



PROCEDURE FOR THE DESIGNATION OF KNOWN SUPPLIERS  
OF AIRPORT SUPPLIES

Edition 1


ENGLISH TRANSLATION FOR DISCLOSING PURPOSES ONLY –  
IN ANY CASE OF CONFLICT THE ITALIAN TEXT SHALL PREVAIL

REVISION 9  
Date: January 2024



**PROCEDURE FOR THE  
DESIGNATION OF THE  
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
7	May 2022	Integration	Procedure and annexes update
8	Jan. 2023	Integration	Procedure and annexes update
9	Jan. 2023	Integration	Adjustment due to new PNS Part A, November the 7 <sup>th</sup> , 2023

**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
- Commission Reg. (EU) 2019/1583 of 25/09/2019
- Commission Regulation (EU) 2022/1174
- Circular ENAC-PROT-19-10-2021-0119412-P
- Note ENAC-DG-07/10/2021-0113764-P
- AVSEC Doc 10804 - GUIDANCE ON POINT 11.1.3(C) OF REGULATION (EU) 2015/1998

### **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 Territorial Management
- 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.

### 7.1 Background check

Following the ENAC-DG-10/01 / 2020-0002323-P Circular, all staff (of Known Suppliers or any transporters) and in compliance with PNS. ed. 4 approved by CISA on 7 November 2023 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.

N.B.: Starting from 01/01/2023, in compliance with Commission Reg. (EU) 2022/1174, persons having general responsibility at national and local level to ensure that a security programme and its implementation respond to all regulatory provisions ("security manager" and his/her delegates) must have passed an enhanced background check.

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. 11, to the following e-mail addresses:


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

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

### 7.2 Responsibility of the employer when recruiting staff

In accordance with point 11.1.3 of Reg. (EU) 2015/1998, the employer, during the process of hiring staff, to the extent of 100% must:

- a) establish the identity of the person on the basis of documentary evidence;
- b) check employment, education and any interruptions occurring at least in the last 5 years, where the gap between two periods of work/training is greater at 28 days, the registrant shall give evidence on how he has spent this period of time. In case of periods for which the applicant is unable to provide any supporting documentation, this must be verified through a series of questions during the interview phase in order to establish reasonably declared activity.

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In order to verify the above described staff will have to provide to the employer sufficient documentary evidence, including but not limited to:

1. curriculum vitae
2. supporting documents relating to the activities listed in the curriculum vitae such as:
  - a) diplomas or certificates from educational institutions;
  - b) references from previous employers;
  - c) pay slips relating to previous work;
  - d) bank statements showing the salary of the declared work, unemployment benefit, etc. as well as the payment of travel and accommodation costs in the case of long travel periods.

The employer must keep the above-mentioned documentation for at least the duration of the contract. The verification of these data can be entrusted to a recruitment company but, in this case, quality checks must be carried out by the employer.

### **7.3 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).

### **7.4 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.

Starting from 31/12/2021, all certificates must be implemented with cybersecurity in accordance with the provisions of Note ENAC-DG-07/10/2021-0113764-P.

## **7.5 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

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the supplies;

- ensure that persons with administrator rights or unlimited access not controlled to data and fundamental systems of information technology and communication used

for civil aviation security, in accordance with the national civil aviation security programme, or which have been otherwise identified in the risk assessment, have a "specific training in cybersecurity" complies with the provisions of Note ENAC-DG-07/10/2021-0113764-P.

Starting from 31/12/2021, all certificates must be supplemented with cybersecurity in accordance with the provisions of Note ENAC-DG-07/10/2021-0113764- P.

## **7.6 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.

## **7.7 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.


## **7.8 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



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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.

### **7.9 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).

### **7.10 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 shall promptly update the Security Program, send the documentation of the staff involved provided for in chap.12 c) and d) and wait for the background check to be passed before the new curier can be used.

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

## **8. Implementation of cybersecurity prevention measures**

Implementing Regulation (EU) 2019/1583, amending the Implementing Regulation (EU) 2015/1998, introduced measures to protect fundamental information and communication technology data and systems against cyber-attacks that could jeopardise civil aviation security. Known Suppliers must identify data and systems in their security program information and communication technology.

In the security program shall be described in detail the protective measures towards cyber-attacks, in addition to measures for the recognition of such attacks.

The detailed protection measures of such data and systems against unlawful interference shall be identified, processed, and implemented in accordance with a risk assessment. Persons that have unlimited administrator rights or uncontrolled access to data, and fundamental information and communication technology systems used for the civil aviation security, in accordance with the national security programme of civil aviation, or otherwise identified in the risk assessment, they must have passed an enhanced background check.

For this purpose, the Known Supplier must indicate the names of the persons involved in the security program, attaching the preparatory documents to complete the enhanced background check (see Annex 7c).

All persons who implement one or more of the preventive security measures in the field of IT security technology must have the skills, attitudes, and abilities needed to effectively execute them. This clearly has an influence in the recruitment process staff and in defining training requirements. For this purpose, the Regulation requires to the organizations that **all personnel concerned must be preliminary aware of the relevant IT risks, based on "the need to know"**, and subsequently kept constantly updated on this subject. Employees or external persons who have access to data or systems must receive appropriate and specific training commensurate with their role and responsibilities, including awareness of relevant risks where their job activity requires it.

## **9. 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.

## **10. 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 Territorial Management (specifying the airport concerned);
- the Security Manager of Aeroporti di Roma S.p.A.

**11. 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.

**12. 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 (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 (see **Annex 3**);
- d. A list of all personnel of 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, already screened, to subject them to background check (see Annex 7a). In case the personnel has already got an id card of Fiumicino and/or Ciampino airport, it is necessary to attach front and back photocopy of the cards.
- e. A list of all personnel of eventual carriers to subject them to background check (see **Annex 7b**). In case the personnel has already got an id card of Fiumicino and/or Ciampino airport, it is necessary to attach front and back photocopy of the cards.
- f. A list of persons who have administrator rights or unlimited access control to data and fundamental systems of information technology and communications used for civil aviation security, or that have been otherwise identified in the risk assessment in order to subject it to enhanced background check (see Annex 7c). In case the personnel has already got an id card of Fiumicino and/or Ciampino airport, it is necessary to attach front and back photocopy of the cards.
- g. Double-sided copies of the identity documents of the staff mentioned in point d), e) and f); in the case of non-EU staff, attach a photocopy of their passport and residence permit.
- h. 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

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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**).

**Methods of exemption from the requirement of legalisation and translation established by law or international agreements:**

- **Reg. (EU) 2016/1191- only for EU States**

Regulation (EU) 2016/1191 promotes the free movement of citizens by simplifying the requirements for submitting certain public documents in the European Union. The same applies to documents certifying the absence of a criminal record, provided that public documents concerning that fact are issued to a Union citizen by the authorities of their Member State of nationality. Thus, the translation requirement ceases to apply if the document is in the official language of the Member State or in an unofficial language accepted by that State. The public document relating to residence and absence of criminal record is accompanied by a 'multilingual standard form' provided that the national authority to which the public document is submitted considers the information in the multilingual standard form to be sufficient for the processing of the public document. Multilingual standard forms are issued by an authority and bear the date of issue, signature and, where appropriate, the stamp or seal of the issuing authority.

In case of 'reasonable doubts' about the authenticity of documents, the regulation allows for the use of a cooperation mechanism between the authorities of EU countries (IMI, the Internal Market Information System).

Below is the link to the Ministry of European Policies:

<https://www.politicheeuropee.gov.it/it/comunicazione/notizie/documenti-pubblici-in-vigore-nuovo-regolamento-ue/>

- **Hague Convention of 5 October 1961 - only for acceding states**


In countries that have signed the Hague Convention on the abolition of legalisation of foreign public documents, the 'apostille' can be used. The apostille is affixed by the internal authority designated by each State; the apostilled document is directly recognised in the Member State of destination. It is a procedure by which a special stamp is issued on the back or appendix of the certificate of pending charges or criminal record. This stamp certifies that the signature of the official who signed the document is authentic and valid. The affixing of the apostille for these certificates is the responsibility of the public prosecutor of the district to which the judicial office in which the pending charges or criminal record were issued belongs. The apostille procedure makes the document valid only in countries that are parties to the Hague Convention and is the only form of legalisation required between participating countries, without the need to go to the Italian consular representation and request legalisation.

Below is the link for more details:

<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

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

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

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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:

- c)** Letter of request to be drawn up on a single page headed paper in accordance with Annex 11, signed by the Legal Representative.
- d)** Supply agreement justifying an operational requirement, governing a specific activity at the airport for which the extension has been requested
- e)** 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. 12).

**14. Procedures of the Airport Operator, Aeroporti di Roma S.p.A., for issuing the Designation Certificate and duration of the validation.**

Aeroporti di Roma S.p.A., as Airport Operator, 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 completed by all the personnel listed by the applicant, who for whatever reason comes into contact with the airport supplies.

Compliance checks on the website, documentation, declarations of the subject the applicant and on the security, procedures applied to verify its compliance with Current regulatory requirements are carried out by a national security validator EU Civil Aviation recognized by Enac. Aeroporti di Roma, for this purpose, provides a validator acting on behalf of the Airport Operator. During the site validation visit, the supplier will make available the persons responsible for the security procedures. The validator uses a special checklist, from the reserved content, to prepare the assessment of the requirements.

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The checklist is used as official site validation document.

Aeroporti di Roma S.p.A. will issue the act of designation upon acquisition of the endorsements:

- a) the relevance and completeness of the security programme in relation to the requirements of point 9.1.4 of Reg. (EU) 2015/1998;
- b) the implementation of the Security Programme without deficiencies.

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 (see **Annex 10**);
- shall inform the ENAC - Lazio Territorial Management 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.

**15. 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.

In case 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.



	<p style="text-align: center;"><b>PROCEDURE FOR THE DESIGNATION OF KNOWN SUPPLIERS OF AIRPORT SUPPLIES</b></p> <p><b>ENGLISH TRANSLATION FOR DISCLOSING PURPOSES ONLY – IN ANY CASE OF CONFLICT THE ITALIAN TEXT SHALL PREVAIL</b></p>	<p><b>Edition 1</b></p> <p><b>REVISION 9</b></p> <p><b>Date: January 2024</b></p>
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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.

#### **16. 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 (see **Annex 10**), sending a copy to the ENAC – Lazio Territorial Management. 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.

#### **17. Suspension, revocation, withdrawal and forfeiture of the designation of the Known Supplier**

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

- ENAC Lazio Territorial Management 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 time limit, 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 Territorial Management.

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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 Lazio Territorial Management;
- 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.


## 18. Validation renewal

All validations must be renewed every two years. Known Suppliers must submit a formal application for renewal to Aeroporti di Roma within 90days 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) and to [fornitoreconosciuto@adr.it](mailto:fornitoreconosciuto@adr.it)

If 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

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subject to the required screening, notifying all parties concerned.

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

In the event of loss or theft of a Known Supplier's Certificate of Designation, the supplier must immediately make a complaint to the competent authority (Police) and, at the same time, immediately inform the Airport Operator. Subsequently, the Known Supplier must apply for a duplicate of the Certificate of Designation (true copy of the original).

### **20. Airport supplies security documentation**

All airport supplies coming from a Known Supplier at the moment of the access in a security restricted area, must be accompanied by a special "Certificate of Security" (v. Annex 6). This certificate may be inserted directly into the "Transport Document" by:


- mentioning - "The undersigned [Security Officer or his delegate] ensures, with reasonable certainty, that the above supply (or as specified in the attached documentation), does not contain prohibited articles and assumes full responsibility of this declaration, aware of the consequences provided for by law in the event of false statements, and
- signature of the security officer or his delegate (person who has in any case carried out a course cat. A12bis of the ENAC Manual of Security Training).

The certificate shall be shown to the persons carrying out the checks for the stamp to be affixed without requiring a copy to be supplied.

### **21. Verification of the Known Supplier - Operating procedures for controlling access of supplies to the airport in security restricted 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 security restricted areas;
- check the Security Certificate of airport supplies for affixing the acknowledgment stamp (**Appendix 6**) and Carrier Certificate, if applicable (**Appendix 9**);

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- 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.

## **22. 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:

	<p style="text-align: center;"><b>PROCEDURE FOR THE DESIGNATION OF KNOWN SUPPLIERS OF AIRPORT SUPPLIES</b></p> <p><b>ENGLISH TRANSLATION FOR DISCLOSING PURPOSES ONLY – IN ANY CASE OF CONFLICT THE ITALIAN TEXT SHALL PREVAIL</b></p>	<p><b>Edition 1</b></p> <p><b>REVISION 9</b></p> <p><b>Date: January 2024</b></p>
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[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; L. Saoncella - 3487932921

### 23. List of Annexes

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

**Annex 2** Facsimile of the Declaration of Commitments

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

**Annex 4** Facsimile of the notification of the Security Manager’s delegate

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

**Annex 6** Facsimile of the Security Certificate

**Annex 7a** Facsimile of pre-filled form of K.S. personnel

**Annex 7b** Facsimile pre-filled form of K.S. carriers’ personnel

**Annex 7c** Facsimile pre-filled form of the list of staff with rights of administrator or unlimited uncontrolled access to fundamental data and information system and communication technologies on behalf of known suppliers

**Annex 8a** Facsimile of Declaration of professional activity, education and training and declaration of residence for K.S. personnel and carriers, if any


**Annex 8b** Facsimile of Declaration of professional activity, education and training and declaration of residence for staff who has administrator rights or unrestricted, uncontrolled access to fundamental data and technology systems information and communication on behalf of the K.S.

**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 prior to the introduction of airport supplies into the security restricted area.

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(Fac simile to be drafted on single-page headed paper)

**ANNEX 1**

To Aeroporti di Roma Spa Security

Management Registration Office Registration Office

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

**SUBJECT: Request for Designation/Renewal as Known Supplier of Airport Supplies**

I undersigned \_\_\_\_\_, as Legal Representative of the company, I submit the application for designation as a known supplier of airport supplies.

For this purpose, we attach the following documentation:

- Declaration of Commitments
- Notification of the Security Officer
- Notification of the Security Officer's delegate(s) (attach only in case of delegation)
- Known Supplier Security Programme signed by the Security Officer and including training certificates for all personnel, including specific cybersecurity training for 'system administrator'.
- Fac simile of Security Certificate using Known Supplier letterhead
- Lists of the Known Supplier's personnel, any transporters and those with administrator rights or unlimited uncontrolled access to information and communication technology data and systems on behalf of the Known Supplier
- Declaration of professional activity, education, training and residence of personnel (Annex 8a)
- Declaration of professional activity, education, training and residence of those who have administrator rights or unrestricted uncontrolled access to information and communication technology data and systems on behalf of the Known Provider (Annex 8b)
- Double-sided photocopies of staff identity documents (including any transporters)
- Copy of Third Party Liability Insurance
- Copy of Certificate of Incorporation
- Copy of the Legal Representative's identity document
- Copy of the Supply Agreement with an airport operator justifying the operational need as well as the request for designation
- Declaration of the courier/carrier (attach only in the case of third-party companies)
- Copy of valid id cards (if in possession)
- Payment receipt for investigation, validation and issuance of original designation document.

I also declare that I have accomplished with the provisions of Chapter. 7.2 of the Procedure for the designation of known suppliers of airport supplies. In case of use of carriers, I verify that they comply with the provisions of cap. 7.2 Procedure for the designation of known suppliers of airport supplies.

We would like to take this opportunity to extend our kind regards.

In the event of a false declaration, I declare that I am aware of the criminal liability provided for by art. 76 of D.P.R. 28-12-2000 No. 445. I also take note that, pursuant to art. 13 of Reg. EU 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 data subject. I also declare that I have read the information on the processing of personal data provided by ADR S.p.A. pursuant to art. 13 Reg. EU 2016/67 (GDPR) on the website [www.adr.it](http://www.adr.it) at the following links:

<https://www.adr.it/bsn-forniture-per-l-aeroporto>

**Stamp and signature**

Date \_\_\_\_\_

The Legal Representative



Fac simile to be printed on single-page headed paper

ANNEX 2

## DECLARATION OF COMMITMENTS KNOWN SUPPLIER OF AIRPORT SUPPLIES

In accordance with Regulation (EC) No 300/2008 of the European Parliament and of the Council and its implementing acts,  
the undersigned declares for the following site(s)  
(*indicate location and address of operational site(s)*)

the following:

- **[Name of the company] will:**

- a) appoint a person responsible for security in the company; and
- b) ensure that persons with access to airport supplies receive general security awareness training in accordance with point 11.2.7 before being authorised to access those supplies. It will also ensure that persons conducting security screening other than screening of airport supplies receive training in accordance with point 11.2.3.10; and
- c) prevent unauthorised access to its premises and airport supplies; and
- d) reasonably ensure that airport supplies do not conceal prohibited items; and
- e) apply tamper-evident seals to all vehicles and/or containers transporting airport supplies or physically protect them (this point does not apply to airside transport).

If another company that is not a supplier known to the airport operator is used for the transportation of supplies, [name of company] will ensure that all of the above mentioned security checks are carried out;

- in order to ensure compliance, [name of company] will cooperate fully in all inspections, as prescribed, and allow access to all documents requested by the inspectors,
- [name of company] will inform Aeroporti di Roma S.p. A of any serious security breaches and any suspicious circumstances that may be relevant to airport supplies, and in particular will report any attempt to conceal prohibited articles in supplies,
- [name of company] will ensure that all relevant staff receive training in accordance with the provisions of Chapter 11 of the Implementing Regulation (EU) 2015/1998 and are aware of their security responsibilities, and
- [name of company] will inform Aeroporti di Roma S.p.A if:
  - a) they cease operations; or
  - b) no longer fulfils the requirements of the relevant Union legislation.

I accept full responsibility for this declaration.

Legal Representative

Name and Surname (in block capitals)

Signature (original or digital signature)

Date

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Fac simile to be printed on single-page headed paper

## ANNEX 3

### NOTIFICATION OF THE NAME OF THE SECURITY OFFICER OF THE KNOWN SUPPLIER OF AIRPORT SUPPLIES

In accordance with the Security Programme of the known supplier of airport supplies, the undersigned [legal representative of the company], hereby makes it known that [name of the company] has appointed Mr/Ms as security officer for the implementation, application and supervision of the required security measures.

The Security Officer undertakes to:

- develop and modify the Security Programme in accordance with the NSP; ensure that
- the provisions of this security programme are known to those involved according to their respective tasks;
- implement security measures and bring them into compliance with the procedures set out in its security programme;
- be the contact point for any problems related to airport supplies detected by the airport operator's security manager;
- ensure that internal quality controls are carried out;
- report any security incidents that may occur (e.g. a suspicious item, bomb threat, etc.):
  - a) the Border Police
  - b) the competent ENAC Territorial Department
  - c) the airport operator's Security Manager
- keep and update a list of all persons involved in the inspection and delivery of airport supplies;
- assess the vulnerability of security locations and procedures;
- ensure that background checks are carried out on all personnel who carry out, or have carried out under their responsibility, screening, access control or other security controls in an area other than the security restricted area, or who have unescorted access to airport supplies that have already been subject to security controls;
- ensure the planned training and refresher courses are provided to staff, and keep records of them.

Date

---


the Legal Representative's signature

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the Security Officer's signature

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	<p style="text-align: center;"><b>PROCEDURE FOR THE DESIGNATION OF KNOWN SUPPLIERS OF AIRPORT SUPPLIES</b></p> <p><b>ENGLISH TRANSLATION FOR DISCLOSING PURPOSES ONLY – IN ANY CASE OF CONFLICT THE ITALIAN TEXT SHALL PREVAIL</b></p>	<p><b>Edition 1</b></p> <p><b>REVISION 9</b></p> <p><b>Date: January 2024</b></p>
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(FAC SIMILE - to be drafted on the Known Supplier's letterhead on a single page)

**ANNEX 4**

**NOTIFICATION OF THE SAFETY OFFICER'S DELEGATE**

The undersigned Identification Code \_\_\_\_\_ on / /  
 born Tax \_\_\_\_\_ born \_\_\_\_\_  
 as Security Manager of [company name].

**HAVING ACKNOWLEDGED**

Reg. (EU) 1998/2015 and Presidential Decree no. 445, Art. 76 dated 28 December 2000,  
 as amended, and being aware of the criminal consequences in case of false declarations,

**APPOINTS**

Mr/Ms \_\_\_\_\_ born \_\_\_\_\_ on / /

**as THE SECURITY OFFICER'S DELEGATE.**

The undersigned acknowledges that, pursuant to Art. 13 of EU Reg. 679/2016 "GDPR", the  
 above data is collected exclusively for office requirements and will not be used for any other  
 purpose without the prior consent of the persons concerned.

Date.../.../.....

The delegating party

Name and Surname

(in block capitals)

Signature

The delegate

Name and Surname

(in block capitals)

Signature

\_\_\_\_\_

\_\_\_\_\_



**PROCEDURE FOR THE DESIGNATION OF KNOWN SUPPLIERS  
OF AIRPORT SUPPLIES**

Edition 1

**ENGLISH TRANSLATION FOR DISCLOSING PURPOSES ONLY –  
IN ANY CASE OF CONFLICT THE ITALIAN TEXT SHALL PREVAIL**

**REVISION 9  
Date: January 2024**

*(FAC SIMILE - to be drafted on the Known Supplier's letterhead)*

**ANNEX 5**

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

<b>Name of the company:</b> _____	
Address: _____	
Phone n.: _____	
Fax: _____	E-mail: _____
<b>Name of the Security Officer:</b> _____	
Site address _____	
Phone n.: _____	
Fax: _____	E-mail: _____

**1. INTRODUCTION**

**1.1. Subject of the security programme**


This security programme outlines and describes the security measures implemented so that every airport supply is subject to appropriate checks before being delivered to the security restricted area.

[name of known supplier] ..... ensures that any [name of courier] ..... courier complies with the requirements when acting on its behalf.

However [name of known supplier] ..... shall be responsible for compliance with the requirements of the national civil aviation security programme.

**1.2. Organisation**

Describe in detail the organisation of the known supplier and attach an organisation chart]

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*(FAC SIMILE - to be drafted on the Known Supplier's letterhead)*

**1.3. Security-related organisation**

[Name of known supplier] ..... has appointed a security manager for the implementation, application and supervision of the required security measures and ensures the training of personnel involved in operations relating to the control and delivery of airport supplies.

The security manager has, among others, the following tasks:

- developing and amending this security programme in accordance with the National Civil Aviation Security Programme;
- ensuring that the provisions of this security programme are known to those involved according to their respective tasks;
- implementing security measures and making them compliant with procedures;
- being the contact point for any problems related to airport supplies detected by the airport operator's security manager;
- keeping and updating a list of all persons involved in the inspection and delivery of airport supplies;
- assessing the vulnerability of security locations and procedures;
- ensuring that background checks are carried out on personnel conducting security checks as referred to in Section 9.1.4 of Regulation (EU) 2015/1998;
- ensuring the planned training and refresher courses for staff and keeping the relevant documentation.

**1.4. Additional Information**

Please enter the following information:

- estimated volume of products to be introduced into the security restricted area of the airport;
- type of products.

**2. PERSONNEL**


**2.1. Personnel**

[Name of Security Officer] I declare that I keep a list of all persons authorised to have access to places where airport supplies are accepted, packed, stored or transported. This list contains all information as well as name, surname, date and place of birth, nationality.

This list represents Annex No. 1 to this security programme.

**2.2. Personnel selection and training**

[Name of security officer] ..... I ensure that airport supply operations are carried

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out by selected and trained personnel.

[Describe the selection and training methods].

*(FAC SIMILE - to be drafted on the Known Supplier's letterhead)*

**2.2.1. Background checks**

[Name of Security Officer] ..... I am aware that the employment of all personnel is subject to a background check by the competent authority and possession of an airport identification card where required. Furthermore, I am aware that in the absence of the above, staff cannot be employed.

[Name of Security Officer ] .... ensure that all staff, before having access to airport supplies without escort, have passed the enhanced or standard background check (see p. 11.1.3 or 11.1.4 of EU Regulation 2015/1998 and p. 11.1.3.1 and 11.1.4.1 of PNS A) or holds an airport id card if required. In the absence of the above, the staff may not be employed.

**2.2.2. Personnel training**

[Name of the Security Officer] ..... I hereby guarantee that all personnel involved in the preparation and processing of airport supplies will undergo training and refresher training in accordance with the provisions of Chapter 11 of Regulation (EU) 2015/1998 and, that such training will also cover cyber security (for certificates issued from 31/12/2021).

I further guarantee that the aforementioned training will be successfully completed before personnel are allowed unescorted access to airport supplies.

I ensure that all relevant personnel are first made aware of the relevant cyber risks, on a 'need to know' basis, and then kept constantly updated on the subject.

Security training certificates for personnel involved in airport supplies are attached to this security programme.

**3. SECURITY AND ACCESS CONTROL PROCEDURES**


**3.1. Access Control**

[Name of known supplier] I guarantee that:

- a) the premises, used for the control and delivery of airport supplies, are continuously protected against unlawful interference;
- b) all doors, windows and any other possible access to the premises are secured and/or monitored;
- c) all appropriate measures (structural and procedural) are taken to ensure that there is no unauthorised access;
- d) all access points, when not in use, are closed in such a way as to prevent passage.

**3.2. Storage and protection of supplies**

[Name of known supplier] ..... I ensure that the supplies will be kept in a secure

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environment until they are transported to the critical part of the security restricted area of the airport. [Describe in detail the technical aids and procedures used to control access to the premises].

**4. ACCEPTANCE PROCEDURES**

**4.1. Acceptance**

[Name of known supplier] ..... I ensure that upon receipt of the product that will later be identified as an airport supply, I will take all necessary measures to ascertain that the product corresponds to what is declared in the accompanying documentation.

**4.2. Checks**

[Name of known supplier] ..... I hereby declare that I carry out the required checks as set out in Section 9.1.4 of Regulation (EU) 2015/1998 in order to ensure, with reasonable confidence, that supplies for the airport do not contain prohibited articles.

[Describe in detail the control procedures adopted to ensure the absence of prohibited articles in supplies].

**5. TRANSPORT AND DELIVERY PROCEDURES**

**5.1. Supply documentation**

[Name of known supplier] ..... shall enclose with the delivery of each airport supply a "security certificate", (model provided for in Annex no. 1 to this chapter), stating:

- the supply number;
- the nature of the supply;
- the number of seals, if applicable
- delivery site.

This documentation must be attached to the airport supply when entering the security restricted area.

**5.2. Transport and delivery of known airport supply from the land-side area to the air-side area.**

[Name of known supplier] ..... ensures that known supplies maintain a 'safe state' during transfer from its premises until introduction into the critical part of the security restricted area.


[Name of known supplier] ..... ensures that known supplies are transported:

- by its own personnel and with its own means, or
- by a courier, who applies approved procedures and security measures.

[Specify in detail the transport and protection procedures and means of transport

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

[Name of known supplier] ..... ensures that any irregularities concerning the product

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or supply will be immediately notified to the safety officer.

[Name of known supplier] ensures that in the event that signs of tampering are detected in the supply that has already been checked, it will be subject to the prescribed control (screening). [Name of known supplier] ..... ensures that in the event of a security incident (e.g. suspicious article, bomb threat, etc.), including the incidents referred to in point 7 below, its security manager will immediately inform:

- the Border Police and
- the airport operator's security manager;
- the ENAC Airport Territorial Management.

[Describe in detail the relevant procedures].

**7. QUALITY**

**7.1 Quality control**

[Name of known supplier] ..... ensures the application and implementation of quality controls.

[Detailed description of the internal quality control programme in terms of modalities and frequency and the related corrective actions to be implemented in the event of proven non-compliance]

**8. CYBER THREAT MANAGEMENT**


The contents of this section can be reported in the Security Program or in any relevant document referenced in the Security Program.

**8.1 Identification of data and parts of key information and communication technology systems for civil aviation**

[Describe how key information and communication technology data and systems that could be subject to cyber-attacks that would undermine civil aviation security are identified]

**8.2 Safeguards against cyber attacks**

[Describe the safeguards against cyber attacks, and measures for the recognition of such attacks. Such protective measures must be identified, developed and implemented in accordance with a risk assessment].

	<p><b>PROCEDURE FOR THE DESIGNATION OF KNOWN SUPPLIERS OF AIRPORT SUPPLIES</b></p> <p><b>ENGLISH TRANSLATION FOR DISCLOSING PURPOSES ONLY – IN ANY CASE OF CONFLICT THE ITALIAN TEXT SHALL PREVAIL</b></p>	<p><b>Edition 1</b></p> <p><b>REVISION 9</b></p> <p><b>Date: January 2024</b></p>
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## **9. SECURITY CULTURE**

[In order to address the internal threat and without prejudice to the respective competences and content of staff training, the security programme shall include an appropriate internal strategy and related measures to improve the awareness of and to promote a safety culture].

[Detailed description in the programme of the relevant procedures]



PROCEDURE FOR THE DESIGNATION OF KNOWN SUPPLIERS  
OF AIRPORT SUPPLIES

ENGLISH TRANSLATION FOR DISCLOSING PURPOSES ONLY –  
IN ANY CASE OF CONFLICT THE ITALIAN TEXT SHALL PREVAIL

Edition 1

REVISION 9

Date: January 2024

**ANNEX 6**

Name of Courier/Carrier\*

Supply no. \_

Nature of the  
supply

Delivery site:

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Security seal number (where prescribed)

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The undersigned [NAME AND SURNAME]

Security Officer

*Security Officer's Delegate*

ensures, with reasonable certainty, that the above delivery (or as specified in the enclosed documentation) does not contain any prohibited articles and accepts full liability for this statement, aware of the consequences provided for by law in the event of false statements.

The undersigned takes full responsibility for this declaration Signature

Date:











**PROCEDURE FOR THE DESIGNATION OF KNOWN SUPPLIERS  
OF AIRPORT SUPPLIES**

Edition 1

**ENGLISH TRANSLATION FOR DISCLOSING PURPOSES ONLY –  
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**REVISION 9  
Date: January 2024**

**ANNEX 8a**

**DECLARATION OF PROFESSIONAL, EDUCATION AND TRAINING ACTIVITIES AND DECLARATION OF  
RESIDENCE FOR F.C. PERSONNEL AND CARRIERS, IF ANY**

Dear ADR S.p.A.  
Registration Office

The undersigned .....born in.....  
..... Prov.

or Foreign State ..... on .....resident in  
.....

Prov. .... at (Address)..... no. ....  
Post Code .....

Telephone no. (obligatory) ..... Tax Identification Code.

Title of Study  
.....  
(lower/secondary school diploma, degree... specifying the date of achievement)

**HAVING ACKNOWLEDGED**

Reg. (EU) 1998/2015 and Presidential Decree ..... no.  
445, Art. 76 dated 28 December 2000, as amended, and being aware of the criminal consequences in case of false  
declarations,

**DECLARES**

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

<b>PERIOD*</b>	<b>PROFESSIONAL ACTIVITY/STUDY/ BREAK (Please specify job title and company name)</b>	<b>PLACE WHERE THE ACTIVITY TOOK PLACE (Please specify the city)</b>	<b>THE PERSON'S REGISTERED PLACE OF RESIDENCE (if in Italy, please specify city and street. If abroad, please indicate country)</b>
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			

**\*please specify day/month/year and any breaks longer than 28 days**

The undersigned also declares that during the periods of interruption they did not engage in any behaviour and/or action contrary to security and acknowledges that, pursuant to Art. 13 of EU Reg. 679/2016 "GDPR" the above data are collected exclusively for office requirements and will not be used for any other purpose without the prior consent of the person concerned. The undersigned also declares that they have read the information notice regarding the processing of personal data provided by ADR S.p.A. pursuant to Article 13 of EU Reg. 2016/679 (GDPR) on [www.adr.it](http://www.adr.it) at the following link: <https://www.adr.it/bsn-forniture-per-l-aeroporto>

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

If you have been registered as resident abroad for a period of more than six months, attach a certificate or statement issued by the competent authority of the foreign state, accompanied by an Italian translation certified by the Italian consular authority as being in conformity with the original, that you have not been convicted of any criminal offence and that you are not the subject of measures concerning the application of security and prevention measures, civil decisions and administrative measures entered in the criminal record and that you are not aware of being subject to criminal proceedings.



**PROCEDURE FOR THE DESIGNATION OF KNOWN SUPPLIERS  
OF AIRPORT SUPPLIES**

Edition 1

**ENGLISH TRANSLATION FOR DISCLOSING PURPOSES ONLY –  
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**REVISION 9  
Date: January 2024**

**ANNEX 8B**

**DECLARATION IN LIEU OF PERSONAL AND PROFESSIONAL ACTIVITY, EDUCATION AND TRAINING  
CERTIFICATES AND DECLARATION OF RESIDENCE FOR SYSTEM ADMINISTRATORS**

(Art. 46 of Presidential Decree No. 445 dated 28 December 2000)

To ADR S.p.A. Registration Office

The undersigned .....born in  
..... Prov.

or Foreign State ..... on..... resident  
in..... Prov. .... at

(Address)..... no. .... Post Code .....and, if  
different from residence, domiciled at ..... in (Street/Square)

Telephone no. (*obligatory*) ..... Tax Identification Code.

..... and being a citizen of ..... Title of  
Study..... (*Lower or secondary school  
diploma/graduate degree - please specify institution, place and date of award*)

**HAVING ACKNOWLEDGED**

Reg. (EU) 1998/2015 and Presidential Decree no. 445, Art. 76 dated 28 December 2000, as amended, and being aware  
of the criminal consequences in case of false declarations,

**DECLARES**

To currently be an employee of ..... with duties involving

the use of ITC systems with administration privileges and to have carried out the following professional activities and/or studies  
in the last 5 years\*

PERIOD*	PROFESSIONAL ACTIVITY/ STUDY/BREAK (Please specify job title and company name)	PLACE WHERE THE ACTIVITY TOOK PLACE (Please specify the city)	THE PERSON'S REGISTERED PLACE OF RESIDENCE (if in Italy, please specify city and street. If abroad, please indicate country)
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			

\*please specify day/month/year and any breaks longer than 28 days

The undersigned also declares that during the periods of interruption they did not engage in any behaviour and/or action contrary to security and acknowledges that, pursuant to Art. 13 of EU Reg. 679/2016 "GDPR" the above data are collected exclusively for office requirements and will not be used for any other purpose without the prior consent of the person concerned. The undersigned also declares that they have read the information notice regarding the processing of personal data provided by ADR S.p.A. pursuant to Article 13 of EU Reg. 2016/679 (GDPR) on [www.adr.it](http://www.adr.it) at the following link: <https://www.adr.it/bsn-forniture-per-l-aeroporto>

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

If you have been registered as resident abroad for a period of more than six months, attach a certificate or statement issued by the competent authority of the foreign state, accompanied by an Italian translation certified by the Italian consular authority as being in conformity with the original, that you have not been convicted of any criminal offence and that you are not the subject of measures concerning the application of security and prevention measures, civil decisions and administrative measures entered in the criminal record and that you are not aware of being subject to criminal proceedings.



PROCEDURE FOR THE DESIGNATION OF KNOWN SUPPLIERS  
OF AIRPORT SUPPLIES

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**ANNEX 9**

**COURIER/CARRIER DECLARATION**

***acting on behalf of the Known Supplier, limited to the loading and transport of supplies for the airport***

*I declare that the supplies entrusted to me:*

*Known supplier: \_\_\_\_\_ Stamp and  
signature of the known supplier*

are loaded and transported using the following precautions:

1. The personnel employed were trained in accordance with the Security Training Manual.
2. The vehicle loading area is monitored from the start of the loading of supplies until their completion; tamper-evident seals will be applied to all vehicles and/or containers transporting supplies to the airport or physically protect them. The number of the seal must be entered on the Security Certificate (Annex 3).
3. The driver of the vehicle used to transport the supplies is in possession of appropriate documents for identification as a proxy of the transport company;
4. During transport, the vehicle will not make unscheduled stops. In the event of force majeure, the driver, should they leave the vehicle unattended, will check the condition of the goods before setting off again.

In the presence of obvious signs of tampering, they shall immediately inform both the security control personnel and the person in charge of the company to which the goods are to be delivered;

5. Supplies to be transported will only be accepted for delivery at the airport if delivered by personnel of the supplier known to the contractor;
6. All supplies transported must be accompanied by appropriate accompanying documents stating at least the name of the known supplier, the name of the transporter, supply number or seal number, nature of the goods and delivery site.

*The known supplier remains solely responsible for the correct application of the security measures.*

*I am aware that the company I represent may be held liable for any safety failures that occur during transport.*

Date:

Carrier's stamp

Name and Surname of the transport manager

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



**ANNEX 10**

**N.....**

**DESIGNATION OF KNOWN SUPPLIER OF AIRPORT SUPPLIES**

To the Company .....  
p.c. ENAC - ENAC Airport Management.

**SUBJECT: DESIGNATION OF KNOWN SUPPLIER OF AIRPORT – Reg. (EU) 2015/1998, Chapter 9.**

In compliance with the regulations in force, this Management Company:

**Aeroporti di Roma S.p.A.**

Having regard to the declaration of commitments, drawn up in accordance with Appendix 9-A to Chapter 9 of Regulation (EU) 2015/1998, submitted by this company;

Having regard to the security programme concerning security controls referred to in p. 9.1.4 of Regulation (EU) 2015/1998, delivered by this company;

**CONSIDERING**

the validation of the security programme and its implementation by the national security validator (name\_\_\_) of EU civil aviation recognised by ENAC

**HEREBY DESIGNATES**

**this company as a KNOWN SUPPLIER OF AIRPORT SUPPLIES of the Airport of**

.....

This Management Company will keep the original declaration of commitments, copy of the security programme and the report of validation as a validation tool.

Should this company fail to supply the airport for a period of two years from the date of designation, it will forfeit its status as a known supplier.

Should ENAC or the undersigned Management Company consider that this company no longer complies with the requirements of point 9.1.4 of the aforementioned Regulation 2015/1998, this Management Company shall withdraw its status as known supplier.


**Legal Representative  
Name and Surname**

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

	<p style="text-align: center;"><b>PROCEDURE FOR THE DESIGNATION OF KNOWN SUPPLIERS OF AIRPORT SUPPLIES</b></p> <p><b>ENGLISH TRANSLATION FOR DISCLOSING PURPOSES ONLY – IN ANY CASE OF CONFLICT THE ITALIAN TEXT SHALL PREVAIL</b></p>	<p><b>Edition 1</b></p> <p><b>REVISION 9</b></p> <p><b>Date: January 2024</b></p>
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**ANNEX 11**

(Fac simile to be drafted on single-page headed paper)

Dear Aeroporti di Roma Spa  
Security Management  
Registration Office

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

**Subject: Request for Extension of Designation as Known Supplier of Airport Supplies**

We are hereby submitting our request for an extension of our designation as a known supplier of airport supplies at the following airport: \_\_\_\_\_ The following is attached for this purpose:

- a) Supply contract justifying an operational necessity and regulating the specific activity at the airport for which the extension is requested.
- b) Security Programme concerning security controls as referred to in point 9.1.4 of Regulation (EU) 2015/1998 including annexes\* to be drawn up on headed notepaper and signed by the Security Officer, to be attached only if the Programme contains reference airports.

The undersigned declares, in their capacity as legal representative of the company, being aware that anyone issuing mendacious declarations shall be punished pursuant to the Criminal Code and the special laws on the subject in accordance with Article 46 of Presidential Decree no. 445/2000, that there are no discrepancies or variations (e.g. on the security controls to be applied by the Known Supplier described in its Security Programme, on the operational site, or on the name of the person in charge of security) on the documentation already previously transmitted for the issuance of the designation/renewal of the validation for the airport of

\_\_\_\_\_

We would like to take this opportunity to extend our kind regards.

**Stamp and signature**  
The Legal Representative

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

\_\_\_\_\_

\*Please attach valid security training certificates



## ANNEX 12

### AIRPORT SUPPLIES

#### MAIN CHECKS TO BE CARRIED OUT BY KNOWN SUPPLIERS PRIOR TO ENTERING THE SECURITY RESTRICTED AREA

The Known Supplier of Airport Supplies must perform the following actions before presenting themselves at security checkpoints to allow supplies into the security restricted area:

- Ensure that the security certificate is correctly filled out and, in particular, that the nature of the supply is specified in detail (e.g. the generic indication 'miscellaneous material' is not sufficient, but the number of packages (if quantifiable) and the type (e.g. 4 bags, 3 bags, etc.) must be indicated. There must be a correspondence between what is declared and stated on the certificate and what will actually be detected by the control personnel present at the access point.
- Check that the type of protection adopted is suitable (e.g. a truck with an uncovered body inside which there are supplies is not considered to be protected for safety purposes). For example, a well-fixed sheet covering the entire delivery and/or the use of any seals on the delivery that are intact and tightly closed is considered adequate.
- Check the entire supply for any signs of tampering. The presence of, but not limited to, the following is to be considered a sign of tampering:
  - a) tears or holes in the supply wrappings or packaging
  - b) dislocation of casings and/or abnormal swelling of casings
  - c) abnormal stains or greasiness on supply wrappings
  - d) acrid, intense or otherwise abnormal odours
  - e) external wires and/or devices
  - f) presence of broken or obviously tampered seals
- Access to the supply will only be authorised after having verified the suitability of the protection and the absence of any signs of tampering, in the manner described in the previous two points, and only after the security controller has become reasonably certain that the supply is secure.