i>	Pass Office	<p>The AP (TIA) is a pass with a maximum validity of five (5) years, which is issued in the form of a badge showing the following details:</p> <ul style="list-style-type: none"> ✓ Owner's picture ✓ AP # ✓ Authorized areas ✓ End of validity ✓ RTL (for anybody holding one) ✓ ADC (for anybody holding one) ✓ Category for the introduction of prohibited items in the sterile area ✓ Owner's personal details (rear) ✓ Employer or identifying entity (rear) <p>The AP authorizes his/her Owner to access exclusively the areas of the airport where he or she is going to perform his/her working activity and for the time strictly required for the purpose.</p> <p>Each area is identified by a coloured band on a white background, as specified in the table below:</p> <table border="1" data-bbox="643 1025 1241 1256"> <thead> <tr> <th>Colour</th> <th>Access areas</th> </tr> </thead> <tbody> <tr> <td>Red</td> <td>All areas</td> </tr> <tr> <td>Green</td> <td>External Airside and internal accesses</td> </tr> <tr> <td>Blue</td> <td>Internal Airside</td> </tr> <tr> <td>Yellow</td> <td>Non-sterile areas</td> </tr> <tr> <td>Orange</td> <td>Diplomats</td> </tr> </tbody> </table> <p>The area or areas for which the Owner of the AP is being granted the access right are also identified by using one or more of the following numbers:</p> <table border="1" data-bbox="643 1444 1241 1800"> <thead> <tr> <th>#</th> <th>Access areas</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>All areas</td> </tr> <tr> <td>2</td> <td>Internal area or areas of the critical parts, with the exception of the areas included in number 3 below</td> </tr> <tr> <td>3</td> <td>Baggage handling areas</td> </tr> <tr> <td>4</td> <td>Cargo areas</td> </tr> <tr> <td>5</td> <td>Aircraft and vicinity</td> </tr> <tr> <td>6</td> <td>Aprons</td> </tr> <tr> <td>7</td> <td>Manoeuvring Area</td> </tr> </tbody> </table> <p>After the introduction of amendments to the Regulations EU 1998/2015, incorporated in NSP Amendment 1 of 01-Feb-2016, the airport staff is authorized to introduce in the sterile area the items described in letters c), d) and e) of Appendix 4-C of said Reg. EU 1998/2015, more</p>	Colour	Access areas	Red	All areas	Green	External Airside and internal accesses	Blue	Internal Airside	Yellow	Non-sterile areas	Orange	Diplomats	#	Access areas	1	All areas	2	Internal area or areas of the critical parts, with the exception of the areas included in number 3 below	3	Baggage handling areas	4	Cargo areas	5	Aircraft and vicinity	6	Aprons	7	Manoeuvring Area	
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		<p>specifically:</p> <p>c) Objects with a sharp point or sharp edge</p> <p>Objects provided with a sharp point or a sharp edge capable of being used to cause serious injury, including:</p> <ul style="list-style-type: none"> • items designed for chopping, such as axes, hatchets and cleavers; • ice axes and ice picks; • razor blades; • box cutters; • knives with blades of more than 6 cm; • scissors with blades of more than 6 cm as measured from the fulcrum; • martial arts equipment with a sharp point or sharp edge; • swords and sabres; <p>d) Workmen's tools</p> <p>Tools capable of being used either to cause serious injury or to threaten the safety of aircraft, including:</p> <ul style="list-style-type: none"> • crowbars; • drills and drill bits, including cordless portable power drills; • tools with a blade or a shaft of more than 6 cm capable of use as a weapon, such as screwdrivers and chisels; • saws, including cordless portable power saws; • blowtorches; • bolt guns and nail guns; <p>e) Blunt instruments</p> <p>objects capable of being used to cause serious injury when used to hit, including:</p> <ul style="list-style-type: none"> • baseball and softball bats; • clubs and batons, such as billy clubs, blackjacks and night sticks; • martial arts equipment. <p>The staff is, in any case, liable to keep said items during their entire stay in sterile areas in order to prevent unauthorized people from getting hold of them.</p> <p>The items listed in Appendix 1-A of Reg. UE 1998/2015, instead, remain prohibited in sterile areas, namely:</p> <p>a) Guns, firearms and other devices that discharge projectiles</p>	
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		<p>devices capable, or appearing capable, of being used to cause serious injury by discharging a projectile, including:</p> <ul style="list-style-type: none"> • firearms of all types, such as pistols, revolvers, rifles, shotguns; • toy guns, replicas and imitation firearms capable of being mistaken for real weapons; • component parts of firearms, excluding telescopic sights; • compressed air and CO2 guns, such as pistols, pellet guns, rifles and ball bearing guns; • signal flare pistols and starter pistols; • bows, cross bows and arrows; • harpoon guns and spear guns; • slingshots and catapults; <p><i>b) Stunning devices</i></p> <p>devices designed specifically to stun or immobilise, including:</p> <ul style="list-style-type: none"> • devices for shocking, such as stun guns, tasers and stun batons; • animal stunners and animal killers; • disabling and incapacitating chemicals, gases and sprays, such as mace, pepper sprays, capsicum sprays, tear gas, acid sprays and animal repellent sprays; <p><i>c) Explosives and incendiary substances and devices</i></p> <p>explosives and incendiary substances and devices capable, or appearing capable, of being used to cause serious injury or to pose a threat to the safety of aircraft, including:</p> <ul style="list-style-type: none"> • ammunition; • blasting caps; • detonators and fuses; • replica or imitation explosive devices; • mines, grenades and other explosive military stores; • fireworks and other pyrotechnics; • smoke-generating canisters and smoke-generating cartridges; • dynamite, gunpowder and plastic explosives. <p><i>d) Any other item capable of being used to cause serious injury and that are not usually used in sterile areas, such as martial arts equipment, swords, sabres, etc.</i></p>	
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		<p>The above-mentioned security airport regulations establish exceptions for the transport in sterile areas of the prohibited items listed in Appendix 1-A for the following categories of subjects:</p> <ul style="list-style-type: none"> a) Police Corps (on duty in the airport, escorts, etc.), to the limited extent of the outfit required by the Law for the service carried out in the airport; b) Airport Operator's personnel qualified as Private Police (Italian acronym "GPG") hired to watch and patrol the airport or, based on risk assessment, occasionally to guard access gates (e.g. entrance of construction sites), where the presence of Police Corps is not guaranteed and to the limited extent of the outfit required for that service; c) ENAC inspection personnel conducting (overt and covert) testing activities on the security check personnel, to the limited extent of the items required for the conduction of said inspections; d) ENAC-certified instructors and trainers, to the limited extent of the items required for the conduction of training activities can be authorized to enter sterile areas with replicas of arms and explosives. <p>In Florence and Pisa airports, considering that the Guard and Patrol activities in sterile areas is carried out by unarmed personnel, the Private Guards ("GPGs") described in point 2 above are not authorized to introduce the Prohibited Items specified in Appendix 1-A of Reg. (EU) 1998/2015 in sterile areas.</p> <p>The Airport Pass exhibited by people authorized to carry Prohibited Items must bear the acronym referring to their specific category - a), b), c), or d).</p>	
<i>Personal Access Pass (AP-TIA)</i> <i>How to obtain a pass</i>	Pass Office STL OTL TOS	Airport Pass (AP-TIA) Passes authorizing anybody to enter the airport are issued by the Pass Office of Toscana Aeroporti in Pisa and Florence, which is open at the times specified in the section entitled " <i>General information</i> ", after submitting a specific request by filling the <i>Airport Pass Request Form</i> with the following documentation enclosed: <ul style="list-style-type: none"> ✓ photocopy of a valid and legible identity document with the face of the owner clearly visible; ✓ photocopy of the passport and residence permit for non-EU applicants; ✓ for requests of an AP with a red, green or blue band, a certification of attendance, 	Ann. 1A (PSA) Ann. 1B (FLR)

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		<p>receive the invoice of the service.</p> <p>The pass request form, completely filled and duly signed by the applicant company, must be checked and validated by the internal airport staff (e.g. Toscana Aeroporti) acting as local contact for the applicant and on behalf of whom the request is submitted.</p> <p>In order to allow for the necessary checks to be conducted by the competent authorities, the requests must be submitted at least seven (7) working days before the effective date of the AP.</p> <p>APs can exclusively be issued after obtaining a permission from the State's Police, which is given only after the Police has checked the personal records of each applicant, as required by the NSP.</p> <p>Furthermore, ENAC, acting as Competent Authority, is entitled to check and control the AP issuing process and to settle any dispute which may arise regarding APs, as required by the NSP.</p> <p>For this reason, it is mandatory to wait until said authorizations are granted even if the processing times of these Bodies are longer than the times specified above and Toscana Aeroporti shall not be held liable for any delay.</p> <p>The AP will be delivered exclusively to the Applicant or to a designated person of the applicant organization, by filling the "<i>Airport Pass / Vehicle Pass Delivery Form</i>".</p> <p>When an AP is issued for a person who already owns another currently valid AP issued by another Italian airport, the following steps of the process can be skipped:</p> <ul style="list-style-type: none"> ✓ criminal record check by the State Police; and; ✓ submission of proof of attendance of airport security training. <p>These persons will receive by the Pass Office, together with the AP for the same maximum validity specified in the AP already owned, an information leaflet on the specific access procedures and features of the relevant airport for security purposes.</p>	Ann. 4
<i>Lost or stolen AP/VP</i>	Pass Office	<p>If an AP/VP is lost or stolen, its owner shall:</p> <ul style="list-style-type: none"> • immediately report the event to the Public Security Authority; • immediately inform his/her Employer; • immediately inform Toscana Aeroporti's Pass 	

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		<p>Office, which will disable the functions of the pass to prevent any unauthorized use thereof.</p> <p>Only after these steps, the owner will be able to request a duplicate from the Pass Office by using the specific "<i>Pass Duplicate Request Form</i>" and enclosing the following documents:</p> <ul style="list-style-type: none"> • a copy of the loss/theft claim form; • a photocopy of a valid and legible identity document; • a photocopy of the passport and residence permit for non-EU applicants. <p>The Pass Office constantly updates and sends security gates a list of all the passes that have been lost, stolen, not returned or that have expired.</p>	Ann. 5
<i>Lost and found passes</i>	Pass Office	<p>If a lost AP is found by its owner or any other person, it shall be immediately delivered to the Police Corps or Pass Office during opening times.</p> <p>Subsequently, the Pass Office, after completing the necessary procedures, shall reconsign the pass to its owner or shall destroy it if a duplicate has already been created.</p> <p>The Pass Office constantly updates and sends security gates a list of all the passes that have been lost, stolen, not returned or that have expired.</p>	
<i>Duplicate of deteriorated passes</i>	Pass Office	<p>Any deteriorated or unusable AP or VP shall be replaced.</p> <p>The Owner of the pass shall request a duplicate from the Pass Office by filling the appropriate "<i>Pass Duplicate Request Form</i>" following the procedure described in "<i>Lost or stolen AP/VP</i>".</p>	Ann. 5
<i>Replacement of APs/VPs</i>	Pass Office	<p>If the Owner of an AP/VP does no longer need to access the airport, the requesting organization shall immediately return it to the Pass Office and fill the "<i>Airport Pass Return/Replacement Request Form</i>" for the actions required, and, in any case, not later than five (5) subsequent working days, by using the specific form.</p> <p>The AP must be returned:</p> <ul style="list-style-type: none"> ✓ upon ENAC's request; ✓ after the termination of an employment contract; ✓ after a change in the Employer; ✓ after a change in authorized access areas; ✓ after its expiry; ✓ after end of use. <p>Failure to return or the delayed return of an AP will be reported to the Airport Directorate and</p>	Ann. 5

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		<p>Frontier Police Office.</p> <p>The Pass Office constantly updates and sends security gates a list of all the passes that have been lost, stolen, not returned or that have expired.</p>	
<i>Information for visitors</i>	SPPM Pass Office	<p>Together with the pass requested, the Pass Office will give the applicant:</p> <ul style="list-style-type: none"> ✓ An "Information brochure on how to move safely in the aircraft apron" containing the main rules on how to access the airport and move about the aircraft apron safely. The SPPM (Safety Prevention and Protection Manager) is responsible for the brochure content, which must be constantly audited and updated, if necessary; ✓ An "Airport Security Information Brochure". The Security Manager/Deputy Security Manager shall periodically check and update, if necessary, the brochure. 	Ann. 6A (PSA) Ann. 6B (FLR) Ann. 7A (PSA) Ann. 7B (FLR)
<i>Escorted access to sterile areas</i>	Pass Office STL OTL TOS	<p>For particular and urgent, non-programmed and non-programmable service reasons, a person who is not an AP holder may be authorized to access regulated areas.</p> <p>To this purpose, the person who normally works in the airport, on behalf of whom the escort service is requested, shall submit a request for escorted access to regulated areas by filling the appropriate form called "Escorted Access Request Form" and submit it to:</p> <p>Pisa:</p> <ul style="list-style-type: none"> ✓ Monday to Friday, excluding holidays, from 08:30 to 17.00, to the Pass Office, as specified in the "General Information" section; ✓ to the STL Office at the passenger security gates, everyday from 04:30 to 08:30 and from 17:00 to 22:30 and Saturday, Sunday and holidays from 04:30 to 22:30 (Tel. 050-849601 and e-mail: TLS.PSA@toscana-aeroporti.com); ✓ to the OTL Office located at the second floor of the Passenger Terminal, everyday from 22:30 to 04:30 (Tel. 050-849464/650 and e-mail: TLO.PSA@toscana-aeroporti.com) <p>Florence:</p> <ul style="list-style-type: none"> ✓ Monday to Friday from 08:00 to 18:00 to the Pass Office, as specified in the "General Information" section; ✓ Saturday, Sunday, holidays and when the Pass Office is closed, to the Terminal Operations Supervisor (Tel. 055-3061709/440; e-mail address: TOS.FLR@toscana-aeroporti.com); 	Ann. 8A (PSA) Ann. 8B (FLR)

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		<p>or work zone.</p> <p>If the escorting person needs to be replaced, a new Escorted Access Request Form must be filled.</p> <p>Based on the contents of point 1.2.7.3.2 of Chapter 1 of NSP - Part A, all the public and private individuals and entities operating in the airport who own a valid AP are authorized to escort a visitor or may send the Airport Operator a list of personnel to be authorized to provide that service. The above said list will be transmitted by the Airport Operator to the security gates and to ENAC for the matters under their competence.</p> <p>The Airport Operator may not ensure the escort service if the required notice has not been given within the time period specified or if the request is incomplete or any information is missing, as indicated in this procedure.</p> <p>At the time of entrance in a sterile area, a copy of the identity document of each visitor and a copy of the <i>Escorted Access Request Form</i> shall be consigned to the Police Forces at the access gate. For the entire duration of his/her stay in the sterile area, the visitor shall wear the pass in a clearly visible position. At the end of the task, the escorting person shall return the pass to the competent offices.</p> <p>Upon request, the Airport Operator may organize and made available one or more escorting staff, according to the procedure described in the next sections of this procedure.</p>	
<i>Escorted access to sterile areas by the Airport Operator through a Security Company</i>		<p>The organization that needs the assistance of an escorting person provided by the Airport Operator through a Security Company shall request the service at least 24 hours in advance, as specified below:</p> <p>Pisa:</p> <ul style="list-style-type: none"> ✓ Monday to Friday, excluding holidays, from 08:30 to 17:00 from the Pass Office with a written request to be sent to the e-mail address: UfficioPermessi.PISA@toscana-aeroporti.com; ✓ from the STL Office at passenger security gates, everyday from 04:30 to 08:30 and from 17:00 to 22:30 and Saturday, Sunday and holidays from 04:30 to 22:30 by using the e-mail address: TLS.PSA@toscana-aeroporti.com ✓ from the OTL Office located at the 	


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	<p>areas of the same airport even without being escorted, can be exempted from the escorting obligation, provided that they obtain a daily duplicate AP to be constantly exhibited.</p> <p>The applicant shall fill in the special <i>Unescorted Access Airport Pass Daily Duplicate Request Form</i> and submit it:</p> <p>Pisa:</p> <ul style="list-style-type: none"> ✓ Monday to Friday from 08:30 to 17:00, to the Pass Office; ✓ when the Pass Office is closed and until 22:30, to the STL Office; ✓ everyday from 22:30 to 04:30, to the OTL Office. <p>Florence:</p> <ul style="list-style-type: none"> ✓ Monday to Friday from 08:00 to 18:00, to the Pass Office; ✓ Saturday, Sunday, holidays and when the Pass Office is closed, to the Terminal Operations Supervisor. <p>The daily AP duplicate shall bear a print with the wording "DAILY DUPLICATE" and the expiry date indicated in the request form, while the <i>Unescorted Access Pass</i>, marked by a yellow band on a white background, will bear the following data:</p> <p>On the front:</p> <ul style="list-style-type: none"> ✓ validity ✓ Organization ✓ airport areas for which access is authorized ✓ wording "Unescorted Access (PSA or FLR)" <p>On the back:</p> <ul style="list-style-type: none"> ✓ personal details of the owner (name and surname, place and date of birth) <p>Simultaneously with the issuing of the daily AP duplicate or Unescorted Visitor Access Pass, the Pass Office shall:</p> <ul style="list-style-type: none"> ✓ disable the original AP to prevent its improper use by any third parties; ✓ send a copy of the <i>Unescorted Access Airport Pass Daily Duplicate Request Form</i> and applicant's identity document to the following entities: <p>Florence:</p> <ul style="list-style-type: none"> ✓ Pass Office ✓ TOS ✓ ADM ✓ Deputy Security Manager 	<p>Ann. 10A (PSA) Ann. 10B (FLR)</p> <p>Ann. 11A (PSA) Ann. 11B (FLR)</p> <p>Ann. 10A (PSA) Ann. 10B (FLR)</p>
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		<ul style="list-style-type: none"> ✓ Security Company operating at the sterile area access gates ✓ Polizia di Frontiera Aerea (Air Border Police) ✓ Guardia di Finanza (Revenue Guard Corps) Pisa: <ul style="list-style-type: none"> ✓ Pass Office ✓ STL ✓ OTL ✓ Deputy Security Manager ✓ E-mail address of the Security Company operating at the access gates of sterile areas ✓ Polizia di Frontiera (Border Police) ✓ Guardia di Finanza (Revenue Guard Corps) <p>At the end of the condition for which the Daily AP Duplicate or Unescorted Visitor Pass has been granted, and in any case before its expiry, the owner shall return the pass to the Toscana Aeroporti Pass Offices of Florence or Pisa or, if these are closed, to the STL/OTL Office (in Pisa) or to the TOS Office (in Florence), by using the special <i>Airport Pass Return/Replacement Request Form</i>.</p>	Ann. 5
<i>Vehicle access to sterile areas</i> <i>Legitimate Reason</i>	Pass Office STL OTL TOS	The access of vehicles in the sterile area, which corresponds to the critical area, is strictly forbidden to anybody without a <i>legitimate reason</i> associated with operating needs. In compliance with the content of point 1.2.1.1.2 of the NSP, a <i>legitimate reason</i> , referred to vehicles, can be the transport of people (passengers, staff, crew, etc.), items, objects, cargo for any of the reasons already listed among the legitimate reasons to authorize people, since not using a vehicle for access would be detrimental to travelling, working activities, training activities or the escorting of people to be accompanied for educational/information reasons. Furthermore, the use of vehicles or means of transport is considered legitimate if it ensures the minimization of risks for the safety of the people carried with respect to pedestrian access to the same areas. Where possible, the vehicles used for these purposes must be permanently parked within sterile areas.	
<i>Vehicle Passes</i>	Pass Office	Vehicle Passes The Vehicle Pass is a permit with a validity of more than 24 hours, issued by the Pass Office of Pisa and Florence in the form of a plasticized paper badge, which authorizes its owner to access exclusively the areas of the airport where he or she will carry out their working activity and for the time strictly necessary for that purpose. Vehicle passes have a maximum validity that is	Ann. 12A (PSA) Ann. 12B (FLR)


		<p>associated with the third-party liability insurance of the vehicle. Any splitting is to be specifically considered (quarterly, 4-monthly or 6-monthly payment): in this case, a new Pass will be issued, against evidence of the payment of the premium for the renewal of the insurance policy, for a term corresponding to the split period.</p> <p>The pass will bear the following data:</p> <ul style="list-style-type: none"> • areas to which access is authorized; • expiry date; • plate number; • organization; • vehicle model; • coloured band indicating the area/s the vehicle is authorized to access. <p>The Vehicle Pass is valid only and exclusively for the vehicle for which it has been issued and only for the airport to which it is associated.</p> <p>To obtain a pass, vehicles must be equipped with all the necessary safety devices required by the Florence and Pisa airport regulations.</p> <p>The Vehicle Pass authorizes the owner of a vehicle to access the airport exclusively in the areas where associated working activities have to be carried out and for the time strictly required for the purpose. Each area is identified by a coloured band, as specified in the table below:</p> <table border="1" data-bbox="655 1294 1230 1518"> <thead> <tr> <th>#</th> <th>Access areas</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>All areas</td> </tr> <tr> <td>5</td> <td>Perimeter, Aprons, Aircraft and Vicinity</td> </tr> <tr> <td>6</td> <td>Perimeter</td> </tr> </tbody> </table> <p>The pass must be kept in a visible position on the vehicle windscreen at all times (in case of tractor-trailer trucks or other vehicles with a trailer, the pass of the trailer must also be exposed on the tractor windscreen).</p> <p>In addition to the VP for the vehicle, the driver shall obtain an AP or an Escorted Access Pass for himself.</p>	#	Access areas	1	All areas	5	Perimeter, Aprons, Aircraft and Vicinity	6	Perimeter	
#	Access areas										
1	All areas										
5	Perimeter, Aprons, Aircraft and Vicinity										
6	Perimeter										
<i>Vehicle Pass How to obtain a pass</i>	Pass Office	Vehicle Pass Vehicle Passes are issued by the Toscana Aeroporti Pass Offices of the Pisa and Florence airports, opened at the times indicated in the <i>General Information</i> section, after submitting an application using the <i>Permanent Vehicle Passes</i>	Ann. 13A (PSA)								

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		<p><i>Request Form</i> accompanied by:</p> <ul style="list-style-type: none"> ✓ a front/back photocopy of the vehicle logbook (tractor and any trailer) after checking that the date of the last servicing has been completed consistently with the following criteria: <ul style="list-style-type: none"> ○ vehicle mass \leq 3.5 t: first service 4 years after vehicle registration and subsequent services every 2 years afterwards; ○ vehicle mass \geq 3.5 t: annual servicing; ✓ photocopy of the third-party liability insurance with clear indication of the maximum coverage; the maximum TPL coverage shall not be lower than € 6,000,000.00 for the vehicle being used on the airport perimeter road and € 10,000,000.00 for all the other areas; ✓ a copy of the TPL insurance certificate and slip; ✓ declaration of the insurance company regarding the coverage of personal injury and damages to property, aircraft, vehicles and airport infrastructures, without any sub-limit or excess (extension appendix of TPL insurance). If this extensive coverage does not expressly include airports, the applicant must submit a special declaration by the company. The aforesaid requirements do not apply for vehicles belonging to ENAC, Police Corps, Public Bodies and public healthcare or rescue entities; ✓ if the vehicle is covered by an insurance policy taken out in a non-EU country or in a country that is not member of the European Economic Area (EEA), a Green Card must also be submitted in addition to the documents specified above; ✓ if the insurance policy has been taken out in a non-EU country or in a country that is not member of the European Economic Area (EEA), so not included in the Green Card system, a temporary "border" policy shall be submitted, that can be taken out from the Central Italian Office "UCI" (Ufficio Centrale Italiano) or from authorized border offices, as it is indispensable to be allowed to drive in our territory; <p>The Vehicle Pass Request Form, completely filled</p>	Ann. 13B (FLR)
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		<p>and duly signed by the applicant company, must be checked and validated by the internal airport staff (e.g. Toscana Aeroporti) acting as local contact for the applicant and on behalf of whom the request is submitted. Incomplete requests will be rejected.</p> <p>In order to allow for the necessary checks to be conducted by the competent authorities, the requests must be submitted at least seven (7) working days before the date when the pass will be used.</p> <p>Upon collecting the Vehicle Pass, the applicant shall fill and sign the <i>AP / VP Delivery Form</i>.</p> <p>For Florence, payment shall be made in advance, while for Pisa it may even be made simultaneously with collection of the pass.</p>	Ann. 4
<p><i>Daily vehicle pass with and without escort</i></p>	<p>Pass Office STL OTL TOS</p>	<p>Daily vehicle pass with and without escort</p> <p>This permit has a validity of max 24 hours and is <u>given to vehicles controlled by drivers without an AP and an ADC</u>, who need to access regulated areas to perform operating activities when the Companies/Public Bodies or Entities that are their local reference could not - for serious and justified reasons - request a permanent pass in advance.</p> <p>This type of Vehicle Pass consists of a blue badge, that must be kept in a visible position on the vehicle windscreen at all times (in case of tractor-trailer trucks or other vehicles with a trailer, the pass of the trailer must also be exposed on the tractor windscreen), with the wording <i>Escorted Access</i>.</p> <p>At the end of the condition for which the daily vehicle pass has been granted, and in any case before its expiry, the owner shall return the VP to the Toscana Aeroporti Pass Offices of Florence or Pisa or, if these are closed, to the STL/OTL Office (in Pisa) or to the TOS Office (in Florence), by using the special <i>Airport Pass Return/Replacement Request Form</i>.</p> <p>Daily vehicle pass without escorting obligation</p> <p>This permit has a validity of max 24 hours and is <u>given to vehicles controlled by drivers without an AP and an ADC</u>, who need to access regulated areas to perform operating activities when the Companies/Public Bodies or Entities that are their local reference could not - for serious and</p>	<p>Ann. 14A (PSA) Ann. 14B (FLR)</p> <p>Ann. 5</p> <p>Ann. 15A (PSA) Ann. 15B (FLR)</p>

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		<p>justified reasons - request a permanent pass in advance.</p> <p>This type of Vehicle Pass consists of a light blue badge, that must be kept in a visible position on the vehicle windscreen at all times (in case of tractor-trailer trucks or other vehicles with a trailer, the pass of the trailer must also be exposed on the tractor windscreen), with the wording <i>Unescorted Access (PSA or FLR)</i>.</p> <p>At the end of the condition for which the daily vehicle pass has been granted, and in any case before its expiry, the owner shall return the VP to the Toscana Aeroporti Pass Offices of Florence or Pisa or, if these are closed, to the STL/OTL Office (in Pisa) or to the TOS Office (in Florence), by using the special <i>Airport Pass Return/Replacement Request Form</i>.</p>	Ann. 5
<i>Escorted and unescorted daily vehicle passes</i> <i>How to obtain a pass</i>	Pass Office OTL STL	Escorted and unescorted daily vehicle passes must be requested by an AP holder operating in the airport (e.g. Toscana Aeroporti, Public Bodies/Entities, Carriers, Sub-Concessionaires, etc.) by filling the <i>Daily Vehicle Pass Request Form</i> on behalf of the interested party. Escorted and unescorted daily vehicle passes can be applied for and collected: Pisa: <ul style="list-style-type: none"> ✓ Monday to Friday, excluding holidays, from 08:30 to 17:00 from the Pass Office by sending a written request to: OfficePermessi.PISA@toscana-aeroporti.com; ✓ from the STL Office at passenger security gates, everyday from 04:30 to 08:30 and from 17:00 to 22:30 and Saturday, Sunday and holidays from 04:30 to 22:30 by using the e-mail address: TLS.PSA@toscana-aeroporti.com; ✓ from the OTL Office located at the second floor of the Passenger Terminal, everyday from 22:30 to 04:30 by using the e-mail address: TLO.PSA@toscana-aeroporti.com Florence: <ul style="list-style-type: none"> ✓ Monday to Friday from 08:00 to 18:00 from the Pass Office by sending a written request to: Ufficio.Permessi.FLR@toscana-aeroporti.com; ✓ Saturday, Sunday, holidays and when the Pass Office is closed, to the Terminal Operations Supervisor by writing to: TOS.FLR@toscana-aeroporti.com; <p>The following documentation must be enclosed with the request:</p>	Ann. 16A (PSA) Ann. 16B (FLR)

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		<ul style="list-style-type: none"> ✓ a front/back photocopy of the vehicle logbook (tractor and any trailer) after checking that the date of the last servicing has been completed consistently with the following criteria: <ul style="list-style-type: none"> ○ vehicle mass <= 3.5 t: first service 4 years after vehicle registration and subsequent services every 2 years afterwards; ○ vehicle mass >= 3.5 t: annual servicing; ✓ photocopy of the third-party liability insurance with clear indication of the maximum coverage. The maximum TPL coverage shall not be lower than € 6,000,000.00 for the vehicle being used on the airport perimeter road and € 10,000,000.00 for all the other areas; ✓ a copy of the TPL insurance certificate and slip; ✓ if it is an urgent case, if the insurance policy contains sub-limits or excesses, their coverage shall be paid by the insured party. <p>The party concerned must appear personally at the Pass Office (for Pisa, Pass/STL/OTL Offices; for Florence, Pass/TOS Offices) either upon delivery of the pass or later, when the pass is returned, with an accompanying person of the applicant organization, <u>owner of an AP</u> as a guarantor for access.</p> <p>Due to the restrictions imposed by the authorities, this access mode must be minimized to very few really urgent and non-deferrable exceptions. For this reason, we kindly invite all the Entities and Organizations to schedule airport accesses as much as possible well in advance in order to allow the time required to issue a regular Pass.</p>	
<i>Special Vehicles</i>		<p>All the vehicles not identified by a number plate that operate in the sterile area must bear a serial number on their bodies or any other useful indication that they are vehicles in use in the airport, so that they can be rapidly and safely identified as specified in point 1.2.6.9 of Reg. EU 1998/2015.</p> <p>The continuous and full efficiency of all service vehicles must be ensured by the owner or user Entity or Organization in compliance with the applicable legislation.</p>	

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<i>Tariffs</i>		<p>The applicable Tariff Book is provided in the Annex to this Procedure.</p> <p>Unless otherwise agreed elsewhere, the fees for APs and VPs are to be paid by the Company/Organization or Public Body/Entity (Employer) of the Applicant.</p> <p>The established fees can be paid as specified below:</p> <p>Pisa:</p> <ul style="list-style-type: none"> ✓ at the Pass Office in working days from Monday to Friday, with the exclusion of holidays, from 08:30 to 17:00; ✓ at the Air Ticket Office only when the Pass Office is closed; or ✓ by bank transfer to Cassa di Risparmio di Lucca Pisa Livorno by using the following details: Banco Popolare Società Cooperativa Agenzia Aerostazione – 56100 Pisa BIC: BAPPIT21U03 IBAN: IT20P0503414081000000178916 Account in the name of: Toscana Aeroporti S.p.A. <p>Florence:</p> <ul style="list-style-type: none"> ✓ payment and submission of evidence of the bank transfer to the Pass Office. Bank details: Banca Monte dei Paschi di Siena, Agenzia 64: Account in the name of: Toscana Aeroporti S.p.A. IBAN IT75L0103002864 000002882050 BIC/SWIFT - PASCITM1W39 (for payments from abroad). <p>Any administrative fee for the related services must be paid, except for any different indication, simultaneously with the collection of the Pass.</p> <p>Toscana Aeroporti reserves the right to change prices at any time.</p> <p>When making a payment, the applicant must fill in the code and amount of services requested.</p> <p>If multiple different services are requested, the total sum can be paid with a single payment transaction, always by specifying the code and amount of services requested in the appropriate space ("Reason for payment").</p> <p>For invoicing purposes, the Applicant must completely fill the specific section in the request forms with the information required, namely:</p> <ul style="list-style-type: none"> ✓ company name (name and surname if applicant is a natural person/individual) ✓ registered address (or personal residence 	Ann. 17
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		<p>if applicant is a natural person/individual)</p> <ul style="list-style-type: none"> ✓ tax code (mandatory also for legal persons, even if identical to VAT number) ✓ VAT number <p>The following categories of persons are not required to pay for a pass:</p> <ul style="list-style-type: none"> ✓ employees of Toscana Aeroporti S.p.A. ✓ Employees of ENAC/ENAV/Police/Customs/Guardia di Finanza/other Public Bodies and Entities ✓ guests authorized by Toscana Aeroporti S.p.A. 	
<i>Registration for Airport Security Training Courses CAT A13</i>	Pass Office	Registration to attend airport security training activities must be requested from the Pass Office by filling the specific form provided as enclosure to this document. The courses are conducted in the Pisa or Florence airport premises on dates to be defined based on the number of participants and on organizational requirements.	Ann. 18