|  |  |
| --- | --- |
| Requesting company stamp or letterhead | **Spett.le SEA spa**  **Dir. Security Management**  **Airport Badge Service Linate** |
| **Object: Request for “Visitor pass”**  In respect of EEC regulation no. 185/2010 issued 4/3/2010 and current ENAC guidelines “Access for people and vehicles” This document must be completed in all its parts not by hand.  The Visitor pass must be returned at the end of the visit or within a maximum of 24hrs. Failure to do so, a fine will be applied as established in art.1174 comma 1 of the Navigational Code. | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| COMPANY PROVIDING SERVICE e-mail and telephone number: | | | | | | | | | | | | | | | | | | |
| INDIVIDUAL PERSON OR VEHICLE | | | | | | | | | | | | | | | | | | |
| *Name* | |  | | | | | | | | *Surname* | | | |  | | | | |
| *Date of birth* | | | |  | | | | | *Place of birth* | | | | |  | | | | |
| *Function* | | |  | | | | | | | | | *Registration plate* | | | | |  | |
|  | | | | | | | | | | | | | | | | | | |
| **Color and expiry date of the airport driving license held by the person authorized to escort:** | | | | | | | | | | | | | | | | | | |
| REASON FOR ENTRY AND EXACT ACTIVITY | | | | | | | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | |
| *Date* |  | | | | | *from* | |  | | | *until* | | | |  | | | |
| Entry point and area involved in activity | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| WILL SPECIFIC WORK TOOLS BE NEEDED? | | | | | | | | | | | | | | | **YES** | | | **NO** |
| NAME OF STAFF MEMBER AUTHORISED TO ESCORT VISITOR | | | | | | | | | | | | | | | | | | |
| *Name* | | | | | *Surname* | | | *Badge n.* | | | | | *Company name* | | | | |  |
| *Name* | | | | | *Surname* | | | *Badge n* | | | | | *Company name* | | | | |  |
| **PERSONS WITH BADGE AUTHORIZED TO ACCESS WITHOUT ESCORT - *1.2.7.2.3 SNP* -** | | | | | | | | | | | | | | | | | | |
| *Name* | | | | | *Surname* | | | *Badge n.* | | | | | *Company name* | | | | |  |
| **NOTE:** | | | | | | | | | | | | | | | | | | |
| A) Only correctly filled in forms will be accepted. | | | | | | | | | | | | | | | | | | |
| B) Please attach copy of Visitor i.d and badge of an authorised staff escort.  C) “Exceptionally" means unexpected, sudden, unexpected, unplanned and/or unexpected situations  programmable, or in any way, predictable. | | | | | | | | | | | | | | | | | | |

D) Attach a photocopy of the manager's badge, in the case of personnel who can access without escort.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Stamp and SIGNATURE of requesting company** |  |  | **SIGNATURE of person requesting Visitor pass** |  |  | **SIGNATURE of accompanying member of staff** |  | **S.E.A s.p.a**  **Stamp and SIGNATURE for approval** |

**DATE:**