

Guidance for Airport Operators Designating Known Suppliers of Airport Supplies

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Designation of known suppliers

Introduction

This document has been developed with UK airport operators to provide good practice guidance for the designation and on-going oversight of known suppliers of airport supplies. It is provided to help airport operators develop their own procedures for these designations and is not intended to restrict airport operators from applying different approaches where they wish. Ultimately, the airport operator must specify its designation procedures as part of its security programme.

Nothing in this document should be seen as contradicting or over-riding the requirements set out in the NASP. Whilst the CAA will seek to refresh this document promptly in line with regulatory changes, you should always refer to the latest NASP / EU regulations and ensure that any changes to the requirements set out in regulation are reflected in your operating procedures as soon as practicable and by any specified implementation date(s). Where relevant, cross-references to the EU regulations have been included as endnotes.

Definitions

Airport supplies are “all items intended to be sold, used or made available for any purpose or activity in the security restricted area of airports, other than ‘items carried by persons other than passengers’”¹. This can include, but is not limited to, building materials (e.g. aggregates, concrete, asphalt), bulk liquids (e.g. aviation fuel, de-icer), construction and maintenance materials, items for sale, etc. Supplies are considered to be airport supplies “from the time that they are identifiable as supplies to be sold, used or made available in security restricted areas of airports”².

Insecure supplies are any supplies that have not come from a known supplier or have not been subject to screening. Insecure supplies cannot be allowed into the SRA unless they are being escorted.

Known suppliers of airport supplies are “a supplier whose procedures meet common security rules and standards sufficient to allow delivery of airport supplies to security restricted areas”³.

¹ Definition from EU 185/2010 (as amended by EU 1116/2013) 9.0.2 (a)

² Definition from EU 185/2010 9.0.3

³ Definition from EU 185/2010 9.0.2 (b)

Responsible person is the person at the known supplier's site who is responsible for security. He or she should have the authority to put in place security controls, will be held accountable for any deficiencies in these controls, will investigate breaches of security and will act as the main point of liaison for airport security officials.

Secure supplies are those supplies that have either come from a known supplier or have been subject to screening (either on entry to the SRA or after entry and escort).

Validation of a supplier is the process through which an airport operator satisfies itself that the supplier can be designated a known supplier.

The designation process

Each airport operator is responsible for designating the suppliers it wants as known suppliers. The airport operator may approach a supplier and suggest that it seeks designation, or the supplier may approach the airport operator requesting designation.

To become a known supplier, the airport operator must be satisfied that the supplier meets the EU and UK requirements set out in the NASP. This is done through a validation of the supplier and can be completed in one of two ways:

1. **Designation including a site visit** – in this case, all secure supplies that arrive from the known supplier can be accepted without any further need for screening.
2. **Designation without a site visit** – in this case a proportion of the supplies that arrive from the known supplier must be selected for screening before being allowed into the CPSRA.

In both cases, known supplier status only applies to the supplies being delivered to the airport – the vehicle carrying the supplies, along with the driver and any passengers are still subject to the standard screening requirements for entry to the CPSRA.

Summary of the designation process

The following table summarises the recommended designation process; further details on each are provided in the subsequent section.

What	Who
Step 1 – potential known supplier is identified. We recommend that the airport operator has a standard package of documents that explains the requirements and obligations of being a known supplier, the standards that will need to be maintained, and the designation process that will be followed.	Supplier & airport operator

What	Who
Step 2 – potential known supplier develops their security programme. A template for the security programme is included as appendix A but this is not meant to be followed slavishly – it is provided as an example of the information that should normally be included in a security programme and other formats / approaches are acceptable. Ultimately, it is for the airport operator to assess and accept (or refuse) the security programme.	Supplier
Step 3 – potential known supplier submits its application to the airport operator. At the minimum, this needs to include the security programme and a signed “Declaration of commitments – known supplier of airport supplies” to the airport operator. Other documents may be required at the discretion of the airport operator.	Supplier
Step 4 – validation of security programme. The airport operator reviews the security programme for relevance and completeness against the requirements set out in EU 185/2010, 9.1.4. This is a desk-based process.	Airport operator
Step 5 – validation of the security measures on-site (optional). The airport operator visits the supplier's site to review the implementation of the security programme that was submitted. This is to check that there are no deficiencies in the implementation of the security programme. <i>This step is optional and, as noted previously, the airport operator may choose to designate a known supplier without this step (but doing so triggers the need for some deliveries from the known supplier to be screened on entry to the SRA).</i>	Airport operator
Step 6 – designation of the known supplier. If all previous steps have been completed successfully, the airport operator may designate the supplier as a known supplier.	Airport operator

Details of the designation process

The designation process must be set out in the airport security programme⁴ and will be subject to review and monitoring by CAA Aviation Security Compliance Auditors⁵.

In line with the EU regulations, the person who completes validations in step 4 (and 5 if used) must have been appointed and trained for this purpose⁶. We recommend that a list of all appointed persons is included in the airport's security programme or operating procedures. To meet the requirement for training, the person must hold current certification as an Aviation Security Manager.

⁴ Requirement in EU 185/2010 (as amended by EU 687/2014) 9.1.3.6

⁵ Requirement in EU 185/2010 (as amended by EU 687/2014) 9.1.3.7

⁶ Requirement in EU 185/2010 (as amended by EU 687/2014) 9.1.3.4