

## SECURITY CONTROL OF CARGO, MAIL, CATERING, STORES AND SUPPLIES

Pursuant to Section 12 in the Act on Security Controls in Air Traffic of 22 April 1994 (305/1994) and Section 2 in the Aviation Act of 3 March 1995 (281/1995), taking into consideration the standards and recommended practices in Annex 17 to the Convention on International Civil Aviation opened for signature at Chicago on 7th December 1944 and the recommendations incorporated in the Policy Statement in the Field of Civil Aviation Security of the European Civil Aviation Conference (ECAC DOC 30 9th Edition, December 2001), the Civil Aviation Administration (CAA) has after discussions with the Ministry of Interior decided to issue the following provisions on security control measures for cargo, courier and express parcels, mail, catering, stores and supplies.

### 1 §

#### *Applicability*

This decision is applicable to security control of cargo, courier and express parcels, mail, catering, stores and supplies.

This decision applies to commercial air transport operated from airports in Finland.

### 2 §

#### *Definitions*

For the purposes of this decision:

1) *Prohibited article* means an object which can be used to commit an act of unlawful interference and that has not been properly declared and subjected to the applicable laws and regulations.

2) *Courier company means* a company which accepts from consignors express parcels, documents or consignments to be carried by air, totally or partly, by using the company's aircraft and/or other aircraft or to be transported on board an aircraft as the baggage of a courier passenger.

3) *Courier parcel* means documents or parcels, carried under the same transport conditions as express parcels, or transported as cabin baggage or hold baggage by a courier, who does not necessarily know the contents of the consignment.

4) *Ground handling agent* means a company used on the basis of an agreement by an aircraft operator to take care of the ground services needed by that operator at an airport.

5) *Catering, stores and supplies* means goods to be consumed or sold on board an aircraft.

6) *Catering company* means a company which by agreement with an aircraft operator takes care of the make up and/or loading of catering, stores and supplies aboard aircraft.

7) *Express parcel* means time sensitive cargo carried by air.

8) *Mail* means dispatches of correspondence and other objects tendered by and intended for delivery to postal administrations.

9) *Cargo* means any property carried on an aircraft other than mail, stores and accompanied or mis-handled baggage.

10) *Agent, freight forwarder* means a company which accepts cargo, courier or express parcels or mail from a consignor (originator of cargo) to be delivered to an aircraft operator or its ground handling agent for total or partial air transport.

11) *Known consignor* means the originator of property for transportation of cargo or mail by air for his own account, who has established business with an aircraft operator, a regulated agent or a regulated postal administration, and whose consignments the aircraft operator, regulated agent or regulated postal administration can consider as securely prepared, stored and transported on the basis of the received security declarations.

12) *Security officer* means a person, nominated by an aircraft operator, regulated agent, regulated postal administration or regulated catering company in its respective organisation to be responsible for instruction, implementation and supervision of security procedures for cargo, courier and express parcels, mail, catering, stores and supplies, as well as for aviation security related contacts with authorities concerned.

13) *Regulated agent* means an agent, freight forwarder or any other entity who conducts business with an operator and provides security controls that are accepted or required by the Civil Aviation Administration (hereinafter referred to as CAA) in respect of cargo, courier and express parcels or mail.

14) *ECAC DOC 30* means a Policy Statement of the European Civil Aviation Conference (ECAC) in the Field of Civil Aviation Security, 9<sup>th</sup> Edition, December 2001. Additional information about the document is available at the CAA, Division for International Affairs, tel. (09) 82771.

### 3 §

#### *Responsibilities*

Air carriers are responsible for the completion on their part of the security measures referred to in sections 5-7.

Regulated agents are responsible for the completion on their part of the security measures referred to in sections 5-6.

Security approved catering companies are responsible for the completion on their part of the security measures referred to in section 7.

Known consignors shall ascertain that consignments delivered by them to air carriers or regulated agents do not contain prohibited articles or substances. Each known consignor is obliged once a year to give a written declaration to this effect to the air carrier, regulated agent or security approved postal administration, as appropriate, as well as accept that the consignments may be screened for security purposes.

### 4 §

#### *Detailed rules*

Implementation rules on screening, processing and handling, storage and transportation of cargo, courier and express parcels, mail, catering, stores and supplies are issued separately by the CAA for different types of activities.

### 5 §

#### *Consignments to be screened*

Air carriers and regulated agents shall ensure that the following consignments are screened before loading them aboard aircraft:

- 1) hold baggage to be transported as cargo ;
- 2) consignments received from non-regulated agents;
- 3) consignments received from unknown consignors;
- 4) consignments delivered by a person other than the known consignor himself or his authorised agent;

5) consignments of which the contents are suspected not to coincide with the description delivered;

6) consignments on which the known consignor has stated that the security arrangements agreed upon have not been adhered to, and

7) consignments received from a regulated agent and known consignor if they may have been tampered with during the transportation or storage.

The CAA may require that a given percentage of unscreened cargo and mail consignments, received by air carriers and regulated agents from their known consignors, shall be screened.

### 6 §

#### *Screening of consignments*

Screening of cargo, courier and express parcels and mail must be carried out by using applicable technical equipment, such as X-ray equipment and trace detectors approved by the CAA, or the consignment may be opened for examination of the contents.

A consignment may be delayed where none of the above means of screening can be applied due to the nature of the goods but sufficient certainty of its security for the transport may be obtained through a security storage.

If necessary, more than one means or method of screening shall be applied.

Screening of mail consignments shall be carried out without risking secrecy of correspondence.

### 7 §

#### *Catering, stores and supplies*

Catering, stores and supplies which contain articles or substances which could endanger the safety of the aircraft shall not be taken on board aircraft.

Air carriers are allowed to take on board catering, stores and supplies only from a company which:

- 1) has been security approved by the CAA, or
- 2) has given the air carrier a written declaration that the deliveries meet with the requirements in the first paragraph of this section.

The flight crew shall inspect the catering, stores and supplies delivered to the aircraft on a random basis to ascertain that they do not contain prohibited articles and substances and if sealed, that the seals are intact.

### 8 §

#### *Security licence*

A security licence may be granted to an air carrier, cargo agent, postal administration, courier company, handling agent and catering company.

Application for a security licence shall be made in writing to the CAA. The application shall contain the following information:

- 1) name, address and other contact information of the company,
- 2) description of the activity of the company or the appropriate department or unit applying for the security licence, and
- 3) name and contact information of the person to be nominated as security officer.

#### 9 §

##### *Granting of security licence*

The CAA may grant a security licence to a company in case

- 1) the person nominated as security officer has received security training approved by the CAA;
- 2) the security programme of the company has been approved by the CAA;
- 3) the company has certified in writing that it will comply with its security programme, approved by the CAA, the provisions in this decision and the implementation rules issued separately by the CAA for such companies;
- 4) no deficiencies or risks from the security control point of view have been identified in the activities of the company either during an inspection or otherwise.

A security licence may be granted for a maximum of five years.

#### 10 §

##### *Renewal of the security licence*

Applications for renewal of the security licence shall be submitted to the CAA in accordance with section 8, subsection 2.

The application shall be forwarded to the CAA at least 30 days before the end of the validity period of the current security licence.

#### 11 §

##### *Security Officer*

A security approved company shall have a nominated security officer with a task to instruct, implement and supervise security procedures of the company as well as to act as a contact person between the company and the authorities in security matters.

Changes in the contact information regarding the security officer shall immediately be communicated to the CAA.

Change of the security officer as well as the contact information of the new security officer shall immediately be communicated to the CAA. In such cases the CAA may on request grant a time-limited

exemption from the requirement in section 9, subsection 1, item 1).

#### 12 §

##### *Revocation of the security licence*

The CAA may revoke the security licence from a company which does no longer meet the conditions for a security licenced company and the deficiency is not rectified within a time period prescribed by the CAA.

The CAA may revoke the security licence if the company violates provisions related to the security licence and the violation cannot on the whole be considered minor.

The CAA may revoke a security licence at the request of the company concerned.

#### 13 §

##### *List of security approved companies*

The CAA maintains a list of companies which have been granted security licences.

An up-to-date list is available on the website of the CAA: [www.ilmailulaitos.com](http://www.ilmailulaitos.com)

#### 14 §

##### *Exemptions*

The CAA may for special reasons grant exemptions from the provisions in this decision provided that an equivalent security level can be maintained.

#### 15 §

##### *Entry into force*

This decision enters into force on 6 May 2002.

Security control measures for cargo, courier and express parcels and mail carried on domestic flights shall be commenced at the latest on 27 October 2002.

This decision revokes the decision of the Civil Aviation Administration of 27 October 1997 "security control of cargo, mail and stores" as well as the decision of the Civil Aviation Administration of 15 October 1999 on regulated agents and approved air carriers (SEC 2 amendment 4).

The Civil Aviation Administration, Vantaa, 9 April 2002.

Director General Mikko Talvitie