

(FACSIMILE - to be reproduced on headed paper of the Known Supplier)

**STATEMENT OF COMMITMENT OF THE KNOWN SUPPLIER OF
AIRPORT SUPPLIES**

In compliance with Regulation (EC) no. 300/2008, which sets forth common rules in the field of civil aviation security and its implementing acts,

the undersigned will:

— [company name] commit to

- a) appoint a person in charge of security for the company; and
- b) take care to train the people who have access to airport supplies on general security awareness issues, in compliance with point 11.2.7 of Annex to Regulation (EU) no. 2015/1998, before they are allowed to access said supplies. Furthermore, [the undersigned will] also take care to train the personnel who screen airport supplies in compliance with point 11.2.3.3 of Annex to Regulation (EU) no. 2015/1998 and train the people who perform other security checks on airport supplies in compliance with point 11.2.3.10 of Annex to Regulation (EU) no. 2015/1998; and
- c) prevent unauthorized access to their premises and airport supplies; and
- d) ascertain, with reasonable certainty, that airport supplies do not contain any hidden prohibited item; and
- e) apply seals to highlight any tampering with any vehicles and/or containers transporting airport supplies or to physically protect airport supplies (this point does not apply to transport in airside areas).

If a company other than a Known Supplier is used to carry supplies, [company name] hereby ascertains that all the above-mentioned security checks have been performed;

— to ensure compliance, [company name] will provide all the necessary assistance during any inspection, as required, and allow access to all the records and documents required by inspectors,

— [company name] will inform [Airport Operator] about any severe violation of security and any suspicious situation that might be connected with airport supplies, particularly by reporting any attempt to hide prohibited item amidst supplies;

— [company name] will train all the personnel involved, in compliance with the provisions of Chapter 11 of Regulation (EU) no. 2015/1998, to make them aware of their responsibilities, and

— [company name] will inform [Airport Operator] if:

a) it stops doing business; or

b) does no longer meet the requirements of the relevant European Union legislation.

The undersigned is fully responsible for the contents of this declaration.

Legal Representative

Name:

Date:

Signature:

SECURITY PLAN OF THE KNOWN SUPPLIER OF AIRPORT SUPPLIES

COMPANY NAME _____

Company residence _____

Address _____

Telephone _____

Fax _____

E-mail: _____

NAME OF THE SECURITY MANAGER _____

Address _____

Telephone _____

Fax _____

E-mail: _____

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APPOINTMENT OF THE SECURITY MANAGER

In compliance with Regulation (EC) no. 300/2008 of the European Parliament and of the Council of 11 March 2008 on common rules in the field of civil aviation security and its implementing acts, the undersigned *[Legal Representative of the Company]*

FORMALLY APPOINTS AS PERSON IN CHARGE OF SECURITY

(for the development, implementation and supervision of the security measures required by Chapter 9 of the National Security Plan, ed. 2 of 9 June 2015)

- *[personal details of the Security Manager, including address and telephone/mail contacts]*

WHO HAS BEEN SPECIFICALLY TRAINED FOR THE ROLE DESCRIBED IN “CAT. A12/BIS – A12” IN ENAC’S TRAINING MANUAL

- *[company name]* informs Toscana Aeroporti-Pisa that if:

- the name of the Security Manager

Annexes:

- Identity document of the Security Manager
- Copy of the training certificate for Cat. A 12/Bis – A 12

I am fully responsible for this appointment and aware of the *criminal liabilities specified in art. 76 of DPR no. 445 of 28 December 2000 and in art. 495 of the Criminal Procedure Code for false statements.*

Legal Representative

Name:

Date:

Signature:

GUIDELINES FOR THE PREPARATION OF THE SECURITY PROGRAMME OF THE KNOWN SUPPLIER OF AIRPORT SUPPLIES

1. INTRODUCTION

1.1 Scope of the Security Plan

This Security Plan describes the security measures implemented to ensure that each supply for the airport is appropriately screened before being delivered in the sterile area. (name of Known Supplier) shall ensure that all the couriers (name/s of courier, if designated) will meet the predefined requirements when acting in their name. However, (name of Known Supplier) will remain liable for compliance with the provisions of the NSP.

1.2 Organization

(Describe the organization of the Known Supplier in detail and enclose an organizational chart).

1.3 Organization of security

[name of Known Supplier] appointed a Security Manager for the development, implementation and supervision of the security measures required and ensures that only appropriately trained personnel will be used for the control and delivery of airport supplies.

The tasks of the Security Manager are, *inter alia*:

- to develop and amend this Security Plan in harmony with the contents of the NSP;
- to ensure that the provisions of this Security Plan are communicated to all the people involved in the different relevant tasks;
- to implement security measures and make them consistent with the procedures;
- to be the contact person for any problem connected with airport supplies that might be detected by the Security Manager of the Airport Operator;
- to maintain and update a list of all the people involved in the control and delivery of airport supplies;
- to assess the vulnerability of locations and security procedures;
- to ensure that all the personnel performing the security checks described in point 9.1.4 of Reg. 2015/1998 are background checked;
- to ensure that the personnel is trained and their training updated by maintaining all the necessary relevant records.

1.4 Additional information

Enter the following information:

- estimated volume of products to be introduced in the sterile area of the airport;
- types of products.

2. PERSONNEL

2.1 *Personnel*

I, [Name of Security Manager], hereby commit to keep a list of all the people authorized to to access the locations where the airport supplies are received, packaged, stored or carried. This list contains all the information, including the name, surname, date and place of birth, nationality and signature of the person concerned.

This list is Annex 1 to this Security Plan.

We specify that the personnel charged with security checks or accessing airport supplies without being escorted must be specifically trained on the "A 10" role, as indicated in ENAC's Training Manual Sec-05A ----- Enclose a copy of the certifications.

2.2 *Personnel selection and training*

I, [name of Security Manager], hereby commit to ensure that any operation concerning airport supplies will be carried out by selected and trained personnel.

Describe selection and training methods.

2.2.1 *Personnel background check*

I, [name of Security Manager], am fully aware that all the hired personnel is subject to the ascertainment of their background by the competent authority and must be provided with an airport pass issued by ENAC, where required. Furthermore, I am aware that no person will be hired if the aforesaid requirements are not completely met.

Any staff member involved in the airport supply chain who is not provided with the airport pass issued by ENAC is required to submit a statement containing his/her criminal record.

2.2.2 *Personnel training*

I, [name of Security Manager], hereby ensure that all the personnel involved in the preparation and treatment of airport supplies will be specifically trained and updated when necessary, according to the provisions of Chapter 11 of Regulation (EU) 2015/1998.

I also ensure that said training will be successfully completed before the personnel is allowed unescorted access to the airport supplies.

The security training certifications of the personnel involved in tasks related to airport supplies must be submitted by using Annex 2 to this Security Plan.

3. PROTECTION AND ACCESS CONTROL PROCEDURES 3.1 *Control of*

accesses

I, [name of Known Supplier], hereby ensure that:

- a) the premises used for the control and delivery of airport supplies are continuously protected from any illegal interference;
- b) all the doors, windows and any other possible access ways to the premises are protected or controlled;
- c) all the appropriate (structural and procedural) measures have been adopted to prevent any unauthorized access;
- d) when in use, all the access points are closed to prevent any passage.

3.2 Storage and protection of supplies

I, [name of Known Supplier], hereby ensure that the supplies will be stored in a safe place until they are transported in the critical part of the airport sterile area.

Describe in detail all the technical aids and the procedures used to control access to the storage premises.

4. ACCEPTANCE PROCEDURES

4.1 Acceptance

I, [name of Known Supplier], hereby ensure that, upon receiving the products that will be subsequently identified as “airport supplies”, will adopt all the necessary measures to ascertain the correspondence of said products with the items listed in the accompanying documentation.

4.2 Checks

I, [name of Known Supplier], hereby declare that I will carry out all the checks specified in point 9.1.4 of Regulation (EU) no. 2015/1998 in order to ensure, with a reasonable certainty, that the airport supplies do not contain any prohibited item.

Describe in detail the control procedures adopted to ensure the absence of prohibited item in airport supplies.

4.3 Quality control

Describe in detail the internal quality control procedures adopted to ensure that the procedures describe in this Security Plan are correctly implemented.

5. TRANSPORT AND DELIVERY PROCEDURES

5.1 Documentation accompanying airport supplies

I, [name of Known Supplier], will enclose a Security Certificate (filled using the form provided with Annex # 1 of Chapter 9 of this NSP) to the delivery document accompanying each airport supply, to certify the following:

- Supply number
- Nature of supplies
- Delivery site

Said documentation will be provided with the airport supplies upon entrance in the sterile area.

5.2 Transport and delivery of known airport supplies from the landside area to the airside area

I, [name of Known Supplier], hereby ensure that known airport supplies will maintain the "security status" throughout their transfer from the storage premises to the critical part of the sterile area.

I, [name of Known Supplier], hereby ensure that known supplies will be transported/carried:

- by my own personnel with their own vehicles, or
- by a courier using approved security procedures and measures.

Specify in detail the transport and protection procedures and the transport vehicles used

6. SECURITY NON-CONFORMANCES OR INCIDENTS

I, [name of Known Supplier], hereby ensure that each non-conformance in a product or supply shall be immediately notified to the Security Manager.

I, [name of Known Supplier], hereby ensure that, in the event that any sign of tampering with already screened supplies is detected, said supplies shall be screened again.

I, [name of Known Supplier], hereby ensure that, in case of any security incident (e.g. suspicious item, threatened bomb, etc.) our Security Manager will immediately notify

- the Border Police, and
- the Security Manager of the Airport Operator
- ENAC's Airport Directorate

Describe the relevant procedures in detail.

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**SECURITY CERTIFICATE
OF AIRPORT SUPPLIES**

(to be filled by the Known Supplier)

Supply no.

Nature of Supply / Number of

Delivery site

The undersigned [*Security Manager*] hereby ensures, with reasonable certainty, that the supply/ies described above (or specified in the accompanying documentation) does not contain prohibited items.

The undersigned is fully responsible for this statement.

Signature

Date