



**PROCEDURE FOR KNOWN  
SUPPLIERS OF AIRPORT  
SUPPLIES**

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

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## 1. 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
5	Feb. 2021	Integration	Procedure and annexes update
6	Nov.2021	Integration	Procedure and annexes update

## 2. 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.

### 3. 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
- Commission Implementing Decision C (2019) 132
- Commission Regulation (EU) 2019/103
- Circular ENAC-DG-10/01/2020-0002323-P

### 4. 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

### 5. 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

### 6. 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 90 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

### 7. 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** and must be subjected to background check.

### ***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.

In order to avoid the numerous anomalies found during security checks while introducing supplies in airside, it has been drawn up a vademecum with the main actions that the Known Supplier must carry out before going to security checks (see Annex 12).

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

The Head of Security or his/her representative, in case of different sites, 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 security 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 4**);
- 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.

The list of items prohibited in airport supplies is the same as that contained in Annex 1-A of the PNS (see Fiumicino and Ciampino Procedure for issuing airport passes).

### ***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.

## **8. 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.

## **9. 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.

## **10. 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 airside 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.

## **11. 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:

- a. Letter of application to be drafted on letterheaded paper on a single page in accordance with **Annex 1** and signed by the Legal Representative.
- b. 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.
- c. 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**);

- d. A list of all personnel (Known Suppliers or any of their carriers) who carry out or have carried out controls (screening), access controls or other security controls in an area other than the security restricted area under their responsibility, or who have unescorted access to airport supplies that have already been subject to security controls (vd. Annex 7a). In case the personnel has got an id card in Fiumicino and/or Ciampino airport, it is necessary to attach front and back photocopy of the cards. The personnel who hasn't got any airport card, including any carriers, must be included in the list of Annex 7b in order to be in order to be subjected to background check.
- e. e) Double-sided copies of the identity documents of the staff mentioned in point d); in the case of non-EU staff, attach a photocopy of their passport and residence permit
- f. f) Declaration of residence and Declaration of professional activity, studies and any interruptions of more than 28 days in the last 5 years in accordance with the procedures laid down by Presidential Decree of 28 December 2000, no. 445 and subsequent amendments and additions; in this document the person concerned also declares, assuming responsibility, that during the periods of suspension they have not engaged in any behaviour and/or action contrary to security to be drawn up by the person for whom the airport pass is requested. The declaration must also attest to the residence of the person concerned for at least the last five years according to the procedures provided for by the aforementioned Presidential Decree 445/2000 and subsequent amendments and additions. For those who, in the last five years, have been living abroad, even for a period of time, certification or certification issued by the competent authority of the foreign country is required, accompanied by an Italian translation authenticated by the Italian consular authority certifying conformity with the original, that they have not been convicted of a criminal offence and are not the subject of measures relating to the application of security and prevention measures, civil decisions and administrative measures entered in the criminal record, and that they are not aware of being subject to criminal proceedings (see **Annex 8**).
- g. 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.
- h. The "Instrument of Appointment of the Security Officer" in the company to be drawn

up on headed paper and on a single page or, where the Supplier has more than one site, it must submit the Instrument of Appointment of the Security Officer for each site for which it requests Designation (see **Annex 3**).

- i. i) Appointment document of the delegate(s) of the Security Officer, if any (see **Annex 4**).
- j. Supply agreement justifying an operational requirement, governing a specific activity at the airport concerned (Fiumicino and/or Ciampino).
- k. Copy of the valid Certificate of Incorporation.
- l. Copy of the Legal Representative's ID document
- m. Receipt of payment for preliminary investigations, validation and issuance of the certificate of designation.

## **12. Procedure for the request of extension of the validation to Known Supplier exclusively for Fiumicino and Ciampino airport**

A Known Supplier holding a valid validation at one of the two airports (FCO or CIA) may request the extension on the other airport by attaching the following documentation:

- a) Letter of request to be drawn up on a single page headed paper in accordance with Annex 11, signed by the Legal Representative.
- b) Supply agreement justifying an operational requirement, governing a specific activity at the airport for which the extension has been requested
- c) 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 (see Annex 3) to be attached if only one of the airport is listed in the Programme.

The extension will have the same duration as the previous validation.

In the event of any discrepancies / variations, for example on the security controls that the Known Supplier must apply and which are described in the security programme or on the operating site, or even in the replacement of Security Manager, it will not be possible to proceed with the extension of the validation but the Known Supplier must submit a new request (see chap. 11).

## **13. 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. 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.

#### **14. 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.

#### **15. 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.

#### **16. 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.

## **17. Validation renewal**

All validations must be renewed every two years. Known Suppliers must submit a formal application for renewal to Aeroporti di Roma within 90 days of the expiry date thereof, re-submitting all documentation required by this procedure.

The 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.

### **18. 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).

### **19. 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 or his/her representative] 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 security checks for affixing the acknowledgment stamp and there shall be no obligation to submit a copy thereof.

## **20. 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 for affixing the acknowledgment stamp (**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 airside.

## **21. 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:      B. Pierantonio – 3357545238  
   A. Repici - 3337848326

## **22. 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 Facsimile of the notification of the delegated Security Officer**

**Annex 5 Guidelines of the Known Supplier Security Program**

**Annex 6 Facsimile of the Security 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 11 Facsimile of the Letter of request for the extension of the validation**

**Annex 12 Memorandum of the main activities to be carried out before the introduction  
of supplies in airside**