



Tirana International Airport  
Nënë Tereza



AIRPORT  
USER  
MANUAL  
(AUM)

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Operator  
**Tirana International Airport**  
International designation  
**ICAO-CODE: LATI**  
**IATA-CODE: TIA**

### Address

Postal address

Tirana International Airport

Terminal Building

Rinas Albania

Company address

Tirana International Airport

Administration Building

Rinas Albania

### SITA connection

TIA COXH Operation Duty Manager-ODM

TIA APXH Operation Duty Manager-ODM

### E-mail

Administration: [info@tirana-airport.com](mailto:info@tirana-airport.com)

Call Center: [ccoperator@tirana-airport.com](mailto:ccoperator@tirana-airport.com)

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### Telephone

+355 4 2381 600 (Reception)

+355 4 2381 800 (Call Center 24 h)

+355 69 20 22005 (ODM 24 h)

+355 4 2381 754 (First Aid 24 h)

+355 4 2381 204 (RFFS 24 h)

### Fax

+355 4 2381 536 (ODM)

### Ground Handling Company

#### SITA Connection

TIA KPXH Passengers Handling

TIA KKXH Ramp Handling Service

TIA LLXH Lost & Found

TIA FHXH Cargo Services

#### Telephone

+355 4 2381 684

+355 4 2381 685

+355 4 2381 681

+355 4 2381 682

Import: +355 4 2381 712

Export: +355 4 2381 713

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## **PART I. Description of Airport**

### **1. The Airport Site and Services**

#### **1.1 Airport location and airport points of reference**

##### **1.1.1 Airport name**

TIRANA INTERNATIONAL AIRPORT “NËNË TEREZA”

##### **1.1.2 Airport location**

17 km from Tirana Aerodrom plan

##### **1.1.3 Geographic position of the aerodrome (Length and width)**

41° 24' 53" N

19° 43' 14" E

##### **1.1.4 Reference points and altitude**

41° 24' 53" N

19° 43' 14" E Center of runway

##### **1.1.5 Runway altitude**

32.9 m

##### **1.1.6 Reference temperature of aerodrome**

24°C July

##### **1.1.7 Operating hours**

Customs and Immigration: 24/7 (Cargo Services 09:00-17:00 from Monday to Friday)

Health and Hygiene: 24/7

Fuelling: 24/7

Ground Handling: 24/7

Security Services: 24/7

De-Icing Services: 24/7



## 1.2 Airport Operating Facilities

### 1.2.1 Take-off and landing runway

Runway	True Brg	Runway dimensions	Hardness and surface of the runway	Altitude and coordinates
1	2	3	4	6
18	175 DEO 173 MAG	2735 x 45	PCN 60/F/C/W/T	41 25 37.13N 019 43 08.19E Altitude THR 33m
36	355 GEO 353 MAG	2735 x 45	PCN 60/F/C/W/T	41 24 08.94N 019 43 19.91E Altitude THR 38m
Inclination of runway	Dimensions	Dimensions	Dimensions of runway strip	Notes
7	8	9	10	12
+ 1.2 %	NIL	342 x 150	2870x150	NIL
+1.2 %	NIL	242 x 150	2870x 150	

### 1.2.2 Runway length

2735 meters

### 1.2.3 Taxiways C, D, E, W

Width: 23 meters

Surface: Asphalt (C and W), Concrete (D and E)

Hardness: PCN 60/F/C/W/T (C and W), PCN 60/R/C/W/T (D and E)

### 1.2.4 Apron, taxiways and control points / position data

1	Apron surface and hardness	Surface: Concrete Hardness: PCN 60/R/C/W/T
2	Location of control points and altitude	Location: Apron sur. 56,000m <sup>2</sup> Altitude: 33 meters (108 feet)
3	Control points	NIL
4	Control points	See charts
5	Notes	NIL

#### 1.2.5 Helicopter landing pad

There is no landing pad for helicopters only. ATC in coordination with Marshaller determines the places for landing helicopters.

#### 1.2.6 Handling Facilities

The Airport has a new Passenger Terminal in which are provided all services in compliance with international standards and efficient facilities for passengers and third parties. The airport has also one VIP dedicated area for the Government services. All necessary equipment is in place.

The Cargo Terminal is equipped with all necessary facilities for Cargo Handling.

### 1.3 Flight Operation Services

#### 1.3.1 Fire fighting vehicles and rescue equipment

Fire fighting vehicles and rescue equipment are available as required by level of operations and ICAO requirements (in compliance with ICAO cat VII).

**Rescue and Fire Fighting Service number +355 4 2381 204**

#### 1.3.2 Medical services

The First Aid Unit is located inside the Terminal and is operated by medical personnel operating 24/7.

**First Aid number +355 4 2381 754**

First Aid Unit provides the help and transport for disabled passengers. The First Aid Unit offers assistance to sick and injured persons. Rescue and service to injured person in case of emergency is done in collaboration with Fire Fighting Brigade. There is a Health Check Point in the Passenger Terminal at Arrivals, which offers sanitary and epidemic checks for passengers.

#### 1.3.3 Support of persons requiring assistance

Assistance to unaccompanied minors is the responsibility of Ground Handling Services. Wheelchair service is offered 24/7 for PRM-s in cooperation between Ground Handling and First Aid.

#### 1.3.4. Usability depending on season and snow clearing equipment

Weather conditions allow TIA to be operative in general.

#### 1.3.5 Fuelling facilities

Fueling company provides fuel types like: JET A1 (Kerosene) and Avgas 100 LL (Aviation Gasoline) and keeps necessary available fuel in storage.

#### 1.3.6 De-Icing of aircraft

The De-Icing process, provided by TIA, is done while the aircrafts are in apron. Special rules are applied for turbo propeller aircraft. For further details should be referred to TIA-s procedure on De/Anti-Icing.

Application for De-Icing. The De-Icing application should be done through a request to Ramp Handling Supervisors at TIA.

### 1.4 General information

In addition to passenger and aircraft services, many other services are offered throughout the airport. These include car parking, restaurants, and shops. The airport is linked with local public transport and has its own highway junction. The area in front of the terminal is used only for dropping off the departing passengers. There is another separate area assigned for location of busses and taxis. All other vehicles, including busses, require a TIA permit.

Measures will be taken toward users that breach the rules for temporary parking necessary only for the time to drop off passengers at the Airport drop off area, including the removal of cars.

Further information is available at [www.tirana-airport.com](http://www.tirana-airport.com) or from the Call Center Operator (tel: +355 4 2381 800) or by E-mail: [info@tirana-airport.com](mailto:info@tirana-airport.com).

## **PART II. Regulations for use**

### **1. Scope of the AUM**

All persons entering the airport must observe the regulations of the AUM and the TIA instructions issued for their implementation.

Where regulations and instructions apply to aircraft operators they apply as well to the owners of the aircraft and to persons using the aircraft who are not the operator or owner of the aircraft.

### **2. Use by Aircraft**

#### **2.1 Authorization to take off and land including reporting procedure**

Authorization to take off and land including reporting procedure are provided by GDCA on the published tel/fax number: +355 4 2226 232.

Use of the airport is permitted against payment of the charges in the currently published by Tirana International Airport for aircraft up to the PCN values published in the AIP. Usage restrictions and other conditions for flight operations are also published in AIP.

Aircraft operators or their agents must announce their flight plans to and from TIA well in advance providing the information necessary for the proper management of flight operations and of personnel such as flight times, aircraft type used and the current course of flights. This also applies to the cancellation of planned flights. If a flight is cancelled at short notice (less than 24 hours prior to the departure time), TIA may, in accordance with its list of charges, charge the aircraft operator or his agent for the costs incurred up to the cancellation.

#### **2.2 Take-off and landing facilities**

The take-off and landing runway is to be used for take-off and landing, the taxiways or other specially designated areas for taxiing. Pilots must follow the instructions of ATS Control Tower and Follow-me.

## 2.3 The apron

The apron is used for the ground handling of aircraft. Any other use (e.g. for parking aircraft, major maintenance work or engine run-ups with idle power) is allowed only with the permission of the ODM.

## 2.4 Taxiing, towing and push-back

Aircraft may be moved under their own power only by persons authorized to do this.

Aircraft may taxi in the apron area with only the minimum engine speed necessary.

If necessary, aircraft will be towed by TIA in cooperation with the aircraft operator. They may be moved only by persons authorized to do so. Towing and pushing must be carried out according to the TIA procedures. Unimpeded communication between the towing vehicle and the cockpit, Follow me and Tower Controller must be ensured.

Where a push-back vehicle with a towing rod is used there must be a pilot or expert technician in the aircraft cockpit. Where a push-back vehicle with no towing rod is used, the two front pilot's seats may not be occupied to avoid any accidental activation of the aircraft brake.

The aircraft operator is responsible for keeping a stock of towing rods.

To maintain the necessary safety distances between the engines and push-back vehicles in the case of accompanied push-back (WOA – walk out assistance), the WOA must take up a position in or on (standing place) the push-back vehicles during push-back processes. In the case of push-back vehicles with a towing rod the WOA must walk beside the push-back vehicles and may not take up a place in or on the push-back vehicles. The headset cable connection between WOA and the aircraft must be at least 5 m long. The speed of push-back operations may not exceed 5 km/h. There may be no stepping over the towing rod or walking under the aircraft during push-back operations.

After the completion of the push-back operation, the WOA should if possible drive back to his original position or to his next place of duty in the push-back vehicle. Otherwise the WOA must leave the apron on foot by the shortest route. Other vehicles are not allowed on to the apron to pick up the WOA.

Only adequately trained personnel may be employed as WOA. TIA is authorized to check the necessary evidence of training at any time.

Reversing (without an aircraft attached) is always forbidden for push-back vehicles with towing rod attached. When not towing, towing rods may only be pulled.

## **2.5 Operations and terminal**

There is no special apron for General Aviation. General Aviation aircraft use the same parking place as Commercial Aircraft. Aircraft parking is available for ICAO C- Code Aircraft.

## **2.6 Parking**

Parking places are allocated by TIA. If an aircraft spends longer than one hour at the airport its operator must, at TIA's request, park it on an allocated parking position. TIA may demand that the aircraft be moved to a different parking position at any time for security or operational reasons.

It is the duty of the aircraft operator to provide lights for a parked aircraft, this must be done in the time between sunset and sunrise and when visibility is poor. TIA provides guide by using cones (rubber cones) or light signals.

The legal provisions in accordance with the Ground Handling Agreement apply to the parking of aircraft. TIA is obliged to keep the parking places of aircraft only if special arrangements have been made in advance.

## **2.7 Engine run-ups**

Aircraft operators must observe the regulations on ground run-ups. Engine run-ups are not allowed on the apron. In case of an engine test, the aircraft is provided with a proper allocation in the maneuvering area in coordination with the ATS Control Tower and ODM.

## **2.8 APU operation**

To avoid additional noise on the ground and to reduce further emissions for the protection of all employees and residents of adjacent residential areas, emissions from Aircraft Power Units (APU) for which the pilot is responsible should be kept to a minimum. If it is necessary to operate an APU for cabin air-conditioning, the APU should not be switched on until an appropriate time before passengers board.

## **2.9 Fuel supply**

The Company supplying aircraft with fuels must have a respective license.

## **2.10 Maintenance work**

Major maintenance work on aircraft may be carried out only in areas allocated by TIA.

## **2.11 Disabled aircraft**

If an aircraft is standing disabled at the airport, TIA may remove it from the core area without a special commission by the aircraft operator and at his cost where this is necessary to flight operations. If TIA considers that the fire services are required for the removal, movement or accompaniment of the disabled aircraft, the aircraft operator must bear their cost as well. TIA shall be liable for damage only if it was caused with intent or through gross negligence.

The conditions of the paragraph above also apply if the aircraft operator has commissioned (removal contract between TIA and the aircraft operator) the removal of his disabled aircraft from the core area or assistance with its removal. If an aircraft remains standing disabled and TIA suffers material damage because of this, this damage is to be made good by the aircraft operator.

## **3. Ground handling services**

### **3.1 General**

TIA SHPK is authorized to offer the Ground Handling Services at the Airport.

### **3.2 Indemnity insurance**

TIA provides indemnity insurance in accordance with the Standard defined in the Ground Handling Agreement.

### **3.3 Coordinator**

For the duration of the handling procedure at the aircraft, the aircraft operator must appoint a responsible coordinator who may give instructions and who is available as a contact for all persons involved in the handling. The coordinator is responsible for correct and safe aircraft handling. To enable them to be identified more quickly, TIA may specify that coordinators can be distinguished by uniform.

### **3.4 Baggage handling systems**

TIA uses a fully-automatic Baggage and Scanning system in accordance with ICAO and EU regulations. Baggage sorting is done through Bar Code reading. This information is processed by the Departure Control System.

## **4. Vehicular and Pedestrian Entry onto and other Use of the Airport Premises**

### **4.1 Roads, areas and entrances**

The airport roads and areas are not dedicated to public traffic. TIA may restrict or bar traffic on roads and areas for operational reasons. Users must observe the Road Traffic Order, the traffic and safety regulations issued by TIA including the list of measures drawn up by TIA in the case of breaches of the AUM and the traffic and safety regulations for the restricted areas of the airport premises. Drivers driving vehicles on the apron area must be in possession of a company driving license issued by TIA.

Vehicular and pedestrian access to the airport premises is possible only via the roads, entrances and gates approved by TIA for this purpose.

### **4.2 Vehicles and equipment**

If vehicles and equipment are used at the airport their registered owner is responsible for their operational safety and roadworthiness. Vehicles and equipment must bear the name and business address of the registered owner in a clearly visible position.

Vehicles and equipment may load or unload passengers and baggage only at the points specified by TIA. This also applies to the loading and unloading of freight. The direct loading of bulk goods and heavy goods on the apron must be especially agreed in advance with the ODM (Tel: +355 4 2381 753 / Mob: +355 69 20 22005).

Vehicles and equipment may be parked only on designated areas for parking. Incorrectly parked vehicles and equipment will be towed away at the owner's cost.

Maintenance work, fuelling and the washing and cleaning of vehicles and equipment may be carried out only at the areas allocated by TIA.



## 4.3 Restricted facilities

### 4.3.1 General

Vehicular and pedestrian access to areas within the fenced-in airport premises which have not been approved for general traffic is permitted only with the agreement of TIA or other authorized party. This plant includes:

- take-off and landing runway
- apron and taxiing areas
- waiting areas
- baggage and handling areas
- fire services building
- headquarter
- heating plant
- lighting and flight security facilities
- taxiways and their safety strips
- workshops
- transit areas
- operations
- computer centers
- power supply plant
- construction sites

TIA may grant permission according to the above mentioned generally or in individual cases and revoke it at any time for a serious reason.

Restricted facilities may be inspected only when accompanied by a responsible TIA agent. Aircraft may not be touched and the taxiing area may not be entered on the visitor's own initiative, if they do not have special permit.

Civil Aviation Authority, Customs, Police and health authorities, ATS and the Albanian Meteorological Service may, in agreement with TIA, enter restricted areas by car or on foot in the execution of their duties.

Vehicles driving in restricted areas must, at the request of TIA, be proved with a number of a size and shape specified by TIA.

Aircraft may be entered only with the permission of the aircraft operator.

### 4.3.2 The taxiing area

Third Parties communicate and coordinate with the Follow Me staff or ODM and provide coordinated actions with the ATS Control Tower.

Vehicles entering the taxiing area in the dark must be lit in such a way that their movements can be followed by the ATS, the Marshaller and the ODM. The taxiing area may be entered only by vehicles which

- are in constant radio voice communication with the ATS and are provided with revolving lights or
- are guided by a follow-me vehicle.

In agreement with the ATS, TIA may allow exceptions to this.

#### 4.3.3 The apron

Maximum speed on the aprons, as for the entire airport area, is 5 km/h, except for service roads for which it is 25 km/h. This speed limit does not apply to follow-me vehicles, fire-fighting, medical and rescue vehicles in operation (with blue or red revolving lights switched on). During low visibility operations the speed will be limited to minimum.

The apron may be entered only by vehicles permitted by TIA to handle aircraft, by fire-fighting and medical vehicles and by the vehicles of the authorities responsible. Other vehicles require the special permission of TIA.

### 4.4 Order, cleanliness and safety

#### 4.4.1 FOD

Anyone entering the core areas of the airport by car or on foot must immediately pick up objects (FOD – foreign object debris/damage) which could damage aircraft, e.g. screws, lugs, case handles, paper or film and dispose of it in the FOD boxes provided. Anyone waiting at a handling position for an aircraft to taxi to or from it must convince himself that the area is free of FOD. The list of measures mentioned in 4.1 applies as appropriate to breaches here.

#### 4.4.2 Impeding traffic and causing dirt

The ODM (Tel. +355 4 2381 753 / Mob: +355 69 20 22005) is always to be informed immediately of obstacles to traffic, heaving soiling or foreign bodies which cannot be removed immediately by the person causing them. In general, all obstacles to traffic are to be marked. If the obstacles are in the aircraft taxiing area or the taxi ways to and from handling positions, ATS Control Tower has also to be informed.

#### 4.4.3 PPE

All persons carrying out activities on core areas must wear Personal Protective Equipment (PPE) clothing in compliance with European standards.

### 4.5 Accompanying animals

Accompanying animals must be secured, kept on a lead or in appropriate transport boxes.

## **5. Other activities**

### **5.1 Commercial activities other than ground handling services**

Commercial activities other than ground handling services according to Chapter 3 are permissible only on the basis of an agreement with TIA (against a fee). This also applies to recording and transmissions on video and sound media. Collections, advertising and the distribution of leaflets and other printed material require the approval of TIA. This also applies to the distribution of advertising gifts and samples.

### **5.2 Indemnity insurance**

Indemnity insurance is provided in compliance with the Service Level Agreement.

### **5.3 Storage**

Hazardous goods in particular nuclear fuels and other radioactive substances, may only be stored or handled in the permitted storage areas with the permission of TIA represented by its officer for radiation protection or hazardous goods, in compliance with the relevant legislation. The currently valid version of TIA's radiation protection instructions are to be applied.

All legal regulations must be observed when storing, filling or handling substances which could pollute the water supply. Officers of TIA or the authorized inspectorates' body are to be granted unimpeded access to the storage areas for inspection purposes.

Freight, building material, equipment etc. may be parked or stored outside of the areas or rooms rented for this purpose only with the approval of TIA.

### **5.4 Construction work**

Construction work on or in the vicinity of core areas may not commence without the previous approval of ODM. TIA's regulations on construction sites and special provisions concerning construction work in water conservation zones must be observed.

## **6. Safety regulations**

### **6.1 General**

The safety regulations based on the law, other legal provisions, the state of the art, labor and hygiene regulations and other proven ergonomic and safety research and the safety regulations in Annex 1 must be observed. Companies operating on the airport premises must provide TIA with proof of a suitable organization for labor protection.

### **6.2 Emergency Response Plan**

TIA's Emergency Response Plan lays down behavior and procedure for accidents and dangerous situations. It has been drawn up or updated in compliance with Albanian legislation and international provisions as laid down e.g. in the ICAO Annexes. The currently valid version available for third parties is to be observed by users and is binding.

### **6.3 Safety Management System**

TIA operates a Safety Management System (SMS) in compliance with the specifications of ICAO Annex 14. A major part of this is the inclusion, in a binding, responsible manner, of the companies operating at the airport. Details and the extent of the integration of the companies are specified by TIA in individual cases. The regulations of the SMS are binding on all persons covered by the AUM.

**Safety Awareness Training** is mandatory for all airside operators who are in possession of a permanent ID card.

**Airside Driving Training** is mandatory for all drivers on airside in possession of a permanent ID card.

## **7. Lost Property**

Property found on airport premises is to be handed in immediately to the TIA Lost and Found Office (+355 4 2381 681 or +355 4 2381 682). The ODM must be informed.

## **8. Environmental Protection**

The currently valid version of the TIA environmental regulations and Guidelines for Environmental Health and Safety must be observed.

## 8.1 Soiling

Soiling and dirt on airport premises should be avoided. Any soiling and dirt caused is to be removed by the person causing it. If this is not done, TIA may remove it or have it removed at the expense of the person causing it. At all events an appropriate report must be made to the ODM (Tel. +355 69 20 22005). Environmentally-damaging substances are to be prevented from escaping and are to be cleaned up. If their leakage cannot be cleaned up completely immediately the airport fire service must be informed.

## 8.2 Effluent

TIA operates a drainage system for the surface water and a Waste Water Treatment Plant for the wastewater.

Rainwater from the airfield, roads, roofs and open areas, is collected in a surface water drainage system. The water is mechanically treated by oil separators before being discharged into the surface water drainage system.

The Waste Water Treatment Plant purifies wastewater from the passenger terminal, operations and administration buildings, and aircraft, before final discharge into the River Tërkuza.

In order to comply with the relevant official requirements, provisions and tolerances, all changes to, maintenance of and changes of the drainage system, WWTP, and short-term or provisional disposal must be reported to TIA before measures begin. Facilities through which cleaning water, gasoline, oils, grease or other light-density substances could enter effluent may be operated only after an agreement with TIA and appropriate equipment for separating these substances are available. The use of chemicals and special cleaning agents must also be agreed with TIA. For inspection purposes and to prevent improper disposal, TIA employees responsible for the operation of WWTP are to be allowed access to operating areas at all times. TIA accepts no liability for the costs and damage caused by improperly operated facilities.

## 8.3 Waste

The collection, preparation and disposal of waste at the airport is to be carried out according to the provisions of the Law No. 9010, date 13.2.2003 "On environmental administration of solid wastes" and law No. 9537 "On administration of hazardous wastes", dated 18.05.2006 and TIA-s internal regulation on waste and recycling. Where the TIA waste collection stations are used, the environmental regulations in the tenancy contract and last version of TIA Waste Regulations shall apply.

Any danger of fire and explosion through the improper treatment of waste until disposal is to be avoided.

Empty fuel and lubricant containers and empty high-pressure storage containers for hazardous materials must be stored only in the areas defined for them until disposal. Combustible waste (lubricant and fuel residues, used cleaning material etc.) is to be collected in the metal containers with airtight lids designated for them. The containers are to be emptied frequently so as to prevent the self-combustion of the waste. Oil traps and similar containers are to be properly emptied and cleaned after use.

Waste which cannot be disposed of via the assigned waste collection points may be removed from TIA premises by tenants themselves in accordance with Albanian regulations or with approval of TIA by its certified waste subcontractor.

## **9. Agreement and permits**

The agreements, approvals and permits required according to these AUM must always be obtained in advance.

## **10. Breaches of the AUM**

TIA may ban from the airport at any time any person acting in breach of these AUM or TIA instructions issued on the basis of these Regulations.

## **11. Place of fulfillment and jurisdiction**

The place of fulfillment and jurisdiction for disputes and obligations arising from the AUM is Tirana.

## **12. Authorized recipient**

Aircraft operators with no place of residence or business in Albania must, on request, name to TIA an authorized recipient within Albania.

This Airport User Manual shall come into force on January 2010.

**Tirana International Airport SHPK**

## Part III - Miscellaneous

### 1. List of Abbreviations

AD	- Aerodrome
AIP	- Aeronautical Information Publication
APU	- Auxiliary Power Unit
ATS	- Air Traffic Services
AUM	- Airport User Manual
BRG	- Bearing
C	- Concrete
DSC	- Departure Control System
F	- Flexible
FOD	- Foreign Object Debris/Damage
GDCA	- General Directorate of Aviation
GEO	- Geographic
IATA	- International Airport Transport Association
ICAO	- International Civil Aviation Organization
ID	- Identification
L	- Left
LDM	- Load Distribution Message
LMC	- Last Minute Check-in
MAG	- Magnetic
N	- North or northern latitude "E" is used as well
NATA	- National Air Traffic Agency
NOTAM	- Notice for Airmen
ODM	- Operation Duty Manager
PCN	- Pavement Classification Number
PRM	- Passengers with Reduced Mobility
PPE	- Personal Protective Equipment
R	- Right
RFFS	- Rescue and Fire Fighting Service
RWU	- Runway
SMS	- Safety Management System
SOP	- Standard Operating Procedure
SUP	- Supplement
SW	- South West (wind direction)

T	- Temperature
THR	- Threshold
TIA	- Tirana International Airport
TWY	- Taxiway
ULD	- Unit Load Devices
W	- White
WOA	- Walk out Assistance
WWTP	- Waste Water Treatment Plant

## 2. Contacts

The Operations Division of TIA is happy to answer any questions you may have concerning the Airport User Manual. The contacts are:

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**ANNEX 1****AUM Safety Regulations****1. Handling of fuels**

Aircraft may not be fuelled or defuelled while the engines are running.

The fuelling of aircraft with passengers on board is permissible only in the presence of a suitable fire-fighting vehicle of the airport fire service with operating personnel (2 persons).

The defuelling of aircraft with passengers on board is not permitted.

The overflow and spillage of fuels is to be avoided. If fuel has overflowed or spilled. A safety distance of 15 m applies until the fuel has evaporated or been removed. The airport fire service (Tel: +355 4 2381 204) must be informed immediately.

Fuel supply vehicles must be equipped according to the regulations with fire extinguishers.

**2. Operation of aircraft engines/propellers**

Ground run-ups may be performed only at the times specified by the aviation authority responsible in the sequence laid down by TIA or the operator of the noise protection facilities.

Before the engines are started the aircraft's landing gear must be adequately secured through brake blocks or landing gear brakes.

As a warning of the danger from running engines, the aircraft's anti-collision lights are to be switched on before starting the engines/propeller and are not to be switched off until they come to a standstill. This procedure is to be observed both day and night.

Engines/propellers may only be started up and run if the cockpit is occupied by a pilot or expert technician.

Anyone starting up engines/propellers or in charge of their running must make sure that no persons could be injured or objects damaged by the jet blast/prop blast.

Engines/propellers may not be operated at high revs on any aprons. Idle power only is allowed for ground run-ups. The permission for idle power is to be obtained in advance from Marshaller, Ground Engineer or the ODM (+355 69 20 22005).

### **3. Ban on smoking, naked flames and alcohol**

There is a general ban on smoking and alcohol and the use of naked flame throughout the operating area of the airport. Smoking is allowed only in the areas designated for it.

### **4. Vehicles and equipment with combustion engines**

The vehicles and equipment used on the aprons and workshops must comply with the relevant regulations and be in proper, road-worthy condition at all times.

### **5. Storage of materials, equipment, fuels and waste**

Materials, equipment, fuels and waste are to be stored in such a way that they represent no danger to persons, assets or the environment.

Lubricants are to be stored within or in the vicinity of workshops in containers with proper dispensers.

### **6. Rescue and Fire Fighting Service**

As soon as a fire breaks out:

- the fire alarms are to be activated or
- the airport fire service (Tel. +355 4 2381 204) is to be informed.

In the case of accidents involving injury to persons (injury or death) the airport fire service (Tel. +355 4 2381 204) and the ODM (Tel. +335 69 20 22005) are to be informed immediately.

The Emergency Response Plan for third parties for Tirana International Airport applies to rescue measures in the case of aircraft accidents.

### **7. Regulations on ID cards**

The regulations on ID cards apply to the leaving and entering of restricted areas and the security area. Particular reference is made to the obligation to wear ID cards in the prescribed manner. In addition to this, the insurance provisions and regulations described in Part II, chapters 3.2 and 5.2 apply to the issue of one-day/visitor's ID cards.

Airport authorities have the right to ban entrance into the airport premises if airport users are not fully compliant with regulations.

## **ANNEX 2 List of measures in the case of breaches of the AUM and the traffic and safety regulations for the restricted areas of the airport**

Schedule 39 of the Concession Agreement stipulates that the airport operator must maintain the airport in a safe condition and operate it properly. Thus TIA, as operator of Tirana International Airport, is responsible for safety and order and must initiate everything necessary to prevent events which would detract from the safe and proper operation of the airport. Suitable measures are to be taken to this end. The following list of measures supports compliance with the AUM and the traffic and safety regulations for the restricted areas of the airport.

### **1. Aim and purpose**

ODM is responsible for the supervision of flight operations and for safety in the operating areas of the restricted sector of Tirana International Airport. Pedestrian and vehicular traffic must be supervised in order to maintain traffic regulations. In order to create greater clarity for all involved and in the interests of greater justice in individual cases, Operation Management has put in place a list of measures applicable to breaches of regulations.

**The aim of the list of measures is to ensure standardized procedures in the case of breaches of the AUM and traffic safety in the restricted sector of the airport.**

The list of measures contains information about sanctions, the groups of persons involved and documentation.

### **2. The legal basis of the list of measures**

- Law of Concession Agreement
- Air Code
- Airport User Manual (AUM)
- Airside Safety Instructions Booklet
- Licensing regulations for driving vehicles in the restricted sector of the airport
- Safety Management System (SMS)

### **3. Scope of application**

This list of measures applies to all persons entering and moving around and / or driving in the restricted sector (with the exception of passengers).

#### **4. Monitoring the regulations**

In the interest of safety all persons are requested to report breaches of the Airside Safety Instructions to the ODM.

#### **The instructions of the ODM and Ramp Supervision MUST be obeyed!**

ODM is authorized to carry out checks on persons and vehicles and to take any measures necessary to maintain the regulations.

#### **5. Measures in the case of breaches**

The ODM is authorized to withdraw permissions to drive on the apron with immediate effect if the airside driver has breached the rules. This applies in particular if the airside driver has ignored legal regulations and/or company regulations or orders in a particularly dangerous manner. This does not affect potential measures which can be imposed according to the AUM. All breaches should be quickly followed by a verbal caution from the ODM in which is explained to the airside driver that he has breached regulations and he is informed of further measures:

- his person details are taken by the ODM;
- his superior is informed in writing;
- the airside driver is given a written warning;
- the sanctions are given as per chapter 6.

#### **6. Regulations' breaches**

##### **6.1 Breaches**

- Failing to drive at walking pace in the vicinity of an aircraft parked in the security zone
- Driving on taxiing corridors outside of the marked driving lanes
- Parking a vehicle outside of the designated markings or allocated areas
- Soiling core areas, airport plant, causing FOD and not removing it
- Parking and leaving vehicles in the taxiing areas, restricted areas marked by hatching, in front of bus gates, fire service preparation areas
- Blocking the exit route for tanker trucks

- Inadmissible transport of persons/ improper transport of freight
- Driving a vehicle with safety deficits or which is not in roadworthy condition
- Failing to observe the safety distances in the emergency area around aircraft
- Exceeding the maximum speed limit by up to 15 km/h
- Exceeding the maximum speed limit by up to 20 km/h
- Exceeding the maximum speed limit by more than 20 km/h
- Driving on apron areas outside of the marked driving lanes
- Driving a vehicle/equipment without a valid company driving license
- Leaving the site of an accident without recording what happened in spite of possible involvement in the accident
- Failure to observe the ban on smoking
- Leaving unattended a vehicle with engine running
- Failure to observe special rights for vehicles in operation
- Failure to observe right of way
- Accessing the airside area without the high visibility vest and proper PPE

The penalties in case of the above mentioned breaches of the regulations, consists in a written warning, suspension of the airside driving permit/airside access and/or revocation/abrogation of the airside driving license/ID card.

- In case of 2 written warnings during a 12 month period, the Airside Driving Permit/ ID card will be automatically suspended (suspension of the airside driving permit/ airside access could be not less than 90 days and not more than 365 days).
- In case of 3 written warning during a 12 month period, the Airside Driving Permit/ ID card will be automatically revoked.

TIA will provide to the company/department management a copy of all written warnings given in case of breaches of the regulations to the airside driver/airside operator.

## 6.2 Serious breaches

In the case of the following serious breaches the offender's driving license is withdrawn immediately or a ban on entering the apron area is imposed:

- Driving on apron areas outside of the designated driving lanes or in the taxiing corridors in conjunction with obstructing or endangering an aircraft
- Driving on core areas (taxiways and/or runway) without permission
- Driving a vehicle under the influence of drugs or alcohol.

- Driving in the restricted areas of the airport without a driving license (not a company driving license)
- Other particular serious offences, in particular where major legal assets are jeopardized.

## **7. Collection of data**

Data serve a particular purpose and are used to monitor operational and traffic safety. The data/incidents are analyzed statistically. Attention is paid to data protection. All data are deleted three years after the last entry. All persons concerned have a right to inspect their data sheet. An application of this nature should be made in writing to the ODM. The data can be inspected there.

## **8. Reduction in the balance**

If the offender commits no further breaches within a period of 18 months after the latest one, the previous breaches will not be taken into consideration.



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