



**PROCEDURE FOR KNOWN  
SUPPLIERS OF AIRPORT  
SUPPLIES**

***LEONARDO DA VINCI AIRPORT & G. B. PASTINE AIRPORT***

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## 0. IDENTIFICATION REVISION AND CHANGES TO THE PROCEDURE

<b>REVISIONS</b>			
<b>Rev.</b>	<b>Date</b>	<b>Page</b>	<b>Content</b>
0	Nov. 2015	Full Document	New PNS amendment, ed. 2
1	Feb. 2016	Full Document	New amendment to Reg. (EU) 1998/2015
2	May 2016	Appendices	PNS amendment, ed. 2 – amendment 1
3	Aug. 2018	Document	Procedure update
4	Feb. 2020	Integration	Regulatory adjustment

### 1. Purpose

A known supplier of airport supplies refers to a supplier whose procedures comply with the common security regulations and provisions, such as to permit the delivery of airport supplies in sterile areas.

Regulation of the European Commission (EC) no. 1998/2015 and the National Security Programme set forth that the competent individual for appointing known suppliers is the airport manager.

This procedure defines the process for issuing the Certificate of Designation for Known Suppliers of airport supplies

As airport supplies may be a possible way of entering weapons, explosives or other prohibited items into the airside area, the primary aim is to ensure the security of these supplies. To this end, the regulation in force provides that airport supplies are subject to control before being authorised to enter sterile areas, except in cases in which the supplies have been subject to security checks by a “known supplier” - appointed by the airport manager - and have been protected from illicit interference.

## 2. Regulatory Framework

- Parliament and Council Regulation No. 300/2008 and subsequent amendments
- Commission Regulation (EU) No. 1998/2015 and subsequent amendments
- Commission Decision C (2015) 8005 and subsequent amendments
- Civil Aviation National Security Programme
- ENAC Circular Sec. 05A
- Security Training Manual
- Commission Implementing Decision C (2019) 132
- Commission Regulation (EU) 2019/103
- Circular ENAC-DG-10/01 / 2020-0002323-P

## 3. Organizations in charge

The implementation of the provisions contained in Chapter 9 of the PNS is ensured by:

- The Airport Manager
- Known Suppliers of Airport Supplies

## 4. Organizations concerned

- E.N.A.C. Lazio Airport System Directorate
- State Bodies
- Management Company - Aeroporti di Roma S.p.A.
- Suppliers of products sold and/or used in the airport

## 5. General criteria for issuing Certificates of Designation

The appointment of Known Suppliers is carried out by the management company, Aeroporti di Roma S.p.A., following an appropriate preliminary investigation. The latter will have a maximum duration of 60 days from receipt of the request via PEC.

Aeroporti di Roma S.p.A. will issue the Designation Act, only after passing the checks provided for in chap. 11 of this Procedure

## 6. Known Supplier Prerequisites

The applicant must be in possession of a contract justifying the need to deliver airport supplies to sterile areas.

## Background check

Following the ENAC-DG-10/01 / 2020-0002323-P Circular, all staff (of Known Suppliers or any transporters) who carry out or have controls performed under their own responsibility (screening), access controls or other security checks in an area other than the sterile area, i.e. that has unescorted access to airport supplies that have already been subjected to security checks, must be subjected to background checks.

Any updating of the personnel (e.g. new hires / modification of the transport company) must be sent via PEC, attaching the documentation provided in chap. 10 c) and d), to the following e-mail addresses

[aeroportidiromaspa@pec.adr.it](mailto:aeroportidiromaspa@pec.adr.it)

for knowledge [fornitoreconosciuto@adr.it](mailto:fornitoreconosciuto@adr.it)

Personnel already in possession of a valid airport entry pass must in any case be listed in **Annex 7**.

### ***Security checks that Known Suppliers must apply***

Security checks other than screening carried out on airport supplies, defined as the application of means and procedures capable of preventing the entry of prohibited items amongst such supplies (e.g. documentary checks during the acceptance stage, tampering with supplies, etc.) must be carried out:

- before entry into the sterile area;
- by the known supplier's staff, trained in accordance with point 11.2.3.10 of Regulation (EU) 1998/2015, Cat. A10 of the ENAC Security Training Manual;
- ensuring the application of the provisions contained in point 9.1.4 of Regulation (EU) 1998/2015.

Known suppliers of airport supplies must provide for procedures to protect the supplies after the performance of security checks, in order to protect them from illicit interference from when the checks are carried out until their delivery.

### ***Tasks of the Head of Security***

The Head of Security, appointed by the Known Supplier and trained in accordance with point 11.2.5 of Regulation (EU) 1998/2015 Category A12-bis of the Security Training Manual and, in the event of checks, also pursuant to the point 11.2.3.10 of Regulation (EU) 1998/2015

Category A10 of the ENAC Security Training Manual, shall:

- ensure that all measures pertaining to the security of airport supplies are taken in accordance with the provisions of the Security Programme (please see **Annex 5**);
- draw up, update and ensure the implementation of that Programme with no irregularities;
- ensure that staff training is carried out;
- ensure that internal quality controls are carried out.
- ensure that all personnel (of Known Suppliers or any of their carriers) ) who carry out or have controls performed under their own responsibility (screening), access controls or other security checks in an area other than the sterile area, i.e. that has unescorted access to airport supplies that have already been subjected to security checks, must be subjected to background checks.

### ***Staff Training***

Known Suppliers of Airport Supplies must:

- ensure that individuals have access to airport supplies, that the staff receiving those supplies in sterile areas and/or any carriers/couriers receive general security awareness training, enabling them to understand their responsibilities in this field, in accordance with point 11.2.7 of Regulation (EU) 1998/2015, Category A14 of the ENAC Security Training Manual;
- ensure that staff responsible for security checks other than screening, in accordance with point 9.1.4 of Regulation (EU) 1998/2015, are selected in accordance with point 11.1 and trained in compliance with point 11.2.3.10 of Regulation (EU) 1998/2015 Category A10 of the ENAC Security Training Manual;
- ensure that staff responsible for screening airport supplies are trained in accordance with point 11.2.3.3 of Regulation (EU) 1998/2015 Category A3 of the ENAC Security Training Manual;
- ensure that this training is provided before staff have unescorted access to the supplies.

### ***Control of access to premises and protection of airport supplies***

Known Suppliers of Airport Supplies must ensure:

- that access to their premises, used to prepare and store supplies, is controlled to prevent access by unauthorised individuals;
- that such measures are constantly applied;
- that supplies, identified as airport supplies, are adequately protected from illicit interference.

### ***Receipt of products to be identified as airport supplies***

Known suppliers of airport supplies must ensure that, at the time of receipt of products from the manufacture:

- all necessary measures are applied to reasonably ensure that such products correspond to the accompanying documentation;
- the security checks specified in point 9.1.4 of Regulation (EU) 998/2015 are applied.

### ***Seals***

Seals are applied to reveal any tampering on all vehicles and/or containers transporting airport supplies or to physically protect these.

Seals capable of revealing any tampering are those that show any attempt of interference, whether they are broken or whether the number does not correspond to that recorded. If numbered seals are used, a record of these must be kept.

Tampering refers to: a supply or part thereof that shows signs of alteration, such as to permit the entry of a prohibited item. The identification of any tampering or any lack of protection from illicit interference with the airport supply must be carried out at the point of access to the sterile area by staff responsible for security control.

### ***Identification of supplies***

Supplies are identified as airport supplies:

- if a visible label has been affixed to the supply by the known supplier and/or
- if they are accompanied by specific documentation.

Supplies are handled as airport supplies from the time they are identified as such until their delivery to the sterile area.

### ***Delivery to sterile areas***

Known Suppliers must deliver airport supplies:

- using their own vehicles and staff or
- using a courier. In this case, known suppliers must specify, in their Security Programme, both whether they use a courier and whether security measures and procedures are applied by the courier, also ensuring that all security checks provided for in this procedure have been carried out.

In case of change of the courier, the Known Supplier must promptly update the Safety Program, send the documentation of the personnel involved provided for in chap. 10 c) and d) and wait for the background check to be passed before being able to use it.

Upon delivery to the sterile area, the staff receiving the supply shall perform a visual check in order to ensure that there are no signs of tampering.

## **7. Additional security provisions for supplies of LAGs and STEBs**

Supplies of STEBs must be delivered to sterile areas, in packages capable of revealing any tampering.

After entering the airside area or a sterile area and until their final sale at the point of sale, LAGs and STEBs must be protected from unauthorised interference.

## **8. Irregularities and security incidents**

Any irregularity detected by the Known Supplier's staff must be immediately reported by the company's Security.

In the event of security incidents (e.g. suspicious item, bomb threat, etc.) the Known Supplier's Head of Security must inform:

- the Border Police of the airport concerned;
- the ENAC – Lazio Airport System Directorate (specifying the airport concerned);
- the Security Manager of Aeroporti di Roma S.p.A.



## 9. Transportation of airport supplies from the landside area to the airside area

Known Suppliers or their couriers must, during the transportation of airport supplies from the landside area to the critical section of the sterile area, apply the following security measures:

### a) *Transportation with vehicle use*

- each vehicle used must be made secure;
- immediately before loading, the loading area of the vehicle must be controlled in order to ensure that no prohibited item is present until completion of the loading process;
- immediately after completion of the loading process, the loading area must be closed off or sealed and the vehicle must not be left unattended;
- if this is not possible, the driver, upon his return, must carry out a visual check to detect the presence of any tampering.

The supply, if delivered by courier on behalf of a Known Supplier, must always be accompanied by the relevant “Carrier Certificate” (**Annex 9**).

### b) *Transportation using manually operated trolleys*

- transportation must be carried out by a known supplier's staff;
- the trolley carrying the airport supply must not be left unattended;
- the trolley carrying the supply must be kept under constant visual control.

## 10. Procedures for appointing Known Suppliers of airport supplies

*(the Designation is only valid for the airport for which the application is submitted)*

To be appointed a Known Supplier of airport supplies, the applicant must send Aeroporti di Roma S.p.A. – ID Card Department (Fiumicino and/or Ciampino) the following documentation:

- Letter of application to be drafted on letterheaded paper on a single page in accordance with **Annex 1** and signed by the Legal Representative.
- Statement of Commitment (to be drafted on letterheaded paper, on a single

page)in accordance with Appendix 9-A of Regulation (EU) 1998/2015 and subsequent amendments and additions (please see Annex 2). This statement must be signed by the known supplier's Legal Representative.

- The Security Programme regarding the security checks referred to in point 9.1.4 of Regulation (EU) 1998/2015 including the appendices, to be drawn up on letterheaded paper and signed by the Head of Security (please see **Annex 3**);
- The program must also contain the list of all staff (of Known Suppliers or any of their carriers) who carry out or have checks carried out under their own responsibility (screening), access controls or other security checks in an area other than the sterile area, or that has unescorted access to airport supplies that have already been subjected to security checks. Two-sided copies of identity documents must also be attached; in the case of non-EU personnel, attach a photocopy of the passport and residence permit (see **Annex 7**). Declaration form for professional activity, education and training (see **Annex 8**) completed by specifying day / month / year and any interruptions of more than 28 days indicating the place of stay.
- Insurance certificate for third-party civil liability to cover any amount that the insured party may need to pay, during the exercise of its business, for any civil liability, whether on its own behalf or on behalf of persons to which it is liable, for damages that may have been caused to third parties, as a result of accidents that may occur in the airport.
- "Notification of the name of the Head of Security" form, to be drawn up on a single page, duly signed by the Legal Representative and by the Head of Security (please see **Appendix 3**).
- Supply agreement justifying an operational requirement, governing a specific activity at the airport concerned (Fiumicino and/or Ciampino).
- Copy of the valid Certificate of Incorporation.
- Copy of the Legal Representative's ID document
- Receipt of payment for preliminary investigations, validation and issuance of the certificate of designation.

## **11.Procedures of the management company, Aeroporti di Roma S.p.A., for issuing Certificates of Designation, the term and validity thereof**

Aeroporti di Roma S.p.A., as Airport Manager, is the party which EU Regulation

1998/2015 and the PNS assign the task of appointing a known supplier.

The validation process will be activated only after the background check has been passed by all the personnel listed by the applicant, who for whatever reason comes into contact with the airport supplies.

Compliance checks on the site, documentation, statements of the applicant and security procedures applied to ensure compliance with the regulatory provisions are carried out by a party acting on behalf of Aeroporti di Roma, appointed and trained in accordance with categories A12 or A12-*bis* referred to in the ENAC Security Training Manual (cap. 9.1.3.4.1 of PNS).

During the site validation visit, the supplier shall be responsible for providing the persons responsible for the security procedures and staff selection. The party acting on behalf of the manager shall use a specific checklist, with confidential content, a prerequisite for ascertaining the requirements provided for.

The checklist is used as an and official site validation document. Aeroporti di Roma S.p.A. shall issue the certification of designation after validating the:

- a) relevance and completeness of the security programme in accordance with the provisions of point 9.1.4 f Regulation (EU) 1998/2015;
- b) implementation of the Security Programme with no irregularities.

Validations are carried out by means of an on-site visit to the supplier's premises and are recorded, stored and repeated every two years.

Once the requirements provided for by this procedure have been ascertained, Aeroporti di Roma:

- shall prepare the Certificate of Designation of the Known Supplier of airport supplies in accordance with the form provided (please see **Annex 10**);
- shall inform the ENAC - Lazio Airport System Directorate of the appointment made;
- shall prepare and update a list of Known Suppliers of Airport Supplies, specifying the expiry date of their appointment;
- shall ensure that this list, kept constantly updated, is made available at all airport supply access points.
- Shall keep:
  - a. all supplier reports recording the implementation of the security programme,

- b. the statement of commitment,
  - c. a copy of the security programme
- up to at least 6 months after the expiry of the appointment and, upon ENAC's request, shall be provided by it for compliance control purposes.

## **12. Procedures adopted by the Manager in the event of non-compliance detected during the appointment of a Known Supplier**

Aeroporti di Roma, in case of failure of the background check by the staff listed by the applicant, will not proceed with the validation process.

If the procedure for ascertaining and verifying the requirements provided reveals elements of non-compliance, Aeroporti di Roma shall immediately report the reasons to the applicant.

If the individual concerned has not complied with the revelations within 90 days of the date of notification of the non-compliances, the request to Appoint Known Suppliers shall be deemed rejected, without the option for the applicant to recover the sums paid and this shall be filed.

## **13. Issuance of the Certification of Designation**

Aeroporti di Roma S.p.A. shall formally appoint the applicant at the airport for which the supplier has submitted the application (Fiumicino and/or Ciampino), by issuing a Certificate of Designation (please see **Annex 10**), sending a copy to the ENAC – Lazio Airport System Directorate. The Airport Manager shall be responsible for storing the documentation submitted by the appointed party in its records.

The Airport Manager shall prepare a specific record containing an updated list of Known Suppliers of airport supplies.

## **14. Suspension, revocation and forfeiture of the Known Supplier appointment**

The ascertainment of the failure to apply the provisions of this procedure and the subsequent withdrawal of the appointment, can be carried out by:

- the ENAC Airport Directorate following inspections, or
- Aeroporti di Roma S.p.A.

a) The appointment may be suspended by Aeroporti di Roma and/or the ENAC in the event of:

- temporary loss of the requirement provided for the issuance thereof;
- non-compliance with the regulatory provisions;
- checks performed to re-validate Known Suppliers;
- severe negligence discovered by the ENAC during inspections.

Aeroporti di Roma shall immediately notify the suspension measure to the Supplier, specifying the reason, allocating a term not exceeding 30 days to remedy the non-compliances discovered. This term, in the event of particularly complex interventions, can be extended, following the documented request of the interested party, by no more than a further 30 days. At the end of the allocated period, if there are still elements of non-compliances, Aeroporti di Roma shall withdraw the Appointment and shall send a copy of the measure to the ENAC Lazio Airport System Directorate.

During the suspension period, Aeroporti di Roma shall ensure that all supplies from this party are subject to the required screening, immediately informing the airport supply access points.

- b) The appointment may be revoked by Aeroporti di Roma and/or the ENAC in the event of:
- issuance of false information intended to obtain the appointment;
  - failure to notify Aeroporti di Roma of substantial changes that alter the ascertained security standard;
  - issuance of false statements upon the control of supplies;
  - failure to remedy, for an individual site, by the deadlines specified by Aeroporti di Roma, non-compliances discovered during checks.
- c) The appointment of a Known Supplier shall be forfeited in the event of:
- bankruptcy;
  - termination of business;
  - in the event that the known supplier does not make airport supplies for a period of two years from the date of appointment.

In the event of withdrawal and/or forfeiture, the Airport Manager:

- shall immediately report the reasons to the supplier concerned;
- shall inform the ENAC Airport Directorate;
- shall update the list of known suppliers, informing the airport supply access points, ensuring that all supplies from that party are subject to the required screening.

## **15. Validation renewal**

All validations must be renewed every two years. Known Suppliers must submit a formal application for renewal to Aeroporti di Roma within 60 days of the expiry date thereof, re-submitting all documentation required by this procedure.

he documentation must be sent via PEC to:

Aeroporti di Roma - Airport Management Department – Airport passes Office

[aeroportidiromaspa@pec.adr.it](mailto:aeroportidiromaspa@pec.adr.it)

for knowledge [fornitoreconosciuto@adr.it](mailto:fornitoreconosciuto@adr.it)

In the event that no application is received from the Supplier, Aeroporti di Roma cannot guarantee renewal by the expiry date. After the deadlines specified have passed, the Manager shall withdraw the Appointment and shall ensure that all supplies from that party are subject to the required screening, notifying all parties concerned.

## **16. Loss or theft of the Certificate of Designation**

In the event of loss or theft of a Known Supplier's Certificate of Designation, that supplier must immediately make a complaint to the competent authority (Police Force) and, at the same time, immediately inform the Airport Manager. Subsequently, the Known Supplier must go to the Aeroporti di Roma S.p.A. ID Card Department at the airport concerned (Fiumicino and/or Ciampino) to apply for a duplicate Certificate of Designation (true copy of the original).

## **17. Airport supplies security documentation**

All airport supplies originating from a Known Supplier, at the time of accessing a sterile area, must be accompanied by a specific "Security Certificate" (please see **Annex 6**). This certificate can be inserted directly into the "Transportation Document" by:

- recording the following text - The undersigned [head of security] hereby ensures, with reasonable certainty, that the above supply (or as specified in the documentation enclosed), does not contain any prohibited items. The undersigned is aware of the consequences provided for by law in the event of false statements and
- signature of the head of security or his/her representative (individual who has, in any case, carried out a course pursuant to Category A12-*bis* of the ENAC Security Training Manual).

The certificate shall be shown to those responsible for carrying out checks and there shall be no obligation to submit a copy thereof.

## **18. Verification of the Known Supplier - Operating procedures for controlling access of supplies to the airport in sterile areas**

Staff responsible for controlling the access points to the sterile area shall carry out the following activities:

- verify the presence of the Known Supplier in the specific list kept at the access points to sterile areas;
- check the Security Certificate of airport supplies (**Appendix 6**) and any Carrier Certificate (**Appendix 9**);
- record the date and name of the Known Supplier at the time of entry into sterile areas, in order to prove the delivery of airport supplies within a period of two years;
- identify any tampering (presence of signs of alteration) or lack of protection from illicit interference with airport supplies.

The presence of any tampering or if there is a reason to consider that the supplies, subject to security checks, have not been protected from unauthorised interference after the performance of such checks, the Police and Airport Manager shall be immediately informed for relevant actions and the application of 100% screening of the supplies.

Upon delivery of supplies from a Known Supplier of airport supplies a visual check must be carried out, even by those who receive items intended to be used and/or provided for any purposes or activity in sterile areas of the airport.

## **19. Fees and contact details**

Aeroporti di Roma S.p.A. requires that suppliers that submit an application for Appointment for the role of Known Supplier pay a fee to cover the costs incurred to administrate the investigations and related compliance checks, amounting to:

- €1,000.00 (excluding VAT) plus transport costs, to be paid in advance, for visits and validation of the individual site and issuance of a Certificate of Designation whether in event of a positive or negative outcome. This amount shall be required for each validation renewal, to be carried out every two years.
- Additional site validation visits shall have an additional cost of €300.00,
- €10.00 (excluding VAT) for a duplicate request in the event of loss or theft.



The amount of the fees specified above shall be updated periodically by Aeroporti di Roma S.p.A., after informing the ENAC, with reasonable advance notice.

If the Supplier wishes to be appointed for both airports, the documentation shall be submitted in full in two copies (including agreements justifying the legitimate reason for the supply to both airports) and shall not incur additional costs for the second airport. Applications for a request to obtain the role of Known Supplier, separate for each airport, must be submitted by certified email to:

[aeroportidiromaspa@pec.adr.it](mailto:aeroportidiromaspa@pec.adr.it)

and for knowledge to:

[fornitoreconosciuto@adr.it](mailto:fornitoreconosciuto@adr.it)

Telephone numbers: 06.6595.8315 - 066595.9710

## **2. List of Annexes**

**Annex 1 Facsimile Letter of request for designation**

**Annex 2 Facsimile of the Declaration of Undertakings**

**Annex 3 Facsimile of the Notification of the Security Officer**

**Annex 4 Known Supplier Safety Program Scheme**

**Annex 5 Known Supplier Safety Program Guidelines**

**Annex 6 Facsimile of the Safety Certificate**

**Annex 7 Facsimile Form pre-filled list of F.C. staff and any carriers**

**Annex 8 Facsimile Professional activity, education and training statement**

**Annex 9 Facsimile of the courier - carrier declaration**

**Annex 10 Facsimile of the Known Supplier Designation Act**

## ANNEX 1

(Facsimile to be drafted on letterheaded paper on a single page)

Dear Aeroporti di Roma Spa  
Security Management

Airport passes Office

**PLEASE SPECIFY THE RELEVANT AIRPORT:** Fiumicino Airport and/or Ciampino Airport

**RE: Application for Appointment as a Known Supplier of Airport Supplies.**

We hereby submit our application for appointment as a known supplier of airport supplies. To this end, please find enclosed:

Declaration of commitments

- Notification of the security officer
- Scheme of the Known Supplier Safety Program
- Known Supplier Safety Program signed by the Safety Manager
- Safety certificate
- List of staff of the Known Supplier and any carriers
- Declaration of professional activity, education and training of personnel
- Front and back photocopies of staff identity documents (including any carriers)
- Copy of Third Party Liability Insurance
- Copy of the Chamber of Commerce Certificate
- Copy of the identification document of the legal representative
- Copy of the Contract that regulates the supply activity at the airport
- Receipt of payment for preliminary investigation, validation and release of original designation deed.
- Courier / carrier declaration (**attach only in case of third party companies**)

Yours sincerely,

**Stamp and signature**

The Legal  
Representative

Rome, \_\_\_\_\_

**Annex 2**

*(FACSIMILE - to be drafted on letterheaded paper of the Known Supplier on a single page)*

**STATEMENT OF COMMITMENT OF KNOWN SUPPLIERS OF AIRPORT  
SUPPLIES**

In accordance with Regulation (EC) no. 300/2008 of the European Parliament and Council and its implementing acts,  
the undersigned hereby declares as follows:

— [name of the company]

- a) shall appoint an individual in charge of security within the company; and
- b) shall ensure that individuals with access to airport supplies receive general security awareness training, in accordance with point 11.2.7 of the appendix to the implementing regulations (EU) 2015/1998 before being authorised to accept such supplies. It shall also ensure that individuals who carry out the screening of airport supplies receive training in accordance with point 11.2.3.3 of the appendix to Implementing Regulation (EU) 2015/1998 and that the individuals performing other security checks on airport supplies receive training in accordance with point 11.2.3.10 of the appendix to Implementing Regulation (EU) 2015/1998; and
- c) shall prevent unauthorised access to its premises and to airport supplies; and
- d) shall ensure, with reasonable certainty, that airport supplies do not conceal prohibited items; and
- e) shall apply seals to reveal any tampering on all vehicles and/or containers transporting airport supplies or to physically protect these (this point does not apply to transportation to the airside area).

If, to transport supplies, another company is used that is not a known supplier to the airport operator, [name of the company] shall ensure that all of the aforementioned security checks are carried out;

— in order to ensure compliance, [name of the company] shall provide maximum cooperation in all inspections, as required and shall permit access to all documents requested by the inspectors;

— [name of the company] shall inform [the airport operator] of any severe security breaches and any suspicious circumstances that may be relevant for airport supplies and shall specifically report any attempt to conceal prohibited items in the supplies;

— [name of the company] shall ensure that all staff concerned receives training in accordance with the provisions of Chapter 11 of Implementing Regulation (EU) 2015/1998 and are aware of their responsibilities regarding security and

— [name of the company] shall inform [the airport operator] if:

- a) the business ceases; or
- b) it no longer complies with the requirements of the relevant Union

legislation. I take full responsibility for this statement.

Legal Representative

Name

Date:

Signature:

**ANNEX 3**

(FACSIMILE - to be drafted on letterheaded paper of the Known Supplier on a single page)

**NOTIFICATION OF THE NAME OF THE HEAD OF SECURITY OF THE KNOWN SUPPLIER OF AIRPORT SUPPLIES**

In accordance with the Security Programme of the known supplier of airport supplies, the undersigned [*the company's legal representative*], hereby acknowledges that [name of the company] has appointed Mr/Ms \_\_\_\_\_, as security manager for the conduct, application and oversight of the required security measures.

The head of security undertakes to:

- develop and amend the Security Programme in accordance with provisions of the PNS;
- ensure that the provisions of this Security Programme are known by the parties involved according to their respective duties;
- implement the security measures and ensure their compliance with the procedures specified in the security programme;
- be the contact person for any issue related to airport supplies detected by the airport manager's Security Manager;
- ensure that internal quality controls are carried out;
- in the event of a security incident (e.g. suspicious item, bomb threat, etc.), to inform:
  - a) the Border Police;
  - b) the relevant ENAC Airport Directorate;
  - c) the airport manager's Security Manager.
- maintain and update a list of all parties involved in the control and delivery of airport supplies;
- assess the vulnerability of premises and security procedures;
- ensure that a background check is carried out on staff who perform the security checks referred to in point 9.1.4 of Regulation (EU) 1998/2015;
- ensure that staff training and refresher courses are carried out, keeping the relevant documentation.

Date

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Signature of the Legal Representative

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Signature of the Head of Security

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**ANNEX 4**

**KNOWN SUPPLIER OF AIRPORT SUPPLIES SECURITY PROGRAMME SCHEME**

**Name of the company:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Name of the Head of Security:** \_\_\_\_\_

Site address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Annex 5****KNOWN SUPPLIER OF AIRPORT SUPPLIES SECURITY PROGRAMME****1. INTRODUCTION***1.1 Aim of the Security Programme*

This Security Programme sets out and describes the security measures implemented so that each airport supply is subject to appropriate checks prior to being delivered to sterile areas. [Name of the known supplier] ensures that any couriers [name of couriers] comply with the requirements when acting on its behalf. However, [name of the known supplier] is responsible for complying with the provisions of the PNS.

*1.2 Organisation*

[Detailed description of the known supplier's organisation and appended organisational chart]

*1.3 Security-related organisation*

[Name of the known supplier] has appointed a head of security to perform, apply and oversee the required security measures and ensures the training of staff involved in control-related operations and in the delivery of airport supplies.

The head of security has, *inter alia*, the following duties:

- developing and amending this Security Programme in accordance with provisions of the PNS;
- ensuring that the provisions of this Security Programme are known by the parties involved according to their respective duties;
- implementing the security measures and making them compliant with the procedures;
- being the contact person for any issue related to airport supplies detected by the airport manager's Security Manager;
- maintaining and updating a list of all parties involved in the control and delivery of airport supplies;
- assessing the vulnerability of premises and security procedures;
- ensuring that a background check is carried out on staff who perform the security checks referred to in point 9.1.4 of Regulation (EU) 1998/2015;
- ensuring that staff training and refresher courses are carried out, keeping the relevant documentation.

*1.4 Additional information*

Enter the following information:

- estimated volume of products to be entered into the sterile area of the airport;
- type of products.

## **2. STAFF**

### *2.1 Staff*

I, [Name of the head of security], hereby declare that I have a list of all staff authorised to access the locations where airport supplies are accepted, packaged, stored or transported. This list contains all information as well as the name, surname, date and place of birth, and nationality.

The above list comprises Appendix no. 1 to this Security Programme.

### *2.2 Staff selection and training*

I, [Name of the head of security], ensure that operations related to airport supplies are carried out by selected and trained staff.

Describe the selection and training procedures

#### *2.2.1 Checking the aforementioned staff*

I, [Name of the head of security], am aware that the commitment of all staff is subject to the ascertainment of the aforementioned staff by the Competent Authority and to possession of an airport ID card, where required.

I am also aware that, in the event of any lack of the foregoing, the staff cannot be employed.

In the event of lack of possession of an airport ID card, the staff involved in the supply chain of airport supplies, shall submit an appropriate Statement recording any previous criminal records or the lack thereof.

#### *2.2.2 Staff training*

I, [Name of the head of security], guarantee that all staff involved in preparing and handling airport supplies shall be subject to training and related refresher courses, in accordance with the provisions of Chapter 11 of Regulation (EU) 1998/2015.

I also guarantee that the aforementioned training shall be successfully completed before staff are permitted unescorted access to airport supplies.

Certificates regarding the security training of staff involved in airport supplies comprise Appendix no. 2 to this Security Programme.

## **3. ACCESS CONTROL PROTECTION AND PROCEDURES**

### *3.1 Access Control*

I, [Name of the known supplier], guarantee that:

- a) the premises used for the control and delivery of airport supplier are constantly protected against illicit interference;
- b) all doors, windows and any other possible access to premises, are protected and/or controlled;



- c) all appropriate measures (structural and procedural) are adopted to ensure that no unauthorised access occurs;
- d) all access points, when not in use, are closed so as to prevent any passage.

### *3.2 Storage and protection of supplies*

I, [Name of the known supplier], guarantee that the supplies are stored in a secure environment until they are transported to the critical part of the sterile area of the airport.

[Provide a detailed description of the technical aids and procedures used to control access to premises]

## **4. ACCEPTANCE PROCEDURES**

### *4.1 Acceptance*

I, [Name of the known supplier], ensure the adoption, upon receipt of the product that shall be subsequently identified as an airport supply, of all necessary measures to ascertain that such product is the same as that stated in the accompanying documentation.

### *4.2 Checks*

I, [Name of the known supplier], hereby declare that the required checks referred to point 9.1.4 of Regulation (EU) 1998/2015 are carried out, in order to ensure, with reasonable certainty, that the airport supplies do not contain prohibited items.

[Provide a detailed description of the control procedures adopted in order to ensure the lack of prohibited items in the supplies]

## **5 TRANSPORTATION AND DELIVERY PROCEDURES**

### *5.1 Supply-related documentation*

I, [Name of the known supplier], shall attach to the certificate of delivery for each airport supply, a Security Certificate —, (form provided in Appendix no. 1 of Chapter 9 of this PNS), certifying the:

- supply number;
- nature of the supplies;
- delivery site.

This documentation must be appended to the airport supply at the time of accessing the sterile area.

### *5.2 Transportation and delivery of airport supplies from the landside area to the airside area*

I, [Name of the known supplier], ensure that known supplies maintain the security status during transfer from their premises until entry into the critical part of the sterile area.

I, [Name of the known supplier], ensure that known supplies are transported:

- by our staff and using our resources, or
- by a courier, which applies approved procedures and security measures.

[Please provide details of the transportation and protection procedures and the vehicles used for transportation]

## **6. SECURITY-RELATED IRREGULARITIES OR INCIDENTS**

I, [Name of the known supplier], guarantee that any irregularity relating to the product or to the supply shall be immediately reported to the head of security.

I, [Name of the known supplier], guarantee that, in the event that signs of tampering with controlled supplies is detected, these supplies shall be subject to screening.

I, [Name of the known supplier], guarantee that, in the event of a security incident, (e.g. suspicious item, bomb threat, etc.) the head of security shall immediately inform:

- the Border Police;
- the airport manager's Security Manager;
- the ENAC Airport Directorate.

[Please provide a detailed description of the relevant procedures]

**ANNEX 6**

*(FACSIMILE - to be drafted on letterheaded paper of the Known Supplier)*

**SECURITY CERTIFICATE FOR AIRPORT SUPPLIES**

(to be filled in by the known supplier)

**Supplier No.** \_\_\_\_\_

**Nature of the supply/Package**

**Delivery site**

The undersigned [*NAME and SURNAME*], as

[*Head of Security*]

[*Representative of the Head of Security*]

hereby ensures, with reasonable certainty, that the above supply (or as specified in the documentation enclosed), does not contain any prohibited items.

The undersigned takes full responsibility for this statement.

Signature

\_\_\_\_\_

Date

\_\_\_\_\_



**KNOWN SUPPLIER CARRIER PERSONNEL LIST: [specify name of company]**

N.	SURNAME	NAME	BIRTH PLACE	BIRTH DATE	FISCAL CODE	DOCUMENT TYPE	DOCUMENT N°	DOCUMENT EXPIRE DATE	CERTIFICATE CAT.	AIRPORT	PASS NUMBER

**\* the civil driving license can only be accepted in the case of personnel of Italian nationality**

**PROFESSIONAL ACTIVITY, EDUCATION AND TRAINING STATEMENT**

Fiumicino, date  
 ADR S.p.A.  
 Airport passes office

The undersigned ..... born in  
 a ..... District or State .....  
 on..... resident in ..... District  
 ..... address ..... n. .... CAP  
 ..... n. .... tel. .... (mandatory)  
 .....

Fiscal Code.....

Qualification .....  
 (low/high school diploma, university degree ... specifying the date of achievement)

**TAKEN NOTE**

of the Reg. (EU 1998/2015) and of the D.P.R. December 28, 2000 and subsequent amendments, n. 445, art. 76, and subsequent amendments, and aware of the criminal consequences in the case of false declarations,

**DECLARES**

To have carried out the following professional activities and / or studies in the last 5 years \*:

Company / Education / Location Specify day / month / year

	From dd/mm/yy	to dd/mm/yy
	From dd/mm/yy	to dd/mm/yy
	From dd/mm/yy	to dd/mm/yy
	From dd/mm/yy	to dd/mm/yy
	From dd/mm/yy	to dd/mm/yy
	From dd/mm/yy	to dd/mm/yy
	From dd/mm/yy	to dd/mm/yy
	From dd/mm/yy	to dd/mm/yy
	From dd/mm/yy	to dd/mm/yy

The undersigned acknowledges that, pursuant to art 13 of EU Reg. 679/2016 "GDPR", the above data are collected exclusively for office needs and will not be used for other purposes without the prior consent of the interested party. A complete information is available at the airport passes office.

Date ..... Signature .....

\* *compulsorily specify day / month / year and any interruptions longer than 28 days*

**ANNEX 9****COURIER/CARRIER'S STATEMENT**

*(FACSIMILE - to be drafted on letterheaded paper of the Courier/Carrier)*

***operating on behalf of the Known Supplier, limited to the responsibility for and transportation of airport supplies***

*I hereby declare that the supplies entrusted to me:*

*Known supplier: \_\_\_\_\_*

*Known supplier stamp and signature*

*are taken under my responsibility and transported by applying the following precautions:*

1. The staff employed have been trained in accordance with the provisions of the Security Training Manual.
2. The cargo compartment of the vehicle is checked from the beginning of the supply loading procedures until the completion thereof; seals shall be applied capable of revealing any tampering on all vehicles and/or containers transporting airport supplies or physically protecting these. The seal number shall be recorded in the Security Certificate (**Appendix 3**).
3. The driver of the vehicle used to transport the supplies is in possession of appropriate identification documents as a representative of the transportation company;
4. During transportation, the vehicle shall not make any unscheduled stops. In the event of force majeure, the driver, should he/she need to leave the vehicle unattended, shall ensure the conditions of the load before resuming transportation.

*In the presence of any signs of tampering, he/she shall immediately inform both the security control staff and the head of the company to which the goods need to be delivered;*

5. The supplies to be transported shall be accepted for delivery to the airport only if delivered by staff of the known supplier to transport service contractor;
6. All transported supplies shall be accompanied by appropriate documents stating at least the name of the known supplier, the name of the carrier, the supply number or seal number, the nature of the goods and the delivery site.

*The Known Supplier is the only Responsible Party for the correct application of security measures.*

*I am aware of the fact that the company I represent can be held responsible for any security breaches that occur during transportation.*

Date:

Carrier stamp

Name and Surname of the carrier manager

\_\_\_\_\_  
Legible  
signature

**ANNEX 10**

**STATEMENT OF COMMITMENT OF KNOWN SUPPLIERS OF AIRPORT SUPPLIES**

*(FACSIMILE - to be drafted on letterheaded paper of the Management Company)*

Company to be appointed  
p.c. ENAC - Lazio Airport System Directorate

**RE: STATEMENT OF COMMITMENT OF KNOWN SUPPLIERS OF AIRPORT SUPPLIES (REGULATION EU 2015/1998 - CHAPTER 9)**

In accordance with the provisions of the current legislation, this Management Company:

Having considered the statement of commitment, drawn up in accordance with Appendix 9-A of Chapter 9 of Regulation (EU) 2015/1998, provided by your company;

**HAVING CONSIDERED**

that, with the aforementioned documentation, your company declares having carried out the security checks as required under point 9.1.4 of the regulation in question

**HEREBY APPOINTS**

your company as KNOWN SUPPLIER OF AIRPORT SUPPLIES

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This Management company retains the original copy of the statement of commitment as a validation tool.

in the event that your company does not make airport supplies for a period of two years from the date of appointment, your status as known supplier shall be forfeited.

In the event that the ENAC or undersigned Management Company deems that your company no longer complies with the requirements of aforementioned point 9.1.4, this Management Company shall withdraw the status of known supplier.

Full indication of the name of the Management Company's legal representative

Signature

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Date

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