

**Notification of the Civil Aviation Authority of Thailand<sup>1</sup>**

**Re: Foreign Aircraft Operator Security Programme**

**B.E. 2566 (2023)**

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Section 50/29 of the Air Navigation Act B.E. 2497 (1954), amended by the Air Navigation Act (No. 14) B.E.2562 (2019) states that no person shall operate as an Air Operator unless there is a Foreign Aircraft Operator Security Programme (FAOSP) having been approved by the Director General or having been in line with International Air Services Agreement. In a case of a foreign air operator engaging in a commercial air transport into or from the Kingdom of Thailand, Air Services Agreement stipulates that a foreign air operator shall observe laws and regulations related to aviation security in conformity with standards established in Annex 17 to the Convention on International Civil Aviation 1944 and its amendments for entry into, departure from, or while within, the territory of Thailand to ensure that adequate measures are effectively applied within the territory of Thailand to protect the aircraft and to inspect passengers, crew, carry-on items, baggage, cargo and aircraft stores prior to and during boarding. In order that a Foreign Aircraft Operator Security Programme (FAOSP) will be developed to be in line with Annex 17 to the Convention on International Civil Aviation 1944 and its amendments and with the requirements specified in the National Civil Aviation Security Programme, by virtue of Section 50/29 of the Air Navigation Act B.E. 2497 (1954), amended by the Air Navigation Act (No. 14) B.E.2562 (2019), the Director General of the Civil Aviation Authority of Thailand issues this Notification to prescribe criteria on establishing a Foreign Aircraft Operator Security Programme (FAOSP); its submission for and granting of approval; and implementing the Foreign Aircraft Operator Security Programme (FAOSP) as follows:

**Article 1** This Notification shall be cited as “Notification of the Civil Aviation Authority of Thailand, Re: Foreign Aircraft Operator Security Programme B.E. 2566 (2023).

**Article 2** This Notification shall become effective as from 25 August 2023 onwards, which is the date in which the Requirement of the Civil Aviation Authority of Thailand No. 42 on Granting the Foreign Air Operator with Permission for Conducting Commercial Air Transport into or from the Kingdom of Thailand becomes effective.

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**Article 3** In this Notification;

“Charter Flight” means a non-scheduled flight for travel or tourism purposes providing services on domestic or international routes according to the servicing period subject to a contract or an agreement with the passengers or the tour operator;

“Director General” means the Director General of the Civil Aviation Authority of Thailand;

“Authority” means the Civil Aviation Authority of Thailand.

**Article 4** Any foreign air operator who wishes to engage in commercial air transport into or from the Kingdom of Thailand shall have a Foreign Aircraft Operator Security Programme (FAOSP) approved by the Director General.

**Article 5** The Foreign Aircraft Operator Security Programme (FAOSP) shall be established for the purposes to ensure security of

- (1) Passengers, flight crew members, ground staff, the public and properties thereof;
- (2) Aircraft and air navigation facilities in all matters related to safeguarding against acts of unlawful interference with civil aviation; and
- (3) Providing for additional security measures in times of increased security threats.

**Article 6** The Foreign Aircraft Operator Security Programme (FAOSP) shall be established in the following formats:

- (1) Type written form provided in English and being verified by the air operator or any responsible person duly authorized by such foreign air operator;
- (2) Being in a form easily amended or revised with a document identification number, topic of document, date of its implementation, revision number, number of pages, a chronological list of revisions, a person who approved the document and relevant details;
- (3) Having a record of current pages and record of revision thereto, including a page showing record of its revisions;
- (4) Being orderly divided into chapters for convenient usage and being endorsed and signed by person(s) developing, and revising and approving such Foreign Aircraft Operator Security Programme (FAOSP).

**Article 7** The Foreign Aircraft Operator Security Programme (FAOSP) to be submitted for approval of the Director General shall be divided into two parts as follows:

(1) **Part 1:** a recent copy of an Aircraft Operator Security Programme (AOSP) of the foreign air operator endorsed/approved/verified by the appropriate Authority for Aviation Security of the State of Operator;

(2) **Part 2:** Supplementary Station Procedures (SSP) for a commercial air transport into or from the Kingdom of Thailand with all the elements and details in a form as in the attachment of this Notification.

**Article 8** The foreign air operator shall submit two copies of its Foreign Aircraft Operator Security Programme (FAOSP) consisting of two parts as specified in Article 7 for the Director General's approval by adhering the following methods and timeframes:

(1) A foreign air operator of a country with whom Thailand entered into an Air Services Agreement, who conducts a scheduled service, shall submit them, together with an application for permission to engaging commercial air transport into or from the Kingdom of Thailand pursuant to Section 41/126 by adhering the following methods and timeframes as specified in the Requirement of the Civil Aviation Authority of Thailand No. 42 on Granting the Foreign Air Operator with Permission for Conducting Commercial Air Transport into or from the Kingdom of Thailand and its amendments thereto;

(2) A foreign air operator of a country with whom, whether or not, Thailand entered into an Air Services Agreement, who conducts a non-scheduled service: Charter Flight (Program Charter or Inclusive Tour Charter), shall submit them, together with an application for a Flight Permit pursuant to Section 28 at least one hundred and twenty (120) days prior to its expected start-up date of a flight into or from the Kingdom of Thailand. They can be submitted as an electronic file to the email address of the Air Navigation Operations Management Department of the Authority or through other channels as specified by the Authority.

**Article 9** In submitting the Foreign Aircraft Operator Security Programme (FAOSP) pursuant to Article 8, additional to documents and evidences required in applying for operating permission under Article 8 (1) or for flight permit under Article 8 (2), as the case may be, the foreign air operator shall furnish all the following documents and evidences:

(1) Letter of Certification certifying from the Appropriate Authority for Aviation Security of the State of Operator to certify that:

(a) such Foreign Aircraft Operator Security Programme (FAOSP) is the most recent and still valid and;

(b) the foreign air operator well observes its Foreign Aircraft Operator Security Programme (FAOSP), which meets the requirements of the National Civil Aviation Security Programme; as well as, all applicable laws and regulations on civil aviation security imposed by its country without trouble;

(2) Letter of appointment for representatives in Thailand to act on receiving notification, orders or decisions on civil aviation security or proceed other acts as notified by the Authority (only for the foreign air operator under Article 8 (1);

(3) other document(s) or evidence(s) as required by the Director General.

**Article 10** In approving, the Director General shall stamp the Authority's seal and endorse with signatures in the cover of the Foreign Aircraft Operator Security Programme (FAOSP); as well as in the cover of Supplementary Station Procedures for a commercial air transport into or from the Kingdom of Thailand upon receipt of the proposal of the Aviation Security and Facilitation Standards Department which has examined and certified that:

(1) such Foreign Aircraft Operator Security Programme (FAOSP) is the most recent and meets all the requirements specified in Thailand's National Civil Aviation Security Programme; and

(2) Supplementary Station Procedures (SSP) for a commercial air transport into or from the Kingdom of Thailand contains all the elements and details in a form as in the attachment of this Notification and meets all the requirements specified in Thailand's National Civil Aviation Security Programme; and

(3) All the additional documents and evidences have completely been submitted pursuant to Article 9.

**Article 11** When the Foreign Aircraft Operator Security Programme (FAOSP) has been approved by the Director General pursuant to Article 10 or in case where its amendments have been approved pursuant to Article 14, such foreign air operator shall proceed the followings:

(1) Maintaining a copy of the Foreign Aircraft Operator Security Programme (FAOSP) and Supplementary Station Procedures (SSP) for a commercial air transport into or from the Kingdom of Thailand as approved by the Director General at place(s) where operations are conducted in Thailand and its relevant employees can access and utilize them and where the Authority's Aviation Security Inspector (AVSEC) can make an inspection at all times;

(2) Restrictions in the sharing, disclosure of and access to information contained in the Foreign Aircraft Operator Security Programme (FAOSP) and Supplementary Station Procedures (SSP) for a commercial air transport into or from the Kingdom of Thailand to those who need to know;

(3) Submitting a request to the Authority when Sensitive Security Information (SSI) is needed.

**Article 12** In addition to duties under Thailand's National Civil Aviation Security Programme, the foreign air operator shall have the following duties:

(1) Effectively providing adequate place(s), tool(s), personnel for and implementing all the procedures and processes stated in the Foreign Aircraft Operator Security Programme (FAOSP) and Supplementary Station Procedures (SSP) for a commercial air transport into or from the Kingdom of Thailand as approved by the Director General for civil aviation security purposes to safeguard passengers, flight crew members, ground staff, aircraft and facilities against acts of unlawful interference;

(2) Recruiting and appointing sufficient personnel for implementation of security measures stated in the Foreign Aircraft Operator Security Programme (FAOSP) and Supplementary Station Procedures (SSP) for a commercial air transport into or from the Kingdom of Thailand as approved by the Director General into practice;

(3) Appointing a station security manager in Thailand or employees in other positions entrusted with duties stated in the Foreign Aircraft Operator Security Programme (FAOSP)

and Supplementary Station Procedures (SSP) for a commercial air transport into or from the Kingdom of Thailand and for effective liaison with the Authority;

(4) Appointing a representative in Thailand to be a contact point;

(5) Applying security measures and protection measures of persons and properties onboard an aircraft in service to safeguard against crimes, hijacking and unauthorized introduction of prohibited items into aircraft;

(6) Developing and modifying the Foreign Aircraft Operator Security Programme (FAOSP) and Supplementary Station Procedures (SSP) for a commercial air transport into or from the Kingdom of Thailand as approved by the Director General to comply with Thailand's National Civil Aviation Security Programme and to accommodate changing circumstances, occurrences, and level of threats;

(7) Following the Airport Security Programme (ASP) as approved by the Director General at airport(s) where its operation is conducted and being disseminated to such foreign air operator; as well as complying with additional rules, and requirements issued by the owner or airport operator to be in line with the Airport Security Programme (ASP) (if any);

(8) Other duties required by the Director General.

**Article 13** The foreign air operator shall allow, cooperate with and facilitate the Authority's Aviation Security Inspector (AVSEC) to undertake inspection to implement quality control functions to ensure effective implementation of the Foreign Aircraft Operator Security Programme (FAOSP) and Supplementary Station Procedures (SSP) for a commercial air transport into or from the Kingdom of Thailand as approved by the Director General.

**Article 14** In the following cases, the foreign air operator shall submit amendments or revisions of the Foreign Aircraft Operator Security Programme (FAOSP) in an electronic form to the email address of the Aviation Security and Facilitation Standards Department of the Authority or through other channels as specified by the Authority for the Director General's approval:

(1) There are significant amendments or revisions of the Foreign Aircraft Operator Security Programme (FAOSP), which different from that had been approved by the Director General and that was endorsed/approved/verified by the appropriate Authority for Aviation Security of the State of Operator; or

(2) There are significant amendments or revisions of the Supplementary Station Procedures (SSP) for a commercial air transport into or from the Kingdom of Thailand, which different from that had been approved by the Director General; or

(3) Director General orders the foreign air operator to amend or revise the Supplementary Station Procedures (SSP) for a commercial air transport into or from the Kingdom of Thailand to be in consistency with Thailand's National Civil Aviation Security Programme and with applicable rules and regulations, as well as, to accommodate changing circumstances, occurrences, and level of threats.

Upon receipt of the proposal of the Aviation Security and Facilitation Standards Department, which has examined and certified that such amendments or revisions of the Foreign Aircraft Operator Security Programme (FAOSP) or Supplementary Station Procedures (SSP) for a commercial air transport into or from the Kingdom of Thailand meet all the requirements pursuant to Article 10, the Director General shall approve them and the foreign air operator shall record in chronological list of revisions of the Foreign Aircraft Operator Security Programme (FAOSP) or Supplementary Station Procedures (SSP) for a commercial air transport into or from the Kingdom of Thailand for further reference.

Such amendments or revisions considered to be significant under paragraph 1 (1) and (2) means:

- (1) Any amendment(s) or revision(s) impacting National Civil Aviation Security Policy;
- (2) Any amendment(s) or revision(s) resulting in variation of roles, responsibilities and missions of entities related to implementation of such Programme and Procedures;
- (3) Any amendment(s) or revision(s) resulted from circumstances or level of threats with impacts on aviation security;
- (4) Any amendment(s) or revision(s) to conform with its country's civil aviation security standards, which are not lower than the standards and relevant rules and regulations of Thailand.

**Article 15** When it appears that any foreign air operation has committed one of the following acts, the Director General has a power to order the foreign air operator to rectify its act or undertake other actions within the prescribed time period:

- (1) Violating or failing to comply with Article 11;
- (2) Violating or failing to perform duties specified in Article 12;
- (3) Failing to allow, cooperate with and facilitate the Authority's Aviation Security Inspector (AVSEC) to undertake inspection under Article 13;
- (4) Failing to amend or revise the Supplementary Station Procedures (SSP) for a commercial air transport into or from the Kingdom of Thailand according to the Director General's order under Article 14 (3)

**Article 16** The Director General shall have power to revoke the approval of the Foreign Aircraft Operator Security Programme (FAOSP) or Supplementary Station Procedures (SSP) for a commercial air transport into or from the Kingdom of Thailand when any foreign air operator fails to rectify its act or undertake other actions within the prescribed time period as ordered by the Director General pursuant to Article 15 or when the foreign air operator takes any action that seriously affects the civil aviation security standards.

**Article 17** No foreign air operator shall operate as an air operator into or from the Kingdom of Thailand when the approval of Foreign Aircraft Operator Security Programme (FAOSP) or Supplementary Station Procedures (SSP) for a commercial air transport into or from

the Kingdom of Thailand have been revoked by the Director General pursuant to Article 16.

**Article 18** The foreign air operator who has conduct its operation into or from the Kingdom of Thailand prior to the effective date of this Notification shall submit its two parts of the Foreign Aircraft Operator Security Programme (FAOSP) pursuant to Article 7, together with additional documents and evidences pursuant to Article 9 for the Director General's approval by adhering the following methods and timeframes:

(1) A foreign air operator of a country with whom Thailand entered into an Air Services Agreement, who conducts a scheduled service, shall submit them, together with an application for permission to engaging commercial air transport into or from the Kingdom of Thailand within the timeframe pursuant to Article 15 of the Requirement of the Civil Aviation Authority of Thailand No. 42 on Granting the Foreign Air Operator with Permission for Conducting Commercial Air Transport into or from the Kingdom of Thailand and such foreign air operator is able to continue its operation until the Director General orders that the permission not be granted or the Foreign Aircraft Operator Security Programme (FAOSP) and Supplementary Station Procedures (SSP) for a commercial air transport into or from the Kingdom of Thailand not be approved;

(2) A foreign air operator of a country with whom, whether or not, Thailand entered into an Air Services Agreement, who conducts a non-scheduled service: Charter Flight (Program Charter or Inclusive Tour Charter), is able to continue its operations until the end of period in a flight permit and when wishing to operate into or from the Kingdom of Thailand, the such foreign air operator shall submit them, together with an application for a Flight Permit pursuant to Section 28 at least one hundred and twenty (120) days prior to its expected begining date of a flight into or from the Kingdom of Thailand. They can be submitted as an electronic file to the email address of the Air Navigation Operations Management Department of the Authority or through other channels as specified by the Authority.

During its operation into or from the Kingdom under paragraph 1, the foreign air operator shall comply with Thailand's applicable laws, rules and regulations pertaining to civil aviation security as related to itself.

Given on 25 August B.E. 2566 (2023),

-Signature-

(Suttipong Kongpool)

Director General

The Civil Aviation Authority of Thailand



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## SUPPLEMENTARY STATION PROCEDURE

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## Introduction

Foreign Aircraft Operators operating in the Kingdom of Thailand are required under The Announcement of The Civil Aviation Authority of Thailand RE : Foreign Aircraft Operator Security Programme B.E. 2566 to submit the following documents to the Civil Aviation Authority of Thailand (CAAT):

- 1) Approval letter of the current Aircraft Operator Security Programme (AOSP), approved by their Appropriate Authority;
- 2) A Current version of Aircraft Operator Security Programme (AOSP), approved by their Appropriate Authority;
- 3) Appointment letter of Station Security Manager or Staff who has responsibility on this SSP in Thailand and
- 4) A Supplementary Station Procedurec (SSP) annexed to the AOSP. The foreign aircraft operators are required to use the model template of SSP established by the Civil Aviation Authority of Thailand (CAAT).

Failure to comply, the penalty will be liable to a fine not exceeding one Million Baht according to The Air Navigation Act B.E. 2497 (as amended) Section 108/6.

This model template has been prepared to assist foreign aircraft operators in developing, submitting and maintaining their Supplementary Station Procedure (SSP) for Thai operations. It describes the content that foreign air carrier shall include in their Supplementary Station Procedure (SSP).

In order for the Supplementary Station Procedure (SSP) to be compliant with Thai requirements and subsequently approved by the CAAT, all sections of this Model Template shall be adequately addressed by the aircraft operators in their Supplementary Station Procedure (SSP). In case that the procedures/measures stated here are different from your operation, you shall put in RED, however your procedures/measures shall be equivalent to or higher than Thai requirements.

### How to complete the SSP template

The text provided in the template is displayed in various colors.

- Black text is an example and does not need to be amended (unless is inconsistent with your business processes in that case please insert in RED).
- Purple text is used to indicate where text appropriate to your business shall be inserted. For example:

(Organization's name) operating in the Kingdom of Thailand will comply with all Thailand NCASP and other relevant legislative requirements.

Purple text shall be amended to reflect your operations, and changed to black on completion.

- The word “**OR**” in Green text is used to indicate your operation you choose to operate in Thailand. Green text and another Black text that inconsistent with your business processes should be deleted before submitting your SSP.
- Red text is used for remarks or notes designated to assist in drafting your SSP, for example *If different procedures are used, please insert here in RED*. Instruction in Red text should be deleted and leave your additional text in RED before submitting your SSP.

#### Supplementary Station Procedure (SSP) Model template

The Supplementary Station Procedure Model Template consists of Three components:

1. Part 1 – Cover Page
2. Part 2 – Section 1 to 17 list the standard text that shall be included within the Supplementary Station Procedure (SSP). This standard text covers components of Thailand's aviation security framework that is a minimum requirement to foreign carriers. The text from section 1 to 17 should be copied into foreign aircraft operator Supplementary Station Procedure (SSP), with the Aircraft Operator's name inserted where prompted with (Organization's name). Unless the procedures/measures stated here are different from your operation, yours shall be input in **RED**, however your procedures/measures shall be equivalent to or higher than Thai requirements.
3. Part 3 – Section 18 to 19 are specific to each individual aircraft operator. Each item shall be addressed with sufficient details, ensuring all applicable components of the aircraft operator's aviation security policy and procedures are defined and covered.

SSP MODEL TEMPLATE

PART 1 – COVER PAGE

(Organization's logo)

(Organization's name) Aircraft Operator Security Programme (AOSP) for  
Thailand

Issue:

Revision:

Approval Date:

Approved by

(Name)

(Director General)

The Civil Aviation Authority of Thailand

(Organization's logo)

(Organization's name) Supplementary Station Procedure (SSP) for Thailand

Issue:

Revision:

Approval Date:

Approved by

(Name)

(Director General)

The Civil Aviation Authority of Thailand

## PART 2 - MANDATORY TEXT

1. Appropriate Authority – The Kingdom of Thailand
  - 1.1 The Civil Aviation Authority of Thailand (CAAT) is designated as the Appropriate Authority (AA) for aviation security within Thailand.
2. National Civil Aviation Security Programme (NCASP) of Thailand
  - 2.1 The CAAT has established, implemented and maintained the National Civil Aviation Security Programme (NCASP). The NCASP of Thailand is given legal force by Air Navigation Act Section 50/16.
  - 2.2 (Organization's name) operating in the Kingdom of Thailand will comply with Thailand NCASP and other relevant legislative requirements.
  - 2.3 The CAAT are entitled to conduct quality control activities for Airlines operating in The Kingdom of Thailand based on Risk assessment undertaken by the CAAT.
3. Aircraft Operator Security Programme
  - 3.1 As required by The Announcement of The Civil Aviation Authority of Thailand on Foreign Aircraft Operator Security Programme B.E. 2566, (Organization's name) has submitted a current version of Aircraft Operator Security Programme (AOSP) approved by the Appropriate Authority of (state's name) annexed with a Supplementary Station Procedure (SSP) as required by the CAAT for approval.
  - 3.2 (Organization's name) shall comply with all the requirements detailed in our AOSP and Supplementary Station Procedure (SSP) for Thai Operations.
  - 3.3 (Organization's name) shall maintain a complete copy of the Aircraft Operator Security Programme (AOSP) and the approved Supplementary Station Procedure (SSP) at the (station's name) Station and the CAAT.
  - 3.4 (Organization's name) will notify the CAAT in the event there are any operational changes affecting our flights to and from Thailand and where necessary, amend the AOSP and Supplementary Station Procedure (SSP)
  - 3.5 Supplementary Station Procedure (SSP) is a restricted document and shall be protected from unauthorized access. This document shall be available in part or in whole only to those with a bona fide need to know its contents.
4. Security Policy and Objective  
(Organization's name) shall place the highest possible emphasis on the importance of relevant and cost-effective security measures. (Organization's name) acknowledges the importance of protecting its passengers, employees and assets against unlawful interference by implementing the measures and procedures detailed in this Programme. The protection of human life shall be the primary

consideration for all executives, managers and employees in implementing and supporting the implementation of the measures and procedures required by this SSP.

5. Passenger, staff and crew screening

5.1 (Organization's name) does not conduct passenger, staff or crew primary screening functions within Thailand. The airport operator is responsible for all passengers, staff and crew primary screening functions. Passengers, staff and crew are all screened to the same standards. All staff who access secure or restricted areas at Airport are screened and shall be in possession of, and display a valid airport security pass.

5.2 (Organization's name) shall comply with all passenger, staff and crew screening measures and procedures in Thailand.

6. Check in and Boarding

(Organization's name) does not carry passenger. OR carries passengers.

6.1 (Organization's name)'s procedure for passenger check-in as follows:

- (Organization's name) or their authorised GHA will ensure all passengers possess valid documentation for carriage at the time of check-in before a boarding pass issued;
- Passengers shall be asked to confirm that there are no Dangerous Goods and Prohibited Items including there're no interference to their hold baggage before their Hold baggage is accepted;
- (Organization's name) or their authorised GHA will ensure that all tickets and other travel documents produced by a passenger or group representative are genuine and valid. Where there is any doubt as to the validity of the documents, the check-in process will cease until approval is given by (specify);
- Hold Baggage will only be accepted from ticketed passengers with valid travel documentation;
- Hold Baggage will only be accepted for carriage to the same destination as the passenger; and
- Once baggage is accepted for carriage, it will remain inaccessible from the passenger until the completion of the flight.

*If different or additional procedures are used, please insert here in RED.*

#### 6.2 Crew check in (if applicable)

- Identification document(s) for crew is/ are *Insert your procedures in RED;*  
*If different or additional procedures are used, please insert here in RED.*

#### 6.3 Passenger boarding

(Organization's name) does not carry passenger. OR carries passengers.

(Organization's name)'s procedure for passenger boarding as follows:

- Verify identity document for passenger before boarding especially passenger who has Hold baggage accepted by the time that checked in.
- When the computer and/or card reader is out of service, the reconciliation is conducted manually.
- Boarding passes will be counted and if there is any irregularity, boarding passes will be matched to the passenger manifest.

*If different or additional procedures are used, please insert here in RED.*

#### 6.4 Procedures for transit passengers

(Organization's name) does not have transit operations. OR;

(Organization's name)'s procedure for transit passenger as follows:

- When transit passenger disembarks from aircraft, the passenger and their carry-on items shall be rescreened before re-entering the aircraft unless the airport operator provide secure area.
- After transit passenger disembarked, (Crew Member or appointed staff) shall ensure that all their carry-on items are not left behind by *please insert procedure here in RED.*
- When transit passenger remains onboard, the integrity of the passenger shall not be compromised.

*If different or additional procedures are used, please insert here in RED.*

### 7. Hold Baggage screening

7.1 (Organization's name) does not conduct Hold Baggage Screening (HBS) functions in Thailand. The airport operator is responsible for all HBS functions in Thailand.

7.2 (Organization's name) will comply with all HBS measures and procedures in Thailand.

### 8. Authorizing and accounting for Hold Baggage

Describe the measures and procedures for:

### 8.1 Person and baggage reconciliation

(Organization's name) uses the following measures and procedures to reconcile passengers and their hold baggage:

- A record will be created for each item of hold baggage at the point at which it is checked-in by a ticked passenger with valid travel documentation;
- The record shall identify the passenger that checked the item in with the flight number and destination;
- The passenger and their hold baggage shall have same flight number and destination;
- Passenger shall be checked their identity document to confirm their identity matched to accepted hold baggage before boarding.

### 8.2 Baggage identification and offload procedures

(Organization's name) applies the following procedures to ensure that the baggage of any passenger who fails to board a flight is offloaded before the aircraft departs:

- any passenger who fails to board a flight, their hold baggage shall be offloaded;
- any passenger who being offload, their hold baggage shall be offloaded.

*If different or additional procedures are used, please insert here in RED.*

### 8.3 Names and details of the nominated personnel who Authorizing and accounting for Hold Baggage: *please insert here in RED.*

### 8.4 Include an example of the Passenger and Hold Baggage Reconciliation Record (e.g. Hold Baggage Manifest, Hold Baggage Security Declaration or any form of Record) used in Thailand *please insert here.*

### 8.5 The record will be retained for 48 hours after aircraft departure.,

## 9. Physical Security Measures and Access Controls

### 9.1 (Organization's name) does not control or operate any secure airport facilities or tenant restricted areas in Thailand.

### 9.2 Access to secure or restricted airport areas, facilities and tenant restricted areas is the responsibility of the airport authority.

### 9.3 (Organization's name) will comply with all access with all access control measures and procedures. Crew will display valid company identification when accessing secure airport areas in Thailand.

## 10. Security of Cargo and Mail

- 10.1 (Organization's name) does not uplift cargo from Thailand. OR;
- 10.2 There are Regulated Agents approved by the CAAT in Thailand. All air cargo accepted for shipment from Thailand by (Organization's name) is screened by (RA's NAME) upon acceptance. This includes all packages and items that make up the consignment.
- 10.3 (Organization's name) will comply with all cargo screening measures and procedures in Thailand.
- 10.4 (Organization's name)'s procedures for security of cargo at the aircraft in Thailand;
  - All cargo and mail shall be secured;
  - Cargo and Mail that arrives at aircraft show no sign of tampering, if there is the cargo shall be rescreen;
  - All cargo shall be accompanied Consignment Security Declaration (CSD) to ensure its security status;
  - Transit cargo and mail which remain onboard the aircraft shall be protected from unauthorized access;
  - Transfer cargo and mail shall be kept secure at designated facilities of the CAAT regulated entity, if its security status is in doubt the transfer cargo shall be rescreened.

*If different or additional procedures are used, please insert here in RED.*

## 11. Catering

- 11.1 (Organization's name) does not uplift catering from Thailand OR;
- 11.2 (Organization's name) contracts the services of (Catering service's Name) for the provision of catering services in Thailand. (Catering service's Name) is responsible for security measures and procedures within their facility.
- 11.3 (Organization's name)'s procedures for acceptance of catering at the aircraft in Thailand
  - All catering stores and catering supplies are secure throughout the supply chain before accept to onboard;

- All carts and units that deliver at aircraft are locked or sealed and accompanied with seal record, Crew Member or appointed staff shall randomly inspect Seal Number against Seal Record. The integrity of Seal shall not be compromised.
- (Organization's name) shall deny acceptance of Catering when show sign of tempering.
- *If different or additional procedures are used, please insert here in RED.*

## 12. Aircraft Security

Describe the measures and procedures for:

### 12.1 Aircraft security searches and checks

- Aircraft security searches shall be conducted when *Insert here in RED*;
- Aircraft security checks shall be conducted when *Insert here in RED*;
- Aircraft security checks during preflight operations shall be performed immediately after passengers disembark or immediately prior to loading operations;
- Random inspection of Life jacket pouches shall be performed during the aircraft security check.
- (Organization's name) designated (e.g. Crew member, PIC, station manager, ramp personnel) who properly trained to responsible for Aircraft security searches and checks; when different personnel appointed for search and/or check, another bullet can be added.
- *please attach Aircraft security searches and checks Checklist*
- During the aircraft security search and check, aircraft shall be under surveillance to prevent un authorized access to aircraft.
- After aircraft security searches and checks are conducted, aircraft shall be protected to maintain integrity of searches or checks until its departure.

*If different or additional procedures are used, please insert here in RED.*

### 12.2 Procedures for unauthorized access to aircraft

- Unauthorized and Unrecognized persons shall be challenged when they access or attempted to access the aircraft.

### 12.3 Procedures for unattended aircraft

- All aircraft access point and service panels shall be closed and sealed with tempered-evident seal.

- Stair shall be stowed or removed and loading platforms (e.g. passenger steps, air bridge, high loader) shall be retracted.

#### 12.4 Security of Flight Crew Compartment before and while passenger boarding

- Flight Crew Compartment shall be closed before boarding until last passenger leave the aircraft, the entry/exit during such period is allowed when operational required or audit/inspection from the CAAT's National inspector.

### 13. Inflight Security Officers and Special Category Passengers

Describe the measures and procedure for:

#### 13.1 If applicable, the use of Inflight Security Officer (IFSO)

*Inflight Security Officer (IFSO) is allowed only when the state of the aircraft operator has bilateral agreement with Thailand.*

#### 13.2 Law Enforcement Officer (LEO)

- LEO who carry firearms and ammunition onboard in performance of their duty required special authorization in accordance with Law from Director General of the CAAT and shall be granted with permission from transit/destination state.

#### 13.3 Inadmissible and deportee passengers

- number of such passenger can be accepted on each flight is *Insert here in RED*;
- Verify travel document as required by transit/destination state.

#### 13.4 Person in Lawful custody

- number of such passenger can be accepted on each flight is *Insert here in RED*;
- Verify travel document as required by transit/destination state.
- Seats for passenger and their escort appropriated arranged.
- Notify Pilot in command the seats arrangement of such passenger and their escort as soon as the information available but no later than boarding start.
- When Risk level is not acceptable, (Organization's name) have the right to deny this type of passenger and will make available reasons to relevant authority if requested.

### 14. Control of firearms and weapons

(Organization's name) does not carries firearms and weapons from Thailand OR;

Control of firearms and weapons procedures as following:

- When Risk level is not acceptable, (Organization's name) have the right to deny carriage of firearms and weapons;
- Verify that passenger is carried a legitimate firearm permit;
- Verify the permission from transit/destination which granted according to relevant state;
- Comply with procedure set out by airport authority
- Ensure that the weapon is unloaded by personnel appointed by airport authority.
- Firearms and ammunition shall be kept in inaccessible area during flight and notify Pilot in command.

*If different or additional procedures are used, please insert here in RED.*

#### 15. Staff Training

- a. Security training (Organization's name) provide to aircraft operator employed staff which comply with the requirement of (State's name)
- b. Specific training regarding the aircraft operator's security procedures for contracted staff (e.g. Handling Agent personnel)

#### 16. AUI Reporting

16.1 The process for reporting aviation security incidents or issues to the CAAT as following;

- Immediately report to the CAAT verbally;
- Preliminary report within 7 days using the CAAT AUI Report form;
- Final report within 7 days using the CAAT AUI Report form complied with support information. (e.g. documents, Photo, video footage, voice recorder)

*\*The CAAT AUI Report form will be provided separately.*

#### 17. Additional Security Measures

17.1 Clearly describe any additional security measures or procedures that are applied to the aircraft operator's Thai operations especially security measures during the period of increased risk or the measures for high-threat situations flight.

### PART 3 – AIRLINE SPECIFIC INFORMATION

#### 18. General description of Thailand Operations:

- 18.1 The approximate number of weekly flights to (Airport's name), factoring in seasonal schedule changes **OR**; (Organization's name) operate as a non-schedule flight.
- 18.2 If applicable, codeshare arrangements: (specify)
- 18.3 Aircraft types operated to Thailand: (specify)
- 18.4 Routes operated from/to Thailand: (specify)
- 18.5 If applicable, the Regulated Agent contracted in Thailand: (specify)
- 18.6 If applicable, the Catering provider in Thailand: (specify)
- 18.7 Ground Handling Agent (GHA) in Thailand: (specify)

#### 19. Contact information:

Local Thailand contact information:

- 19.1 The designated person responsible for the (Organization's name)'s Thailand operations: (specify)
- 19.2 Organization Chart shows line of command between Thailand staff and HQ: (specify)
- 19.3 Contact person : (specify)
- 19.4 Mobile phone number: (specify)
- 19.5 Office number: (specify)
- 19.6 Fax number: (specify)
- 19.7 Email address: (specify)
- 19.8 Office address: (specify)
- 19.9 Alternative 24 hours contact number and email address: (specify)

Home State/Head Quarter contact information:

- 19.10 The designated aircraft operator Accountable Executive: (specify)
- 19.11 The designated aircraft operator Security Manager (or equivalent) : (specify)
- 19.12 Mobile phone number: (specify)
- 19.13 Office number: (specify)
- 19.14 Fax number: (specify)
- 19.15 Email address: (specify)
- 19.16 Office address: (specify)

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## APPENDIX 1: Programme for the Handling of Unaccompanied Minors Travelling by Air

Procedure as follows:

- a) an unaccompanied minor is a child aged between five to twelve travelling alone.
- b) In case of emergency, an unaccompanied minor will be receiving assistance at top priority same as passenger with medical needs and passenger with special assistance.
- c) Appoint points of contact for the CAAT and relevant agencies to facilitate the disclosure of information relating to travelling minors.
- d) Details of parent/guardian of any unaccompanied minor should be recorded on the child's PNR.
- e) Verify identification document of the person/s bringing an unaccompanied minor to the port of departure and collecting at the port of arrival such as national ID card, passport or government issued document contain national identification number. Such document shall be made a photocopy, kept for 30 days and if the identification document is not satisfied airline will not assume/handover responsibility for the minor.
- f) Verify identification document of unaccompanied minor with travelling document such as national ID card, passport or government issued document contain national identification number and travel VISA. Record will be kept for 30 days.
- g) Using a special identification tag/badge or sticker for unaccompanied minor, containing the letters "UM" on unaccompanied minor and their belonging.
- h) Allocate appropriate seat, considering safety aspect.
- i) Arrange for Handling Advice for unaccompanied minor Form which contain at least the following information:
  - 1) Full Name of Minor
  - 2) Date of Birth
  - 3) Gender
  - 4) Flight information i.e. Flight number, Date and Time of the flight, Departure Arrival and Transit/Transfer Airport.

- 5) Detail of Name Address and Telephone number of parent/guardians of unaccompanied minor
- 6) Detail of Name Address and Telephone number of person meeting and seeing off on departure/arrival and at Transit/Transfer Airport.
- 7) Detail of Name of Airline staff in charge on ground and in-flight
- 8) Signature of parent/guardians; and
- 9) this form shall be attached with boarding pass of unaccompanied minor.

j) when unaccompanied minor travelling on Interline Carriage/Multi-Sector Journey, Handling Advice for unaccompanied minor Form shall be signed before assuming responsibility of minor.

k) Maximum number of unaccompanied minors per flight is (specify).

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