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Summary diagram (flow chart)

Annexes
1. Introduction

With reference to the development and management of the project activities carried out directly by SEA, by external professionals on behalf of SEA, or also by Third Parties, however related to actions to be implemented at the Milan Malpensa and Milan Linate airports, below is an outline of the methods for:

- identification,
- drafting,
- review,
- verification,
- approval,
- issue,
- modification,
- accessibility,
- archiving,

of the documents provided.

This manual has been drafted by the "Airport Planning" function on behalf of the Project Post Holder of Infrastructure and Systems of the Milan Malpensa and Milan Linate airports. The indications expressed in this document apply to the activities carried out within the "Project" company function of the SEA Infrastructure Department.

The verification and review of the indications contained in this manual are performed by the above mentioned company function that is responsible for management of the project activities and any proposals for modifications and/or integrations are communicated by the latter to the Project Post Holder, which activates the "Airport Planning" function to project - if necessary - a new updated edition of the document.

2. Identification and role of the Project Engineer

For the interventions in the airport, the Project Post Holder holds, according to the SB, the role of "Head of the Procedure during the planning phase".

At the same time of activation of each new project, the Project Post Holder (after consultation with the Technical function managers) identifies within the corporate structure the Project Engineer that follows and coordinates all the activities related to the development of the project.

The name of the Project Engineer is communicated in writing (e-mail) to the person concerned and to the Manager of the technical function of said resource.

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1 The role of Project Post Holder of Infrastructure and Systems is currently held in SEA by the Head of the "Project" company function and thus, in this document, the definition Project Post Holder is always used for the activities pertaining to the role of Project Manager.
The list of names of the Project Engineer entrusted with all the "active" projects is updated by the "Airport Planning" Function and is available on the company's computer network.

In addition to performing the technical coordination function of all the project activities, the Project Engineers also help to ensure, to the extent applicable, the effectiveness of corporate project management processes, providing the necessary support to the Project Manager possibly assigned to the project.

The Project Manager is assigned by the Infrastructure Director to particularly significant/strategic projects, both related to the interventions of SEA and of Third Parties, and has the responsibility to define all the activities required to implement the project.²

Very significant is the central role assigned to the Project Engineer if the electronic signature system is used for the projects, since in such cases, it is the owner of the process and is entrusted with the management and organization in the file system related to all the documents, their distribution to the various levels of control and signature under this procedure, up to the submission of the project to the Purchasing Department for the procurement of the works / services / supplies or to the "Approval Procedures" function if the approval of one or more entities is necessary.

3. Assignment of the project number

The document coding system involves the use of a specific code assigned to the project, along with the possible "Project Code" (CUP) assigned by the CIPE in accordance with art. 11 pursuant to Law 3/03 (in the case of public investment projects) and the so-called "WBS number" defined within the company for the management of the administrative aspects.

The "project number" is assigned by the "Airport Planning" function at the request of one of the heads of the functions that develop the project activities.

The "Airport Planning" function communicates the project number assigned to each new intervention to the Manager of the requesting function via e-mail copying the Project Post Holder, the other Managers of the technical functions, the "Approval Procedures" functions and "Project Management and Control Office" and the Project Secretariat.

The "project number" is alphanumeric and presents the following scheme:

\[XYyy/nnn\]

where:

- **X** letter indicating the airport (M = Malpensa; L = Linate)
- **Y** letter indicating the type of intervention (see list below)
- **yy** last two figures of the year in which the project is activated
- **nnn** three-digit progressive number referred to each project (001-999)

² For further information on the role of the Project Manager, reference is made to the Organizational Provision "Project management activities in infrastructure investments (projects)”, drafted by the Human Resources and Organization Department in December 2015.
The following are the possible types of intervention:

<table>
<thead>
<tr>
<th>Type of Intervention</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>passenger airport</td>
<td>A</td>
</tr>
<tr>
<td>other buildings</td>
<td>F</td>
</tr>
<tr>
<td>flight infrastructures (including AVL) and viability</td>
<td>I</td>
</tr>
<tr>
<td>electrical and special systems</td>
<td>E</td>
</tr>
<tr>
<td>mechanical and power equipment</td>
<td>M</td>
</tr>
<tr>
<td>baggage handling system and people handling</td>
<td>B</td>
</tr>
<tr>
<td>mechanization of cargo</td>
<td>C</td>
</tr>
<tr>
<td>aircraft bridges</td>
<td>N</td>
</tr>
<tr>
<td>signage, furnishings and supplies</td>
<td>S</td>
</tr>
<tr>
<td>Third-party projects</td>
<td>T</td>
</tr>
<tr>
<td>planning</td>
<td>P</td>
</tr>
</tbody>
</table>

In the event of any projects external to the Malpensa and Linate airports (ex.: advisory activities provided for other airports) to define the first part of the aforementioned alphanumeric code using the capital letters "II", followed - as in all the other cases - by the numbers that identify the year and the progressive number.

The updated lists of all the projects activated and the related codes are stored in a special area of the company's computer network to which access (read only) is allowed to all staff involved in the project activities.

In addition to appearing on all project materials, the "project numbers" are indicated on all the correspondence regarding the project itself and are used for the reporting of hours worked by the individual resources.

4. **Drafting of the "preliminary project document"**

The preliminary project document is drafted by the Project Engineer in the initial phase of a new project and is aimed at the planning of the various aspects that characterize the project activities.

The preliminary project document is drafted for all *projects activated by SEA* (whether developed internally or outsourced to external consultants), with the only exception of minor interventions and that do not have particular complex technical characteristics.

The preliminary project document is drafted both in cases where the project must be subject to approval of the Entities, and when it passes directly to the phase of assignment and execution of the work, since no external approval is required.

Instead, regarding *Third-party projects*, the preliminary project document is not required, unless they involve works relating to the handling area that are particularly significant in functional, technical or economic terms.

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3 If the Third Parties are not subject to the Public Works regulation, the drafting of the preliminary project document is not required.
If the preliminary project document relating to a Third-Party intervention is drafted by an external entity and submitted to SEA, it must be signed by their Procedure Manager and by the Project Manager. Instead, any preliminary project documents relating to Third-Party projects are not signed by the Project Post Holder of SEA, or by any other component of the SEA Infrastructures Department.

The preliminary project document drafted for SEA projects is drafted using the annexed scheme (form A1) and contains the following information:

- project title,
- WBS number and project number assigned,
- brief description of the intervention (subject, expected objectives, main technical characteristics, main dimensions),
- localization of the intervention and verification of availability of areas,
- estimated costs and funding sources,
- project levels envisaged (preliminary / final / executive) and, if it is deemed not necessary to develop all three levels, a note stating the reasons for said choice,
- any need for specialized surveys (topographic, geological, geotechnical, hydrological, remediation explosive devices,...),
- verification of consistency with the planning of company interventions (Master plan, four-year program of interventions, Airport Use Plan, Program Agreement State/SEA...)
- authorizations and/or opinions necessary,
- time expected for completion of the various phases of the intervention,
- any other information and/or annexes that the Project Engineer deems useful to provide an adequate description of the main characteristics of the project.

In the case of particularly significant / strategic projects, to which a Project Manager has been assigned, the preliminary project document is drafted by the Project Engineer in coordination with the Project Manager.

The preliminary project document indicates the date of drafting and is signed by the Project Engineer, the Company Technical Function Managers deemed to be possibly involved during the development of the project, the possible Project Manager (whose signature formally approves timing and costs), the Heads of the "Approval Procedures" functions and "Project Management and Control Office" and, lastly, by the Project Post Holder.

For sending to ENAC, if using the electronic signature and transmission of projects, the preliminary project document, signed on paper by all the parties involved, is scanned and provided with a cover (ref. form A3) which is digitally signed only by the Project Post Holder.

Normally, the preliminary project document remains unchanged during the development of the project phase. However, if deemed necessary by the Project Engineer, it is possible to proceed with the issue of a new version (rev. 1), keeping on record also the initial version.

5. Definition of the documents list

Presidential Decree 207/10 (art. 15) and Circular ENAC APT-21 (par. 6.2) indicate that the Procedures Manager (Project Post Holder) justifiably evaluates any need to supplement or reduce the levels of definition and the contents of the project and, therefore, decides the project phases to be developed.
In practice, this takes place through the signing by the Project Post Holder of the preliminary project document, which among other the various information provided also includes the planned project levels.

At the beginning of each project phase (preliminary, final, executive) and for all the SEA projects (both those drafted internally and if involving external consultants), the Project Engineer defines the list of documents that make up the same project and shares said document with the technical function managers involved in the drafting of the project.

The Project Engineer generates the documents list of each project from a list of "standard" documents (annex form A2), taking into account all the variations and arrangements necessary for the specific operation, however in observance of the provisions of Legislative Decree 163/2006 and Presidential Decree 207/2010.

The list of documents is used both for the coordination of project activities carried out internally, and in the negotiation of external project services.

If authorization of the project by various Entities is required, the list of documents may be different depending on the recipient to which the documentation is to be submitted (ex.: final project for Reg. Lombardy; final project for ASL (Local Health Authorities); final project for ENAC; ...).

If deemed necessary, during the project development the Project Engineer, in collaboration with the technical functions managers and with any external project managers, can carry out one or more updates of the list of documents. Also the new versions of the documents lists are shared with the technical functions managers involved in the drafting of the project and any external project managers.

If the distribution and signing of the project documents are handled using the Docflow software available at the Company, the "documents list" document must be drafted using particular specifications that allow the program to properly perform the automatic reading of the information contained therein. In particular:

- the methods indicated in paragraph 7 below will have to be used for the definition of the "document number" (which should consist of three characters and two numbers, CCCNN or two characters and three numbers, CCNNN);
- in the documents list, the title of each document must be enclosed in square brackets.  

6. Project set-up e-mail

At the beginning of a new project, for all the interventions for which the preliminary project document must be drafted, the Project Engineer also sets up a "project set-up e-mail" that is sent to: the Head of the related technical area, the Heads of any other technical areas involved, any external Project Managers (copying the Project Post Holder and any other Project Post Holders involved); it identifies:

- the levels of analysis of the project envisaged and the relative completion program,
- the specialist contributions necessary for the drafting of the project,
- the program of the review activities,
- any other general information about the project.

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4 For more detailed information, reference is made to the program's User's Manual, available on the corporate IT network.
A reference scheme for the drafting of said project e-email is annexed to this manual (ref.: form A16).

The e-mail - if already available - will be accompanied by a first draft of the list of the documents that will form the project (ref. par. 5).

The Project Engineer retains on file a copy of the project set-up e-mail.

7. Identification of project documents

Annexed form A3 is the “front page matrix” (cover) used for project documents; annexed form A4 is the “title block matrix” used for drawings.

The aforementioned models are used for all the projects by SEA (both internally, and through the help of external consultants), subject to any exceptions which must be substantiated by written note from the Project Engineer to the Project Post Holder Planning and - if necessary - to the function (internal or external) entrusted with the verification of the documents.

The methods of identification of the documents that make up a project are applied to all company functions directly or indirectly involved in the project and are sent by the Project Engineer also to possible external suppliers required to provide project services.

All the documents that make up the project indicate on the cover page or on the title block the alphanumeric "project number" (formerly "Archive No.") described in paragraph 3 above and configured as follows: XYyy/nnn.

The project level is also indicated on all project documents, indicated in full in the first row at the top of the cover page of the documents or of the title block (ex.: "Final project"), and through an alphabetical code entered in the "code" field consisting of three capital letters, selected from the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>Code Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>feasibility studies and similar analyses</td>
<td>STU</td>
</tr>
<tr>
<td>preliminary project</td>
<td>PRE</td>
</tr>
<tr>
<td>final project</td>
<td>DEF</td>
</tr>
<tr>
<td>executive project</td>
<td>ESE</td>
</tr>
<tr>
<td>variants</td>
<td>VAR</td>
</tr>
<tr>
<td>additions</td>
<td>INT</td>
</tr>
<tr>
<td>as built</td>
<td>ASB</td>
</tr>
</tbody>
</table>

5 In the case of smaller drawings (format A3 or A2), it is possible to use the title block in annexed form A4a, although it is normally not recommended, because it reduces the space available for the collection of stamps and signatures. Form A4a cannot be used in the case of projects signed with electronic signature.
and possibly supplemented by an indication of the Entity or Institute to which the project is intended, using the following list:

<table>
<thead>
<tr>
<th>Entity/Agency</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ente Nazionale per l’Aviazione Civile (National Body for Civil Aviation - ENAC)</td>
<td>ENAC</td>
</tr>
<tr>
<td>Local Health Authority</td>
<td>ASL</td>
</tr>
<tr>
<td>Lombardy Region</td>
<td>REG. LOMB.</td>
</tr>
<tr>
<td>Fire Brigade</td>
<td>FIRE BRIGADE.</td>
</tr>
<tr>
<td>Environment Protection Regional Agency</td>
<td>ARPA</td>
</tr>
<tr>
<td>Services Conference</td>
<td>CONF. SERV.</td>
</tr>
<tr>
<td>Superintendency of Public Works</td>
<td>PROVV. Public Works (OO.PP.)</td>
</tr>
<tr>
<td>Superintendency of Fine Arts and Landscape</td>
<td>SOPR. B.A.P.</td>
</tr>
<tr>
<td>Min. Health - Maritime, air,... Health office</td>
<td>USMAF</td>
</tr>
<tr>
<td>Ticino Park</td>
<td>PAR. TIC.</td>
</tr>
<tr>
<td>Province of Milan</td>
<td>PROV. MI</td>
</tr>
<tr>
<td>Province of Varese</td>
<td>PROV. VA</td>
</tr>
<tr>
<td>Special fixed installations transport office</td>
<td>USTIF</td>
</tr>
</tbody>
</table>

All the documents that make up the project are identified by a different "document number", made up of an alphanumeric code defined as follows:

- The general framework documents of the project indicate on the front page an abbreviation consisting of three capital letters and a progressive two-digit number (00-99). The letters identify the type of document according to the following coding:

<table>
<thead>
<tr>
<th>Type of Document</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>General technical documentation</td>
<td>DTG</td>
</tr>
<tr>
<td>Economic technical documentation</td>
<td>DTE</td>
</tr>
<tr>
<td>Technical documentation for the procurement</td>
<td>DTA</td>
</tr>
<tr>
<td>Technical documentation for the site</td>
<td>DTC</td>
</tr>
<tr>
<td>Technical documentation for maintenance</td>
<td>DTM</td>
</tr>
<tr>
<td>Safety and coordination plan</td>
<td>PSC</td>
</tr>
</tbody>
</table>

It is noted that, normally, the code DTG00 is used for the documents list and the code DTG01 is used for the illustrative or general report.

- As for the drawings that make up the project, the "document number" is made up of an alphanumeric code consisting of two capital letters that identify the work category of the drawing and a three-digit number (001-999). The use of the letters is structured as listed below:
General information about the project | code
---|---
Flight infrastructure | IF
Bright visual aids and airport signage | AV
Structures | ST
Civil works | OC
Water disposal networks / drainage / sewer | AC
Electrical systems | IE
Special systems | IS
Mechanical and power equipment | IM
Air conditioning systems | IC
Water and sanitation systems | II
Fire protection systems | IA
Regulation systems | IR
Lifting and transport systems | IT
Baggage handling systems | MB
Goods handling systems | MM
Systems for the transport of people | MT
Aircraft bridges | MP
Electrical systems related to transport systems | EL
Mechanical equipment related to transport systems | MC
Information Systems | SI
Architecture / furniture | AR
Signs inside the buildings (drawing) | GR
Signs inside the buildings (construction details, etc.). | IF
Roads, parking, fences | VP
Green works / environmental impact mitigation measures | VE
City planning | UR
Safety and coordination plan | SC
Interdisciplinary and various interventions | VV

The "document number" of all the documents that make up the project is indicated in the documents list and is included in the document file name.

On the cover page of each document and in the title block of each drawing there is the date of drafting of the project that is normally the same for all the material produced. The date is provided indicating the month and year (ex.: January 2013), or, when a more precise indication is required, in the form: dd.mm.yyyy (ex.: 01.01.2013).

The description of each document consists of the following fields:

- indication of the airport (Milano Malpensa/Linate),
- project title (ex.: Extraordinary maintenance on air-side infrastructure),
- possible subtitle of the project (ex.: Upgrading taxiway pavement XY)
- document name (ex.: General report, Estimative metric calculation,...) or drawing name (ex.: Longitudinal profile, Typical section of pavement, Road markings,...).

The first issue of each project document is "revision zero" (Rev. 0).
If subsequent editions of a project or part of the documents that constitute it are drafted (ex. following the implementation of observations and/or requirements expressed by the authorizing Entities), the cover page of the documents and/or title block of the newly drafted tables shall include in the appropriate fields a new revision number chosen in a progressive manner, which is always associated with the date of issue of the document (ex.: Rev. 1 - 01.01.2014).

A brief indication of the changes may be associated to the revision number, in the "subject" column.

In case of revision of one or more documents that constitute the project, there are two different methods of identification:

a) only the cover page/title block of the documents that have been changed is modified (in this case, some project documents will indicate - for example - the indication “rev. 0” and others the indication “rev. 1”);
b) the cover page/title block of all the documents that make up the project is modified (even those that have not changed), indicating the new revision number.

The second method (b) is preferable, because it reduces the possibility of confusion, but could result in costly renaming, especially in the case of larger projects.

If the Project Engineer decides to follow the other method (a), it is necessary to ensure that the documents list provides an accurate indication of the documents that were reviewed.

All the drawings include an indication of the scale in which the projects are presented, in the form: 1: ... If the same project table has projects in different scales, the title block must indicate "various scales" and the specific indications are provided next to each drawing.

On the cover pages and title blocks is a "field" that can contain the logo and/or name any consultants who have collaborated in the drafting of the project.

The bottom of the front page of the written documents and the title block of each project document is intended for the collection of the stamps and signatures, regardless of whether this is done manually or digitally.

For Third-Party projects, the use of the covers and title blocks described above is not required. However, all the front pages and title blocks of the project documents submitted to SEA must be in vertical A4 format and keep at the bottom free space for digital signatures.

The Project Engineer will also ensure that all the documents provided to SEA indicate at least the following basic information:

- name of airport,
- project title (and possibly project number),
- name of each document,
- date of drafting of the project,
- any revision numbers,
- any scales (for drawings),
signature of the Project Manager and stamp with number of registration in a professional register (as already mentioned, and as will be seen in more detail below, the Project Manager can also sign the various documents in digital form).

8. Format of project documents / File names

All project documents are produced in electronic format and only the paper copies that are necessary for distribution to the company functions that, for various reasons, specifically require said form of support (to obtain any approval, for the work tender, for the organization of the site, for archiving,...) are printed. The number of copies needed for the projects to be submitted to the approving Entities is indicated in paragraph 17 below.

The electronic documents are created using the various software available at the Company (Word, Excel, Autocad, Project,...). However, for external distribution, .pdf format is preferably used, unless there are formal specific requests expressed by the recipient and approved by the Project Post Holder.

For all the SEA projects (developed within the Company or through the contribution of external professionals), the file name of each project document contains the "project number" (without the intermediate bar), the "project type code", the "document number" and the indication of the "revision", separated by hyphens.

For example:

MI13001-DEFENAC-DTG01-R0.pdf

is the file in .pdf format, of revision 0, of document no. DTG01 (usually the general report) of the final project drafted for ENAC, regarding the intervention MI13/001.

The above "basic" formulation of the file name can also include, if necessary (after the indication of the "revision" and separated by an additional hyphen) another descriptive field, if deemed useful by the Project Manager or the Project Engineer. For example:

MI13001-DEFENAC-DTG01-R0-RelGen.pdf

All project documents submitted to SEA by external companies (whether concerning SEA or Third-Party interventions) and that contain the digital signature of the Project Manager, must be delivered in .pdf/A format.

9. Project review

At the beginning of each new project, the Project Engineer plans the review activities to be performed during the project development, normally providing indications for such activities in the project set-up e-mail (ref. par. 6).

In fact, all the projects must be subject to at least one review during work, aimed at:

- evaluating the ability of the results of the project to meet the requirements,
- identifying any existing problems and defining the actions needed to resolve them.
The Project Engineer, along with the possible Project Manager assigned to the project, defines the deadlines of the review/s and informs the Project Post Holder, indicating which company functions and which external "parties" need to be involved in this activity.

Documentary evidence of the review activity must be retained or specific reports must be drafted in accordance with the scheme in annexed form A15, or - in the case of minor projects - through the storing of correspondence and/or e-mails exchanged between the Project Engineer and interlocutors involved in the review activities carried out during the development period of the project.

10. Environmental sustainability and energy assessments of the project

During the drafting of the project, the Project Managers carry out evaluations and adopt - wherever possible - solutions aimed at gradual improvement in the levels of environmental and energy sustainability of the interventions realized at the airports of Milan Malpensa and Milan Linate, considering in particular:

- project elements in line with environmental sustainability, both as regards the realization phase of the work (site), and phases of operation and maintenance of the work;
- project concepts that support the achievement of lower energy consumption in terms of heating, cooling, lighting and power;
- use of materials produced according to low energy ("low carbon") and water ("low water") consumption criteria.

To achieve the purposes set out above, the main aspects that - where applicable - may from time to time be considered during the drafting of the projects are as follows:

- prevention of pollution from site activities,
- recovery and remediation of any contaminated sites,
- any protective measures and habitat restoration,
- choice of exterior surfaces and coverings that can limit the heat island effect (when it does not produce effects on the safety of airport operations),
- control of sources of possible light or electromagnetic pollution;

- procedures to limit water consumption during the construction and operations phase,
- rainwater collection and treatment systems,
- measurement of the flow and control of the quality of rain water,
- evaluation of innovative technologies for waste water management;

- any assessments concerning the use of renewable energies,
- optimization of energy performance of the operation and commissioning\(^6\) of energy systems,
- any assessments regarding the management of refrigerants,
- identification of adequate forms of measurement and control,
- assessment of the possibilities of use of natural materials and biocompatible and environmentally friendly technologies,
- use - whenever possible - of "long life" components and recycled materials,
- use - whenever possible - of materials, processed and produced in the short term,

\(^6\) Commissioning = project management process aimed at obtaining, verifying and documenting that the final performance meet pre-defined objectives and criteria.
- procedures for the collection and storage of any recyclable materials,
- construction waste management procedures,
- use of low emissivity materials in the construction of civil and plant works (adhesives, primers, sealants, cement materials, paints, paving,...),
- monitoring renewal air flow and maintenance of filtration systems,
- evaluation of possible control methods and management of lighting and power systems,
- evaluation of possible methods of verification of air conditioning levels and thermal comfort.

11. Drafting, verification and approval of the project

The drafting of projects is carried out following procedure no. 250 "Project Activities", contained in the Airport Manual (both for Milan Malpensa and for Milan Linate).

The project documents that make up the individual projects comply with the provisions of Presidential Decree no. 207 of 05.10.10 (Regulation for execution and implementation of Decree Law 12.04.06 no. 163 regarding "Code of public contracts for works, services and supplies in implementation of Directive 2004/17/EC and 1004/18/EC"), with particular reference to Title II - Chapter I - Sect. II for the "preliminary project", in Sect. II for the "final project" and in Sect. IV for the "executive project".

The "Safety and coordination plan" and the "Dossier with the work characteristics" respectively respond to the dictates of annexes XV and XVI of Legislative Decree 81/08.

Before drafting and during the Project phase, the Coordinator calls (via e-mail) the preliminary coordination meeting with at least the Project Manager/s and the Works Manager, in order to share the technical and organizational choices of the site. Copy of the minutes signed must be sent to the participants and to the "Works and Infrastructure Safety" function of the Infrastructure Department, as a support to the verification of the Safety and Coordination Plan.

The formats of the above documents (ref. form A18) are prepared and updated by the "Works and Infrastructure Safety" function and can be downloaded at the following link:

http://sicurezzacantieri/

At said location, under the heading "safety costs", two documents to be used for the drafting of the safety calculations are also available:

- Price List (additional/interference costs of provisions required in the Safety and Coordination Plan)
- Guide to expenses (safety expenses attributable to the Employers of the companies)

In the case of projects directly drafted by the SEA structure, each document produced (reports, tables, calculations, specifications,...) indicates on the cover or in the title block the technician who oversaw the drafting (full name or initials).

If one or more documents were produced through the collaboration of different professionals (ex. project documents containing both civil and plant elements), they may contain the names or initials of several persons, with possible indication of the areas of competence.
For the projects related to operations located in the area of movement and for projects that, although in "land-side" can still have an impact on aeronautical activities (ex. in the case of buildings placed on the extension of the runway axis), at the end of the planning phase, the Project Engineer will have to produce an information document to be sent by e-mail to the Safety Management System (SMS), in order to enable the latter company function to assess whether it is necessary/appropriate to develop any "risk assessment" analyses.

The aforementioned information documentation must include a brief description of the planned intervention and its characteristics, some reference plans and main indications concerning the set-up of the site and execution of works.

The involvement of SMS (which in any case must receive the above illustrative documentation in advance) may possibly be expected during of a project review meeting (ref. par. 9) and the indications expressed by this function will be recorded in the corresponding meeting minutes.

Each project document released by Project Managers is checked by the Project Engineer and Manager of the technical function within which the document was produced.

In the case of the "Safety and Coordination Plan" and the "Dossier with the work characteristics", the verification is performed by the "Work and Infrastructure Safety" function.

The Project Engineer examines all the documents and, if it detects errors or deviations from the expected product, requests the execution of the modifications and/or additions necessary. This possible new wording does not qualify as a “revision” of the document (in this regard, refer to as indicated in paragraph 16), but as a simple intermediate stage of project drafting.

If there are no comments from the Project Engineer, the documents are sent for verification to the Head of the technical function and any Project Manager assigned to the project.

In the event of documents produced through the collaboration of different professionals (ex. project documents containing both civil and plant elements), the verification is usually performed by all the Heads of the functions that contributed to the drafting of the documents. The Project Post Holder is responsible for choosing a single function Manager to be entrusted with the verification of all aspects of the project.

The project can be sent to the Head of the technical function required to perform the verification and to the possible Project Manager assigned to the project electronically.\(^7\)

In the latter case, the Project Engineer, using the available software, sends the documents to be verified and requests "digital" approval on the various documents.\(^8\)

If the verification is concluded positively, the documents - also in electronic form - return "approved" to the Project Engineer who can proceed with the collection of any additional approvals or sending of the project to higher signing levels, while if it is noted that a review is required, the function Manager shall not provide "digital approval" and, through the Project Engineer, the document is returned to the technician who oversaw the drafting, indicating the changes and/or additions necessary. This is followed by a new drafting of the document, which must then be again subject to the verification process.

Also in this case, any new drafting of a document does not qualify as a "revision" of the document, but as a simple intermediate stage of the project drafting.

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\(^7\) The process is also quite similar if proceeding with the distribution of a paper copy of the project and with the manual approval of each document by the Managers.

\(^8\) For a more detailed analysis of the method of distribution, verification and digital signature of the design documents using the Docflow software, refer to the User Manual of the program (available in the Corporate Information Network).
The name or initials of the Manager/s of the function that performs the verifications can be indicated in a specific field (“Verified:”) on the cover or in the title block of the document. Similarly, the name or initials of the Project Engineer may be indicated in another field (“Approved:”) provided on all the documents.

For all the SEA projects, only for insurance purposes, the "Works and Infrastructure Safety" function performs an assessment of the risk level associated to each specific operation, using an objective analysis methodology defined within the company through the contribution of various competences and then automated in Docflow environment. The results of the risk assessment related to the creation of a particular work are transmitted to the Project Engineer who has followed the development of the project, the Project Post Holder, the "Works Realization and Supervision" function and "Risk Management" function of the Finance, Risk Management and Investor Relations Department that will be involved in aspects regarding the insurance coverage of the site.

In the case of projects for SEA by Project Managers external to the Company (including projects drafted by the Company in the case of integrated contract\footnote{It is stressed out that, in case of integrated contract, the Safety and Coordination Plan must however be drafted by SEA (or by an external coordinator on behalf of SEA) and not by the Company.} and any additional project activities carried out by the Company or by other Project Managers - during development of projects already in progress), the drafting and control stages are normally carried out by the external structure responsible for the project, while it is the responsibility of the specialist technical functions for verification of the documents and of the Project Engineer and Project Manager for their final approval. Also in this case, each document may contain the names or initials of the professionals that carried out the drafting, control and approval of the document.

The documents submitted to SEA by external Project Managers must be in .pdf/A format.

The Project Manager must affix on all the documents produced their own digital signature following the certificate issued by the professional Register of belonging, while the "Safety and coordination plan" and the "Dossier with the work characteristics" must be signed by an authorized party using the term "project coordinator".

In the case of projects concerning actions carried out by Third Parties at the airport, the drafting and control activities are carried out by the Entity or by the Company proposing the implementation of the action, and when they are at SEA they must already contain the indication of the professionals that carried out said activities. Also in this case, the documents submitted to SEA by Third Parties must be in .pdf/A format and the Project Manager must affix on all documents produced their own digital signature following certificate issued by the professional Register of belonging. Once the project has been received, the Project Engineer and/or SEA technical structure proceeds with approval developing, in particular, verifications related to:

- completeness and consistency of the documentation submitted,
- presence on all the documents of possible verification/approval initials,
- presence on all the documents of stamp and signature of the Project Manager (possibly affixed in digital form, using methods in line with the "specifications" provided by SEA),
- compliance with the specific regulations in force at airports,
- compliance with planning and programming tools in place,
- compatibility of the new intervention with the existing context in which it will be realized,
- analysis of the functional and operational aspects related to the realization of the new intervention.

The Project Engineer (possibly involving one or more technical function Managers in cases where the analysis of the project requires special expertise) completes and signs a check-list (ref. annexed form A5) which remains with the documents.

If the verification is completed positively, the project is forwarded by the Project Engineer to collect any approvals and internal signatures and, finally, the Project Post Holder, in order to activate any licensing activities and the subsequent realization of works; otherwise, the project is resent to the Third Parties that handled the drafting, indicating in writing the need for modification and/or integration identified.

A particular type of Third-Party project concerns telephony and telecommunications equipment realized at the airport. These projects are managed by the Information and Communication Technology Department, which distributes them to the competent corporate functions for the various types of verification (Work Safety, Maintenance, Planning). As part of the "Project" function, the proposed intervention is generally examined by IET for the plant aspects and by OC / IV / PA (in the various cases) for the compatibility of the new products or the aeronautical restrictions and for consistency with plans for airport development. The Information and Communication Technology Department collects the opinions of the various functions, it handles the request for any changes and/or additions to the project with respect to the Company proposing the intervention and at the end of this phase, resends the project documentation to the "Project" function requesting to proceed with the activation of the approval stage. Although with some differences with respect to other "Third-Party" projects, the process is however also in this case due to the sequence of activities described above.

It is noted that the use of the electronic signature process of the project documents available at the Company does not require the indication of the names of persons who carry out the control and approval activities on each document, since these steps are automatically recorded by the signature management software.

12. Project verification
   (possible activity; there is currently no internal structure able to perform this function)

The verification of the project is expressly required by Presidential Decree 207/10 (Title II - Chapter II - art. 44 et seq.). The activities described below can be applied to both projects performed directly by SEA, and to those entrusted by SEA to external professionals, however related to interventions to be realized at the Milan Malpensa and Milan Linate airports.

The project verification activity is conducted internally or by a duly certified external Company, which will operate according to its own methods of analysis of the documents produced, as provided by law\textsuperscript{10}.

\textsuperscript{10} Presidential Decree 207/10 provides that, for contracts of less than Euro 20 million the project verification can be carried out by the technical functions of the contracting authority if the project was drafted by external Project Managers; however, if the project was drafted by internal Project Managers, the contracting authority may proceed with verification only if it has an internal quality control system. Instead, for contracts of less than Euro 1 million (precise works), the verification can be carried out by
For the various project phases (preliminary, final, executive), the Project Post Holder and Project Engineer establish any verification requirements of the documentation produced.

Verification of the project is "aimed at verifying the compliance of the chosen project solution with the specific functional, performance, regulatory and technical requirements contained in the feasibility study, the preliminary project document, or in the project documents of the levels already approved" (ref.: Presidential Decree 207/10 - Title II - Chapter II - art. 45).

The project verification, therefore, allows verifying that the results of the project activities are consistent with the input data and that the documentation produced has adequate characteristics to obtain the necessary approvals of the intervention and/or proceed with the development of the phases of assignment and implementation of works.

The projects are checked against the initial requirements expressed in the "preliminary project document" and taking into account the following aspects (as applicable):

- document completeness,
- compliance with reference regulations,
- technical and formal correctness of the documents produced,
- congruence, in the same document and between various documents, as regards geometry, materials, procedures, etc.,
- functional compatibility of the project intervention with the existing constraints,
- conformity of graph data with respect to the calculation results,
- comparison with documents of similar projects,
- correspondence between the items in the summary calculation of expenses or in the calculation, with respect to the technical specifications and the drawings (and vice versa),
- …

In the case of verifications of developed projects within SEA, the Project Engineer, to allow the evaluation of the project, sends to the company structure responsible for said activity a copy of all the project documents produced and any other document that may be useful for the performance of the evaluations (ex.: preliminary project document, minutes of coordination meetings held before and during the development of the project, review reports, etc.).

All the above mentioned documents will be sent preferably on magnetic media.

Verification of the documents that make up a preliminary project

In the case of a preliminary project, the documents produced are generally controlled by following as indicated in the following scheme:

the head of the procedure - provided it has not carried out the Project Manager functions - or by the technical offices of the contracting authority, even if they do not have an internal quality control system.
## Verification of the documents that make up a final project

In the case of a final project, the documents produced are generally controlled by following as indicated in the following scheme:

<table>
<thead>
<tr>
<th>Document</th>
<th>Type of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. General report</td>
<td>Verification of the initial project inputs, comparison with the contents of the &quot;preliminary project document”, with as possibly indicated in the “illustrative report” of the preliminary project and with any comments / requirements expressed with respect to the preliminary project</td>
</tr>
<tr>
<td>b. Specialist technical reports</td>
<td>Verification of the correctness of the regulation indicated, verification that the contents are consistent with the graphical representation, verification of results</td>
</tr>
<tr>
<td>c. Altimetric plan surveys and study of urban insertion</td>
<td>Verification that the source data related to the work is correct</td>
</tr>
<tr>
<td>d. Drawings</td>
<td>Verification of consistency with the general report and specialist reports</td>
</tr>
<tr>
<td>e. Environmental Impact Assessment (EIA) or Environmental Feasibility Study</td>
<td>Verification of the consistency of the data provided with as indicated in other project documents; verification of the completeness of the contents; verification of the actual feasibility of the mitigation works indicated</td>
</tr>
<tr>
<td>f. Preliminary calculations of structures and facilities</td>
<td>Verification of completeness of the documentation drafted</td>
</tr>
<tr>
<td>g. Descriptive and performance specification</td>
<td>Verification of the consistency of the data provided with</td>
</tr>
<tr>
<td>of the technical elements</td>
<td>as indicated in other project documents</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>h. Census and resolution project of interference</td>
<td>Verification of initial project inputs</td>
</tr>
<tr>
<td>i. Particle plan of expropriation</td>
<td>Consistency of the areas expropriated and occupation as indicated in the project and verification of the application criteria of indemnities</td>
</tr>
<tr>
<td>j. List of unit prices and any analyses</td>
<td>Verification through comparison with price lists used</td>
</tr>
<tr>
<td>k. Estimative metric calculation</td>
<td>Verification with the reference drawings; verification that the document has been drafted in accordance with the regulations and the company's reference standard</td>
</tr>
<tr>
<td>l. List of work and supplies</td>
<td>Verification with the reference drawings; verification that the document has been drafted in accordance with the regulations and the company's reference standard</td>
</tr>
<tr>
<td>m. Update of the &quot;First indications for the drafting of safety plans&quot;</td>
<td>Verification of consistency with existing legislation (Decree Law 81/08 and s.a.) and its characterization in relation to the planned works</td>
</tr>
<tr>
<td>n. Economic framework</td>
<td>Verification that it has been drafted in compliance with as provided by regulations and by the company standard of reference</td>
</tr>
<tr>
<td>o. Timetable</td>
<td>Verification of the documents that make up an executive project</td>
</tr>
</tbody>
</table>

In cases of integrated contract, in addition to the documents provided for the "standard" final project, some other documents are produced, which are controlled on the basis of the following scheme:

<table>
<thead>
<tr>
<th>p. Percentage incidence of labour</th>
<th>Verification with tabulated values</th>
</tr>
</thead>
<tbody>
<tr>
<td>q. Contract scheme and special tender specifications (CSA)</td>
<td>Verification that the reference base scheme is integrated with any special requirements arising from the project under consideration</td>
</tr>
</tbody>
</table>

Verification of the documents that make up an executive project

In the case of an executive project, the documents produced are generally controlled by following as indicated in the scheme below:

---

11 When the final project is placed at the base of the tender (integrated contract) it is necessary to prepare the "Safety and coordination plan" in place of the "First indications for the drafting of safety plans".
<table>
<thead>
<tr>
<th>Document</th>
<th>Type of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. General report</td>
<td>Verification of the initial project inputs, consistency with ass indicated in the illustrative and/or general reports of the planning stages already completed and with any comments / requirements already expressed with respect to the project</td>
</tr>
<tr>
<td>b. Specialist technical reports</td>
<td>Verification of the correctness of the regulation indicated, verification that the contents are consistent with the graphical representation, verification of results</td>
</tr>
<tr>
<td>c. Drawings</td>
<td>Verification of consistency with the general report and specialist reports</td>
</tr>
<tr>
<td>d. Executive calculations of structures and facilities</td>
<td>Verification of completeness of the documentation drafted</td>
</tr>
<tr>
<td>e. Maintenance plan of the work</td>
<td>Comparison with similar projects</td>
</tr>
<tr>
<td>f. Safety and coordination plan</td>
<td>Verification of correspondence to the format provided by SEA, consistency with existing legislation (Decree Law 81/08 and s.a.) and its characterization in relation to the planned works</td>
</tr>
<tr>
<td>g. Percentage incidence of labour</td>
<td>Verification with tabulated values</td>
</tr>
<tr>
<td>h. Estimative metric calculation and economic framework</td>
<td>Comparison with project drawings, reports and data; verification that the documents have been drafted in accordance with the regulations and the company's reference standards</td>
</tr>
<tr>
<td>i. List of work and supplies</td>
<td>Comparison with project drawings, reports and data; verification that the document has been drafted in accordance with the regulations and the company's reference standards</td>
</tr>
<tr>
<td>j. Timetable</td>
<td>Verification that it includes all the necessary items (tender procedures, acquisition of areas, approvals, realization of work,...)</td>
</tr>
<tr>
<td>k. List of unit prices and any analyses</td>
<td>Verification through comparison with price lists used</td>
</tr>
<tr>
<td>l. Contract scheme and special tender specifications (CSA)</td>
<td>Verification that the reference base scheme is integrated with any special requirements arising from the project under consideration</td>
</tr>
<tr>
<td>m. Particle plan of expropriation</td>
<td>Consistency of the areas expropriated and occupation as indicated in the project and verification of the application criteria of indemnities</td>
</tr>
</tbody>
</table>

All the above verifications, for the various levels of planning, are carried out jointly with the Project Managers.

The project verification activities allow recording any deviations from the results originally expected and highlighting potential areas of improvement for future projects.

The results of the verifications conducted on the project documentation are recorded in special reports and summarized in a "check-list" (ref. annexed form A6); these documents will be referred to during the validation of the project by the Project Post Holder at the end of the project and approval activities.
13. Signatures of the project and declarations of conformity

Each project document contains the stamp (with the number of registration with the professional register or college) and signature of the **Project Manager**. Both when signing the documents manually or digitally, the stamp and signature (or their image in the case of digital signature) are placed at the bottom of the cover and the text title block of the drawings.

The Project Manager can be a SEA employee (in which case it may also coincide with one of the people who developed the phases of drafting / control / approval of the documents), or a professional external to the Company, in the case of project activities entrusted by SEA externally and in the case of Third-Party projects.

In some cases, the Project Managers who contributed to the drafting of the document may be more than one (for example if both civil and plant skills are required) and, therefore, the project documents and the various declarations and affidavits described below may require the stamp and signature of several Project Managers.

The "Safety and Coordination Plan" (PSC), the "Dossier with the work characteristics" (FO) and the relevant plans are stamped and signed (in manual or digital form) by the Safety Coordinator in the project phase, always approved by the Head of the function "Work and Infrastructure Safety" and stamped and signed by the Works Manager.

In the case of projects to be submitted for approval to ENAC, the Project Manager (internal or external to SEA) drafts, signs and annexes to the project also a declaration of compliance of the project with the current rules applicable in this case (ref. annexed form A7).

In the case of a project relating to visual aids, the Project Manager also drafts, signs and annexes to the project to be submitted to ENAC a declaration of conformity (ref. annexed form A8) to the requirements expressed by the "Regulation for the Construction and Operation of Airports" (as specifically required by ENAC Circular APT-13A) and EU Regulation 139/2014 - "Certification Specifications" (as indicated in ENAC note no. 135231/ENAC/CIA of 22.12.14).

If the electronic signature process of documents is used, the above "declarations" can be digitally signed via "positional signature", or have a cover (ref. form A3), in which the Project Manager must affix digital signature.

The **Project Post Holder** stamps and signs all project materials (including the "Safety and coordination plan" and the "Dossier with the work characteristics") that are drafted for the airports of Milan Malpensa and Milan Linate.

In the case of SEA projects, the signing (manual or digital) of the Project Post Holder is upon conclusion of the verification of competence and documentation already:

- signed and stamped by the Project Manager/s,
- approved by the Project Engineer,

12 The Safety Coordinator in the project phase is a professional, which can be internal or external to SEA, appointed by the Principal (Infrastructure Director) or the Works Manager (RDL), after consultation with the heads of the technical functions.

13 For Third-Party projects, the actual need to draft the Safety and coordination plan is evaluated case by case, and it is defined with the Head of the function "Work and Infrastructure Safety" whether the related documents must be signed by SEA.
- approved by the Technical Area Manager/s,
- signed and stamped by the other Post Holders (if requested).

In the case of Third-Party projects, the signing of the Project Post Holder is after the control of the project verification check-list drafted by the Project Engineer and upon conclusion of all possible verifications that may be necessary.

The Project Post Holder does not sign any documents with particular specialist content that may be part of Third-Party projects (ex: food production cycle).

In the event of final or executive projects to be submitted for approval to ENAC, as required by ENAC Circular APT-21 and reiterated in the ENAC note no. 60282/DIRGEN/APS of 25.09.08, simultaneously with the signing of the project, the Project Post Holder prepares a "declaration of conformity" (ref. annexed form A9), by which it asserts compliance of the project with the "Regulation for the Construction and Operation of Airports", the ENAC circulars and regulations related to it, EU Regulation 139/2014 - "Certification Specifications" (implementing the indications of ENAC note no. 135231/CIA of 22.12.14) and as indicated in the "preliminary project document".

For Third-Party projects, even if the "preliminary project document" was possibly drafted, it will not be mentioned in the aforementioned "declaration of compliance", since it is not a reference document signed by the Project Post Holder.

The **Maintenance Post Holder** stamps and signs, in manual or digital form and to the extent of its competence, only the project documents to be forwarded to ENAC for which its assessment was expressly requested by said Entity (ex. all the project documents regarding visual aids, as required by ENAC Circular APT-13A).

If the Maintenance Post Holder is required to sign the project, it also signs along with the Project Post Holder (and possibly the Post Holder Movement and Terminal Area) the already described "declaration of compliance" (ref. annexed form A10 and form A9a).

The **Post Holder Movement and Terminal Area** stamps and signs, in manual or digital form, for the aspects of its competence and in cases where its assessment of the project is required, a part of the project documents to be submitted to ENAC.

In particular, the signing of the Post Holder Movement and Terminal Area is generally required on the following documents: general report, general framework plans, architectural drawings, time schedule.

If the Post Holder Movement and Terminal Area is required to sign the project, it also signs along with the Project Post Holder (and possibly the Maintenance Post Holder) the already described "declaration of compliance" (ref. annexed form A11 and form A9a).

If the electronic signature process of documents is used, the above "declarations" can be digitally signed via "positional signature", or have a cover (ref. form A3), on which the Post Holders must affix digital signature.

The **Infrastructure Director** stamps and signs, in manual or digital form, all project documents (including the "Safety and Coordination Plan" and the "Dossier with the work characteristics") for external parties (for approving Entities, tenders,...), once all the documents have the various signatures provided by the project management procedure, which attest to the proper conduct of the various analysis and control of the material produced.
Also the Infrastructure Director, as already indicated for the Project Post Holder, does not sign any documents with particular specialist content that may be part of Third-Party projects (ex: food production cycle).

As the software is available that allows the distribution and the digital signature of the documents, all the signatures covered in this section may be affixed on electronic documents, rather than manually on paper documents\(^\text{14}\).

Both in the case of electronic signature and the traditional signature, the process for collection of approvals and signatures required on the project documents is managed by the Project Engineer, which also sends the documentation to the various "parties" involved. In the case of digital signature, the Project Engineer manages this process up to the conclusion in the case of project intended for contracts, while it follows it up to submission to the "Approval Procedures" function for projects that require the authorization of one or more Entities.

The Project Engineer verifies - before the start of the approval and/or realization phases - that all project documents have been duly signed and stamped, and that any additional documents required (declarations of conformity and compliance) have been properly drafted and signed and annexed to the project to be submitted for approval.

### 14. Other documents annexed to the project

In some cases, the Project Manager is also required to draft and sign some other specific documents. In particular:

- the affidavit of compliance of works to be carried to the planning and building instruments of reference (ref. annexed form A12), required in the case of projects for Malpensa for which it is possible to use the simplified landscape authorization procedure\(^\text{15}\);

- the affidavit of compliance with instruments for urban planning and building approved and compliance with standards on safety and health and hygiene, and declarations of application - where necessary - of current regulations on fire prevention, health and hygiene regulations, landscape constraints, aeronautical and airport regulations, removal of architectural barriers, energy certification of buildings (ref. annexed form A13). The latter document is not necessary in the case of projects relating to the area of movement that only require the approval of ENAC and that do not include structural works;

- the SAAM form (constraints sheet) to be completed for projects relating to Malpensa airport that are submitted for approval to ASL Varese (ref. annexed form A17).

It will be the responsibility of the Project Engineer to verify that said documents are properly drafted and signed by the Project Managers and that they are annexed to the project to be submitted for approval.

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\(^{14}\) For a more detailed analysis of the method of distribution, verification and digital signature of the project documents using the Docflow software, refer to the User Manual of the program (available in the Corporate Information Network).

\(^{15}\) In the cases of simplified procedures, the report must indicate the point (1 to 39), set out in annex 1 to Presidential Decree 09.07.2010 no. 139 “Regulations on the simplified procedure of landscape authorization for minor interventions”, to which the proposed intervention refers.
If the electronic signature process is used, the above documents can be digitally signed via "positional signature", or have a cover (ref. form A3), in which the Project Manager must affix digital signature.

15. Project validation

The validation is required by Presidential Decree 207/10 (Title II - Chapter II - art. 55) and is also required by Circular ENAC APT-21.
It is carried out only for SEA projects (not for Third-Party projects) and is intended to certify that the final result of the project activities corresponds to the requirements originally set and which allows the start of the implementation phase.

After the completion of the verification activities (ref. par. 12) and the obtaining of all the permissions required for the project, the Project Post Holder (as "head of the procedure for the project phase") performs the validation of the project and drafts a "validation report" (ref. annexed form A14).

The "validation report" highlights in particular if the project in question has characteristics of:

- reliability,
- completeness and adequacy,
- readability, consistency and retraceability,
- compatibility with other documentation provided,

and certifies the acquisition of all the approvals and authorizations necessary to ensure the "site feasibility" of the project.

The "validation report" is not drafted in the case of variant appraisals.

If necessary, the "validation report" may be subject to revisions dictated, for example, by changes made in the approval process, different reference conditions, etc.
Although only the latest revision remains valid, the previous versions of the "validation report" are still kept on record by the Project Engineer and Project Secretariat.

16. Project modifications and revisions

Modifications to the project may be necessary in the various development stages of the intervention and for different reasons (changes in the reference scenario, requirements expressed by one or more approving Entities, variants during work,...).

Any changes to the project are normally managed by the same resources (Project Engineer, Project Managers and technical structure) that developed the original project; if this is not possible, the Project Post Holder, possibly jointly with the Infrastructure Director in the case of particularly large projects and/or of strategic importance, identifies new representatives.

The project activity carried out for any changes follows the same procedures for drafting, control, authorization, verification, signing and issuing of the documents examined with reference to the normal project activities.
The documents modified with respect to the original version (Rev. 0) will indicate a revision number chosen progressively and the new issue date for the document in question (ex.: Rev. 1 - 01.01.2014). Any additional documents not present in the original edition of the project will indicate "Rev. 0", associated with the date of drafting of the new document.

The drafting of projects relating to any variants in the course of work is coordinated directly by the Head of the procedure for the implementation phase (RDL) using, where appropriate, the contribution of the various company technical functions. In the case of variant appraisals the documentation produced is stamped and signed (manually or digitally\(^\text{17}\) by the Project Manager, which can be internal or external to the Company.

The Project Post Holder signs the technical documentation project (including the estimative metric calculation and the integration to the "Safety and Coordination Plan"), but does not sign the following documents:

- report of agreement on prices / analysis of new prices,
- submission deed,
- economic framework of comparison / comparative framework of comparison,
- mirror of the variants,
- upgrade of conventional weights,
- various deeds.

In compliance with the provisions of ENAC Circular APT-21, in the case of variants, a report is produced, signed by the Head of the Procedure and approved by the Project Post Holder certifying the results of the verifications carried out by the Project Managers and with the Director of Works, the changes with respect to the project expenditure framework and the available funds approved to cover any increase in costs.

### 17. Request for authorizations

Once the project has been completed and signed, if the intervention is subject to obtaining approvals from one or more Entities, the Project Post Holder (Project Engineer or if using the electronic management process and signature projects) sends the documentation produced to the "approval procedures" function, which proceeds to the activation of the necessary authorization procedures, performing the activities provided by operating procedure no. 290 of the Airport Manual ("Approval procedures of the projects").

The project can be submitted to the "Approval Procedures" function on paper format or in digital form using the Docflow software available at the Company\(^\text{18}\).

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16. Regarding "revisions" and, in particular, the methods to identify the documents reviewed, reference is also made to as indicated in par. 7 of this document.

17. At the moment, the possibility to digitally sign variant appraisals is not yet active.

18. For a more detailed analysis of the method of distribution of the project documents using the Docflow software, refer to the User Manual of the program (available in the Corporate Information Network).
In the case of paper distribution, the number and type of project copies necessary for the activation of the authorization process are summarized in the following table:

<table>
<thead>
<tr>
<th>ENTITY</th>
<th>No. of copies</th>
<th>note</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENAC</td>
<td>3 originals: 2 x ENAC signed</td>
<td>The doc. must include:</td>
</tr>
<tr>
<td></td>
<td>1 x Process <em>not signed by the PH</em></td>
<td>- affidavit of conformity,</td>
</tr>
<tr>
<td></td>
<td>3 CDs in .pdf format</td>
<td>- declaration by the project manager,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- declaration of conformity,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- document preliminary to the project.</td>
</tr>
<tr>
<td>Lombardy Region</td>
<td>5 originals (3 x Region + 1 x Municipality of competence + 1 x Procedure <em>not signed by PH</em>)</td>
<td>For landscape authorization request regarding works at Malpensa airport.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the interventions involve several Municipalities, the related additional originals must be added.</td>
</tr>
<tr>
<td>ASL Varese</td>
<td>3 originals: 2 x ASL signed</td>
<td>The documentation must contain the constraints sheet (SAAM form - ref. annexed form A17).</td>
</tr>
<tr>
<td></td>
<td>1 x Procedure <em>not signed by the PH</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 CD x USMAF (complete with signatures, by Procedure, responsibility of Proj.)</td>
<td></td>
</tr>
<tr>
<td>ASL Milan 2</td>
<td>3 originals: 2 x ASL signed</td>
<td>An additional copy is required if the project involves the intervention of nutritionists.</td>
</tr>
<tr>
<td></td>
<td>1 x Procedure <em>not signed by the PH</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 CD x USMAF (complete with signatures, by Procedure, responsibility of Proj.)</td>
<td></td>
</tr>
<tr>
<td>Superintendency of Public Works OO.PP.</td>
<td>3 originals (1 x SIIL / Min. of Infrastructure Public Works (OO.PP) + 1 x Municipality of competence + 1 x Procedure <em>not signed by the PH</em>)</td>
<td>For interventions regarding Linate airport.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the interventions involve several Municipalities, the related additional originals must be added.</td>
</tr>
<tr>
<td>Services Conference</td>
<td>1 original per Entity involved + 5 originals for Lombardy Region + 2 originals (1 x SIIL / Min. of Infrastructure Public Works (OO.PP) + 1 x Procedure <em>not signed by the PH</em>)</td>
<td>For interventions regarding Linate airport.</td>
</tr>
<tr>
<td>Fire Brigade</td>
<td>2 originals</td>
<td>Only for projects subject to Presidential Decree no. 151/2011.</td>
</tr>
</tbody>
</table>

In case of submission of projects to the "Approval Procedures" function in paper form, the documentation is accompanied by an e-mail that remains on record; said communication is not necessary in case of electronic submission, since the transfer of files from one office to another is already recorded automatically by the software.

The letter of submission to the Entities drafted by the "Approval Procedures" function and signed by the Infrastructure Director will specify whether the documentation is in electronic form and, in this case, the sending will be to the certified e-mail (PEC) of the Entity concerned.
If using the latter method of sending, the submission letter and a copy of the message issued from the certified e-mail (PEC) service will remain on record with the deeds of the "Approval Procedures" function.

18. Project distribution and accessibility

All the projects produced for the Milan Malpensa and Milan Linate airports are characterized by high levels of confidentiality and, therefore, the dissemination of the related project documents is limited to the corporate functions directly involved in the drafting of the project and in the development of the next steps that lead to realization of the work (approvals, assignment of works, works management,...).

The corporate system of electronic signature allows sending directly to the Purchasing Management the project already signed by the Project Managers, the Project Post Holder and the Infrastructure Director without having to download the files to a CD / DVD to be annexed to the submission letter. In these cases, the Planning Secretariat informs the Project Engineer when the letter of submission to the Purchasing Department has been signed by the Infrastructure Director and the P.E. can proceed to sending the project from that moment. In any case, it is possible to download the files to CD / DVD, to be annexed to the letter of submission.

As for parties external to the Company, the project will be shared with external Consultants and Project Managers who may be involved in its drafting, may be delivered to service Companies that contribute to the drafting of the necessary documentation (photocopying, binding, translation of texts,...), will be submitted to the approving Entities as required by law and will be provided to Companies that participate in the processes of assignment and realization of works.

The project documents are preferably distributed in electronic format.

The projects and all the documentation that relate to them are always available for any control activities that ENAC (or other Entities entitled thereto) decides to implement. In any case, SEA provides a copy of the approved project for supervisory, practicability and testing activities of interventions.

19. Archiving

In order to allow the traceability of the various phases that led to the creation of each new intervention, as well as to allow operational and functional evaluations subsequently, SEA retains approved projects, any variants, the documents related to them and the documentation "as built" for the entire period from the project to the decommissioning of the work. The above documentation is kept in one of the archives of the company (at the airport of Milan Linate or Milano Malpensa), is placed under the responsibility of a recipient and is accessible only by authorized personnel.

The use of the Docflow program for the management and electronic signature of the projects allows the storage of the various project documents, both as "source" files (in .dwg, .doc, .xls format...), and as signed files (in .pdf format).
The "Approval Procedures" function retains an original copy of the entire project documentation submitted to the various Entities for the acquisition of the necessary approvals (and related and consequent correspondence) and, when provided, the original copy of the project returned by the Entity with the identification data.

The technical functions that drafted and/or verified the projects, the Project Engineers, Project Managers and the "Works Realization and Management" function manage their own archives of the projects of competence (preliminary, final, executive, as built).

The storage of a part of the projects is also carried out by a specific Office in the "Project Management and Control Office" function.

In any case, respect is guaranteed for limited areas of distribution and accessibility of the documents indicated in paragraph 18.