

Half-yearly Declaration of compliance with fire prevention regulations

..... (Company name) hereby declares, with regard to **all the areas** assigned to the company at airport, that the regulations, prohibitions and obligations set forth in the “Fire Prevention Regulations for running of retail areas assigned by SEA in the Airports”, in particular we declare that:

SUPERVISION OF THE ASSIGNED AREAS	YES	NO	Not applicable
• All the premises assigned are used for the purpose authorised by SEA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• No modifications have been made to the systems, layout, fire charge or structures of the unit without prior agreement and authorisation by SEA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Evacuation Posters are displayed in visible positions and show the existing layout.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Compliance with no smoking regulations by our employees and by customers of and visitors to our unit is constantly and strictly enforced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FIRE PREVENTION SYSTEMS, EQUIPMENT AND EVACUATION ROUTES			
• The fire extinguishers present in the areas for exclusive use (both owned by our company or installed by SEA) are kept in good repair (including any related signs) and easily accessible. The extinguishers have not been moved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The fire hose reels and/or fire hoses are kept accessible with no obstacles to their use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The fire doors are normally kept closed, except when fitted with electromagnets connected to the fire alarm system and designed to keep them open.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Fire doors not fitted with electromagnets are kept open only for the time strictly necessary for the passage of people or goods; staff are instructed and trained to immediately close fire doors when there is a fire alarm in progress and that they must never block fire doors open permanently by mechanical means; where fire doors are fitted with electromagnets, staff are instructed to check that there are no obstacles that may prevent the doors from closing automatically if a fire occurs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The fire doors and emergency exits are kept in good repair and are easy to close/open.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The evacuation routes are kept free of obstacles to ensure that they are usable by personal with reduced mobility too;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USE AND STORAGE OF COMBUSTIBLE AND FLAMMABLE MATERIALS			
• Goods stacked in the retail areas do not obstruct the smoke detectors or any sprinkler heads; a 50 cm space is always kept clear between the sprinkler heads and any stored materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Goods stacked in the storage areas do not obstruct the smoke detectors or any sprinkler heads; a 100 cm space is always kept clear between the sprinkler heads and any stored materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The quantity of goods in the retail areas and storerooms does not exceed the authorised fire charge, in compliance with the provisions of the Technical Manual for Retail Operators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FURNISHING MATERIALS			
• All furnishing and structural materials used in the assigned areas comply with the characteristics of the “Reaction to fire of materials”, as envisaged in the Technical Manual for Retail Operators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WASTE AND CLEANING	YES	NO	Not applicable
<ul style="list-style-type: none"> Waste is always placed in the special containers in the premises used for this purpose; in no circumstance is waste left, even temporarily, along the evacuation routes or in communal areas. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL SYSTEMS AND EQUIPMENT			
<ul style="list-style-type: none"> The vents (grilles or slits) of the fume extraction system, in the assigned areas, are kept clear of any kind of obstruction. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> When our staff leave the premises, all electrically powered equipment is switched off; the only exceptions are appliances that must remain in operation (refrigerators, terminals receiving data, etc.), for which the suitability for remaining in operation has been verified. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All electrically-powered equipment is installed and maintained according to the instructions of the manufacturers. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The main switch located on the electric switchboard and/or the power disconnect button in the assigned retail area are easy to identify and kept easily accessible without any obstruction. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The electrical systems and equipment maintain the characteristics required by the CEI64-8 standards over time and comply with the provisions of the Technical Manual for Retail Operators; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The electrical systems under our responsibility are subjected to periodical maintenance in compliance with the regulations currently in force. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Periodical inspections of the systems for which we are responsible are performed on the due dates in compliance with Presidential Decree DPR 462/01. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> No modification has been made to plant engineering systems without prior agreement and authorisation by SEA. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> No operations and/or processing that may produce potentially flammable vapours or potentially explosive atmospheres have been performed without sufficient ventilation are prohibited and without specific authorisation by SEA. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AREAS NOT OPEN TO THE PUBLIC AND RARELY USED			
<ul style="list-style-type: none"> The areas that are not frequently used (e.g. stockrooms, storage rooms, etc.) are kept clear of combustible materials that are not essential; moreover, personnel keep a careful watch to prevent access by unauthorised persons to such areas. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INSTRUCTION AND TRAINING			
<ul style="list-style-type: none"> All personnel have received instruction and training on the contents of the "Fire Prevention Regulations for the running of areas assigned by SEA". 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All personnel have received instruction and training on the contents of the Airport Emergency and Evacuation Plan. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All personnel have received specific instruction and training on the contents of the Emergency and Evacuation Plan or on the rules of conduct in the event of an emergency and evacuation, as prepared by their Employer. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> In the assigned areas, the presence on each shift of a sufficient number of personnel trained in accordance with annex IX of Ministerial Decree 10 March 1998 is always guaranteed. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We also hereby declare that SEA personnel, accompanied by our own personnel, may access the areas assigned to us, for the purposes of checking the truthfulness of this declaration.

Date:/...../..... **Rubber stamp and signature of PPS Officer** **Rubber stamp and Unit Manager**