

1. DESIGNATION OF A KNOWN AIRPORT SUPPLIER

- **Airport supplies:** these are all the items and articles to be sold, used or made available for any purpose or activity in the sterile areas of airports;
- **Known Airport Supplier:** a supplier whose procedures meet common security provisions at a sufficient level to allow for the delivery of airport supplies in sterile areas.

The applicable security legislation requires that *Airport Supplies* be screened before being authorized to access airport sterile areas, except when supplies have been security checked by a *Known Supplier* designated by the Airport Operator and have been protected by any unlawful interference from the time when the security checks have been completed to their entrance in the sterile area.

Airport supplies brought in by unknown suppliers that cannot be screened at the access point in the sterile area due to their nature or size (e.g. fuel, sand, gravel, etc.) must be escorted up to their unloading point by qualified and specifically-trained Private Security Guards, to be screened during or after unloading. Airport supplies must be constantly watched by qualified security staff until their screening has been completed.

However, if they become regular supplies, they must necessarily be brought in the airport by a Known Supplier.

The designation of Known Supplier is determined by Toscana Aeroporti S.p.A. for both the Pisa and Florence airports.

To be designated as a Known Supplier, any supplier must apply to the Security Office of Toscana Aeroporti S.p.A. by indicating for which airport they want to be certified (Pisa or Florence) and enclosing the following documentation:

- A Statement of Commitment, to be prepared as an original on headed letter paper, in compliance with Appendix 9-A of Ch. 9 of Reg. (EU) 2015/1998;
- The Supplier's Security Plan prepared in compliance with Annex 2 of Ch. 9 of the NSP, Ed. 2 of 9-Jun-2015 Amendment #1 of 1-Feb-2016;
- Appointment of a person in charge of security, a "Security Manager", prepared as an original on headed letter paper signed by the Legal Representative of the Supplier, accompanied by copies of valid identity documents of both the Legal Representative and the Security Manager, and a copy of a Cat. A12bis or Cat. A12 training certificate;
- A list of the people charged with the task of conducting security checks other than the screening of airport supplies, once they have been identified as such, and a copy of their training certificates, as required by the Training Manual enclosed with ENAC Memorandum SEC 05a;
- A list of the people charged with the task of conducting security checks defined as "screening" of airport supplies, once they have been identified as such, and a copy of their training certificates, as required by the Training Manual enclosed with ENAC Memorandum SEC 05a.

After receiving the documentation required for the application, TA will review their contents and compliance and then will send a designated person to the site indicated by the Applicant in their Security Plan as acceptance, storage/warehousing, control and

shipment point for the airport supplies involved, in order to ensure that the measures described in the Security Plan submitted are actually implemented.

If the above-mentioned inspection is completed with a positive result, TA will issue the Designation Letter for the Supplier to be qualified as Known Airport Supplier, which shall only apply for a specific airport (to be indicated).

If the competent authority or the Airport Operator deems that a Known Supplier is no longer compliant with the requirements specified in point 9.1.4 of Reg. EU 2015/1998, the Known Supplier status will be withdrawn.

Effective from the above-mentioned Designation Letter issue date, the supplies presented at access points to sterile areas as provided for by the applicable regulations shall be accompanied by a *Security Certificate*, to be prepared as indicated in Annex 1 of Chapter 9 of the NSP Part A, and filled as described below:

- on the Company's headed letter paper;
- in original, in all its parts;
- complete with the legible "NAME AND SURNAME" of the Security Manager of the Company in the specific space between brackets;
- signed with a legible signature by the Security Manager or other designated person.

Any supplies carried by suppliers not designated as *Known Airport Supplier* qualified to introduce supplies in the sterile area shall:

1. be screened for security at the access gate to the sterile area; or
2. when the screening defined above is impossible due to the nature or size of the supplies, the latter shall be escorted by authorized and specifically-trained staff until the unloading point and screened during or after unloading. However, if they become regular supplies, they must necessarily be brought in the airport by a Known Supplier.

TA offers the Supplier's personnel and any security staff the opportunity to be trained on airport security to obtain the necessary certifications through its own certified ENAC instructors.

Said courses, delivered in compliance with ENAC Memorandum SEC-05A, have a duration of 14 hours, split into two lessons of 7 hours each, and take place in the Pisa airport premises.

For information and reservations, call +39 050-849610 or +39 050-849538.

2. RATE TABLE

2.1 *Designation of a Known Airport Supplier and escorting activity*

DESIGNATION OF A KNOWN AIRPORT SUPPLIER	
Issuing of a Known Airport Supplier Designation	€ 500.00 + VAT
ESCORTING ACTIVITY BY AIRPORT OPERATOR	
Service delivered by 1 Private Security Guard ("GPG") from 7:00 to 22:00	€ 35.00 + VAT per hour or fraction
Service delivered by 1 Private Security Guard ("GPG") from 22:00 to 7:00	€ 40.00 + VAT per hour or fraction

2.2 *Training on airport security*

TRAINING ON AIRPORT SECURITY		
SECURITY COURSES	INITIAL TRAINING PER ROOM FEE	INITIAL TRAINING PER PERSON FEE
Cat. A3 training: "Personnel screening air carrier mail and materials; in-flight and airport supplies".	€ 3.000 for a maximum of 15 persons	€ 500 for a minimum of 5 persons per room
Cat. A10 training: "Personnel checking the security of air carrier mail and materials; in-flight and airport supplies (not by screening)".	€ 1.000 for a maximum of 15 persons	€ 150 for a minimum of 5 persons per room
Cat. A12bis training: "Personnel with local responsibilities to ensure that a Security Plan and its implementation comply with all the applicable regulations (local security staff)"	€ 1.000 for a minimum of 5 maximum of 15 persons	-
Cat. A13 training: "Personnel, other than passengers, that must access sterile areas without an escort".	€ 500 for a maximum of 15 persons	€ 100 for a minimum of 5 persons per room
Cat. A14 training: "Personnel that needs general security awareness training".	€ 500 for a maximum of 15 persons	€ 100 for a minimum of 5 persons per room