**A – uMSÆKJANDI / REKSTARAÐILI –** (11. gr. - 19.gr.) */ Applicant / operator*

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| --- | --- |
| [ ]  Flugvöllur / *Aerodrome* | [ ]  Flugumferðarþjónusta / *Air Traffic Services* |
| [ ]  Flugrekandi / *AOC holder* | [ ]  Aðrir aðilar / *Others* |

**B – Upplýsingar um UMSÆKJANDA – (**12. gr.) */ Information on applicant*

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| --- |
| Opinbert nafn */ Name*      |
| Firmanafn */ Registered name*      | Kennitala */ ID NO.*       |
| Heimilisfang */ Address*      |
| Póstnúmer */ Postal Code*      | Staður / *Place*      | Netfang */ E-mail address*      |
| Símanúmer / Telephone NO.      | Farsímanúmer */ Mobile NO.*      |

**C – Upplýsingar um tilnefndan flugverndarfulltrúa –** (12. gr. og 19. gr.) */ Information on appointed Aviation Security Officer*

|  |  |
| --- | --- |
| Nafn */ Name*      | Kennitala / *ID NO.*       |
| Símanúmer */ Telephone NO.*      | GSM */ Mobile NO.*      | Netfang */ E-mail address*      |
| Menntun / Þjálfun vegna flugverndar (smb. 16.a) */ Education / Training in Aviation Security*      |

**d – lýsing á rekstri aðila / deildar / einingar -** (12. gr.) */ Description of Applicants Operation*

|  |
| --- |
| Lýsing */ description* |

**e – Fylgigögn –** Neðangreind gögn skulu fylgja umsókninni. – (12. gr. - 19. gr.) */ Following documents shall be attached to the application*

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Flugverndaráætlun */ Aviation Security Program* | [ ]  | Lýsing á gæðakerfi / Description of the quality control provision |
| [ ]  | Þjálfunaráætlun  */ Training Program* | [ ]  | Ferilskrá flugverndarfulltrúa */ Appointed Aviation Security officers CV* |

F – Undirskrift – Undirritaður staðfestir hér með fyrir hönd umsækjanda að hann muni framfylgja flugverndaráætlun Íslands, samþykktri flugverndar- og þjálfunar­áætlun, ákvæðum rg.nr. 985/2011, fyrirmælum og ákvörðunum Samgöngustofu á þessu sviði.

*Signature – The undersigned hereby confirms on behalf of the applicant that he will act according to the NASP approved flight security program, training program, articles of regluation no 985/2011, instructions and decision of the ICETRA in that field.*

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| Dags / *Date*:        | Staður / *Place*:       |

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| Undirskrift umsækjanda / *Applicant‘s Signature* |
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**g – Fyllist út af Samgöngustofu** */ For ICETRA to fill out*

**Skilyrði samþykkis skv. 15 gr. uppfyllt** */ Requirements for approval*

|  |  |  |
| --- | --- | --- |
| JÁ */ YES* | NEI */ NO* |  |
| [ ]  | [ ]  | Flugverndaráætlun */ Aviation Security Program* |
| [ ]  | [ ]  | Þjálfunaráætlun */ Training Program* |
| [ ]  | [ ]  | Þjálfun tilnefnds flugverndarfulltrúa */ Training of appointed Aviation Security Officer* |
| [ ]  | [ ]  | Engin frávik / áhættur greindar í úttekt né að öðru leyti */ No nonconformities / threats detected in audits or otherwise* |
| [ ]  | [ ]  | Lýsing á gæðakerfi / *Description of the quality control provision* |

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| JÁ */ YES* | NEI */ NO* |  |
| [ ]  | [ ]  | Samþykki v/flugverndar */ Aviation Security Approval* |
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| Staðfest f.h. Samgöngustofu, Verndardeild*Approved on behalf of ICETRA Security Section* |
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**An Airport Security Programme and Air Carriers Security Programme shall in addition to the requirements in the Aviation Act no. 60/1998, rg. no. 985/2011 and the Icelandic NASP include and describe how the following functions are covered, as applicable providing sufficient guidance or procedures, as appropriate, for their effective implementation :**

**Following ICAO standards**

1. aviation security responsibilities that are defined and allocated among participants (Standard 3.2.2);
2. procedures for the application of security measures to domestic as well as international operations.

Are there any differences in the application of these measures (Standard 2.2.2)?;

1. procedures related to the carriage of firearms on board aircraft by authorized persons acting in the performance of their duties, whether domestic or foreign, including notification to the PIC (Standards 4.7.4 and 4.7.8);
2. procedures for the carriage of firearms in a place inaccessible to passengers during flight (Standard 4.7.6);
3. a requirement for and details related to an ASC (Standard 3.2.3);
4. procedures for the conduct of background checks for staff performing security controls and other staff granted unescorted access to SRAs (Standards 3.4.1 and 4.2.4);
5. the authority and responsibility for the conduct of airport-level oversight activities (Standards 3.4.4, 3.4.5, 3.4.6 and 3.4.7, as applicable);
6. the responsibility for the conduct of pre-flight checks or searches of originating commercial transport aircraft, based upon a risk assessment (Standard 4.3.1);
7. the responsibilities of the State and aircraft operators regarding the carriage of persons who have been the subject of judicial or administrative proceedings (Standards 4.7.1 and 4.7.2);
8. access control procedures, including the responsibility for the establishment of measures to prevent unauthorized access to the airside and other secured areas of the airport (Standards 4.2.1 and 4.2.2);
9. access identification media, if utilized. If an airport operator utilizes personal recognition, is the programme established? Is the airport’s vehicle identification system included (Standard 4.2.3)?;
10. specifications for apron floodlighting and floodlighting of the designated isolated aircraft parking position (Standards 4.2.1 and 3.2.4);
11. measures and procedures for originating passenger and baggage screening (Standard 4.4.1);
12. measures and procedures for transfer passengers and baggage screening or an alternative mechanism based on agreements with the State of the point of origin (Standard 4.4.2);
13. procedures for SCP bypassing, if permitted (Standard 4.4.1);
14. measures to ensure there is no possibility of mixing or contact between screened and unscreened persons and passengers, including measures to be taken in the event that such mixing/contact does occur (Standard 4.4.3);
15. measures to ensure that originating hold baggage is screened and protected from unauthorized interference prior to carriage (Standards 4.5.1 and 4.5.2);
16. baggage reconciliation procedures (Standards 4.5.3 and 4.5.5);
17. a requirement for the screening of transfer hold baggage or an appropriate alternative mechanism based on agreements with the State of the point of origin (Standard 4.5.4);
18. appropriate security controls to be applied to cargo and mail intended for carriage (Standard 4.6.1);
19. procedures to prevent unauthorized interference with cargo or mail that has been subjected to security controls from the point said controls have been applied until the aircraft’s departure (Standard 4.6.3);
20. a regulated agent regime, if applicable (Standards 4.6.2 and 4.6.4); and
21. appropriate security controls to be applied to catering and operators’ stores and supplies intended for carriage on passenger commercial flights (Standard 4.6.5);
22. procedures for the investigation of suspected sabotage devices or other potential hazards (Standard 5.1.3);
23. the responsibilities of all law enforcement agencies, security companies and military units providing support at this airport in the event of an act of unlawful interference (Standard 5.1.5); and
24. provisions for enforcement actions against violators of specific regulations, directives and/or instructions.

**Access control:**

1. access control procedures for persons/vehicles entering airside and security restricted areas;
2. access control points (e.g. types of gates, gate staffing, guard enclosures, written/verbal guard instructions and communications); and
3. the security measures used at airport tenant facilities that provide direct access to airside and security restricted areas of the airport.

**Protection:**

1. a description of the barrier (location, type, length, height and signage);
2. whether clear zones have been established on both sides of the barrier and a description of any deficiencies;
3. how often mobile patrols of the perimeter are conducted and by whom;
4. whether specific control measures have been established to prevent unauthorized access from sewers, ducts, tunnels and runways or taxiways that overpass public roads, etc.; and
5. whether specific lighting requirements for access control points have been documented and implemented

**Airport passes and background check:**

1. review the procedures for issuance, control and accountability of airport passes (ideally, there should only be one authority). If there is more than one authority, explain how this is coordinated;
2. verify whether a written application is required and whether only designated persons may authorize the application;
3. verify whether security awareness training is required for those requesting access passes;
4. verify whether the airport has a temporary access pass system. If so, who is issued a temporary access pass? How are temporary access passes retrieved?;
5. review how, under what circumstances, and how often, the personnel access pass system is updated, replaced, revalidated;
6. identify the number of passes issued;
7. identify the number of lost, stolen or otherwise unaccountable passes. Explain how passes are retrieved;
8. describe the passes (e.g. size, colours and photograph vs. non-photograph). Describe any additional information on passes, such as expiration dates, levels or types of access authority, etc.;
9. verify whether display requirements have been established, e.g. does the airport require employees to display passes on the outermost garment? If not, are other display requirements in effect? If so, are there any allowable exceptions?;
10. verify the enforcement tools available to the airport in the event that a person is found not displaying an authorized pass;
11. identify the percentage/number of individuals observed not displaying passes; and
12. verify whether the airport operator maintains and provides up-to-date stop lists to all staff at access control points.
13. criminal record checks;
14. established disqualification criteria;
15. requirements for record keeping; and
16. requirements for foreigners or returning nationals.

**Vehicle passes:**

1. verification that a specific office has been assigned to issue airport vehicle access passes. Identify the office;
2. procedures for issuance, control and accountability;
3. the authorization criteria for vehicle access (i.e. how does the office determine who needs access?);
4. the system used to identify vehicles that have been authorized access to SRAs (e.g. vehicle passes, stickers, company logo);
5. the percentage/number of vehicles observed not displaying passes; and
6. any different requirements for vehicles that exit and enter restricted areas versus those that remain within the restricted area.

**Aircraft checks and searches:**

1. who is responsible for implementing the checks or searches;
2. areas to be checked/use of checklists;
3. requirements for documentation; and
4. requirements for the protection of the aircraft from unauthorized interference from the time the aircraft check or search has commenced until the aircraft departs.

**Carriage of weapons:**

1. written documentation requesting the carriage of weapons;
2. written approval of the request to authorize the carriage of weapons;
3. ensuring that the destination State and other States where en route stops are planned have authorized the carriage of weapons;
4. notification of receiving law enforcement officers (or other appropriate entities) at the airport of arrival; and
5. armed personnel to be given instructions regarding rules and regulations pertaining to the carriage of weapons in the State of arrival as well as the State of departure and those at any intermediate stops.
6. the presentation of written documentation authorizing the transportation of weapons;
7. the person confirming that the weapon is unloaded to be qualified;
8. ensuring that persons handling firearms, and transporting firearms and ammunition through the SRA to the aircraft, are appropriately authorized (Note.— Verify whether this is consistent with other regulations related to the carriage of firearms at the airport); and
9. minimum compliance criteria established by the State to ensure that their procedures are adequate if the responsible party/parties develop internal procedures
10. written formal notification to the PIC;
11. procedures to ensure that any separate authorized armed person(s) is/are notified of (an)other authorized armed person(s) on board the same aircraft; and
12. the maintenance of records related to such notification.

**Passenger and cabin baggage screening**:

1. staffing requirements for each SCP with specific roles and responsibilities;
2. rotation periods for screening staff;
3. handling instructions for dealing with suspicious items detected during the x-ray or physical search of a person’s belongings;
4. instructions for resolving metal detector alarms or suspicious items identified on a person or in their immediate possession, including divested items;
5. provision of prohibited articles list;
6. instructions for dealing with prohibited articles;
7. instructions for the disposal of confiscated articles;
8. a requirement for random physical searches of passengers in addition to the use of metal detectors;
9. a requirement for same-gender secondary screening;
10. a requirement for a minimum percentage for physical searches of cabin baggage, or appropriate alternative measures, e.g. a well-managed and implemented system utilizing TIP technology;
11. procedures to be adopted in the event of a power failure or breakdown of screening equipment;
12. requirements for law enforcement response to SCPs, including the provision of covert alarms;
13. procedures for persons with reduced mobility;
14. procedures for VIPs;
15. diplomatic pouches and couriers;
16. procedures for armed protective escorts;
17. procedures for persons under judicial or administrative restraint;
18. procedures for flight crew;
19. items of religious significance;
20. medical, lifesaving, evidentiary or scientific items and crematory containers;
21. requirements for private screening procedures; and
22. specific lists and material or performance criteria. Such documentation should include:
23. instructions for any persons exempt from screening.

**Hold Baggage screening**

1. a minimum percentage required for physical searches of hold baggage;
2. a mechanism in place to ensure that the required percentage is maintained;
3. requirements for a determination to search an item of baggage made on the basis of “reasoned selection”;
4. requirements for record keeping;
5. procedures in the event of a power failure;
6. specified exemption lists;
7. established procedures in the event that a suspicious or prohibited item is discovered;
8. types of equipment to be used and detection requirements; and
9. procedures to reunite passengers with hold baggage for physical searches.
10. If utilizing a multi-level hold baggage screening system, has the State determined appropriate rejection rates at the different levels?

**Protection of hold baggage**

1. restricted access and specific pass zones for hold baggage make-up areas;
2. detailed procedures for off-airport check in if applicable;
3. adequate procedures in place to ensure that hold baggage is not interfered with between screening and check in, if hold baggage screening is conducted prior to check in;
4. requirements for guarding hold baggage left on the ramp or requirements not to leave hold baggage unattended on the ramp;
5. actions to be taken in the event that hold baggage is found unattended on the ramp, e.g. re-screening prior to carriage; and
6. suitable procedures in place to ensure that crew hold baggage is protected prior to check in, if different from the above.

**Baggage rconciliation**

1. verify the identity of passengers before boarding the aircraft, as well as at check in;
2. retrieve and offload bags if a person with baggage does not board;
3. ensure that transit passengers that are booked to continue their journey on the same aircraft remain on board, or re-board after they disembark; and
4. take appropriate actions in the event that unaccompanied baggage is identified.

**Protection of cargo**

1. access control to cargo and mail facilities and warehouses, including physical security measures and passes;
2. physical separation of screened/unscreened cargo;
3. screening of staff or a proportion of staff with direct access to screened cargo and mail;
4. requirements for guarding of cargo and mail left on the ramp or requirements not to leave cargo and mail unattended on the ramp; and
5. actions to be taken in the event of cargo and mail being found unattended on the ramp, e.g. re application of security controls prior to carriage.

**Protection of in-flight supplies**

1. sealed vehicle protocols for catering and/or catering vehicles;
2. maintenance of records of seal numbers applied and accompanying manifests with seal numbers;
3. access control measures to catering facilities; and
4. physical inspection of catering consignments.