

	Operating Procedure METHODS OF TRANSFER AND ACCESS FOR AIRPORT SUPPLIES	Version 2	Date 29.08.2025
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METHODS OF TRANSFER AND ACCESS FOR AIRPORT SUPPLIES

	Function	Name	Date	Signature
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Revision history

Version N°	Approval date	Reason for Revision (details)
1.1	22.03.2019	-
2	29.08.2025	• Update of time slots for the transit of goods in the terminal. • Definition of transport methods (permitted vehicles, required number of operators, maximum load height). • Insertion of flooring resistance limits. • Definition of maximum capacity for light electric pallet trucks and manual trolleys, with prudential operational limits. • Operational requirements (prohibition of heavy pallet trucks, rubber wheels, walking speed). • Indication of permitted routes (landside and airside). • Clarification of the responsibility of carriers and sub-concessionaires in verifying vehicle and load conformity. • Clarification of liability for damages caused by improper behavior (e.g. walls, tiles, flooring, etc.). • Update of entities, functions involved, and responsibilities.

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1. AIRPORT SUPPLIES

1.1 PURPOSE AND SCOPE OF APPLICATION

This procedure defines the principles, responsibilities, and operational methods for the transfer of airport supplies intended to be sold, used, or made available for any purpose or activity within Ciampino airport terminal.

The objective of the present procedure is to ensure that transport activities take place safely and compatibly with the presence of passengers and airport operators, while preventing damage to infrastructures.

Specifically, the procedure defines:

- The days of the week and time slots when the handling of airport supplies is permitted;
- The methods by which the activity may be carried out, with reference to permitted vehicles/equipment, flooring resistance limits, maximum allowed loads, and required operational prescriptions;
- The permitted routes for landside and airside access;
- The company functions involved in supporting the activity and their responsibilities for control and monitoring;
- The actions to be taken and the penalties applicable in case of non-compliance with this document.

1.2 ENTITIES AND FUNCTIONS INVOLVED

- Aeroporti di Roma
 - Terminal Agent
 - Terminal Assistant (AOT)
 - Duty Station Manager
 - Asset Management & Logistics
 - Post Holder Terminal
- ADR Security
- Sub-concessionaires
- Airport supply carriers/ Service providers to sub-concessionaires
- Accredited providers (pursuant to security legislation)

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1.3 RESPONSIBILITIES AND COMPETENCES

Funzione	Compiti e responsabilità
Post Holder Terminal	- Responsible for proper implementation of this procedure. - Receives reports from the Duty Station Manager and adopts appropriate measures.
Asset Management & Logistics	- Distributes the procedure to sub-concessionaires of commercial activities and airport supply carriers. - Supports the monitoring of compliance with the requirements.
Duty Station Manager - Ciampino	- In case of non-compliance, immediately suspends supply transfer. - Records the event in the Service Report. - Reports the occurrence to the Post Holder Terminal.
Terminal Assistant (AOT)	- Monitors supply transfer methods. - Verifies the compliance with time slots, permitted routes, and operational prescriptions. - Reports non-compliance occurrences to the Duty Station Manager.
Terminal Agent	- Supports monitoring of supply transfer methods. - Reports non-compliance occurrences to the Duty Station Manager.
ADR Security	- Controls supplies entering the sterile area in compliance with security prescriptions. - Monitors supply transfer methods. - Reports non-compliance to the Duty Station Manager.
Airport Supply Carriers	- Organize the transport of supplies on permitted days and times. - Responsible for respecting load limits, using permitted vehicles, and following authorized routes. - Must verify beforehand that vehicles and loads comply with flooring restrictions.
Sub-concessionaires	- Must inform carriers about applicable requirements and the maximum package dimensions for X-ray checks. - Are jointly responsible for compliance and liable for damages or non-compliance.

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1.4 PROCESS DESCRIPTION

1.4.1 Permitted hours

The transfer of airport supplies within the Commercial Aviation Terminal is permitted during the following time slots:

Giorni	Fasce Orarie
Monday to Sunday	- from 06:30 to 07:30 - from 11:30 to 12:30 - from 19:00 to 03:30 (landside area) - from 19:00 to 23:59 (airside area)

Table 1: Permitted hours for handling airport supplies.

Large supplies intended for the sterile area, requiring the use of vehicles or trucks, must access through the South Vehicle Gate (Mameli Street).

In this case, access is allowed **24/7**, subject to verification of required airside documentation.

1.4.2 Transport Methods for Supplies in the Commercial Terminal

Depending on the carrier's operational needs, the handling of airport supplies might be carried out with the support of different types of rolling equipment (e.g. pallet jacks, trolleys, etc.), **in compliance with the weight limits and requirements outlined in the following sections.**

Supplies on pallet trucks must be transported:

- Stably, wrapped in film, with a total height not exceeding 1.60 m;
- With at least **two operators**: one for handling the pallet truck and one as a forerunner to reduce interference with passengers and ensure safety.

Note: The height limit of 1.60 meters is set to ensure load stability and safety during transport. It is compatible with the maximum permitted weights (200 kg for light pallet jacks; 200 kg for manual trolleys).

If the supply is subject to a security check upon entry into the sterile area, any wrapping film must be removed to allow inspections required by the current National Civil Aviation Security Programme.

Sub-concessionaires operating retail units in the sterile area are responsible to inform transporters of the maximum package dimensions acceptable for screening through standard X-ray equipment (length = 80 cm; depth = 50 cm; height = 35 cm; max weight = 30 kg).

The use of pallet jacks is prohibited outside the time slots specified in paragraph 1.4.1.

Outside these slots, the transportation of supplies is permitted only with manually pushed trolleys.

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1.4.2.1 Flooring resistance limits

According to the technical specifications of the flooring and the test methods, the tiles comply with the following resistance values:

- **85 kg point load** (most critical load);
- **250 kg/m² distributed load** (most tolerable load).

Hence, carriers must comply with these limits to prevent surface damage.

1.4.2.2 Maximum load capacity for internal transport equipment

Equipment	Characteristics (tare, wheel)	Theoretical capacity (su 85 kg/wheel)	Operational limit	Notes
Light electric pallet truck (Jungheinrich EP 123–145 kg; Li-ion 142 kg; HD18 HM 140 kg; KX-QDCX15 212 kg)	Tare: 123–212 kg Support points: 5–6 wheels	Gross load: 425–510 kg Useful Goods: ≈ 213–387 kg	≤ 200 kg of goods	Only light models allowed
4-wheel manual trolley	Tare: 20–25 kg Support points: 4 wheels	Gross load: 340 kg Useful Goods: ≈ 315– 320 kg	≤ 200 kg of goods	Rubber wheels ≥ 40 mm, Ø ≥ 125 mm

Operational note: As a reference, the maximum load limit of 200 kg for a light electric pallet jack is equivalent to approximately 30 cases of 0.5 L bottled water (12 bottles per crate), arranged in 3–4 layers on a standard pallet (80×120 cm). With an actual pallet surface coverage of 80–90%, the distributed load amounts to approximately 230–260 kg/m², which remains within the 250 kg/m² limit.

The total height is approximately 90 cm, which complies with the maximum height limit of 1.60 m set to ensure load stability.

1.4.2.3 Operational prescriptions

The use of standard heavy electric pallet jacks (tare weight > 250 kg) is prohibited. Only light models (tare weight between 123–212 kg) are permitted, with an operational load limit of ≤ 200 kg of goods.

Manual trolleys are allowed, with a maximum load limit of 200 kg.

It is recommended to use rubber, wide, and soft wheels. Handling operations must be performed at walking pace, with particular care at joints, ramps, and access gates.

It is the responsibility of transporters and sub-concessionaires to ensure in advance that the equipment used and the loads handled comply with these restrictions and with the flooring's resistance limits.

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1.4.2.4 Permitted routes

The handling of supplies must be carried out exclusively via the following routes:

- **Landside:** access through the main entrance via revolving doors and ramps (departures and arrivals terminals);
- **Airside:** access through gate 1 bis or South Vehicle Gate, if already permitted on behalf of paragraph 1.4.1.

1.4.3 Monitoring of supply transport activities

AOT, ADR Security personnel and Terminal Agents monitor the execution of supply transport activities within the terminal according to the procedures defined in paragraphs 1.4.1 and 1.4.2. In case of non-compliance with the prescribed requirements, they report the violation to the Duty Station Manager, who immediately suspends the transfer of goods and rejects the shipment. The Duty Station Manager records the incident in the Service Report and notifies the Post Holder Terminal for further action as appropriate.

1.4.4 Penalties application

Failure to comply with the provisions contained in this procedure constitutes a violation of the Airport Regulations of G.B. Pastine Ciampino Airport.

Therefore, in case of non-compliance, the prohibitive measures and sanctions provided by the Regulations shall apply. Particularly those outlined in Section 11 – Compliance Verification, Prohibitive Measures and Sanctions and the related paragraphs (11.1 Compliance Verification, 11.2 Prohibitive Measures, 11.3 Sanctions).

Furthermore, contractual penalties and/or damages may be imposed on sub-concessionaires and authorized operators, up to termination of the agreement in cases stipulated in the sub-concession or authorization contracts.

Such penalties explicitly include compensation for damages resulting from improper behavior, such as damage to walls, tiles, flooring, or other terminal structures, in accordance with the provisions of the Airport Regulations.

It is hereby understood that the Duty Station Manager, in accordance with paragraph 1.4.3, shall order the immediate suspension of the supply transfer and report the event to the Post Holder Terminal for further action as appropriate.