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**Guidance Material
on Submission of Foreign Air Operator Supplementary Security Programme**

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**GUIDANCE MATERIAL
on SUBMISSION OF FOREIGN AIR OPERATOR SUPPLEMENTARY
SECURITY PROGRAMME
FOR ARMENIAN OPERATIONS**

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1. Introduction

This guidance material has been developed by the Civil Aviation Committee of Armenia (CAC) to assist Foreign Commercial Air Operators in preparing, submitting and maintaining their Supplementary Security Programs (SSP) for their commercial air transport operations to/from the Republic of Armenia.

The CAC is the designated “Appropriate Authority” for civil aviation security in Armenia and by virtue of the Armenian Government decree No. 1307 dated 2nd of October 2003 is responsible for developing, implementing and maintaining the National Civil Aviation Security Programme (NCASP) of Armenia. The CAC responsible unit for Aviation security functions is the Aviation Security department.

Based on 3.3.2 Standard of ICAO Annex 17 and requirements of Armenian NCASP, the CAC requires from foreign commercial air transport operators providing air services in Armenia to establish, implement and maintain written Aviation Security supplementary programmes – SSPs (in addition to the Operator’s main Aviation Security Programme) for their Armenian operations. The SSP shall not contradict to Armenian NCASP’s requirements, be approved by the Aviation Security Responsible Manager of the given airline and be submitted to CAC before the operations to Armenia. Should there be any substantial change in the accepted Security Programme and/or in SSPs that could bring about an impact on the standard of security applied, it shall be submitted to the CAC. The CAC defines the requirements for supplementary programmes and makes them available to foreign air operators.

The SSP shall specify the practices and procedures to be followed by the operator specifically for its operations to/from Armenia to protect passengers, crew members, ground personnel, aircraft and facilities from acts of unlawful interference.

The SSP will enable the operator to be in compliance with the local procedures and to maintain an efficient and effective method of communication with the Aviation Security Department (ASD) of of Armenian CAC, in case of threat information dissemination.

The SSP can be in the form of a stand-alone document, or form part of the AOSP as an annex or chapter.

This Guidance material shall be published on the CAC official website.

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2. Armenian Legislative Requirements

Armenian NCASP states that:

- (par. 4) Foreign air operators operating flights to/from the territory of Armenia shall comply with the provisions of NCASP;
- (par. 37.1) Foreign air operators, together with their application on obtaining flight permission, shall submit to the Appropriate Authority their Air Operator Security Programms, which are considered and approved by the Appropriate Authority within the period of 30 days.
- (par. 5.2) The relevant parts of the Armenian NCASP are provided by the CAC to foreign air operators through official letter.

3. Aviation Security Department, Armenian CAC

The Aviation Security Department of Armenian CAC has established a secure official channel of information sharing regarding the Armenian aviation security requirements. Emails in both Armenian or English are acceptable to aid stakeholders in developing and maintaining their SSP and assist airlines in complying with Armenian aviation security requirements.

The contact details and communications details are as follows:

Yerevan, Armenia, Zvartnots Airport, 0042,
 Aviation Security Department, Civil Aviation Committee
 Tel. +374 60434210, +374 60434211, +374 60434205
 E-mail: henrik.gabrielyan@gdca.am

The Aviation Security department is empowered to conduct aviation security quality control measures, including security audits, inspections, tests, surveys, for the purpose of examination and evaluation of civil aviation security procedures and their compliance with the standards specified in NCASP. The mentioned quality control measures are also carried out in relation to foreign air carriers operating air transportation to/from Armenian airports.

4. Requirements for Foreign Air Operator Supplementary Security Programme

The Model/template of Foreign Air Operator Supplementary Security Programme (see Attachment A) has been prepared to assist foreign carriers in developing, submitting and maintaining their SSPs for Armenian operations. It describes the content Foreign carriers must include in their SSPs.

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In order for the SSP to be compliant with Armenia requirements and subsequently accepted by the CAC Armenia, all sections of Model Outline must be adequately addressed by the airline in their SSP.

Furthermore, if the airline applies additional security measures to their Armenian Operations, which do not correspond or are over and above what is required by the Republic of Armenia’s AVSEC regime, then these should also be clearly described in the SSP.

A Local Supplementary Security Programme (SSP) enumerates the local security measures and involves a declaration duly signed by the Accountable Security Manager of the aircraft operator.

SSP Model consists of two components:

a) **Part 1 - Sections 1 to 11** list the standard text that must be included within the SSP. This standard text covers components of Armenia’s aviation security framework that is not under the direct control or authority of foreign carriers. **The text from sections 1 to 11 should be copied into the foreign carriers SSP**, with the Airline’s name inserted where prompted with **(AIRLINE)**.

b) **Part 2 - Sections 12 to 22** are specific to each individual airline. Each item must be addressed with sufficient detail, ensuring all applicable components of the airline’s aviation security policy and procedures are defined and covered.

If the airline applies additional security measures or procedures to their Armenian operations or they are different from what is required by Armenia, then these should also be clearly described in the SSP.

5. Submission, format, modifications

Make contact with the Armenian CAC Aviation Security department via email at henrik.gabrielyan@gdca.am and advise your intention to submit a Foreign operator supplementary security programme (SSP).

Once the SSP is ready for submission to the Armenian CAC, please send them electronically to henrik.gabrielyan@gdca.am. Alternatively, they can be delivered to the Armenian CAC Aviation Security department on a thumb drive or CD.

If the document is password protected, please supply the password in a separate email.

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After submission, you will receive a response from the AVSEC Unit confirming receipt. Your SSP will then be reviewed and assessed for compliance with Armenian requirements.

Once the Armenian CAC assessment phase is complete, Aviation Security department team member will contact you and either confirm that the SSP meets Armenian requirements and can be accepted, or request additional information or alternations to be made.

It is very important that the changes or additions are made promptly and the SSP returned to the Aviation Security department for re-assessment. This will avoid potential delays to your airline operations in Armenia.

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Appendix A

Model Foreign Air Operator Supplementary Security Programme for Armenian Operations

PART 1

1. Appropriate Authority of the Republic of Armenia

1.1. The Armenian Civil Aviation Committee (Armenian CAC) is designated as the Authority for aviation security within the Republic of Armenia.

2. National Civil Aviation Security Programme (NCASP)

2.1. The Armenian CAC has established the National Civil Aviation Security Programme (NCASP). The Armenian NCASP is given legal force by virtue of the Armenian Government decree No. 1307 dated 2nd of October 2003.

2.2. **(AIRLINE)** will comply with all Armenian NCASP and other aviation security legislative requirements.

3. Airline Operator Security Programme

3.1. As required by Armenian NCASP, **(AIRLINE)** has submitted an Airline Operator Security Programme (AOSP) to the CAC for approval.

3.2. **(AIRLINE)** will comply with all the requirements detailed in AOSP and this Supplementary Security Programme (SSP) for Armenian operations.

3.3. **(AIRLINE)** will maintain one completed copy of the accepted AOSP and SSP at its Armenian station.

3.4. **(AIRLINE)** will notify the Aviation Security department of Armenian CAC via Email in the event there are any operational changes affecting our flights to and from Armenia and where necessary, including change of local accountable Manager, amendments of the AOSP and SSP.

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4. Passenger, staff and crew screening

4.1. **(AIRLINE)** does not conduct passenger, staff or crew screening functions within the territory of Armenia.

4.2 The Armenian Airports Authorities are responsible for all passenger, staff and crew, and their carry-on items screening functions. The oversight over the organization and conduct of aviation security measures at Armenian airports is performed by the CAC. The passengers, staff and crew screening is carried out pursuant to the Instruction “on Organization and implementation of aviation security control measures at the airports of the Republic of Armenia”, approved by the Republic of Armenia Government decision No.944 dated 27 May 2004.

4.3. Passengers, staff and crew are all screened to the same standard. All staff who access special restricted areas at Armenian airports are screened and must be in possession of, and display a valid airport security pass.

4.4. **(AIRLINE)** will comply with all passenger, staff and crew screening measures and procedures in the Republic of Armenia.

5. Hold Baggage screening

5.1. **(AIRLINE)** does not conduct Hold Baggage Screening (HBS) functions in Armenia. The Airport Authorities in the Republic of Armenia are responsible for all HBS functions in Armenia.

5.2. The screening of hold baggage is carried out pursuant to the Instruction “on Organization and implementation of aviation security control measures at the airports of the Republic of Armenia”, approved by the Republic of Armenia Government decision No.944 dated 27 May 2004.

5.3. **(AIRLINE)** will comply with all HBS measures and procedures in Armenia

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6. Physical Security Measures and Access controls

6.1 The aviation security control over airport terminals, secure and restricted areas is provided by the Airports aviation security services.

6.2 The Airport Authorities are responsible for the organization and conduct of access control, physical security measures within secure and restricted areas.

6.3. The access control and physical security measures in Armenian airports are conducted in accordance with the procedure approved by the Armenian Government No. 1142-N decision dated 21 July 2005:

6.4.(**AIRLINE**) will comply with all access control measures and procedures. Crew will display valid flight permits in secure airport areas in Armenia.

6.5. The access of foreign aircraft operator’s crew members into airport special restricted areas is permitted after presenting crew general declaration, passports and flight permits.

7. Security of cargo

7.1. There are no Regulated Agents in Armenia approved by the Armenian CAC. All air cargo accepted for shipment from Armenia by (AIRLINE) is screened by the Armenian airports aviation security units upon acceptance. This includes all packages and items that make up the consignment.

7.2. The airport authorities are responsible for providing aviation security measures at all stage of cargo handling: beginning from cargo acceptance, ground handling/processing, during transportation to the aircraft and uploading onto the aircraft. The Airport Authorities organize the preflight screening of accepted cargo, which is conducted by the employees of screening unit of airport aviation security service.

7.3. The screening of cargo is carried out pursuant to the Instruction “on Organization and implementation of aviation security control measures at the airports of the Republic of Armenia”, approved by the Republic of Armenia Government decision No.944 dated 27 May 2004.

7.4. (**AIRLINE**) will comply with all cargo screening measures and procedures in Armenia.

Or;

7.5. (**AIRLINE**) does not uplift cargo from Armenia

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8. Catering

8.1. **(AIRLINE)** contracts the services of (The name of the local catering company) for the provision of catering services in Armenia. (The name of the local catering company) is responsible for security measures and procedures within their facility.

8.2. The catering screening procedure is conducted in accordance with the Instruction “on Organization and implementation of aviation security control measures at the airports of the Republic of Armenia”, approved by the Republic of Armenia Government decision No.944 dated 27 May 2004, otherwise the catering will be forbidden to be transported into the airport restricted areas and to the board of aircraft. The Airport Authorities shall ensure the aviation security measures, screening of the catering transported into airport restricted areas to be uplifted into onboard the aircraft.

Or;

8.3. **(AIRLINE)** does not uplift catering stores from Armenia.

9. Aircraft security check

9.1 According to Armenian legislative requirements all aircraft before departure are subject to preflight and postflight aviation security check, which is conducted by the aircraft crew.

9.2 During preflight and postflight aviation security check the aircraft crew shall conduct visual check of the following easily accessible aircraft sections:

- 1) overhead bins
- 2) closets, lavatories and galleys
- 3) trash and storage bins
- 4) seat racks and back pockets and under-seat areas
- 5) other accessible areas in the passenger cabin and flight crew compartment
- 6) visual check of aircraft hold, prior to loading hold baggage and
- 7) life jacket pouches stowed under passenger seats should be inspected at random

9.3 On completion of a security check, aircraft operators include the results into the aircraft logbook, and complete a check record sheet, which retain for the duration of the flight or 24 hours, whichever is longer.

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10. In-flight Security (air marshals) Officers for Armenian operations

10.1 (AIRLINE) doesn't deploy in-flight security officers

Or

10.2 **when intended to deploy in-flight security officers, (AIRLINE)** is aware of Armenian legislative requirement that for Armenian bound flights the deployment of in-flight security armed officers are permitted only after the coordination with all involved states and the conclusion of the relevant bilateral agreement.

11. CAC quality control measures

11.1. CAC Aviation Security department is empowered to conduct aviation security quality control measures, including security audits, inspections, tests, surveys, for the purpose of examination and evaluation of the compliance of civil aviation security procedures with the standards specified in NCASP.

11.2. (AIRLINE) has been informed that the abovementioned quality control measures are also implemented in relation to foreign air carriers, which operate flights to/from Armenian airports. The quality control measures also include all matters covered by this SSP in order to verify their compliance;

and therefore, the CAC aviation security inspectors, as stated in Article 8 of Armenian Law on Aviation, are empowered to have free access to civil aviation services and buildings, to check ground equipment, to be onboard an aircraft, to ask and receive documents, data, explanations and other information, including computer stored data.

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PART 2 – AIRLINE SPECIFIC INFORMATION

12. General description of Armenian operations:

12.1. The approximate number of weekly flights to Armenian station, factoring in seasonal schedule changes

12.2. If applicable, codeshare arrangements

12.3. Aircraft types operated to Armenia

12.4. Routes (destinations) operated from Armenia

12.5. If applicable, the catering provider in Armenia

12.6. Ground Handling Agent (GHA) in Armenia

13. Contact information:

Local Armenia contact information:

13.1. The designated person responsible for the airline’s Armenian operations

13.2. Mobile phone number

13.3. Office number

13.4. Email address

13.5. Office address

13.6. Alternative 24 hour contact number and email address

Home state contact information:

13.7. The designated airline Security Manager (or equivalent)

13.8. Mobile phone number

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13.9. Office number

13.10. Email address

13.11. Office address

14. Check in

Describe the measures and procedures for (when applicable)

14.1. Identification of passengers, passport and visa verification

14.2. Security questioning and or passenger risk assessment

14.3. Communication of restrictions regarding prohibited and restricted articles in carry on and checked baggage to passengers

14.4. Communication of LAGs restrictions to passengers

14.5. Drunk, disorderly or unruly passengers during check in

14.6. Crew check in (if applicable)

14.7. Carriage of firearms and ammunition in checked baggage

14.8 Group check-in and procedures

14.9 Web/online check-in, check-in program, air ticket sale system

15. Passenger boarding, authorizing and accounting for Hold Baggage

Describe the measures and procedures for (when applicable):

15.1. Identification of passengers during boarding

15.2. Passenger and baggage reconciliation

15.3. Baggage identification and offload procedures

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15.4. Include an example of the Baggage Security Declaration (BSD) if used in Armenia

15.5 Information/data contained in passenger, hold baggage manifests.

16. Catering acceptance

16.1. Describe the security measures and procedures by the aircraft crew for acceptance of catering stores at the aircraft in Armenian station.

17. Aircraft Security

Describe the measures and procedures for (when applicable):

17.1. Aircraft security searches and checks

17.2. Aircraft access control

17.3. If applicable, unattended aircraft

17.4. If applicable, procedures for transit passengers

17.5. Carriage of diplomatic mail and pouches

17.6. Use of inflight security officers and escorts

17.7. Handling of suspicious or unruly passenger behaviour before departure from Armenia

18. In-flight Security

Describe the measures and procedures for (when applicable):

18.1. Drunk, disorderly or unruly passengers in flight

18.2. Passenger restraint

19. Inflight Security Officers (IFSO) and Special Category Passengers

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Describe the measures and procedures for (when applicable):

a) The deployment of Inflight Security Officers (IFSO) or armed escorts/guards.

(Armenian legislative requirement states that for Armenian bound flights the deployment of in-flight security armed officers are permitted only after the coordination with all involved states and the conclusion of the relevant bilateral agreement).

b) Inadmissible and deportee passengers

c) Passengers under administrative control

20. Staff training

20.1. Provision of security training to airline employed staff

20.2. Provision of specific training regarding the airline's security procedures for contracted staff (Handling Agent personnel), if applicable

21. Incident Reporting

21.1. Describe the process for reporting aviation security incidents or issues to the Armenian CAC

22. Additional Security Measures

22.1. If any, clearly describe any additional security measures or procedures that are applied to the airline's Armenia operations

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STATION SECURITY DECLARATION

I hereby declare on behalf of (Airline) that (Airline) shall adhere to and implement the requirements stipulated in the National Civil Aviation Security Programme (NCASP) of the Republic of Armenia and Supplementary Security Programme for its Armenian operations, while not disclosing any confidential operational information/data to any source without prior permission from the Appropriate Authority.

Signature with date: _____

Name of the Airline Accountable Security Manager: _____