

**DOCUMENT APPROVAL FLOW**

<b>Function</b>	<b>Role</b>	<b>Name</b>
<b>Compiled by</b>	<b>Security Management</b>	<b>Barbara Pierantonio</b>
<b>Checked by</b>	<b>Deputy Post Holder Terminal</b>	<b>Iuri Botticelli</b>
<b>Authorized by</b>	<b>Security Manager</b>	<b>Giacomo Carleschi</b>
<b>Authorized by</b>	<b>Post Holder Terminal</b>	<b>Federica Pistola</b>

## Summary

<b>1. Preamble</b>	3
<b>2. Regulatory references</b>	3
<b>3. Objective</b>	3
<b>4. Scope of application</b>	3
<b>5. Cobus timetable to/from the satellite</b>	4
<b>6. Transport from Terminal 3 towards the satellite</b>	4
<b>7. Transport from the satellite towards Terminal 3</b>	4
<b>8. Manning and Operational Activities Schedule</b>	4
<b>9. Opening/Closing of cobus access areas</b>	5

## **EDITION AND REVISIONS**

<b>Edition</b>	<b>Revision</b>	<b>Date</b>
0	0 – Entire document	December 29th 2025

### **1. Preamble**

This procedure regulates the mode of transport to/from the Satellite.

### **2. Regulatory references**

- Reg. (EC) no. 300/2008 and subsequent amendments and additions
- Reg. (EU) no. 1998/2015 and subsequent amendments and additions
- National Security Program and subsequent amendments and additions
- Airport Regulation and subsequent amendments and additions

### **3. Objective**

The purpose of this procedure is to regulate the transport modalities to/from the satellite, illustrating the routes to be followed, as well as the personnel involved, in order to comply with the current regulatory provisions, safeguarding the related security aspects.

### **4. Scope of application**

This procedure applies to:

- Arriving and departing passengers.
- Holders of the following airport id cards who, for operational reasons, need to access the satellite:
  - Red 1;
  - Green 2-6 + any other areas;
  - Orange 2;
  - Blue 2. Notwithstanding the provisions of the National Security Program, holders of this id card may only access the airside area through the routes indicated in this document and only for operational reasons.

## **5. Cobus timetable to/from the satellite**

- Day service: from 05:00 to 24:00\*.
- Night service: from 24:00 to 05:00\*. This service is exclusively available for staff (authorized personnel). During the nightshift, transport is carried out by 2 cobuses, one stationed at Tango 1 and the other at T3 remote arrivals.

*\*The timetable may be subject to changes based on flight operations*

## **6. Transport from Terminal 3 towards the satellite**

- Access to the cobuses, during daytime hours, is through the former gate E8 (starting from March 1st, or such other date as may be notified by the Airport Operator, the former gate E8 will be replaced by gate E54). To reach the gates mentioned above, follow the signs for gates E31-44.
- The disembarkation point is stand Tango 1 – level 2;
- The pick-up point during night hours, exclusively for staff, is located at the T3 remote arrivals entrance, while the arrival point is Tango 1 level 2, both accessible via badge reader

## **7. Transport from the satellite towards Terminal 3**

- Access to the cobuses is at level 2 – adjacent to gate E32;
- The disembarkation point, in both day and night hours, is the T3 remote arrivals;
- The night-hour pick-up point towards the Terminal will be at Tango 1 – level 2, with access via badge reader and will drop off staff at the T3 remote arrivals;
- Once disembarkation operations are completed, it is the duty of the cobus driver to inspect the interior of the vehicle to verify that there are no people, baggage, or other objects inside. In the event that people are present, they must be invited to get off; in the event that objects are present, they must be treated as objects found within the customs area.

## **8. Manning and Operational Activities Schedule**

- Manning services are scheduled from 05:00 to 24:00:
- **Former E8 - level 2 and door adjacent to gate E32 - level 2:** Terminal personnel. Terminal Personnel must facilitate the boarding of passengers onto the cobus, preventing

them from lingering on the platform;

- **Tango 1 – level 2:** manned by a Security Guard. The Security Guard must ensure that there is no mixing between arriving passengers and departing passengers who have already undergone screening. Furthermore the Security Guard must ensure that passengers, once they have alighted from the cobus, immediately head inside the terminal, without lingering on the platform.
- **Satellite central platform – level 6:** Manned by a Security Guard. The Security Guard must ensure that only authorized passengers access through the two service doors present there, preventing unauthorized people and/or passengers from following in.

## 9. Opening/Closing of cobus access areas

- **Former E8 (directions to gate E31-44):**
  - ✓ **Entity in charge of the service:** ADR - Terminal personnel.
  - ✓ **04:50:** opening of the door in automatic bidirectional mode (entry and exit).
  - ✓ **24:00:** closing of the door in block mode.
- **Satellite - level 2, adjacent to gate E32:**
  - ✓ **Entity in charge of the service:** ADR Security.
  - ✓ **04:50:** opening of the door in automatic bidirectional mode (entry and exit). The Security Guard, before leaving the post, must obligatorily await the arrival of the Terminal Staff member in charge of the service.
  - ✓ **24:00:** Closing of the door in block mode. The Terminal Staff member in charge of the service must obligatorily await the arrival of the ADR Security Guard before leaving the post.
- **Tango 1 - level 2:**
  - ✓ **Entity in charge of the service:** ADR Security.
  - ✓ **04:50:** opening of the door in automatic bidirectional mode (entry and exit).
  - ✓ **24:00:** Closing of the door in block mode.
  - ✓ **From 24:00 to 05:00:** The door may be opened via badge reader by authorized personnel (holders of Airport Passes Red 1, Green 2 – 6 plus any other areas, and Blue 2).