

### Attachment 002 to Appendix R: Aircraft Operator Security Audit Report Checklist

CASSOA LOGO	<b>CASSOA          MODEL CHECKLIST:</b>  <b>AVIATION SECURITY AIRCRAFT AUDIT REPORT          CHECKLIST</b>  <b>CASSOA- CL- AVSEC - 002</b>	Revision: 0
Document No: <b>CL/002/2017</b>	Title: <b>Aviation Security Aircraft Audit Report Checklist</b>	
	NAME OF AIRCRAFT OPERATOR	
	FLIGHT NUMBER(S)	
	ADDRESS: FAX: TEL. NO: EMAIL:	
	DATE(S) OF AUDIT/INSPECTION	
	OPERATOR'S LIAISON OFFICER	
	AUDIT TEAM 1.TEAM LEADER: 2.TEAM MEMBER(S):	
	BRIEFINGS	In brief:
		Debrief:

	<p><i>Assessment Code:</i></p> <p><b>Category 1:</b> Meets a regulatory requirement of the Civil Aviation Security Regulations, 2016 or provision of the NCASP. Recommendations may be made to further enhance measures or to address any problems linked to the quality of implementation.</p> <p><b>Category 2:</b> Does not meet a regulatory requirement of the Civil Aviation Security Regulations, 2016 or provision of the NCASP. A category 2 item represents a minor need for improvement for compliance to be achieved. In this case, improvement is necessary to ensure proper implementation of this regulatory requirement of the Civil Aviation Security Regulations, 2016 or provision of the NCASP and action should be taken by the Operator.</p> <p><b>Category 3:</b> Does not meet a regulatory requirement of the Civil Aviation Security Regulations, 2016 or provision of the NCASP. A category 3 item represents a serious need for improvement for compliance to be achieved. In this case, improvement is essential to correct the deficiencies and to comply with the regulatory requirement of the Civil Aviation Security Regulations, 2016 or provision of the NCASP. The Operator should give high priority to corrective action.</p> <p><i>Not confirmed (N/C).</i></p> <p><i>Not applicable (N/A).</i></p>
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	ITEMS	ASSESSMENT					OBSERVATION
		Cat 1	Cat 2	Cat 3	N/C	N/A	
	<b>ORGANIZATION AND ADMINISTRATION</b>						
	<b>Allocation of Responsibilities</b>						
i.	Nomination of a person in charge/responsible for aviation Security.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ii.	Establishment of a written and approved operator security programme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii.	Deployment of security officers at aircraft access control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iv.	Procedures for recruitment and selection of security personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v.	Establishment of a written and approved Operator security Training Programme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
vi.	Training and certification of security personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
vii.	Internal Security Quality Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
viii.	Requirement for screening of cabin crew and protection of their baggage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	ITEMS	ASSESSMENT					OBSERVATION
		Cat 1	Cat 2	Cat 3	N/C	N/A	
ix	Procedures for control of airline uniforms ( protection/issue /withdarawa1 procedures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recommendation(s)							
2	<b>RESPONSE TO ACTS OF UNLAWFUL INTERFERENCE</b>	<b>Cat 1</b>	<b>Cat 2</b>	<b>Cat 3</b>	<b>N/C</b>	<b>N/A</b>	<b>OBSERVATION</b>
i.	Establishment of a written Contingency/emergency plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ii.	Carrying out of regular security exercises to test preparedness to security emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii.	Procedures for expedient reporting of security incidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recommendation(s)							
3	<b>PROTECTION OF AIRCRAFT</b>						
i.	Measures to prevent unauthorized access to aircraft (stairs, landing bridges removed, aircraft doors locked and or sealed, guards posted, challenge procedures used).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ii.	monitoring of passengers and their cabin baggage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii.	Procedures and records for aircraft search and or checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	performance of measures to ensure that an aircraft subject to a security check or search is protected from unauthorized interference, from the time the aircraft check or search has commenced, until the aircraft departs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	ITEMS	ASSESSMENT					OBSERVATION
		Cat 1	Cat 2	Cat 3	N/C	N/A	
	performance of measures to ensure that aircraft operators do not accept cargo or mail for carriage on an aircraft, unless the application of screening or other security controls has been confirmed and accounted for by a regulated agent or an entity that is approved by the appropriate authority, or such cargo or mail has been subjected to screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iv.	performance of measures to ensure that any items left behind by passengers disembarking from transit flights are removed from the aircraft or otherwise dealt with appropriately before departure of the aircraft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v.	performance of aircraft security checks and searches of originating aircraft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
vi.	Measures for protection of an Aircraft subjected to vi. Above from unauthorized interference, from the time the activity has commenced, until the aircraft departs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recommendations(s)							
<b>IN-FLIGHT SECURITY</b>							
i.	Procedures for prevention of unauthorized access to the flight crew compartment during flight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ii.	Presence of lockable door between the flight crew compartment and the passenger cabin capable of being locked from inside the flight crew compartment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii.	procedures for the carriage of weapons on board aircraft in a place inaccessible to any person during flight time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iv.	Ability of the door to be operated manually in case of power failure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v.	Procedures for receipt of catering supplies and validation of relevant documentations and seals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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vi.	Procedures for baggage reconciliation and authorization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
vii.	Procedures for carriage of weapons/fire arms in cabin compartment and aircraft hold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
viii	measures to ensure that the carriage of weapons on board aircraft, by law enforcement officers or other authorized persons, acting in the performance of their duties are covered by special authorization and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ix	Procedures and records for transportation of potentially disruptive passengers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
x	Procedures for evaluation of travel documents presented by passengers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
xi	Availability of unruly passenger restraining equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
xii	Specific function training of staff responsible for verifying that firearms accepted for carriage on a passenger aircraft are unloaded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
xiii	Requirement to ensure that the Pilot in Command is notified for the identity and seat location of armed persons in a flight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
xix	implementation of procedures for the notification to the aircraft operator and the PIC prior to the carriage of passengers who have been the subject of judicial or administrative proceedings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
xx	implementation of procedures for the carriage of weapons on board aircraft by LEOs and other authorized persons acting in the performance of their duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
xxi	measures and procedures to ensure safety on board aircraft when passengers who are obliged to travel because they have been the subject of judicial or administrative proceedings are to be carried.						
xxi i	the performance of procedures related to the selection, training and deployment of IFSOs (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
xxi ii	implementation of procedures for the notification to the PIC as to the number of armed persons and their seat location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	ITEMS	ASSESSMENT					OBSERVATION
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	Recommendation(s)						
<b>PASSENGER AND BAGGAGE HANDLING PROCEDURES</b>							
i.	Procedure for identification of passengers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ii.	Requirement to escort passengers on board aircraft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	implementation of procedures to ensure safety on board aircraft when passengers who are obliged to travel because they have been the subject of judicial or administrative proceedings are to be carried	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii.	performance of measures for the protection of screened passengers and their cabin baggage from unauthorized interference, from the point of screening, until they board their aircraft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iv.	Procedure for transit and transfer passengers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v	performance of procedures for the authorization of hold baggage to be carried on an aircraft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
vi	performance of the screening of transfer passengers and their cabin baggage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
vii	Protection of screened hold baggage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Analysed Results:

### Recommendations



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