|  |  |
| --- | --- |
|   | 24108-02 Part 108 air operator & foreign air transport operator – security programme rule checklistUse this rule checklist to make sure you comply with **security programme** requirements under [Civil Aviation Rules](https://www.aviation.govt.nz/rules/), Part 108 air operator security programme applicable to Part 119 air operator certification and Part 129 foreign air transport operator certification. |

# You must email us this rule checklist with your application for certificate issue or renewal

|  |
| --- |
| Email us this completed rule checklist (in editable format not PDF) with your application for certificate issue or renewal to certification@caa.govt.nz |

# About your rule checklist and our assessment

|  |  |
| --- | --- |
| * You’re responsible for compliance with Civil Aviation Rules
* This rule checklist has the **minimum** **security programme** requirements for air operations under Part 119 air operator and Part 129 foreign air transport operator
* Click on the field areas and type (they expand as you type)
* To add rows to the tables in this form copy and paste the last row
 | CAA’s rule checklists are a guide to minimum compliance requirementsThey speed up, and reduce the cost of, the certification assessment by making it easier for us to…* find the procedures and information in your exposition
* assess your application

It’s important to keep your rule checklists up-to-date for ongoing compliance and to support your certificate renewal applications |

# Your organisation’s details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation’s name [i](#_top) |       | CAA ID no.  |       | Date | Click or tap to enter a date. |

# Proposed exposition sections (if one document) or documents (if separate documents) submitted with this rule checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Section or document name | Abbreviation (abbrev.) | Version no. | Dated |
|       |       |       | Click or tap to enter a date. |
|       |       |       | Click or tap to enter a date. |
|       |       |       | Click or tap to enter a date. |

# Confirm your exposition meets document control requirements

| **Procedures to control, amend, and distribute your exposition** | **You complete**Section/document complies?Yes or No. If no, explain why | **CAA use only**Exposition sampled and issues organisation must address(Inspector adds initials and date) |
| --- | --- | --- |
| List of effective pages (for document control and management) |       |       |
| Revision/amendment description table (to give context to the change)  |       |       |
| Contents page |       |       |
| Header or footer on **every page** must have your organisation’s name, exposition or document name, effective revision no. and date, and page no. |       |       |

# You must address the rules below if they apply to your operation

If this rule checklist is emailed to us with your application for certificate **renewal**, highlight or Track Change proposed amendments and any changes since the issue of your last certificate.

| **Rule** | **You complete**Section or document name abbrev. and reference or heading(If the rule is not met or doesn’t apply, explain why) | **CAA use only**Exposition sampled and issues organisation must address(Inspector adds initials and date) |
| --- | --- | --- |
| **Part 12 Accidents, incidents, and statistics**  |
| **Subpart B Notification, investigation, and reporting, of occurrences** |
| 12.55 Notification of incident |
| 12.55(a)(5) Notification of security incident |       |       |
| 12.55(d)(8) [App A(e)] Required information |       |       |
| 12.57 Details of accident |
| 12.57(a)(1) Provide details |       |       |
| 12.57(b)(1) to (3) Means of providing details |       |       |
| 12.59 Investigation and reporting |
| 12.59(1) Conduct investigation |       |       |
| 12.59(2)(i) to (iii) Submit report to CAA |       |       |
| 12.59(3) Preventive action |       |       |
| **Part 108 Air operator security programme** |
| **Subpart B Air operator security programme requirements**  |
| 108.51 Security programme |
| 108.51(1) Contractual arrangements |       |       |
| 108.51(2) Person responsible for training |       |       |
| Procedures 108.51(3)(i) to (v) |       |       |
| 108.53 Security requirements - domestic |
| 108.53(b)(1) Carriage of firearms as per 91.9 |       |       |
| 108.53(b)(2) Danger minimisation after threat |       |       |
| 108.53(b)(3) Access control to unattended aircraft |       |       |
| 108.53(b)(4) Access control to security and operational areas |       |       |
| 108.53(b)(5) Security controls to baggage, cargo, supplies, mail etc |       |       |
| 108.53(b)(6) Flight with person in lawful custody [Ref. 108.53(c)] |       |       |
| 108.53(b)(7) Baggage of passenger failing to board |       |       |
| 108.53(b)(8) Screening of passengers, crew and carry-on baggage [Ref. 108.63] |       |       |
| 108.53(b)(9) Screening of checked–in baggage [Ref. 108.63] |       |       |
| 108.53(b)(10) Temporary upgrade of security measures |       |       |
| 108.53(b)(11) Unauthorised entry to flight deck |       |       |
| **Person in custody** |
| 108.53(c)(1) to (3) Person in lawful custody is escorted |       |       |
| 108.53(c)(4) Notification of P-I-C senior FA |       |       |
| 108.53(c)(5) Alcoholic beverages |       |       |
| 108.53(c)(6) Metal utensils  |       |       |
| 108.53(c)(7) & (8) Seating location |       |       |
| 108.53(c)(9) Ratio of person in custody to seating capacity |       |       |
| 108.55 Security requirements – international |
| 108.55(b)(1) Carriage of firearms as per 91.9 |       |       |
| 108.55(b)(2) Danger minimisation after threat |       |       |
| 108.55(b)(3) Access control to unattended aircraft |       |       |
| 108.55(b)(4) Access control to security and operational areas |       |       |
| 108.55(b)(5) Temporary upgrade of security measures |       |       |
| 108.55(b)(6) Security controls to baggage, cargo, mail etc |       |       |
| 108.55(b)(7) Flight with person in lawful custody |       |       |
| 108.55(b)(8) Control of transit or transfer passenger and carry-on baggage |       |       |
| 108.55(b)(9)(i) to (ii) Carry-on items from transit flight |       |       |
| 108.55(b)(10) Security controls to baggage, cargo, supplies, mail etc moved within aerodrome |       |       |
| 108.55(b)(11) Screening of consignment |       |       |
| 108.55(b)(12) Screening of passengers, crew and carry-on baggage [Ref. 108.63] |       |       |
| 108.55(b)(13) Baggage of passenger not on board |       |       |
| 108.55(b)(14) Pre-flight checks |       |       |
| 108.55(b)(15) Security control of baggage not from check-in counter |       |       |
| 108.55(b)(16) Screening of checked–in baggage [Ref. 108.63] |       |       |
| 108.55(b)(17) Authorised baggage |       |       |
| 108.55(b)(18) Unauthorised entry to flight deck |       |       |
| 108.55(c)(1)(i) & (ii) Cargo received from RACA, security declaration, tamper evident etc. |       |       |
| 108.55(c)(2) Security controls to cargo not from RACA |       |       |
| 108.55(c)(3) Screening as per s.77A or 77B and secure state |       |       |
| 108.55(d) Security controls req. equivalent to Part 109 |       |       |
| 108.55(d)(1) Facility requirements [Ref. CAR 109.53] |       |       |
| 108.55(d)(2) Cargo and mail security control procedures [Ref. CAR 109.55] |       |       |
| 108.55(d)(3) Screening procedures [Ref. CAR 109.57] |       |       |
| 108.55(d)(4) Authorisation procedures [Ref. CAR 109.59] |       |       |
| 108.55(d)(5) Procedures and register for a known customer [Ref. CAR 109.61] |       |       |
| 108.55(d)(6) Training of personnel [Ref. CAR 109.63] |       |       |
| 108.55(d)(7) Cargo security incidents [Ref. CAR 109.65] |       |       |
| 108.55(d)(8) Records [Ref. CAR 109.67] |       |       |
| **Person in custody** |
| 108.55(f)(1) Person is escorted |       |       |
| 108.55(f)(2) No carriage of weapon |       |       |
| 108.55(f)(3) Restraining devices |       |       |
| 108.55(f)(4) Notification of P-I-C senior FA |       |       |
| 108.55(f)(5) Alcoholic beverages |       |       |
| 108.55(f)(6) Metal utensils |       |       |
| 108.55(f)(7) & (8) Seating location |       |       |
| 108.55(f)(9) Ratio of person in custody to seating cap. |       |       |
| 108.55(g) Oversight of domestic operator compliance with security programme |       |       |
| 108.55(h)(i)(1) Diplomatic mail |       |       |
| 108.55(h)(i)(2) Int’l transfer and transit cargo or mail |       |       |
| 108.57 Security clearance of flights |
| 108.57 Security programme to be complied with before departure |       |       |
| 108.59 Training of personnel |
| 108.59(a)(1) Personnel training and competency  |       |       |
| 108.59(a)(2) Other personnel awareness of security |       |       |
| 108.59(a)(3) Training is structured and coordinated  |       |       |
| 108.59(a)(4) Recurrent training not more than every 3 years |       |       |
| **Procedures** |
| 108.59(b)(1) Segments for initial and recurrent training |       |       |
| 108.59(b)(2) Knowledge testing and competency assessment |       |       |
| 108.59(b)(3) Syllabi  |       |       |
| 108.60 Records |
| 108.60(a)(1) & (2) Procedures for managing training records |       |       |
| 108.61 Incident notification [Part 12 Accidents, incidents, and statistics (occurrence reporting)] |
| If compliance with this is demonstrated in your overall accident and incident reporting procedures, provide your exposition reference here.  |
| 108.61 Notification of security incident [Ref. Part 12] |       |       |
| 108.65 Air security programme required |
| 108.65(b)(1) & (2) Security programme requirements for Australian AOC |       |       |
| List any other rules complied with that are applicable to your security programme: |
|       |       |       |
|       |       |       |

**CAA use only**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Work request no. |       | Date assessment completed | Click or tap to enter a date. | Inspector’s initials |       |
| Inspector(s) who assessed rule checklist |
| Name | Initials | Name | Initials  |
|       |       |       |       |
|       |       |       |       |

|  |
| --- |
| Other rules or advisory circulars referred to during the assessment by CAA: |
| Reference  | Reference | Reference | Reference | Reference |
|       |       |       |       |       |

Development status control

|  |  |
| --- | --- |
| This rule checklist was established using the following Part amendment status: |  |
| Part  | Name | Amendment no. | Amendment date | Part  | Name | Amendment no. | Amendment date |
| 12 | Accidents, incidents, and statistics | Amendment 11 | 1 December 2020 | 108 | Air operator security programme | Amendment 11 | 24 September 2015 |
| 19 | Transition rules | Amendment 22 | 1 December 2021 |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Revision | 5 | Date | 06/10/2022 | Status | Final |  |
| Form name changed from ‘compliance matrix’ to ‘rule checklist’, instructions redrafted, hyperlink to rules added, table headings changed |
| Amendment numbers and dates updated |