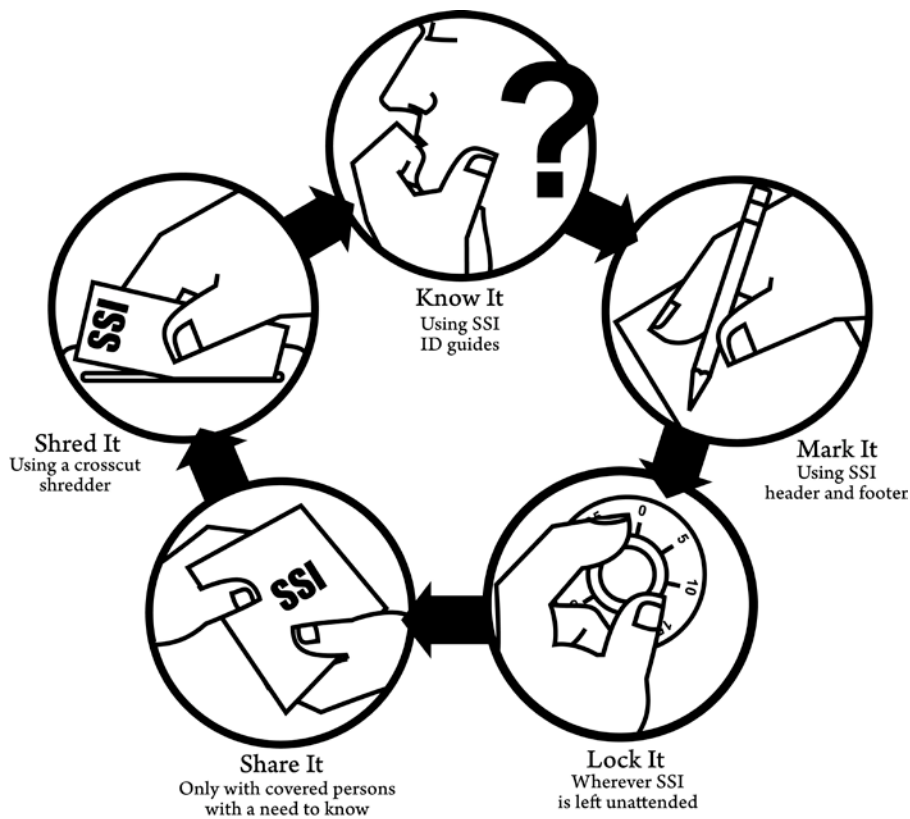


DEPARTMENT OF HOMELAND SECURITY

~~SENSITIVE SECURITY~~ ~~INFORMATION~~

Cover Sheet



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~~SENSITIVE SECURITY INFORMATION~~

No. 15-10757-A

IN THE UNITED STATES COURT OF APPEALS
FOR THE ELEVENTH CIRCUIT

JONATHAN CORBETT,
Petitioner,

v.

TRANSPORTATION SECURITY ADMINISTRATION,
Respondent.

**ADMINISTRATIVE RECORD—SENSITIVE SECURITY
INFORMATION VOLUME II**

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**IN THE UNITED STATES COURT OF APPEALS
FOR THE ELEVENTH CIRCUIT**

JONATHAN CORBETT,)	
)	
<i>Petitioner,</i>)	
)	
v.)	No. 15-10757-A
)	
TRANSPORTATION SECURITY)	
ADMINISTRATION,)	
)	
<i>Respondent.</i>)	
<hr/>		

Index to the Administrative Record

<u>Item</u>	<u>Date</u>	<u>Description</u>	<u>Pg #</u>
1	01/23/97	FAA Security Directive 95-06C	AR 1
2	05/20/01	FAA Air Carrier Standard Security Program (Change 60)	AR 11
3	03/22/01	FAA Security Directive 95-06J	AR 56
4	09/26/01	FAA Security Directive 95-06K	AR 66
5	03/28/02	TSA Security Directive 1544-95-06K	AR 76
6	03/31/04	TSA Security Directive 1544-95-06M	AR 86
7	03/31/05	TSA Security Directive 1544-95-06N	AR 97
8	04/07/06	TSA Memorandum re reissuance of AOSSP	AR 108
9	04/10/06	Reissued Aircraft Operator Standard Security Program (excerpts, Chs. 1, 7.8, 11)	AR 109
10	04/10/06	Persons & Accessible Property Screening Procedures (excerpts, Chs. 1-2, 7-9, 12)	AR 149

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<u>Item</u>	<u>Date</u>	<u>Description</u>	<u>Pg #</u>
11	06/28/06	TSA Security Directive 1544-95-06O Cancellation	AR 202
12	10/9/14	TSA Security Directive 1544-14-03C	AR 203
13	10/24/14	TSA Security Directive 1544-95-06K	AR 212
14	11/07/14	TSA-Approved Security Program Amendment, American Airlines	AR 219
15	12/18/14	Aircraft Operator Standard Security Program, Change 27 (excerpts)	AR 222
16	02/02/15	Aircraft Operator Standard Security Program, Change 27A (excerpts)	AR 529
17	4/14/15	TSA Security Directive 1544-14-03E	AR 579
18	07/28/15	Declaration of Michael T. Keane	AR 586

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Initial Revision Release: July 10, 2006
Date Change Posted: December 18, 2014
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Aircraft Operator Standard Security Program

Aircraft Operator Standard Security Program



Transportation
Security
Administration

December 18, 2014

AOSSP Change 27
December 18, 2014

SENSITIVE SECURITY INFORMATION

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AR 222

Initial Release: April 10, 2006

Date Change Posted: December 18 2014

Date Change Effective: December 18, 2015

Aircraft Operator Standard Security Program

**AIRCRAFT OPERATOR STANDARD SECURITY PROGRAM
CHRONOLOGICAL RECORD OF CHANGES****April 10, 2006, to Present**

- 04/10/06 Reissue of Aircraft Operator Standard Security Program. Incorporates security measures in eight security directives.
- 01/08/07 Change 1 incorporates requirements to implement the Air Cargo Final Rule, published in the *Federal Register* on May 26, 2006.
- 05/14/07 Change 1A clarifies who is required to undergo a Security Threat Assessment.
- 12/17/07 Change 2 outlines boarding procedures for Federal Air Marshals.
Effective date: May 15, 2008
- 04/21/08 Change 3 clarifies security requirements for netted ULD pallets
Effective date: April 22, 2008
- 08/01/08 Change 4 requires new security measures for 100-percent screening of cargo transported onboard narrow body aircraft.
Effective date: October 1, 2008
- 12/23/08 Change 5 updates the requirements to ensure that industry achieves 50-percent screening of cargo placed on passenger aircraft by February 3, 2009.
Effective date: February 1, 2009
- 02/10/09 Change 6 incorporates the Aircraft Operator Implementation Plan (AOIP), Secure Flight procedures and certain technical and operational details from the Consolidated User Guide (CUG) for aircraft operators to implement the Secure Flight program.
Effective date: March 12, 2009
- 02/26/09 Change 5A requires that minor technical changes be made to the formerly posted AOSSP Change 5 (Cargo).
Effective date: February 26, 2009
- 06/15/09 EMERGENCY AMENDMENT AOSSP-09-01 requires aircraft operators to inform armed state, local, or tribal Law Enforcement Officers (LEO) departing on a flight originating in the United States or its territories that TSA requires the LEO to provide a LEO Flying Armed code generated by the National Law Enforcement Telecommunications System (NLETS) at the LEO check-in position at the TSA screening checkpoint.
Effective date: July 15, 2009
- 06/30/09 Change 7 extends the date by which the aircraft operator may continue to accept human remains shipments from an unknown shipper provided that the aircraft operator complies with all security measures in AOSSP Section 8.4.3.7. TSA has made minor technical changes to the AOSSP.
Effective Date: June 30, 2009

AOSSP Change 27
December 18, 2015**SENSITIVE SECURITY INFORMATION**

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AR 223

Initial Release: April 10, 2006

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Date Change Effective: December 18, 2015

Aircraft Operator Standard Security Program

- 12/7/09 Change 8 requires aircraft operators to ensure Security Tamper-Evident Bags (STEB) are packaged and delivered to passengers according to International Civil Aviation Organization (ICAO) guidelines prior to transporting STEBs onboard their aircrafts. In addition, the change requires aircraft operators selling liquids, aerosols, and gels (LAGs) to passengers on departing flights to use the stated ICAO guidelines for proper STEB storage, inventory, and use.
Effective Date: January 6, 2010
- 1/5/10 Change 8A addresses technical errors in AOSSP Change 8, dated December 7, 2009.
Effective Date: February 19, 2010
- 4/1/10 Change 9 updates the requirements to ensure that industry achieves 100-percent screening of cargo placed on passenger aircraft by August 1, 2010.
Effective date: May 1, 2010
- 4/2/10 EMERGENCY AMENDMENT AOSSP-10-01 removes references in Chapters 4, 7, and 11 to State Sponsors of Terrorism
Effective date: 2359 GMT April 7, 2010
- 6/3/10 Change 9A addresses technical corrections in AOSSP Change 9, dated May 1, 2010.
Effective Date: June 3, 2010
- 7/15/10 Change 9B addresses technical corrections in AOSSP Change 9A, dated June 3, 2010.
Effective Date: July 15, 2010
- 12/20/10 Change 10 revises security measures related to notifications to TSA by the aircraft operator of security-related incidents, suspicious activities, and information concerning a specific threat or act of air piracy, and for search of aircraft and on-airport ground facilities in response to a specific threat.
Effective Date: January 19, 2011
- 4/27/11 Change 11 implements the Department of Homeland Security transition from the Homeland Security Advisory System (HSAS) to the National Terrorism Advisory System (NTAS)
- 9/22/11 Change 12 revises security measures related to the Secure Flight Program and off-airport checked baggage locations.
Effective Date: September 22, 2011
- 10/4/11 Change 13 revises security measures related to cargo.
Effective Date: December 1, 2011
- 1/31/12 Change 13A addresses technical corrections in AOSSP Change 13, dated December 1, 2011
- 5/16/12 Change 14 revised cargo security measures.
Effective Date: June 15, 2012
- 6/11/12 Change 15 revised requirements concerning duplicative security measures in certain European Union (EU) airports and screening of certain foreign dignitaries.
Effective Date: July 10, 2012

AOSSP Change 27
December 18, 2015

SENSITIVE SECURITY INFORMATION

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AR 224

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Aircraft Operator Standard Security Program

- 7/6/12 Change 14A addresses technical corrections in AOSSP Change 14, dated June 15, 2012.
Effective Date: July 6, 2012
- 10/9/12 Change 16, EMERGENCY AMENDMENT addresses a security vulnerability with regard to the data entry of Secure Flight Passenger Data on an airline owned website.
Effective: December 8, 2012
- 11/7/12 Change 15A, technical change that reinstates the screening of individuals accessing the aircraft at extraordinary locations with certain exemptions added.
Effective: December 7, 2012
- 3/18/13 Change 17, revises aircraft search procedures and requirements
Effective: May 2, 2013
- 7/22/13 Change 17A makes revisions to clarify the requirements of AOSSP Change 17 in AOSSP Change 17, dated May 2, 2013.
Effective date: September 20, 2013
- 7/29/13 Change 18 adds Secure Flight outage procedures when TSA removes aircraft operator access to the watch lists.
Effective date: January 15, 2014
- 10/21/13 Change 19 makes further revisions and clarifies notification requirements to ensure the Pilot-in-Command (PIC) and the cabin crewmembers are aware of all Federal Air Marshals, Law Enforcement Officers, Federal Flight Deck Officers, and/or other armed individual(s) on the aircraft.
Effective date: November 20, 2013
- 12/02/13 Change 20 adds boarding pass requirements to clearly circle the Selectee "SSSS" indicator or place the Selectee indicator "SSSS" in the lower right corner of the boarding pass. Further revisions include restricting the printing of boarding passes from the internet, fax, personal electronic device and off-airport. Change 20 also adds TSA Pre✓™ measures and new international service notification requirements.
Effective date: January 6, 2014
- 1/14/14 Change 18A extends the effective date for Secure Flight Outages and Taking Back the Watchlists. An additional revision permits the aircraft operator to contact their Principal Security Specialist/International Industry Representative during an outage by means other than telephone.
Effective date: May 15, 2014
- 4/04/14 Change 21 updates language relating to passenger prescreening at Extraordinary Locations. The update revises language during the interview process by removing "husband and wife" and replacing the language with family group.
Effective date: May 7, 2014
- 6/02/14 Change 22 incorporates changes in procedures regarding the transport of U.S. Mail and diplomatic pouches. These procedural changes include revision of language allowing for

AOSSP Change 27
December 18, 2015

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AR 225

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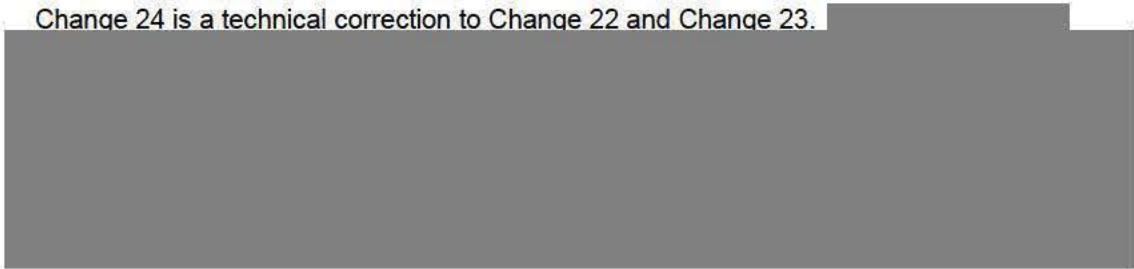
Aircraft Operator Standard Security Program

acceptance of U.S. Mail from other aircraft operators under certain circumstances, removal of the requirement for a detachable certificate as part of the procedures for validating the official status of a diplomatic pouch, and allowance for the acceptance of diplomatic pouches through third parties such as Indirect Air Carriers and freight forwarders.

Effective date: August 1, 2014

6/19/14 Change 23 removes monthly cargo screening reporting requirements.
Effective date: June 19, 2014

8/1/14 Change 24 is a technical correction to Change 22 and Change 23.



11/14/14 Change 25 modifies the "inhibited" boarding pass printing result (BPPR) resolution process. The modification advises that the Secure Flight Operations Center may request further information to assist in the identification of any co-traveler of an individual whose BPPR remains inhibited. Furthermore, based on the information received, the aircraft operator must follow the direction provided by Secure Flight.
Effective date: December 15, 2014

12/16/14 Change 26 incorporates procedures that aircraft operators must follow to allow individuals employed by other aircraft operators governed by 49 CFR part 1544 in each other's flight deck jumpseat(s) utilizing an automated identification system (Section 6.11. and 7.5.). It also incorporates procedures aircraft operators must follow if they voluntarily elect to participate in the Known Crewmember Program (Section 4.3.2.) and employee and authorized representative screening requirements (Section 4.3.2.).
Effective date: January 13, 2015

12/18/14 Change 27 removes language that currently requires aircraft operators to control the use and distribution of checked baggage destination tags.
Effective date: December 18, 2014

AOSSP Change 27
December 18, 2015

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Date Change Posted: December 18, 2014

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Aircraft Operator Standard Security Program

RECORD OF CHANGES

CHANGE NUMBER	DATE POSTED	EFFECTIVE DATE
1	January 08, 2007	March 12, 2007
1A	May 14, 2007	May 14, 2007
2	December 17, 2007	May 15, 2008
3	April 21, 2008	April 22, 2008
4	August 1, 2008	October 1, 2008
5	December 24, 2008	February 1, 2009
6	February 10, 2009	March 12, 2009
5A	February 26, 2009	February 26, 2009
EA AOSSP-09-01	June 15, 2009	July 15, 2009
7	June 30, 2009	June 30, 2009
8	December 7, 2009	January 6, 2010
8A	January 5, 2010	February 19, 2010
9	April 1, 2010	May 1, 2010
EA AOSSP-10-01	April 2, 2010	April 7, 2010
9A	June 3, 2010	June 3, 2010
9B	July 15, 2010	July 15, 2010
10	December 20, 2010	January 19, 2011
11	April 26, 2011	April 27, 2011
12	September 22, 2011	September 22, 2011
13	October 4, 2011	December 1, 2011
13A	January 31, 2012	January 31, 2012
14	May 16, 2012	June 15, 2012
14A	July 6, 2012	July 6, 2012
15	June 11, 2012	July 10, 2012
15A	November 7, 2012	December 7, 2012
16 / EA AOSSP-12-01	October 9, 2012	December 8, 2012
17	March 18, 2013	May 2, 2013
17A	July 22, 2013	September 20, 2013

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Aircraft Operator Standard Security Program

RECORD OF CHANGES

CHANGE NUMBER	DATE POSTED	EFFECTIVE DATE
18	July 29, 2013	January 15, 2014
19	October 21, 2013	November 20, 2013
20	December 2, 2013	January 6, 2014
18A	January 14, 2014	May 15, 2014
21	April 7, 2014	May 7, 2014
22	June 2, 2014	August 1, 2014
23	June 19, 2014	June 19, 2014
24	August 1, 2014	August 1, 2014
25	November 14, 2014	December 15, 2014
26	December 16, 2014	January 13, 2015
27	December 18, 2014	December 18, 2014

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Initial Release Date: April 10, 2006
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 Date Change Effective: December 18, 2014 Aircraft Operator Standard Security Program

TABLE OF CONTENTS

1. INTRODUCTION 1-1

 1.1. APPLICABILITY 1-1

 1.2. GENERAL 1-1

 1.3. GROUND SECURITY COORDINATOR – ROLES AND RESPONSIBILITIES 1-2

 1.4. IN-FLIGHT SECURITY COORDINATOR – ROLES AND RESPONSIBILITIES 1-4

 1.5. FEDERAL FLIGHT DECK OFFICER 1-4

 1.6. DEFINITIONS 1-4

 1.7. ACRONYMS 1-11

2. SECURITY-RELATED INCIDENTS 2-1

 2.1. INCIDENTS, SUSPICIOUS ACTIVITIES, AND THREAT INFORMATION 2-1

 2.2. SPECIFIC THREATS AND ACTS OF AIR PIRACY 2-2

3. INTENTIONALLY LEFT BLANK 3-1

4. PRE-SCREENING PROCEDURES AND PASSENGER ID CHECKS 4-1

4.1. PRE-SCREENING 4-1

 4.1.1. CAPPS 4-4

 4.1.2. DOMESTIC SELECTION CRITERIA 4-6

 4.1.3. ELECTRONIC CHECK-IN 4-6

 4.1.4. AIRCRAFT OPERATOR IMPLEMENTATION PLAN (AOIP) FOR THE SECURE FLIGHT PROGRAM 4-7

 4.1.5. SECURE FLIGHT PROGRAM PROCEDURES 4-10

 4.2. PASSENGER ID CHECK 4-13

 4.2.1. LEOS TRAVELING ARMED 4-14

 4.3. CONTROL OF ENTRY TO THE STERILE AREA 4-15

 4.3.1. ENTRY THROUGH THE SCREENING CHECKPOINT 4-15

 4.3.2. ENTRY THROUGH ACCESS POINTS OTHER THAN THE SCREENING CHECKPOINT 4-17

 4.4. TSA PRE ✓™ 4-18

 4.4.1. QUALIFICATION PRE-NOTIFICATION INDICATOR 4-18

 4.5. BOARDING OF FEDERAL AIR MARSHALS 4-19

ATTACHMENT 4-1: DIPLOMATIC ID CARD 4-1,1

ATTACHMENT 4-2: INTENTIONALLY LEFT BLANK 4-2, 1

ATTACHMENT 4-3: FEDERAL AIR MARSHAL BADGE AND CREDENTIAL 4-3, 1

AOSSP Change 27
 December 18, 2014

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Initial Release Date: April 10, 2006

Date Change Posted: December 18, 2014

Date Change Effective: December 18, 2014

Aircraft Operator Standard Security Program

- 5. PASSENGERS DESIGNATED AS SELECTEE PASSENGERS 5-1
 - 5.1. GENERAL..... 5-1
 - 5.2. CHECKED BAGGAGE 5-1
 - 5.3. ONBOARD AN AIRCRAFT 5-2
- 6. DOMESTIC FLIGHTS 6-1
 - 6.1. SIGNS AND NOTIFICATION REQUIREMENTS 6-1
 - 6.2. INTENTIONALLY LEFT BLANK 6-2**
 - 6.3. CHECKED BAGGAGE ACCEPTANCE 6-2**
 - 6.4. CHECKED BAGGAGE ACCEPTANCE LOCATIONS..... 6-2
 - 6.5. EQUIPMENT OF LARGE GROUPS..... 6-3
 - 6.6. PHYSICAL CONTROL OF CHECKED BAGGAGE..... 6-4
 - 6.7. FIREARMS IN CHECKED BAGGAGE 6-4
 - 6.8. U.S. MILITARY UNIT WEAPONS 6-4
 - 6.9. TRANSPORT OF CHECKED BAGGAGE 6-5
 - 6.10. CREWMEMBER AUTHORIZATION..... 6-5
 - 6.11. JUMPSEAT ACCESS 6-6
 - 6.12. PROHIBITED ITEMS 6-7
 - 6.13. SERVICE PERSONNEL AND ACCESSIBLE PROPERTY 6-7
 - 6.14. AIRCRAFT SECURITY..... 6-7
 - 6.15. VOLUNTARY PROVISIONS OF EMERGENCY SERVICES PROGRAM 6-8
- 7. INTERNATIONAL FLIGHTS 7-1
 - 7.1. INTENTIONALLY LEFT BLANK 7-2**
 - 7.2. CHECKED BAGGAGE ACCEPTANCE 7-2**
 - 7.3. EQUIPMENT OF LARGE GROUPS..... 7-2
 - 7.4. PROTECTIVE ESCORTS 7-3
 - 7.5. JUMPSEAT ACCESS 7-3
 - 7.6. PROHIBITED ITEMS 7-4
 - 7.7. FLIGHTS DEPARTING THE UNITED STATES TO A NON-U.S. LOCATION..... 7-5
 - 7.7.1. SIGNS AND NOTIFICATION REQUIREMENTS 7-5
 - 7.7.2. CHECKED BAGGAGE ACCEPTANCE LOCATIONS..... 7-6
 - 7.7.3. PHYSICAL CONTROL OF CHECKED BAGGAGE..... 7-7
 - 7.7.4. FIREARMS IN CHECKED BAGGAGE 7-7
 - 7.7.5. U.S. MILITARY WEAPONS..... 7-8
 - 7.7.6. TRANSPORT OF CHECKED BAGGAGE 7-8

AOSSP Change 27
December 18, 2014

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AR 230

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Aircraft Operator Standard Security Program

- 7.7.7. CREWMEMBER AUTHORIZATION.....7-9
- 7.7.8. SERVICE PERSONNEL AND ACCESSIBLE PROPERTY7-9
- 7.7.9. AIRCRAFT SECURITY.....7-10
 - 7.7.10. SECURITY TAMPER-EVIDENT BAGS7-11
- 7.8. FLIGHTS DEPARTING A NON-U.S. LOCATION7-13
 - 7.8.1. INTERMEDIATE STOPS.....7-13
 - 7.8.2. SIGNS AND NOTIFICATION REQUIREMENTS7-13
 - 7.8.3. CHECKED BAGGAGE ACCEPTANCE LOCATIONS.....7-14
 - 7.8.4. CREWMEMBER AUTHORIZATION.....7-14
 - 7.8.5. INDIVIDUALS AND ACCESSIBLE PROPERTY7-14
 - 7.8.6. PASSENGER ID CHECK7-16
 - 7.8.7. PASSENGERS AND ACCESSIBLE PROPERTY.....7-17
 - 7.8.8. INTENTIONALLY LEFT BLANK.....7-16
 - 7.8.9. FIREARMS IN CHECKED BAGGAGE7-18
 - 7.8.10. TRANSPORT OF FIREARMS7-18
 - 7.8.11. CHECKED BAGGAGE7-19
 - 7.8.12. AIRCRAFT SECURITY.....7-21
 - 7.8.13. INTENTIONALLY LEFT BLANK.....7-21
 - 7.8.14. TECHNICAL STOP.....7-21
- 7.9. CREWMEMBER VETTING7-21
- 8. CARGO SECURITY MEASURES.....8-1
 - 8.1. GENERAL8-1
 - 8.1.1. SECURITY THREAT ASSESSMENTS8-1
 - 8.1.2. DETERMINATION OF KNOWN SHIPPER STATUS.....8-3
 - 8.2. CARGO ACCEPTANCE8-6
 - 8.2.1. GENERAL.....8-6
 - 8.2.2. CARGO ACCEPTED FOR FLIGHTS DEPARTING ANY LOCATION8-7
 - 8.2.3. CARGO ACCEPTED FOR FLIGHTS DEPARTING AIRPORTS WITHIN THE UNITED STATES8-12
 - 8.2.4. CARGO ACCEPTED FOR FLIGHTS DEPARTING NON-U.S. LOCATIONS.....8-19
 - 8.3. CARGO SCREENING REQUIREMENTS8-22
 - 8.3.1. CARGO SCREENING AT U.S. LOCATIONS.....8-22
 - 8.3.2. CARGO SCREENING AT NON-U.S. LOCATIONS8-23
 - 8.3.3. ELEVATED RISK CARGO8-25

AOSSP Change 27
December 18, 2014

SENSITIVE SECURITY INFORMATION

~~WARNING - THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.~~

AR 231

Initial Release Date: April 10, 2006

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Date Change Effective: December 18, 2014

Aircraft Operator Standard Security Program

8.3.4. APPROVED SCREENING METHODS8-26

8.3.5. [THIS SECTION INTENTIONALLY LEFT BLANK].....8-27

8.3.6. ALTERNATIVE SECURITY MEASURES.....8-27

8.3.7. RECORDS AND AUDITS8-31

8.4. CONTROL AND CUSTODY OF CARGO.....8-32

8.4.1. GENERAL.....8-32

8.4.2. GROUND MOVEMENT AND SEALING PROCEDURES FOR
UNSCREENED CARGO.....8-34

8.4.3. GROUND MOVEMENT AND SEALING PROCEDURES FOR SCREENED CARGO8-35

8.5. CARGO TRANSFER MEASURES (ALL LOCATIONS)8-36

8.5.1. TRANSFERRING CARGO TO AIRCRAFT OPERATORS, FOREIGN AIR CARRIERS, AND
INDIRECT AIR CARRIERS.....8-36

8.5.2. CARGO CERTIFICATION STATEMENT8-36

8.6. NOTIFICATION PROCEDURES.....8-37

8.7. NON-CARGO ITEMS.....8-38

8.7.1. COMPANY MATERIALS8-38

8.7.2. CONSOLIDATIONS OF ITEMS WEIGHING LESS THAN
16 OUNCES (453.6 GRAMS)8-38

ATTACHMENT 8-1: AVIATION SECURITY KNOWN SHIPPER VERIFICATION FORM.....8-1, 1

ATTACHMENT 8-2: PRIVACY ACT NOTICE8-2, 1

ATTACHMENT 8-3: CERTIFIED CARGO SCREENING FACILITY SCREENED CARGO
PROCEDURES8-3, 1

ATTACHMENT 8-4: INITIAL TRAINING WHEN ADOPTING A CARGO SCREENING METHOD NOT
PREVIOUSLY UTILIZED8-4, 1

ATTACHMENT 8-5: INTENTIONALLY LEFT BLANK8-5, 1

ATTACHMENT 8-6: PHYSICAL SEARCH SCREENING PROCEDURES FOR CARGO.....8-6, 1

ATTACHMENT 8-7: ELECTRONIC METAL DETECTION (EMD) SCREENING PROCEDURES FOR
CARGO8-7, 1

ATTACHMENT 8-8: X-RAY SCREENING PROCEDURES FOR CARGO AT U.S. LOCATIONS ...8-8, 1

ATTACHMENT 8-9: ADVANCED TECHNOLOGY (AT) X-RAY SCREENING PROCEDURES FOR
CARGO AT U.S. LOCATIONS.....8-9, 1

ATTACHMENT 8-10: EXPLOSIVE TRACE DETECTIONS (ETD) SCREENING PROCEDURES FOR
CARGO AT U.S. LOCATIONS.....8-10, 1

ATTACHMENT 8-11: EXPLOSIVES DETECTION SYSTEM (EDS) SCREENING PROCEDURES FOR
CARGO AT U.S. LOCATIONS.....8-11, 1

AOSSP Change 27
December 18, 2014

SENSITIVE SECURITY INFORMATION

~~WARNING - THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.~~

AR 232

Initial Release Date: April 10, 2006
 Date Change Posted: December 18, 2014
 Date Change Effective: December 18, 2014 Aircraft Operator Standard Security Program

ATTACHMENT 8-12: X-RAY SCREENING PROCEDURES FOR CARGO AT NON-U.S. LOCATIONS.....8-12, 1

ATTACHMENT 8-13: ADVANCED TECHNOLOGY (AT) X-RAY SCREENING PROCEDURES FOR CARGO AT NON-U.S. LOCATIONS.....8-13, 1

ATTACHMENT 8-14: EXPLOSIVES TRACE DETECTION (ETD) SCREENING PROCEDURES FOR CARGO AT NON-U.S. LOCATIONS.....8-14, 1

ATTACHMENT 8-15: EXPLOSIVES DETECTION SYSTEM (EDS) SCREENING PROCEDURES FOR CARGO AT NON-U.S. LOCATIONS.....8-15, 1

ATTACHMENT 8-16: LIST OF CARGO CONFIGURATIONS APPROVED FOR TSA-CERTIFIED EXPLOSIVES DETECTION CANINE TEAM SCREENING AT U.S. LOCATIONS.....8-16, 1

ATTACHMENT 8-17: LIST OF CARGO CONFIGURATIONS APPROVED FOR TSA-APPROVED EXPLOSIVES DETECTION CANINE TEAM SCREENING AT NON-U.S. LOCATIONS

9. DIPLOMATIC POUCHES AND U.S. MAIL.....9-1

 9.1. U.S. MAIL9-1

 9.1.1. USPS PRIORITY MAIL (Domestic Only—Not Priority Mail International).....9-1

 9.1.2. OTHER U.S. MAIL.....9-1

 9.1.3. U.S. MAIL DELIVERED BY USPS IN VEHICLES.....9-2

 9.2. DIPLOMATIC POUCHES9-2

10. CATERING SECURITY MEASURES 10-1

 10.1. AT LOCATIONS WITHIN THE UNITED STATES.....10-1

 10.2. AT NON-U.S. LOCATIONS10-2

11. EXTRAORDINARY LOCATIONS..... 11-1

 11.1. REGIONS AND COUNTRIES REQUIRING EXTRAORDINARY SECURITY MEASURES...11-1

 11.2. INTENTIONALLY LEFT BLANK.....11-1

 11.3. AREA SECURITY.....11-2

 11.4. PASSENGER PRESCREENING.....11-2

 11.5. SELECTEE PASSENGER SCREENING PROCEDURES.....11-7

 11.5.1. SELECTEE PASSENGERS11-7

 11.5.2. SELECTEE PASSENGERS' CHECKED BAGGAGE.....11-7

 11.5.3. SELECTEE PASSENGERS' ACCESSIBLE PROPERTY.....11-8

 11.5.4. SELECTEE PASSENGERS' BATTERY-OPERATED, ELECTRICAL, OR ELECTRONIC ITEMS AND SUSPECT ITEMS.....11-8

 11.6. QUESTIONING ENPLANING PASSENGERS11-9

 11.7. BATTERY-OPERATED, ELECTRICAL, OR ELECTRONIC ITEMS11-9

ATTACHMENT 11-1: INTENTIONALLY LEFT BLANK 11-1, 1

AOSSP Change 27
 December 18, 2014

SENSITIVE SECURITY INFORMATION

~~WARNING - THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.~~

Initial Release Date: April 10, 2006

Date Change Posted: December 18, 2014

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Aircraft Operator Standard Security Program

ATTACHMENT 11-2: DIPLOMATIC ID CARD 11-2, 1

12. AIRCRAFT SEARCHES AND AREA SECURITY 12-1

 12.1 GENERAL 12-1

 12.2 AIRCRAFT SEARCHES 12-2

 12.2.1. WHEN TO CONDUCT AN AIRCRAFT SEARCH 12-3

 12.3 UNESCORTED ACCESS TO PASSENGER CABIN 12-5

 12.4 AIRCRAFT SECURITY 12-6

 12.5 OUT-OF-SERVICE AIRCRAFT 12-7

 12.6 SEALING PROCEDURES 12-8

 12.7 AIRCRAFT PRIVACY CURTAINS 12-8

 12.8 STOWAWAY SEARCH 12-9

 12.9 CRIMINAL HISTORY RECORDS CHECK AUDIT 12-9

13. WET LEASE AND CHARTER OPERATIONS 13-1

 13.1. WET LEASE OPERATIONS 13-1

 13.2. CHARTER OPERATIONS 13-2

14. EXCLUSIVE AREA AGREEMENT 14-1

 14.1. SECURED AREA AND SIDA 14-1

 14.2. STERILE AREA 14-1

15. AIRPORT CATEGORIZATION 15-1

 15.1. CATEGORIZATION CRITERIA 15-1

 15.2. ADJUSTMENTS TO AIRPORT CATEGORIZATIONS 15-1

16. NATIONAL TERRORISM ADVISORY SYSTEM 16-1

 16.1. TABLETOP EXERCISE 16-2

17. TRAINING 17-1

 17.1. GROUND SECURITY COORDINATOR (GSC) 17-1

 17.1.1. GROUND SECURITY COORDINATOR TRAINING OUTLINE 17-2

 17.2. IN-FLIGHT SECURITY COORDINATOR TRAINING 17-6

 17.3. CREWMEMBER 17-7

 17.3.1. CREWMEMBER SECURITY TRAINING OUTLINE 17-8

 17.4. AIRCRAFT OPERATOR EMPLOYEE AND AUTHORIZED AIRCRAFT OPERATOR REPRESENTATIVE 17-14

 17.4.1. AT LOCATIONS WITHIN THE UNITED STATES 17-14

 17.4.2. AIRCRAFT OPERATOR EMPLOYEE AND AUTHORIZED AIRCRAFT OPERATOR REPRESENTATIVE TRAINING OUTLINE – AT LOCATIONS WITHIN THE UNITED STATES 17-15

AOSSP Change 27
December 18, 2014

SENSITIVE SECURITY INFORMATION

~~WARNING – THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.~~

AR 234

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Aircraft Operator Standard Security Program

- 17.4.3. AT EXTRAORDINARY LOCATIONS 17-16
- 17.4.4. AIRCRAFT OPERATOR EMPLOYEE AND AUTHORIZED REPRESENTATIVE TRAINING
OUTLINE – AT EXTRAORDINARY LOCATIONS..... 17-17
- 17.5. CARGO SECURITY..... 17-18
- 17.5.1. CARGO SECURITY TRAINING OUTLINE 17-19
- 17.6. CATERING SECURITY 17-20
- 17.7. AIRCRAFT SEARCH..... 17-20
- 17.8. SECURITY IDENTIFICATION DISPLAY AREA..... 17-21
- 17.9. TRAINING RECORDS..... 17-21
- 18. SCREENING 18-1
- 18.1. SCREENING SUPERVISOR STANDARDS 18-2
- 18.2. SCREENER STANDARDS..... 18-4
- 18.3. ANNUAL EVALUATIONS 18-4
- 18.4. SCREENER INITIAL AND ANNUAL RECURRENT TRAINING 18-4
- 18.5. SCREENER RETURN TO DUTY TRAINING..... 18-5
- 18.6. SCREENING LOCATION AUDIT 18-5
- 18.7. SCREENING EQUIPMENT RECORDS AND LOGS 18-6
- 18.8. SCREENER PERFORMANCE TESTING 18-6

AOSSP Change 27
December 18, 2014

SENSITIVE SECURITY INFORMATION

~~WARNING – THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.~~

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Aircraft Operator Standard Security Program

Chapter 1

1. INTRODUCTION

1.1. APPLICABILITY

Each aircraft operator must adopt and implement a Transportation Security Administration (TSA)-approved security program for all scheduled passenger and public charter passenger operations at locations within the United States, from the United States to a non-U.S. location, from a non-U.S. location to the United States, and from a non-U.S. location to a non-U.S. location (for example, to/from an intermediate stop).

- A. This Aircraft Operator Standard Security Program (AOSSP), together with any alternate procedures and amendments, constitutes a full program under 49 CFR 1544.101(a).
- B. The Federal Flight Deck Officer (FFDO) Standard Operating Procedures (SOP) is part of this AOSSP, although it is posted separately on the TSA secure web board.
- C. The Common Strategy is part of this AOSSP, although it is posted separately on the TSA secure web board.
- D. The Persons & Accessible Property Screening Procedures and Checked Baggage Screening Procedures are part of this AOSSP, although they are posted separately on the TSA secure web board.
- E. An aircraft operator that is required to adopt and carry out a partial program under 49 CFR 1544.101(b) or requests a limited program under 49 CFR 1544.101(g) must contact its assigned Principal Security Specialist (PSS).

1.2. GENERAL

- A. The purpose of this AOSSP is to provide for the safety of persons and property traveling on flights provided by the aircraft operator to protect against acts of criminal violence and air piracy, and to prevent or deter the introduction of explosives, incendiaries, weapons, and other prohibited items onboard an aircraft.
- B. Each aircraft operator must:
 - 1) Maintain a readily available and complete copy of this AOSSP at its corporate security office and each airport served. It must be kept in a secure location.
 - 2) Restrict distribution, disclosure, and availability of this AOSSP only to aircraft operator employees and authorized representatives who have an operational need to know.
- C. Maintenance and distribution of this AOSSP may be in either electronic or hardcopy format. Electronic formats must be password-protected.

AOSSP Change 13
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~~SENSITIVE SECURITY INFORMATION~~

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Aircraft Operator Standard Security Program

- D. More than one aircraft operator at a given airport may refer to the same copy of this AOSSP provided all aircraft operators that share such access agree in writing to the arrangement. If the aircraft operator that has accepted the responsibility to maintain and distribute this AOSSP fails to do so, all aircraft operators that reference this AOSSP are not in compliance with the requirements in Section 1.2.B. and may be subject to enforcement action.
- 1) Any written agreement between aircraft operators must expressly state that the failure to maintain an accessible and complete AOSSP may subject all aircraft operators to an enforcement action.
 - 2) Each party to the written agreement must maintain a copy of the agreement (in either electronic or hardcopy format) at all affected stations.
- E. The aircraft operator must inform its employees and authorized aircraft operator representatives of the requirements governing:
- 1) Sensitive Security Information (SSI) in 49 CFR 1520
 - 2) Fraud and intentional falsification of records in 49 CFR 1540.103 and 18 U.S.C. 1001
 - 3) Security responsibilities of employees and other persons in 49 CFR 1540.105(a)
- F. The aircraft operator is responsible for carrying out each of the measures required by this AOSSP. Unless a particular requirement is restricted to being directly performed by a specified person or persons only, it may be performed by either a direct aircraft operator employee or by an authorized representative. In non-U.S. locations, certain measures may be carried out by the host government.
- G. The aircraft operator must maintain the records required by this AOSSP. In the absence of a specific requirement as to how a particular record must be maintained, the aircraft operator may keep the record in any electronic or hardcopy format and at any location as long as the record can be presented to TSA upon request.
- H. The aircraft operator must immediately notify its assigned PSS whenever any procedure in this AOSSP cannot be carried out. The notification must:
- 1) Specify the procedure that cannot be carried out
 - 2) Describe why the procedure cannot be carried out, if applicable
 - 3) Include a copy of any written prohibition by a foreign government authority
 - 4) Describe any alternate procedure or amendment proposed by the aircraft operator.

1.3. GROUND SECURITY COORDINATOR – ROLES AND RESPONSIBILITIES

- A. In accordance with 49 CFR 1544.215(b), the aircraft operator must designate a Ground Security Coordinator (GSC) for each departing flight. The GSC must be present at the airport while security measures for the departing flight are being carried out.
- B. GSCs must immediately notify the Airport Security Coordinator (ASC) of any suspicious item, unusual activity, or major breach of security (for example, discovery of a firearm or knife onboard an aircraft or an unauthorized individual in a secured area) at the airport.

AOSSP Change 13
December 1, 2011

~~SENSITIVE SECURITY INFORMATION~~

~~WARNING – THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.~~

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Aircraft Operator Standard Security Program

- C. The aircraft operator must maintain a liaison with the ASC in order to share information regarding security concerns at the airport. The aircraft operator must designate a GSC as the liaison representative.
- D. During the aircraft operator's operating hours, at least one GSC must conduct periodic inspections of public areas, around aircraft, and at passenger baggage claim and baggage make-up areas.
- E. The GSC or designee must monitor public areas under the control of the aircraft operator throughout the airport (both sterile and non-sterile areas) with an emphasis on ticket counters, restrooms, phone booths, trashcans, ashtrays, waiting areas, fronts of terminals, and baggage claim areas. This monitoring may be conducted in the normal course of their duties. These individuals must be directed to watch for unattended baggage and items that do not belong and instructed on proper procedures to follow to notify a supervisor or LEO, if needed.
- F. A GSC must ensure the application of security measures for each departing flight. These measures include:
- 1) Screening individuals, accessible property, and checked baggage at any location where TSA or the host government does not conduct screening operations
 - 2) Controlling access to the aircraft
 - 3) Conducting the following ground service activities:
 - a. Maintenance operations
 - b. Cleaning
 - c. Catering
 - d. Fueling
 - e. Loading baggage
 - 4) Ensuring ground support for in-flight emergency response
 - 5) Providing security of the Security Identification Display Area (SIDA), secured area, and Air Operations Area (AOA)
 - 6) Accepting, screening, and loading cargo onboard aircraft
 - 7) Ensuring extraordinary security measures where they are in effect (see Chapter 11)
- G. A GSC must communicate pertinent security information (that is: any significant irregularities or occurrences that may affect the security of the flight) to the In-Flight Security Coordinator (ISC) before the flight departs. The communication may be verbal, written, or electronic.
- H. At off-airport check-in locations, a GSC must ensure the application of security measures are monitored:
-
- I. The aircraft operator may:

AOSSP Change 11
April 27, 2011~~SENSITIVE SECURITY INFORMATION~~

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Aircraft Operator Standard Security Program

- 1) Designate a different GSC for each departing flight or designate one GSC for a number of departing flights
- 2) Use an authorized representative as a GSC, including a GSC of another aircraft operator.

1.4. IN-FLIGHT SECURITY COORDINATOR – ROLES AND RESPONSIBILITIES

In accordance with 49 CFR 1544.215(c), the aircraft operator must designate the Pilot in Command (PIC) as the ISC for each flight. The ISC must:

- A. Review with the GSC pertinent security information for each flight segment as indicated in Section 1.4.C. The communication can be verbal, written, or electronic.
- B. Brief the crewmembers, prior to each flight or a series of flight segments with the same crewmembers, on:
 - 1) The specific manner in which the ISC wants in-flight incidents managed
 - 2) Any significant irregularities or occurrences that may affect the security of the flight.
- C. After completing a flight or series of flight segments, brief the aircraft operator on any significant incidents or occurrences during the flight or series of flight segments following the procedures established by the aircraft operator.

1.5. FEDERAL FLIGHT DECK OFFICER

- A. The FFDO SOP applies to each flight operation during which an FFDO is traveling as a crewmember or passenger and in possession of an FFDO firearm.
- B. The aircraft operator must comply with the FFDO SOP referenced in Section 1.1.B.

1.6. DEFINITIONS

Accept – An aircraft operator is deemed to have accepted cargo when the aircraft operator employee or authorized representative takes physical possession of cargo.

Accessible Property – Property intended to be accessible to an individual (for example, a passenger or aircraft operator employee or authorized representative) in the sterile area, aircraft cabin, secured area, or Security Identification Display Area (SIDA), as appropriate.

Advance Passenger Information System – A widely used electronic data interchange system that commercial carriers with flights or vessel voyages arriving to or departing from the United States use to transmit electronically to U.S. Customs and Border Protection (CBP) certain data on passengers and crew members.

Advanced Technology (AT) X-ray – Incorporates at least two distinct primary views (not in the same plane) AND material discrimination functionality (indicates the presence of and can distinguish between organic, inorganic, and metallic objects or materials).

Aircraft Operator – As used in this AOSSP, a person who holds a full security program under 49 CFR 1544.101.

Aircraft Operator Employee – An individual employed and paid directly by the aircraft operator.

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SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

Aircraft Operator Implementation Plan – A written procedure describing how and when a covered aircraft operator transmits passenger and flight information and non-traveler information to TSA, as well as other related matters.

Aircraft Operator Security Coordinator (AOSC) – In accordance with 49 CFR 1544.215, the AOSC is the aircraft operator's primary contact for security-related activities, and communication with TSA. The AOSC and any alternates must be appointed at the corporate level and be available on a 24-hour basis.

Air Operations Area (AOA) – A portion of an airport, specified in the airport security program, in which security measures specified in 49 CFR Part 1542 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas for use by aircraft regulated under 49 CFR Part 1544 or 1546, as well as any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the secured area.

Air Waybill – The shipping document used for the transportation of air freight that includes conditions, limitations of liability, shipping instructions, description of commodity, and applicable transportation charges

AOG (Aircraft on Ground) – Aircraft parts and supplies transported with a high priority to allow a disabled aircraft to return to service. AOG tendered as high priority revenue cargo by individuals or companies outside the transporting aircraft operator is cargo. AOG owned by the aircraft operator and shipped on in its own aircraft is COMAT.

All-Cargo Aircraft Operator – An aircraft operator that conducts all-cargo operations.

All-Cargo Foreign Air Carrier – A foreign air carrier that conducts all-cargo operations.

All-Cargo Operation – Any operation for compensation or hire that is other than a passenger-carrying operation.

Attended Aircraft – An aircraft to which an aircraft operator employee or authorized representative ensures access is limited to authorized individuals and property.

Authorized Representative – A person who is not a direct employee of the aircraft operator, but is authorized to act on the aircraft operator's behalf to perform measures required by this AOSSP. For purposes of this AOSSP, the term authorized representative includes agents, contractors, and subcontractors. Third parties such as air carriers, IACs, freight forwarders, shippers, and customers of the aircraft operator may also be represented by their own authorized representatives.

Business Relationship – For the purposes of cargo acceptance at non-U.S. locations only, a business relationship is defined as an association between persons ("persons" includes individuals and entities) that includes the establishment of an account with physical and billing addresses AND a payment or credit history documented through invoices or billing records OR a documented history of sales that may include any contacts or activities OR other documented correspondence or business records.

Cargo – Property weighing 16 ounces (453.6 grams) or more tendered for air transportation, including unaccompanied baggage, accounted for on an air waybill. All accompanied commercial courier consignments and non-U.S. mail (see definition below), whether or not accounted for on an air waybill, are also classified as cargo. U.S. mail, in accordance with 39 CFR, Diplomatic Pouches, and aircraft operator company material (COMAT) (see definition below) are not considered cargo.

Cargo Consolidation – Cargo comprising multiple individual shipments. One cargo consolidation is covered by one Master Air Waybill. A cargo consolidation comprises one or more House Air Waybills. A

AOSSP Change 14
June 1, 2012

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

cargo consolidation may consist of loose pieces or may be contained by one or more skids, pallets, ULDs or other configuration.

Certified Cargo Screening Facility (CCSF) – A facility certified by TSA to screen air cargo in accordance with part 1549. As used in this security program, “certified cargo screening facility” refers to the legal entity that operates a CCSF at a particular location.

Certified Cargo Screening Facility Authorized Representative – An individual who is not a direct employee of the CCSF that is authorized to act on the CCSF’s behalf to perform security measures required by TSA as defined in this AOSSP.

Certified Cargo Screening Program (CCSP) – The program under which facilities are authorized to screen cargo to be offered for transport on certain passenger aircraft in accordance with 49 CFR part 1549.

Chain of Custody Method – A means of protecting the chain of custody process by following TSA-accepted escort procedures and other TSA-approved methods.

Chain of Custody Process – The process designed to protect screened air cargo from the introduction of any unauthorized explosive, incendiary, and other destructive substance or item into air cargo from the time the cargo is screened until it is tendered for transport on a passenger aircraft. This process includes the use of tamper-evident technology and chain of custody methods.

Checked Baggage – Property tendered by or on behalf of a passenger and accepted by an aircraft operator for transport that is inaccessible to the passenger during flight. Accompanied commercial courier consignments (see definition above) are not classified as checked baggage.

COMAT (Company Material) – All material, including aircraft parts and supplies, that is the property of the aircraft operator transporting the material.

Consolidated User Guide (CUG) – A document developed by the Department of Homeland Security (DHS) to provide guidance to aircraft operators that must transmit passenger information to one or more components of DHS on operational processing and transmission of passenger and non-traveling individual information to all required components in a unified manner.

Conveyance – A means of transporting cargo, such as a vehicle, truck, or railway car.

Crewmember – A person assigned to perform duties onboard an aircraft during flight time.

Date of birth – The day, month, and year of an individual’s birth.

Designated Postal Operator (DPO) – An operator whether structured as a department of government, ministry, state company, or private company that has been assigned prime responsibility for fulfilling the obligation under the Universal Postal Union (UPU) Acts in the territory over which the government has jurisdiction.

Diplomatic Pouch – A diplomatic pouch (or “bag”) is any properly identified and sealed package, pouch, envelope, bag or other container that is used to transport official correspondence, documents and other articles intended for official use between embassies, legations, consulates, and the foreign office of any government; the headquarters or any other office of a public international organization (which are listed at <http://www.archives.gov/federal-register/codification/executive-order/09698.html>) and its regional offices in the United States or in a foreign country; or the foreign office of any country with full membership in a public international organization, such as the United Nations, and its mission to that organization.

AOSSP Change 22
August 1, 2014

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

Exclusive Area – Any portion of a secured area, AOA, or SIDA, including individual access points, for which an aircraft operator or air carrier that has a security program under 49 CFR Part 1544 or 1546 has assumed responsibility under 49 CFR 1542.111.

Exclusive Area Agreement – An agreement between the airport operator and an aircraft operator or an air carrier that has a security program under 49 CFR Part 1544 or 1546 that permits such an aircraft operator or foreign air carrier to assume responsibility for specified security measures in accordance with 49 CFR 1542.111.

Expedited Baggage – Baggage that an individual (1) checked in with the aircraft operator intended for transportation on the same aircraft on which he or she is scheduled to travel as a passenger; (2) reported to the aircraft operator as missing or temporarily misplaced (presumably immediately after his or her flight arrived and the baggage was not located once deplaning or at baggage claim); and (3) identified and the aircraft operator has returned back to him or her via an accelerated return process.

Explosives Detection System (EDS) – An automated device or combination of devices certified by TSA having the ability to detect the amounts, types, and configurations of explosive materials, as specified by TSA, in checked baggage.

Explosives Trace Detection (ETD) – A device certified by TSA having the ability to detect explosives particles on items intended to be carried into the sterile area or transported onboard aircraft.

Firearm – Any weapon, including a starter gun and antique firearm, that will, or is designed to, or may be readily converted to, expel a projectile by the action of an explosive, or the frame or receiver of any such weapon.

Foreign Air Carrier – Any person other than a citizen of the United States, that undertakes directly, by lease or other arrangement, to engage in air transportation.

Head of Government – The chief officer of the executive branch of a government presiding over a cabinet (for example, Prime Minister, Premier, President, or Monarch).

Head of State – An individual serving as the chief public representative of a monarchic or republican nation-state, federation, commonwealth, or any other political state (for example, King, Queen, or President).

Hold Area – A sterile portion of an airport at a non-U.S. location where passengers and accessible property screened to TSA standards do not mix with passengers and accessible property that have not been screened to TSA standards.

House Air Waybill (HAWB) - The air waybill issued by a cargo shipping agent, such as an Indirect Air Carrier (IAC) or freight forwarder, to a shipper for the transportation of goods. Each HAWB covers one shipment from one shipper.

Improvised Explosive Device (IED) – A device fabricated in an improvised manner that incorporates explosives or destructive, lethal, noxious, pyrotechnic, or incendiary chemicals in its design. Generally, an IED will be composed of an explosive, a power supply, a switch or timer, and a detonator or initiator.

In-bond Cargo – Shipments moving under a United States Customs bond for U.S. Customs clearance at all points in the United States.

Indirect Air Carrier (IAC) – Any person or entity within the United States not in possession of a Federal Aviation Administration (FAA) air carrier operating certificate that undertakes to engage indirectly in air

AOSSP Change 15
July 10, 2012

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

transportation of property and uses for all or any part of such transportation the services of an air carrier. This does not include the U.S. Postal Service (USPS) or its representative while acting on behalf of the USPS.

Inhibited Status – The status of a passenger or non-traveling individual to whom TSA has instructed an aircraft operator not to issue a boarding pass or to provide access to the sterile area.

International Air Transportation Association (IATA)-registered Cargo Agent – An agent that provides a cargo sale, booking, consolidation, or forwarding service to an aircraft operator outside the United States and is approved by IATA in accordance with the terms of IATA Resolutions 801 and 811 – Cargo Agency Administration Rules.

In-Service Aircraft – An aircraft available for flight in revenue service that has not been removed from service for reasons of maintenance (for example, inspection, overhaul, repair, preservation, or replacement of parts). For purposes of this definition, maintenance excludes preventive maintenance, such as replacement of small standard parts not involving complex assembly, including, but not limited to, light bulbs, oil changes, and tire changes.

Known Consignor – The originator of property for transportation by air who has established business with a regulated agent or aircraft operator and provides security controls that are accepted or required by the appropriate authority in respect of cargo.

Known Shipper – A shipper meeting the criteria set forth in this AOSSP. An IAC cannot be a known shipper.

Law Enforcement Officer (LEO) – A sworn employee of a government entity (including U.S. military police, State, local, territorial, and tribal) with full power of arrest who is trained and commissioned to enforce the public criminal laws of the jurisdiction(s) in which he or she is commissioned. For purposes of this AOSSP, at locations outside the United States, a Law Enforcement Officer (LEO) refers to a duly authorized employee of the government entity with law enforcement authority at the airport or the national law enforcement authority.

Live Animals – Any living organism (for example, birds, mammals, reptiles, insects, fish, crustaceans, mollusks, and amphibians), including fertilized eggs, and excluding humans.

Master Air Waybill (MAWB) – The air waybill issued by an aircraft operator or foreign air carrier to one shipper or to a cargo shipping agent, such as an IAC or freight forwarder. The MAWB covers cargo accepted directly from one shipper or cargo shipping agent. The MAWB for cargo accepted from a cargo shipping agent may include one or more HAWBs for the same destination airport. The MAWB for cargo accepted from a shipper covers one shipment for one destination airport.

Narrow Body Aircraft – Aircraft with an external fuselage diameter of less than 400 centimeters or 157.5 inches (for example, B-737, B-757, and A-320 aircraft).

National Law Enforcement Authority – The national government authority/authorities with law enforcement jurisdiction over host country airports.

Non-traveling Individual or Non-traveler – An individual to whom an aircraft operator seeks to issue an authorization to enter the sterile area of an airport in the United States in order to escort a minor or a passenger with disabilities or for some other purpose permitted by TSA. The term non-traveling individual or non-traveler does not include employees or agents of airport or aircraft operators or other individuals whose access to a sterile area is governed by another TSA requirement.

AOSSP Change 14
June 1, 2012

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

Non-U.S. Mail – For purposes of this program, all mail other than mail that is subject to Part 39 CFR weighing 500 grams or greater originally tendered for air transportation by a Designated Postal Operator (DPO). Non-U.S. mail is considered cargo.

Out-of-Service Aircraft– An aircraft not available for flight in revenue service because it has been removed from service for reasons of maintenance (for example, inspection, overhaul, repair, preservation, or replacement of parts). For purposes of this definition, maintenance excludes preventive maintenance, such as replacement of small standard parts not involving complex assembly (for example, changing light bulbs, oil changes, and tire changes).

Overfly/Overflight – Any flight departing from an airport or location outside the United States that transits the territorial airspace of the United States enroute to an airport or location outside the United States and its territories.

Pat-Down Search – An inspection of an individual's body conducted by physically touching the individual following the measures in this AOSSP and the Persons & Accessible Property Screening Procedures.

Person – For the purposes of this AOSSP, any individual, corporation, company, association, firm, partnership, society, joint-stock company, or governmental authority, including a trustee, receiver, assignee, successor, or similar representative of any of these listed.

Piece – The individual box, carton, or other item within a shipment. The number of pieces generally is determined by the number of pieces identified by the documentation such as the HAWB, shipper export declaration, or bills of lading. A shipment or part of a shipment tendered on a skid where it is apparent that there are multiple items underneath the shrink-wrap or banding is not considered one piece even if it is so described on the HAWB or MAWB.

Positive Target Identification – Information regarding the target, such as an "N" registration number of an aircraft, a crewmember's full name, a valid baggage tag number, industry-type nomenclature, or any other normally nonpublic information included in a bomb threat indicating firsthand or unique knowledge of the target.

Principal Security Inspector – The TSA-designated inspector responsible for direct oversight of an aircraft operator's implementation of and compliance with this AOSSP and any approved amendments, Security Directives, and approved alternate measures to Security Directives. The Principal Security Inspector (PSI) serves as the primary interface with the Aircraft Operator Security Coordinator (AOSC).

Principal Security Specialist (PSS) – The TSA-designated specialist responsible for providing oversight of an aircraft operator's implementation of and compliance with the AOSSP and any approved amendments, Security Directives, and approved alternate measures to Security Directives. The Principal Security Specialist (PSS) serves as the primary interface with the Aircraft Operator Security Coordinator (AOSC).

Private Charter – Any aircraft operator flight – (1) For which the charterer engages the total passenger capacity of the aircraft for the carriage of passengers; the passengers are invited by the charterer; the cost of the flight is borne entirely by the charterer and not directly or indirectly by any individual passenger; and the flight is not advertised to the public, in any way to solicit passengers. (2) For which the total passenger capacity of the aircraft is used for the purpose of civilian or military air movement conducted under contract with the Government of the United States or the government of a foreign country.

AOSSP Change 12
September 22, 2011

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

Prohibited Items – Items that cannot be transported in checked baggage, accessible property, or on an individual's person, and which are not permitted in the sterile area (see Prohibited Items List, which can be found on the TSA website at www.tsa.gov).

Public Charter – Any charter flight that is not a private charter.

Redress Number – The number assigned by DHS to an individual processed through the redress procedures described in 49 CFR Part 1560, Subpart C.

Regulated Agent – 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 appropriate authority in respect of cargo or mail.

Screened Cargo Identifier – A sticker, tag, or stamp applied to CCSF-screened cargo that displays a CCSF reference number.

Screener – An individual trained and authorized to inspect individuals, accessible property, checked baggage, or cargo for the presence of explosives, incendiaries, weapons, or other prohibited items.

Screening Location – Each site at which individuals, accessible property, or checked baggage is inspected for the presence of explosives, incendiaries, weapons, or other prohibited items. These include the screening checkpoint or boarding gate where individuals and accessible property are inspected with metal detectors, x-ray machines, and other methods; concourse, lobby, or baggage make-up areas where checked baggage is inspected with an EDS and/or ETD; locations where cargo is inspected; and any other location determined by the FSD.

Secondary Head of Government – The deputy chief officer of the executive branch of a government presiding over a cabinet (for example, Deputy Prime Minister, Deputy Premier, or Vice President).

Secondary Head of State – An individual serving as the deputy chief public representative of a monarchic or republican nation-state, federation, commonwealth, or any other political state (for example, King's Deputy, Queen's Deputy, or Vice President).

Secured Area – A portion of an airport, specified in the airport security program, in which certain security measures in 49 CFR Part 1542 are carried out. This area is where aircraft operators and air carriers that have a security program under 49 CFR Part 1544 or 1546 enplane and deplane passengers and sort and load baggage, as well as any adjacent areas not separated by adequate security measures.

Secure Flight Passenger Data (SFPD) – Information regarding a passenger or non-traveling individual that an aircraft operator transmits to TSA, to the extent available, pursuant to 49 CFR 1560.101, as defined in 49 CFR 1560.3.

Security Identification Display Area (SIDA) – A portion of an airport within the United States, specified in the airport security program, in which security measures are carried out. This area includes the secured area and may include other areas of the airport.

Security Restricted Area – Airside areas of a non-U.S. airport where access is controlled to ensure security of civil aviation. Such areas normally include all passenger departure areas between the screening checkpoint and the aircraft, the ramp, baggage make-up areas, cargo sheds, mail centers, airside catering, and aircraft-cleaning premises.

AOSSP Change 22
August 1, 2014

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

Shipment – Cargo tendered by a shipper to an aircraft operator or foreign air carrier, or to an Indirect Air Carrier (IAC), freight forwarder, consolidator, or other cargo shipping agent, covered by documents issued by the shipper such as a bill of lading or shipper's export declaration, or covered by an HAWB or MAWB. Each shipment is tendered separately for one destination. Each shipment may have one or more pieces.

Shipper – The individual or entity originating and tendering cargo for air transportation, excluding IACs.

Skid – A shipping platform made of wood, plastic, or composite material on which cargo can be secured and which allows use of a forklift or pallet jack to move or load the cargo. A skid is not a unit load device that interfaces directly with aircraft restraint systems.

Specific Aircraft – An aircraft identified in a bomb threat by flight number, departure time, or actual location at the time of the threat when the text of the threat also includes positive target identification (PTI).

Specific Ground Facility – An area owned or exclusively operated by the aircraft operator identified in the bomb threat when the text of the threat also includes PTI.

Sterile Area – A portion of an airport, defined in the airport security program, that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA or by an aircraft operator under 49 CFR 1544 or an air carrier under 49 CFR part 1546, through the screening of persons and property.

Suspect Bag/Item – A bag or item that alarms an Explosive Detection System (see definition above) or Explosive Trace Detection (see definition above) for which the cause of the alarm has not been cleared with alarm-resolution protocols.

Tamper-Evident Technology (TET) – TSA-accepted technology that shows evidence of tampering if broken, manipulated, or opened.

Territorial Airspace – The airspace over the United States and the airspace overlying the territorial waters between the U.S. coastline and 12 nautical miles from the U.S. coastline.

Ticketed Reservation – A reservation for which a passenger provided payment or for which a passenger has been issued a travel authorization.

Travel Authorization – Any electronic or written document that authorizes an individual to travel on an aircraft operator's aircraft.

TSA Certified Canine – Canine teams that have been certified to TSA standards or canine programs that have been approved by TSA.

Unit Load Device (ULD) – A device designed to enable multiple pieces of cargo to be assembled as a unit for loading onboard an aircraft. Unit load devices interface directly with aircraft restraint systems.

- A. ULD Container – An enclosed ULD with a flat undersurface into which multiple pieces of cargo can be loaded and contained.
- B. ULD Pallet – A flat ULD to which multiple pieces of cargo can be secured by cargo netting.

United States – In a geographical sense, the 50 states of the United States, the District of Columbia, territories, and possessions of the United States including the territorial sea and the overlying airspace.

Unknown Shipper – A shipper other than a known shipper as defined in this AOSSP.

AOSSP Change 14
June 1, 2012

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

U.S. Mail – Mail that has been tendered for air transportation and subject to 39 CFR; this includes inbound Army Post Office, Fleet Post Office, and Diplomatic Post Office mail. For the purposes of this program, U.S. mail is not considered cargo.

Wet Lease – A leasing arrangement whereby the lessor provides to the lessee an entire aircraft and at least one crewmember.

Wide Body Aircraft – Aircraft with an external fuselage diameter equal to or greater than 400 centimeters or 157.5 inches (for example, B-767 and A-300, and A-330 aircraft).

1.7. ACRONYMS

49 CFR	Title 49 Code of Federal Regulations
ACSTL	Air Cargo Screening Technology List
AIM	Aeronautical Information Manual
AOA	Air Operations Area
AOG	Aircraft On Ground
AOIP	Aircraft Operator Implementation Plan
AOSC	Aircraft Operator Security Coordinator or AOSC designee
AOSSP	Aircraft Operator Standard Security Program
APIS	Advance Passenger Information System
APO	Army Post Office
ASC	Airport Security Coordinator or designee
ASKSV	Aviation Security Known Shipper Verification
ASTM	American Society for Testing and Materials
AT	Advanced Technology
AWG	American Wire Gauge
C-TPAT	Customs Trade Partnership Against Terrorism
ATC	Air Traffic Control
BPPR	Boarding Pass Printing Result
CAPPS	Computer-Assisted Passenger Prescreening System
CBP	U.S. Customs and Border Protection
CCSF	Certified Cargo Screening Facility
CCSP	Certified Cargo Screening Program
CHRC	Criminal History Records Check
COMAT	Company Material
CUG	Consolidated User Guide

AOSSP Change 22
August 1, 2014

~~SENSITIVE SECURITY INFORMATION~~

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Aircraft Operator Standard Security Program

DHS	U.S. Department of Homeland Security
DoD	U.S. Department of Defense
DPO	Designated Postal Operator
DOT	U.S. Department of Transportation
EA	Emergency Amendment
ECAC STP	European Civil Aviation Conference Standard Test Piece
EDIFACT	Electronic Data Interchange for Administration, Commerce, and Transport
EDS	Explosives Detection System
EOD	Explosives Ordnance Disposal
ETD	Explosives Trace Detection
FAA	Federal Aviation Administration
FAM	Federal Air Marshal
FBI	Federal Bureau of Investigation
FDA	Food and Drug Administration
FFDO	Federal Flight Deck Officer
FPO	Fleet Post Office
FSD	Federal Security Director or designee (at locations within the United States)
GSC	Ground Security Coordinator
HHMD	Hand-Held Metal Detector
IAC	Indirect Air Carrier
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
ID	Identification
IED	Improvised Explosive Device
ISC	In-flight Security Coordinator
KSMS	Known Shipper Management System
kV	Kilovolt
LEO	Law Enforcement Officer
LPD	Last Point of Departure
MAWB	Master Air Waybill
NATO	North Atlantic Treaty Organization

AOSSP Change 22
August 1, 2014~~SENSITIVE SECURITY INFORMATION~~

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Aircraft Operator Standard Security Program

NLETS	National Law Enforcement Telecommunications System
NORAD	North American Aerospace Defense Command
NRC	Nuclear Regulatory Commission
NTAS	National Terrorism Advisory System
OJT	On-the-job Training
PIC	Pilot in Command
PNR	Passenger Name Record
PPBM	Positive Passenger Bag Match
PSI	Principal Security Inspector
PSS	Principal Security Specialist
PTI	Positive Target Identification
PWD	Persons with Disabilities
RON	Remain Overnight
SD	Security Directive
SFPD	Secure Flight Passenger Data
SIDA	Security Identification Display Area
SOP	Standard Operating Procedures
SSE	Shipper's Security Endorsement
SSI	Sensitive Security Information
SSR	Special Services Request
STA	Security Threat Assessment
TET	Tamper-Evident Technology
TSA	Transportation Security Administration
TSOC	Transportation Security Operations Center
TWIC	Transportation Worker Identification Credential
UFAN	Unique Federal Agency Number
ULD	Unit Load Device
UPU	Universal Postal Union
USC	United States Code
USPS	United States Postal Service
VID	Verifying Identity Document
VIP	Very Important Person
WTMD	Walk-Through Metal Detector

AOSSP Change 19
November 20, 2013

SENSITIVE SECURITY INFORMATION

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Initial Release Date: April 10, 2006
Date Change Posted: December 20, 2010
Date Effective: January 19, 2011

Aircraft Operator Standard Security Program

Chapter 2

2. SECURITY-RELATED INCIDENTS

2.1. INCIDENTS, SUSPICIOUS ACTIVITIES, AND THREAT INFORMATION

- A. The aircraft operator must immediately notify TSA of any incident or suspicious activity it determines could affect the security of U.S. civil aviation. The aircraft operator need not notify TSA of incidents that, based on the judgment of the aircraft operator, are not security-related (for example, intoxicated passengers or passengers smoking in an aircraft lavatory). In addition, the aircraft operator must immediately report all threat information it receives that it determines could affect the security of U.S. civil aviation. These notification procedures are not applicable to incidents related to cargo. For notification procedures for cargo-related incidents, refer to Section 8.6.
- 1) Security-related incidents, suspicious activities, and threat information include, but are not limited to, the following:
 - a. Actual or attempted interference with a crewmember, when so determined by the aircraft operator
 - b. Nonspecific bomb threats
 - c. Information relating to the possible surveillance of an aircraft or airport facility
 - d. Any correspondence received by the aircraft operator that could indicate a potential threat to civil aviation
 - e. Any suspicious activity occurring onboard an aircraft in flight
 - f. Anything the aircraft operator determines to be extremely time-sensitive information relating to incidents, suspicious activities, and threats
 - g. Any security-related incident that causes a flight to divert to an alternate destination
 - h. Any security-related incident that results in a law enforcement officer (LEO) being called to a gate as required in Section 2.1.B.
 - 2) Credible sources of threat information include, but are not limited to, the following:
 - a. A Federal, State, or local government agency
 - b. A foreign government, to the extent there is no legal prohibition on the reporting of such information
 - c. An aircraft operator employee or authorized representative
 - d. Any other individual.

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Effective Date: January 19, 2011

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

- 3) Security-related incidents, suspicious activities, or threat information related to a particular airport within the United States must be reported to either:
 - a. The local TSA Coordination Center for that airport via the contact number provided by TSA for that airport
 - OR
 - b. The contact number specified by the Federal Security Director (FSD) for any airport not associated with a TSA Coordination Center.
 - 4) Security-related incidents, suspicious activities, or threat information for which a specific airport within the United States cannot be determined (for example, information related to a non-U.S. location or an aircraft in flight) must be reported to the Transportation Security Operations Center (TSOC) a [REDACTED] (for callers from the 50 States, Puerto Rico, and Canada) or [REDACTED] (for all other callers).
 - 5) The report must include the following information, as available and applicable, and to the extent not legally prohibited:
 - a. The name of the reporting aircraft operator, including the name and contact information of the person providing the notification
 - b. Local time of the incident
 - c. The flight number of the affected aircraft, if applicable
 - d. Departure and arrival airports
 - e. Current location of the affected aircraft (to include gate number, if applicable)
 - f. A description of the incident, suspicious activity, or threat
 - g. The names and other biographical data, as available, of individuals involved in the incident, suspicious activity, or threat
 - h. The source of any threat information.
- B. For locations within the United States, whenever the aircraft operator has requested an LEO to respond to a gate to assist with a security-related incident, suspicious activity, or threat related to an aircraft occupying or scheduled to arrive at that gate, the aircraft operator must not allow the aircraft to leave the gate with passengers until authorized to do so by the FSD or his or her designee.
- 1) This authorization must be obtained regardless of whether the LEO response has occurred or the request has been cancelled.
 - 2) This authorization need not be relayed directly by the FSD or his or her designee, but may be relayed via the local TSA Coordination Center or other responsible TSA personnel.
 - 3) This authorization is not required for LEO requests involving incidents that, based on the judgment of the aircraft operator, were not security-related (for example, intoxicated passengers or passengers smoking in an aircraft lavatory).

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Effective Date: January 19, 2011

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Initial Release Date: April 10, 2006
Date Change Posted: December 20, 2010
Date Effective: January 19, 2011

Aircraft Operator Standard Security Program

2.2. SPECIFIC THREATS AND ACTS OF AIR PIRACY

- A. In addition to the requirements in 49 CFR 1544.303, upon receipt of a specific and credible threat (including those made on behalf of any terrorist group or directly linked to a political or military situation) to the security of a specific flight (that is, positive target identification) or specific ground facility, or upon receiving information that an act or suspected act of air piracy has been or will be committed, the aircraft operator must:
- 1) At locations within the United States, immediately notify the Federal Bureau of Investigation and TSA as follows:
 - a. For threats received at or related to a specific airport, notify either:
 - i. The TSA Coordination Center associated with that airport via the contact number provided for that airport
 - OR
 - ii. The contact number specified by the FSD for any airport not associated with a TSA Coordination Center.
 - OR
 - b. For threats not related to or received at a specific airport, notify TSOC at [REDACTED] (for callers from the 50 States and Puerto Rico) or [REDACTED] (for all other callers).
 - 2) At locations outside the United States, immediately notify:
 - a. TSOC at [REDACTED] (for callers from Canada) or [REDACTED] (for all other callers).
 - b. Applicable local government authorities, as well as the Regional Security Officer at the nearest U.S. embassy or consulate.
 - 3) If the threat is to an aircraft, conduct a full aircraft search following the measures in Chapter 12 as soon as practicable.
 - a. This search is in addition to any search or inspection that may be conducted by TSA or law enforcement organizations.
 - b. If the aircraft is in flight, the aircraft operator must advise the In-flight Security Coordinator of the threat. The aircraft operator, however, may defer the search until after landing and deplaning passengers.
 - c. The results of the search must be reported to the agencies listed in Sections 2.2.A.1) and 2), as appropriate.
 - 4) If the threat is to an on-airport ground facility, conduct a security inspection of any operational areas that the aircraft operator is responsible for, as allowed by local airport authorities. The results of the inspection must be reported to the agencies listed in Sections 2.2.A.1) and 2), as appropriate.
- B. Sensitive Security Information must not be disclosed except to individuals with a need to know.

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Effective Date: January 19, 2011

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Date Effective: July 10, 2006

Aircraft Operator Standard Security Program

Chapter
3

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Date Change Posted: February 10, 2009
Date Effective: March 12, 2009

Aircraft Operator Standard Security Program

Chapter 4

4. PRE-SCREENING PROCEDURES AND PASSENGER ID CHECKS

- A. Except as provided for in Section B. below, this chapter (Chapter 4) provides measures required for aircraft operators operating flights at locations within the United States, from the United States to a non-U.S. location, from a non-U.S. location to the United States, and from a non-U.S. location to a non-U.S. location.
- B. Measures in this chapter (Chapter 4) associated with Computer Assisted Passenger Prescreening System (CAPPS), the domestic selection criteria, and in Section 4.3. only apply to aircraft operators operating flights at locations within the United States and from the United States to a non-U.S. location.
- C. Aircraft operators must carry out the following prescreening procedures:
 - 1) Except as provided in a Security Directive (SD), the aircraft operator must apply either CAPPS or apply the domestic selection criteria to identify passengers designated as selectees, as provided in Sections 4.1., 4.1.1., and 4.1.2. of this AOSSP.
 - 2) The aircraft operator must either follow the measures in the No Fly List Procedures and Selectee List Procedures SDs or must comply with the Secure Flight program requirements for passengers and non-traveling individuals, as provided in Sections 4.1.C., 4.1.4., and 4.1.5. of this AOSSP.
 - 3) The aircraft operator must follow the measures in the No Fly List Procedures and Selectee List Procedures SDs for employees as provided in Sections 4.1.C. and 4.3.1.B. of this AOSSP.

4.1. PRE-SCREENING

- A. Except as provided in a Security Directive (SD), the aircraft operator must apply CAPPS to each originating passenger to identify those passengers designated as selectees as provided in Sections 4.1.D. and E. and 4.1.1. CAPPS must be operated in accordance with the current CAPPS addenda provided by the aircraft operator's assigned PSS.
- B. Except as provided in an SD, if the aircraft operator does not have CAPPS, it must apply the domestic selection criteria following the measures in Section 4.1.2. to each originating passenger to identify those passengers designated as selectees.
- C. The aircraft operator must follow the measures in the No Fly List Procedures and Selectee List Procedures SDs as follows:
 - 1) Follow the measures in the No Fly List Procedures and Selectee List Procedures SDs for each individual identified in Section 4.3.1.B. prior to permitting access to the sterile area.

AOSSP Change 6
March 12, 2009

SENSITIVE SECURITY INFORMATION


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Date Effective: December 18, 2014

Aircraft Operator Standard Security Program

- 2) Until TSA assumes the responsibility to conduct watch list matching for passengers and non-traveling individuals under the Secure Flight program, the aircraft operator must follow the security measures in the No Fly List Procedures and Selectee List Procedures SDs for each individual identified in Sections 4.3.1.A. and C. (except those identified in Sections 4.3.1.C.1) and C.2)) prior to permitting access to the sterile area.
- D. The aircraft operator must comply with the following restrictions pertaining to the issuance of boarding passes **and checked baggage tags**:
- 1) The aircraft operator must not issue a boarding pass or **checked baggage tag** to a passenger more than 24 hours prior to scheduled flight departure time.
 - 2) The aircraft operator must not issue a boarding pass or **checked baggage tag** to any passenger:
 - a. Who is a tentative match to the No Fly List; or
 - b. For whom Secure Flight returns an Inhibited boarding pass printing result (BPPR) in accordance with Section 4.1.5; or
 - c. In advance of the passenger's arrival at the airport (for example, internet, fax, personal electronic device, or at an off-airport check-in location) for any passenger designated a Selectee by any prescreening measure.
- E. At the initial point of contact between a passenger and an aircraft operator employee or authorized representative, either the aircraft operator employee or authorized representative, when presented with evidence that a passenger falls within one or more of the exemptions listed in Sections 4.1.E.1) through 17),
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AOSSP Change 27
December 18, 2014SENSITIVE SECURITY INFORMATION

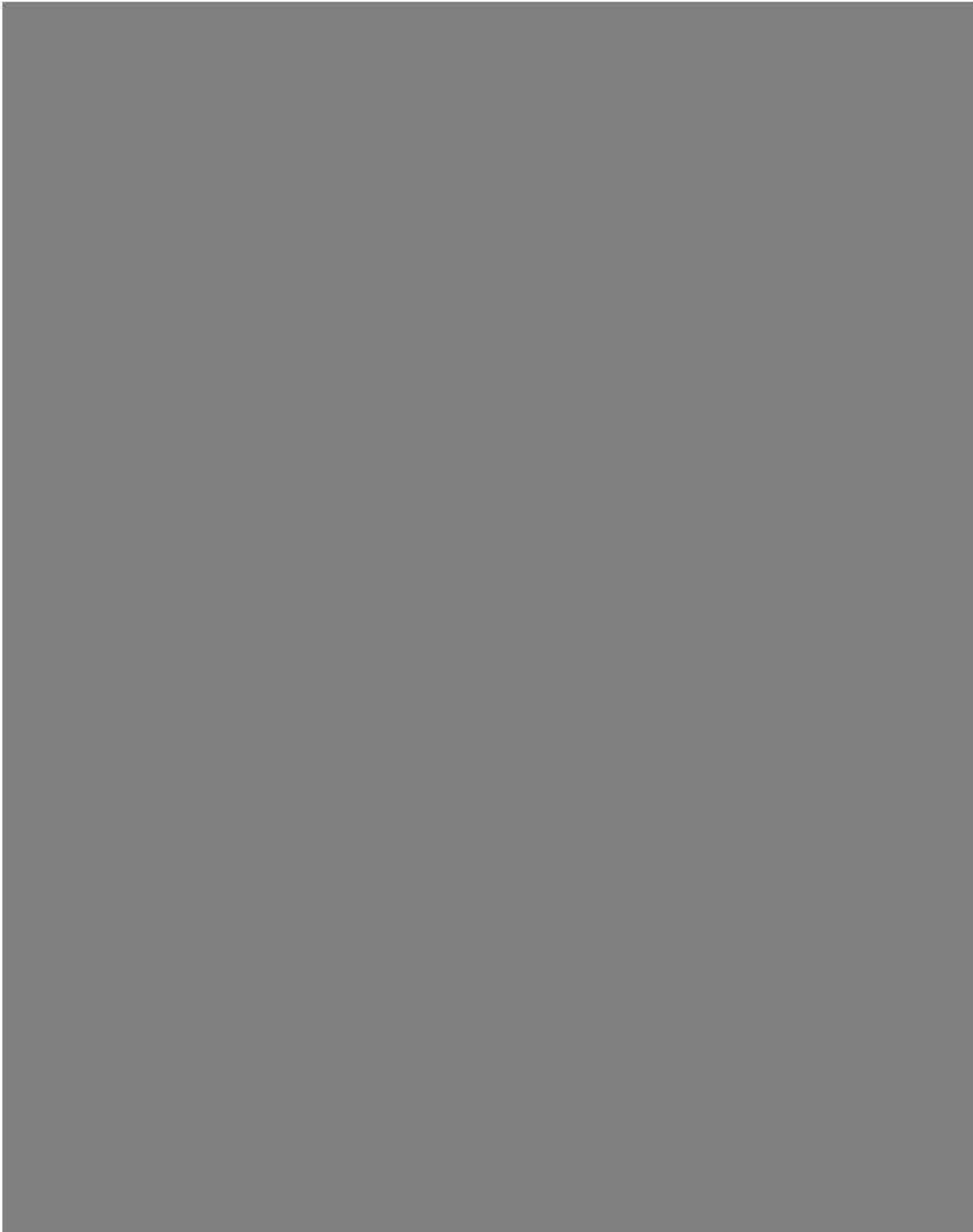
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Aircraft Operator Standard Security Program



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November 20, 2013

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Date Effective: January 6, 2014

Aircraft Operator Standard Security Program

4.1.1. CAPPS

- A. The aircraft operator must exempt passengers identified in Section 4.1.E. from selectee status under CAPPS, by one of the following means:
 - 1) Operate its CAPPS in accordance with CAPPS Addendum 7, dated January 10, 2001, and any subsequent CAPPS addenda
 - 2) Operate its CAPPS to allow entry of an electronic override (for example: an SSR code or resolution/opportunity screen) 
 - 3) Maintain a manual system for exempting passengers. The aircraft operator must maintain a record of all flights that operated with exempt selectee passengers, listing the name of each passenger who was exempt from selectee processing and the names of the individuals who authorized and/or processed the exemption. These records must be maintained for a minimum of 7 calendar days after the date of each flight departure and made available to TSA upon request.
- B. If an aircraft operator customarily applies CAPPS, but is temporarily unable to apply CAPPS due to a power outage or technical problem (for example: power outage or connectivity disruption), it must apply the domestic selection criteria following the measures in Section 4.1.2. and immediately notify the TSOC at  of the circumstances that led to the application of the domestic selection criteria.
- C. The aircraft operator may deselect a passenger designated as a selectee under CAPPS due to an involuntary reroute when, due to unforeseen circumstances (for example: a weather or maintenance delay or cancellation), the passenger is transferred to or rebooked on one of its other flights or that of other aircraft operators by utilizing the original boarding pass and/or passenger manifest that includes the passenger's original CAPPS selectee status alone or in combination with one of the following four options:
 

AOSSP Change 20
January 6, 2014

SENSITIVE SECURITY INFORMATION

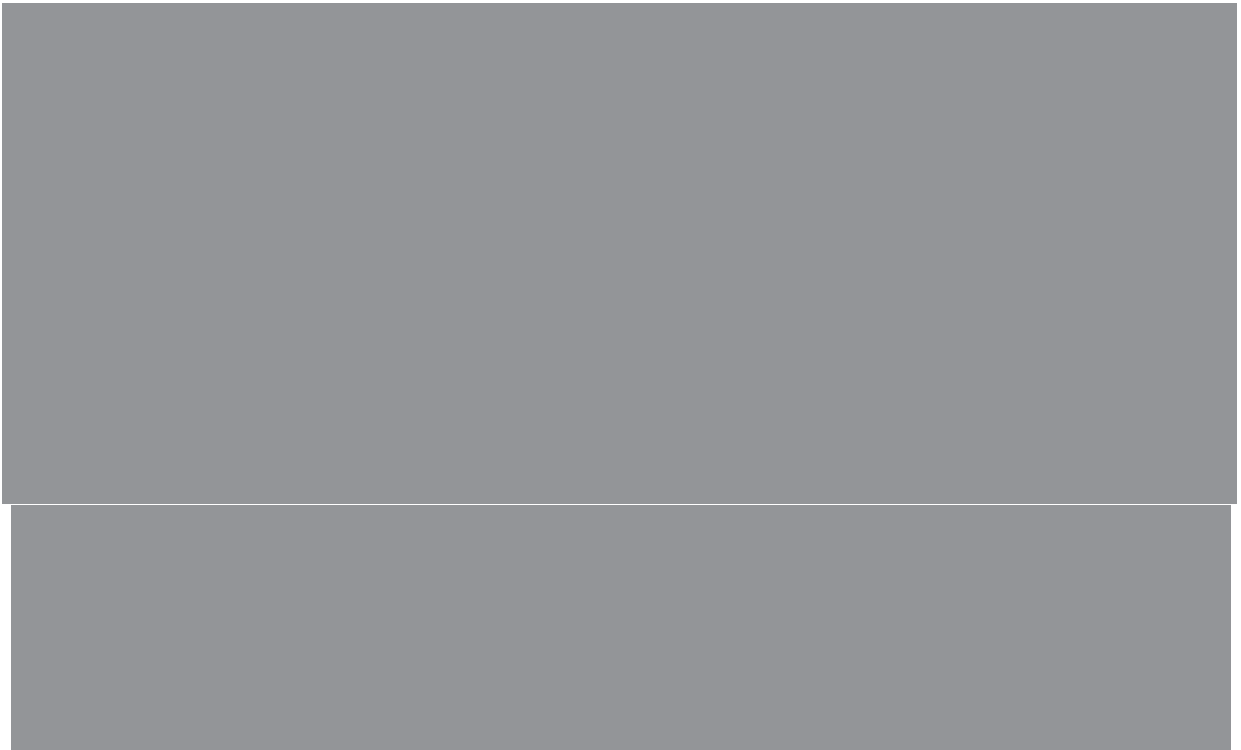
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Aircraft Operator Standard Security Program



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AOSSP Change 20
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Date Effective: 2359 GMT April 7, 2010

Aircraft Operator Standard Security Program

4.1.2. DOMESTIC SELECTION CRITERIA



4.1.3. ELECTRONIC CHECK-IN

The aircraft operator must only permit electronic check-in where the passenger ID check, following the measures in Section 4.2., is conducted at the screening checkpoint.

EMERGENCY AMENDMENT AOSSP 10-01
April 7, 2010

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Aircraft Operator Standard Security Program

4.1.4. AIRCRAFT OPERATOR IMPLEMENTATION PLAN (AOIP) FOR THE SECURE FLIGHT PROGRAM

- A. For purposes of Section 4.1.4., "passenger" is defined in 49 CFR 1560.3.
- B. The Consolidated User Guide (CUG) contains technical specifications concerning the implementation of the Secure Flight program and is available on TSA's secure web board. The CUG is designated as Sensitive Security Information and all copies of the CUG must be controlled and stored in accordance with 49 CFR part 1520.
- C. The aircraft operator must be capable of conducting Operational Testing with TSA.
 - 1) The aircraft operator must comply with the Secure Flight test plan(s) provided by TSA.
 - 2) The aircraft operator must successfully complete Operational Testing to demonstrate that it is capable of performing the operational requirements in Section 4.1.4.D. unless TSA authorizes the aircraft operator to use e-Secure Flight.
 - 3) The aircraft operator must establish network interactive connectivity with the U.S. Customs and Border Protection (CBP) through the Department of Homeland Security (DHS) Router or have a CBP-approved testing plan in place necessary to use the DHS Router, unless authorized by TSA to use e-Secure Flight.
 - 4) If the aircraft operator tests and successfully implements the interactive Advance Passenger Information System (APIS) under the APIS Pre-Departure Final Rule, the aircraft operator may complete a reduced testing plan that does not require additional Secure Flight connectivity testing. Aircraft operators that TSA authorizes to use e-Secure Flight do not need to establish network interactive connectivity with the CBP, but will still need to comply separately with the APIS Pre-Departure Final Rule.
- D. Unless TSA authorizes the aircraft operator to use e-Secure Flight, the aircraft operator must establish and maintain system operations that satisfy the system capabilities in Sections 4.1.4.D.1) through 12). The aircraft operator must:
 - 1) Create and submit Secure Flight Passenger Data (SFPD) for each passenger and non-traveling individual for Secure Flight watch list matching and receive associated passenger/non-traveling individual BPPRs via DHS-approved network and message connection.
 - 2) Create and submit SFPD for current ticketed reservations in TSA-approved UN/EDIFACT or XML format at approximately 72 hours prior to the scheduled departure of the covered flight.
 - 3) Create and submit SFPD for ticketed reservations made within 72 hours of the scheduled departure of the covered flight in TSA-approved UN/EDIFACT or XML format at the time the reservation is received.
 - 4) Update and resubmit SFPD for a passenger whose name, date of birth, gender, Redress Number, known traveler number, or passport information changes in TSA- approved UN/EDIFACT or XML format or at the time the change is received.

AOSSP Change 12
September 22, 2011

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Date Effective: May 15, 2014

Aircraft Operator Standard Security Program

- 5) Update and resubmit SFPD for certain other changes (itinerary changes, cancellations, and reductions-in-party) in TSA-approved UN/EDIFACT or XML format at the time the change is received.
 - 6) Update and resubmit SFPD for a passenger whose identity has been verified at check-in with indication of verification in TSA-approved UN/EDIFACT or XML format.
 - 7) Create and submit SFPD for non-traveling individuals for whom the aircraft operator seeks authorization to enter a sterile area in the United States in TSA-approved UN/EDIFACT or XML formats.
 - 8) Have the capability to receive, process, and store Secure Flight BPPRs and assign BPPRs to designated passengers.
 - 9) Have the capability to receive and process unsolicited updates to Secure Flight BPPRs and assign updated BPPRs to designated passengers.
 - 10) Support receipt of Secure Flight messages containing error notifications when submissions do not meet TSA-approved message format or data content requirements.
 - 11) Create and submit an acknowledgment with status of BPPR in TSA-approved UN/EDIFACT or XML format upon receipt of an unsolicited Secure Flight message that contains an updated BPPR.
 - 12) Create and submit an acknowledgment with status of BPPR in TSA-approved UN/EDIFACT or XML format upon receipt of a BPPR for an SFPD submission that resulted from a change in name, date of birth, gender, Redress Number, known traveler number, or passport information.
- E. E-Secure Flight [Reserved]
- F. The aircraft operator must request and collect the full name, gender, date of birth, and Redress Number (if available) from passengers and non-traveling individuals, as well as be capable of electronically transmitting the SFPD and Redress Number (if available) to TSA for passengers on all flights to and from the United States and all flights from a non-U.S. location to a non-U.S. location.
- G. When collecting the passenger's full name, gender, date of birth, & Redress Number (if available) through an aircraft operator-controlled website, the aircraft operator must prevent an individual or passenger from entering a different full name, gender, date of birth or Redress Number (if available) for the reservation and for the SFPD submission.
- H. TSA has assumed the responsibility to conduct watch list matching for passengers and non-traveling individuals. The aircraft operator:
- 1) Must comply with the regulations in 49 CFR part 1560 prior to issuing a boarding pass or authorization to enter a U.S. airport sterile area.

AOSSP Change 18A
May 15, 2014

~~SENSITIVE SECURITY INFORMATION~~

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Date Effective: May 15, 2014

Aircraft Operator Standard Security Program

- 2) Must not issue a boarding pass to a passenger or authorization to enter a U.S. airport sterile area to a non-traveling individual if TSA provides an Inhibited BPPR for that passenger or non-traveling individual, unless otherwise authorized by TSA.
- 3) Is not required to comply with the following security measures:



- 4) If the BPPR indicates that the passenger has been selected for selectee screening within the United States, the aircraft operator must comply with the procedures in Section 5.1.
- 5) For passengers boarding outside the United States, if the BPPR indicates that the passenger has been selected for selectee screening, the aircraft operator must clear all checked baggage belonging to the selectee passenger, if any, in accordance with the procedures for the clearance of selectee checked baggage outside the United States.

The aircraft operator must also ensure that the selectee passenger and all his or her accessible property are identified for selectee screening and the passenger and his or her accessible property are screened in accordance with procedures for identifying and screening passengers designated as selectees and their accessible property outside the United States
- 6) The aircraft operator must maintain, at a location approved by its PSS, a record of every flight that operates with a passenger for whom the BPPR was initially Inhibited that was subsequently changed to Cleared (see Section 4.1.5.), including the name of each individual and the name of the aircraft operator or authorized representative who accepted the individual for transport. The record must be maintained at the location for a minimum of:
 - a. 7 calendar days following the day of the departure of the flight, if at an airport in the United States
 - OR
 - b. 60 calendar days following the day of the departure of the flight, if at an airport outside the United States.

AOSSP Change 18A
May 15, 2014

~~SENSITIVE SECURITY INFORMATION~~

~~WARNING - THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.~~

Initial Release Date: April 10, 2006
Date Change Posted: November 14, 2014
Date Effective: December 15, 2014

Aircraft Operator Standard Security Program

4.1.5. SECURE FLIGHT PROGRAM PROCEDURES

A. For the purposes of Section 4.1.5, "passenger" is defined in 49 CFR 1560.3.



- a. Ask the passenger to present a VID. A VID means one of the following documents:
 - i. An unexpired passport issued by a foreign government
 - ii. An unexpired document issued by a U.S. Federal, State, or tribal government that includes all the following information for the individual:
 - Full name
 - Date of birth
 - Photograph
 - iii. Such other documents that TSA may designate as valid VIDs.

AOSSP Change 25
December 15, 2014

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: April 10, 2006
Date Change Posted: November 14, 2014
Date Effective: December 15, 2014

Aircraft Operator Standard Security Program

- b. The aircraft operator must compare the full name, date of birth, and gender on the VID to the SFPD that was submitted to TSA.

[REDACTED]

[REDACTED]

4) Non-Traveling Individuals

[REDACTED]

AOSSP Change 25
December 15, 2014

~~SENSITIVE SECURITY INFORMATION~~

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Date Effective: May 15, 2014

Aircraft Operator Standard Security Program

- ii. Transmit this information, as well as the airport code for the sterile area in the United States to which the non-traveling individual seeks access; the record locator number; and the passenger reference number for the non-traveling individual
 - iii. Not issue an authorization to enter a U.S. airport sterile area to non-traveling individuals for whom the aircraft operator receives an Inhibited BPPR.
 - b. To resolve an Inhibited or Error BPPR for a non-traveling individual, the aircraft operator must follow the resolution procedures in Section 4.1.5.E.3).
 - c. The aircraft operator must not authorize the non-traveling individual to access a sterile area unless TSA returns a Cleared BPPR.
- 5) In the unlikely event that the aircraft operator has not received a BPPR for a passenger from TSA, the aircraft operator must take the following steps to obtain a BPPR:
 - a. Verify that the SFPD for the passenger is complete.
 - b. If the SFPD is incomplete, update the SFPD and resubmit it to TSA.
 - c. If a BPPR is still unavailable, contact the Secure Flight Operations Center.

AOSSP Change 18A
May 15, 2014

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Initial Release Date: April 10, 2006
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Date Effective: January 6, 2014

Aircraft Operator Standard Security Program

4.2. PASSENGER ID CHECK

- A. At the initial point of contact between a passenger and an aircraft operator employee or authorized representative, either the aircraft operator employee or authorized representative must request that each passenger who appears to be 18 years of age or older present a valid form of ID.
 - 1) Check-in of passengers without ID may occur prior to referring a passenger without ID to the TSA screening checkpoint.
 - 2) Neither an employee nor representative needs to validate a passenger's form of ID at the boarding gate when passenger ID is checked at the passenger screening checkpoint.
- B. Each of the following forms of ID is deemed valid. An expired ID is not valid for the purposes of this check:
 - 1) A photo ID issued by a government authority. An aircraft operator employee or authorized representative must verify that the ID photo is a true representation of the passenger.
 - 2) Two other forms of ID, at least one of which must be issued by a government authority.
 - 3) An aircraft operator-issued photo ID, provided the individual is a direct employee of the aircraft operator (to include: its code-share partners and wholly-owned subsidiaries) providing transport. An aircraft operator employee or authorized representative must verify that the ID photo is a true representation of the passenger.
- C. An aircraft operator may accept a passenger's ID if the name on the ID matches the passenger's travel authorization or:
 - 1) The passenger's name as it appears on the travel authorization as compared to the ID contains:
 - a. Minor typographical errors that can be readily resolved
 - b. Common nickname or abbreviated names (for example, Beth for Elizabeth, Chuck for Charles, Kathy for Kathleen, Bill for William, Sue for Susan, and Stan for Stanley)
 - c. Variant transliterations of foreign names.
 - 2) The passenger has undergone a legal name change and has not updated his or her ID. At non-U.S. locations, the passenger must provide legal documentation of his or her legal name change.

AOSSP Change 20
January 6, 2014

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: April 10, 2006
Date Change Posted: October 21, 2013
Date Effective: November 20, 2013

Aircraft Operator Standard Security Program

4.2.1. LEOS TRAVELING ARMED

- A. At check-in, the aircraft operator must request and review the LEO's badge and credential with a clear full-face picture and the signature of the armed LEO and authorizing official of the agency, service, or department or the official seal of the agency, service or department of which they work. Badges, shields, or similar devices may not be used or accepted as the sole means of identification. The aircraft operator must:
- 1) Verify that the armed LEO's badge and credential are issued by the same service or department. An exception to this requirement is granted to LEO's flying armed in support of U.S. Government operations, in which case, agency, service, or department information on the LEO's U.S. Government credential need not match similar information on the LEO's badge.
 - 2) Verify that the name on the credential matches the name on the travel authorization (for example, ticket and PNR). The name on the credential need not match the name on the travel authorization when the armed LEO is traveling undercover and the alias has been coordinated in advance with the aircraft operator.
- B. Once the LEO's badge and credential have been reviewed, the aircraft operator must inform a state, local, tribal or territorial LEO that to fly armed on a flight originating in the United States, he or she must have a Unique Federal Agency Number (UFAN) or National Law Enforcement Telecommunications System (NLETS) unique eight-character alphanumeric authorization. If the LEO states that he or she does not have either authorization, advise the LEO that TSA requires the employing agency to submit an NLETS to TSA or be issued a UFAN. The LEO must then confer with TSA at the screening checkpoint. TSA will work with the LEO at the screening checkpoint to help the LEO obtain the valid NLETS authorization (for example, by calling the LEO's employing agency).
- 1) The aircraft operator has the option of continuing to check in the LEO, issuing a boarding pass, and accepting baggage, or to declining to do so pending the LEO obtaining either a valid NLETS authorization or their agency UFAN. If the LEO already has a boarding pass when the NLETS authorization is obtained, TSA may clear the LEO into the sterile area. If the LEO does not have a boarding pass, the LEO must return to the aircraft operator to check in, obtain a boarding pass, and check baggage.
 - 2) The above procedure supersedes the use of an original letter of authority as described in 49 CFR 1544.219(a)(3)(iii). Such a letter is no longer required.
- C. When a foreign dignitary is under the protective escort of an armed foreign protective escort(s), the aircraft operator need not follow the measures in Sections 4.2.1.A.1) and 2), if the aircraft operator has received the U.S. Department of State or U.S. Secret Service notification from TSA that provides identifying information on the foreign dignitaries and all armed protective escorts.

AOSSP Change 19
November 20, 2013

SENSITIVE SECURITY INFORMATION

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Initial Release Date: April 10, 2006
Date Change Posted: February 10, 2009
Date Effective: March 12, 2009

Aircraft Operator Standard Security Program

4.3. CONTROL OF ENTRY TO THE STERILE AREA

- A. The aircraft operator must establish a sterile area. A sterile area must be established by reasonably ascertaining that no explosives, incendiaries, deadly or dangerous weapons, or unauthorized individuals are within the area. Each time it is put into operation following a period of non-control, the aircraft operator must reasonable ascertain that the sterile area is clear of explosives, incendiaries, deadly or dangerous weapons, and unauthorized individuals.
- B. When a sterile area is established, the aircraft operator must:
 - 1) Refer all individuals entering the sterile area are referred to TSA for screening (except for the provisions in Section 4.3.2.).
 - 2) Reasonably ascertain that the sterile area is clear of explosives, incendiaries, deadly or dangerous weapons, and unauthorized individuals.
 - 3) Control the sterile area to prevent or deter the unauthorized introduction of explosives, incendiaries, and deadly or dangerous weapons.
 - 4) Control the sterile area to prevent or deter access by unauthorized individuals.
 - 5) Upon reentry to the sterile area, refer to TSA for screening any individual who is screened, enters the sterile area, and exits the sterile area to a public area for any reason.

4.3.1. ENTRY THROUGH THE SCREENING CHECKPOINT

The aircraft operator must limit access to the sterile area through the screening checkpoint to individuals and property listed below:

- A. Passengers
 - 1) Where selectee screening is performed at the screening checkpoint, passengers must have a valid ticket, ticket confirmation, or boarding pass.
 - 2) Where selectee screening is performed at the boarding gate, passengers must have a valid boarding pass.
 - 3) Standby passengers with a valid travel authorization.
- B. Direct Aircraft Operator and Airport Operator Employees
 - 1) Employees of a direct aircraft operator presenting a valid employee ID of the aircraft operator serving that airport
 - 2) Employees presenting a valid airport SIDA access card for that airport
 - 3) Employees presenting valid airport ID media for that airport

AOSSP Change 6
March 12, 2009

SENSITIVE SECURITY INFORMATION

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Date Effective: November 20, 2013

Aircraft Operator Standard Security Program

- 4) Individuals who have not been issued airport ID media for that airport with a need to access the sterile area provided they remain under continuous escort by an aircraft operator employee or direct airport operator employee who has successfully completed the fingerprint-based Criminal History Records Check (CHRC) and possesses valid airport ID media or aircraft operator employee ID, respectively.
- C. Other Individuals
- 1) Federal Government employees on official business who present their Government-issued agency, service, or department ID.
 - 2) Authorized LEOs with a need to access the sterile area who possess proper credentials and a badge.
 - 3) Non-passenger escorts who have been issued aircraft operator authorization (for example, a gate pass) to accompany a minor, elderly, or disabled passenger.
 - 4) Aircraft operator club members and visitors sponsored by club members who have been issued aircraft operator authorization (for example, a gate pass).
 - 5) Individuals on official business who are authorized by the aircraft operator, airport operator, or TSA to enter the sterile area.
 - 6) Family members of arriving and departing U.S. service members who have been deployed or are deploying and have been issued aircraft operator authorization (for example, a gate pass).
 - 7) Family members and other individuals directly affected by an aircraft accident or incident at the airport who are authorized by the aircraft operator or airport operator.
- D. Accessible property
- 1) The aircraft operator must ensure that individuals accessing the sterile area are limited to one bag plus one personal item (for example, purse, briefcase, laptop computer) per passenger.



AOSSP Change 19
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SENSITIVE SECURITY INFORMATION

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Date Change Effective: January 13, 2015

Aircraft Operator Standard Security Program

- E. Except as provided in Sections 6.12. and 7.6., the aircraft operator must not allow any prohibited items in the sterile area or cabin of an aircraft.

4.3.2. ENTRY THROUGH ACCESS POINTS OTHER THAN THE SCREENING CHECKPOINT

- A. Aircraft operator employees and authorized representatives who have been granted unescorted access to the SIDA of the airport where the employees or representatives were granted unescorted access may access the sterile area from access points other than the screening checkpoint without undergoing screening at the screening checkpoint.
- B. Aircraft operator employees and authorized representatives may access the sterile area from an employee parking lot where such employees and representatives either walk or are transported directly to the SIDA with access to the sterile area from an access point other than the screening checkpoint.
- C. **The aircraft operator must notify its direct employees and authorized representatives that if they are traveling as passengers on personal time, they must access the sterile area through the screening checkpoint and undergo screening of their person and accessible property intended to be carried onboard the aircraft at the screening checkpoint.**

D.

- E. The aircraft operator must:

- 1) Establish and implement procedures to instruct such employees and representatives that explosives, incendiaries, deadly or dangerous weapons, and all items on the TSA Prohibited Items List, which can be found on the TSA website at www.tsa.gov, are not permitted in the sterile area or onboard an aircraft.

AOSSP Change 26
January 13, 2015

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: April 10, 2006

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Date Change Effective: January 13, 2015

Aircraft Operator Standard Security Program

- 2) Direct such employees and representatives that under no circumstances may they permit other aircraft operator employees and authorized representatives who have not been granted unescorted access to the SIDA to accompany them into the sterile area through access points other than the screening checkpoint.
 - 3) Provide such employees and representatives with station-specific training (for example: accountability procedures and TSA Prohibited Items List and piggy-back prohibitions described in Sections 1) and 2) above, respectively) concerning accessing the sterile area from access points other than the screening checkpoint. (See Section 17.8.)
- F. Aircraft operator employees and authorized representatives who have not been granted unescorted access to the SIDA must access the sterile area through the screening checkpoint and undergo screening.
- G. **Aircraft operators may voluntarily participate in the Known Crewmember (KCM) Program, which allows crewmembers to access the sterile area through a KCM screening checkpoint established by the airport operator and the FSD and staffed by TSA. Each participating aircraft operator must:**
- 1) **Maintain a system that provides information on authorized crewmembers when requested by the TSA KCM screening checkpoint.**
 - 2) **Ensure that each participating crewmember is fully certified by the Federal Aviation Administration to perform as a crewmember and officially employed by the aircraft operator before allowing the crewmember to access the sterile area via the TSA KCM checkpoint.**
 - 3) **Conduct an initial and annual recurrent audit of its KCM database to ensure that the database contains only names of individuals it employs who are authorized access to the sterile area through the TSA KCM screening checkpoint. The results of the initial and most recent annual audit must be provided to TSA upon request.**
 - 4) **Complete updates of its system [REDACTED] any change in a crewmember's status.**
 - 5) **Inform participating crewmembers that they must:**
 - a. **Provide their employing aircraft operator identification card and a non-expired government-issued photo identification to TSA at the KCM screening checkpoint.**
 - a. **Not carry the accessible property of other individuals.**

AOSSP Change 26
January 13, 2015

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Aircraft Operator Standard Security Program

4.4. TSA PRE ✓™

The measures in Section 4.4. and its subparagraphs apply to aircraft operators participating in TSA Pre✓™.

- A. An aircraft operator participating in TSA Pre✓™ must apply the following measures to any boarding pass containing a two-dimensional (2D) barcode that is transmitted to any portable electronic device or is transmitted for printing via the internet. These measures do not apply to aircraft operator proprietary or controlled common use printing equipment at locations such as kiosks, ticket counters, gates, and any other airport locations.
 - 1) Digital Signature: Use a TSA-approved method to apply a digital signature to the 2D barcode of each boarding pass that allows detection of alteration or tampering of the 2D barcode data.
 - 2) Readers: The barcode readers used to read 2D barcodes must be able to validate the aircraft operator-specific digital signature contained in the 2D barcode. Additionally, barcode readers must be able to detect any alteration or tampering of the boarding pass barcode data, including the removal of the digital signature.
- B. Keys: Provide local TSA with the public keys necessary to program both TSA-provided and aircraft operator-provided barcode readers to operate as required in paragraph A.
- C. Keys and other information related to the requirements in this section must be protected as Sensitive Security Information.

4.4.1. QUALIFICATION PRE-NOTIFICATION INDICATOR

Where TSA has established TSA Pre✓™ screening checkpoints, the aircraft operator must:

- A. No later than 30 days after the effective date of this program, ensure that each passenger's Secure Flight boarding pass printing result (BPPR) status indicator is embedded in the 2D barcode of each passenger's valid ticket, ticket confirmation, or boarding pass. Additionally, the aircraft operator must configure its readers to display in readable form on the readers the TSA-defined codes for each BPPR status (such as, CLR, SSSS, or LLLL).
- B. Ensure that the notification to passengers of their TSA Pre✓™ status is located in the upper half of the passenger's boarding pass (for example, bordering the passenger's name) with a minimum notification of one of the following:
 - 1) TSA Pre✓™
 - 2) TSA PRECHK OK
 - 3) TSA PRECHK
 - 4) TSA PRE

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Aircraft Operator Standard Security Program

4.5. BOARDING OF FEDERAL AIR MARSHALS

- A. When transporting FAMs in mission status (FAMs onboard an aircraft as directed by the FAM Service), the aircraft operator must not disclose the identity, 

B. 

C.

D.

E.

AOSSP Change 19
November 20, 2013

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Aircraft Operator Standard Security Program

F



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Aircraft Operator Standard Security Program

ATTACHMENT 4-1: DIPLOMATIC ID CARD

The U.S. Department of State, Office of Foreign Missions, issues diplomatic ID cards to accredited bilateral diplomats and the U.S. Mission to the United Nations issues diplomatic ID cards to UN accredited diplomats. The format of the card is the same for both accredited bilateral and UN diplomats and includes the following details:

DIMENSIONS OF CARD

- 2 1/8" by 3 3/8" (size of a standard credit card)

FRONT OF CARD

- blue border
- photograph of bearer in upper right corner of card
- ID card number
- expiration date
- date of birth of bearer
- name of bearer
- title of bearer
- identity of mission
- location (city and state) of mission
- U.S. Department of State official seal appearing as hologram in security laminate

BACK OF CARD

- brief statement of immunity
- directions for law enforcement inquiries and finders of lost cards

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Aircraft Operator Standard Security Program

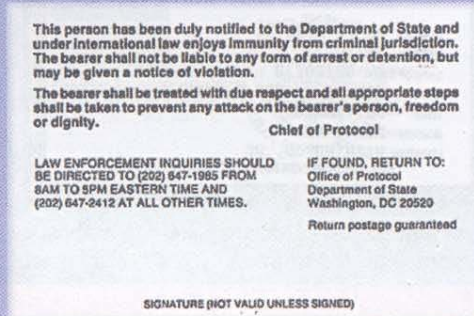
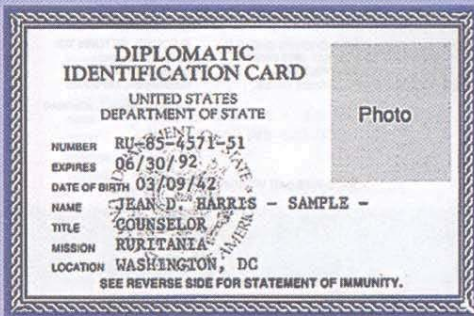
VIII

Examples: Identifying Documents

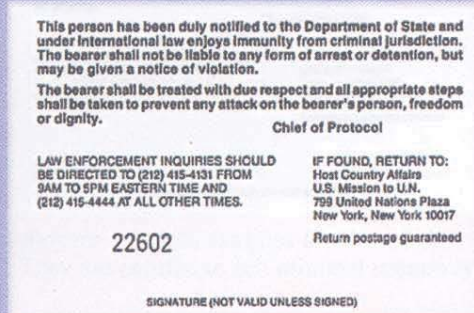
U.S. Department of State Identification Cards

The United States Department of State, Office of Protocol, issues identification documents to foreign government personnel who are entitled to immunity. Samples of the the identification cards are provided here. Because there are different degrees of immunity, law enforcement

officers should read carefully identification cards presented to them. Questions regarding an individual's status or immunity should be referred during working hours to the **Office of Protocol, 202 647-1985**; after hours to the **Bureau of Diplomatic Security, 202 647-7277**.



Blue bordered cards are issued to diplomatic officers and their families. They are entitled to full criminal immunity and may not be arrested or detained.



Blue bordered cards are issued to UN diplomatic officers and their families. They are entitled to full criminal immunity and may not be arrested or detained.

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

ATTACHMENT 4-2: INTENTIONALLY LEFT BLANK

AOSSP Change 2
May 15, 2008

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

ATTACHMENT 4-3: FEDERAL AIR MARSHAL BADGE AND CREDENTIAL



AOSSP Change 19
November 20, 2013

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Initial Release Date: April 10, 2006
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Aircraft Operator Standard Security Program

Chapter
5

5. PASSENGERS DESIGNATED AS SELECTEE PASSENGERS

The measures in this chapter (Chapter 5) are in addition to the selectee screening measures in Chapters 4, 7, and 11.

5.1. GENERAL

- A. Where TSA has established a process to screen Selectee passengers at the screening checkpoint, the aircraft operator must:
 - 1) Ensure all passengers designated as Selectees are referred to TSA for Selectee screening at the screening checkpoint.
 - 2) No later than [30 days after the effective date of this program], ensure that each Selectee passenger's valid travel authorization (for example, boarding pass) is marked to readily indicate that he or she is subject to Selectee screening by:
 - a. Clearly marking each Selectee passenger's valid travel authorization with "SSSS" to indicate the passenger is a Selectee, and circling all "SSSS" indicators in a contrasting color,
 - OR
 - b. Printing the "SSSS" indicator in the lower-right corner of each Selectee boarding pass in at least a 14-font point (or equivalent) boldface font.
 - 3) Selectee passengers may check-in and generate a valid travel authorization at an authorized on-airport self-service check-in kiosk once they have arrived at the airport, provided the aircraft operator generates the "SSSS" indicator as described in Section 5.1.A.2)b.
 - 4)



AOSSP Change 20
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- 5) Notify a TSA representative if a Selectee passenger presents himself or herself at the boarding gate and his or her valid travel authorization does not bear the unique indicator that indicates he or she has completed selectee screening. The Selectee passenger must not be permitted to board the aircraft until TSA has completed Selectee screening. (See Section 5.3.)
- B. Where TSA has established a process to screen Selectee passengers at the boarding gate, the aircraft operator must refer selectee passengers to a TSA representative for Selectee screening. [REDACTED]

5.2. CHECKED BAGGAGE

The aircraft operator must:

- A. Clearly mark all checked baggage of Selectee passengers. The aircraft operator must notify its assigned PSS in writing of the method used to identify Selectee checked baggage.
- B. Refer all checked baggage of Selectee passengers to TSA for screening.
- C. Escort Selectee checked baggage accepted at a curbside position to the screening location.
- D. Where screening is conducted in an airport lobby area and prior to passenger check-in and a passenger is designated a selectee passenger at check-in, escort the selectee and his or her checked baggage to the screening location in the airport lobby area. [REDACTED]

5.3. ONBOARD AN AIRCRAFT

This section (Section 5.3.) applies only at locations within the United States.

- B. When the aircraft operator discovers or is notified by a TSA representative that a passenger designated a selectee has boarded an aircraft at a location within the United States and has not undergone selectee screening, the aircraft operator must:
 - 1) If the aircraft is still at the boarding gate:
 - a. Escort the Selectee passenger and his or her accessible property to the boarding gate. A TSA representative will escort the passenger and his or her accessible property from the boarding gate to a screening location to conduct Selectee screening.

b. [REDACTED]

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Aircraft Operator Standard Security Program



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Chapter
6

6. DOMESTIC FLIGHTS

This chapter (Chapter 6) provides measures required for aircraft operators operating flights from a location within the United States to another location within the United States.

- A. Except as provided in Section 4.3.2., the aircraft operator must refer all individuals and accessible property to TSA for screening prior to accessing a sterile area.
- B. The aircraft operator must refer all checked baggage to TSA for screening prior to loading it onboard an aircraft.
- C. When requested by TSA to assist in resolving a security matter involving the screening of checked baggage, the aircraft operator must make a good faith effort to locate and accompany the passenger who checked the baggage to the designated screening location so that he or she may assist with the screening process. If TSA is unable to successfully complete the screening process, the aircraft operator must not transport the subject checked baggage.
- D. The aircraft operator may load into the baggage compartment of an aircraft gate-checked accessible property that has been screened at the screening checkpoint.

6.1. SIGNS AND NOTIFICATION REQUIREMENTS

The aircraft operator must provide the notifications in Sections A. through C. below, to passengers. These notifications may be written and/or verbal and are independent of the public announcements required by airport operators:

- A. Firearms in Checked Baggage
 - 1) At all checked baggage acceptance locations, the aircraft operator must advise passengers that loaded firearms are prohibited in checked baggage and inform passengers of their obligation to notify the aircraft operator of unloaded firearms contained in checked baggage.
 - 2) The aircraft operator may obtain signs from TSA. However, aircraft operator notifications must include the following language:
 - a. Federal regulations require firearms in checked baggage be declared to the aircraft operator. This may be accomplished either orally or in writing before the passenger checks the baggage.
 - b. Each firearm must be unloaded and carried in a locked, hard-sided container to which only the passenger checking the baggage retains the key or combination.
 - c. Passengers failing to declare firearms or transporting loaded firearms are subject to substantial civil and criminal penalties.
 - d. Unauthorized explosive or incendiary devices are prohibited in checked baggage at all times.

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Date Change Effective: December 18, 2014

Aircraft Operator Standard Security Program

- B. Passenger Control of Baggage. The aircraft operator must:
 - 1) Notify all passengers at check-in to control their baggage to prevent the introduction of dangerous items without their knowledge.
 - 2) Warn all passengers not to accept items from unknown individuals.
- C. The aircraft operator must post in a conspicuous place, at all checked baggage acceptance locations, the TSA-provided checked baggage screening notification signs in a manner that reasonably enables an individual to read them.

6.2. INTENTIONALLY LEFT BLANK

6.3. CHECKED BAGGAGE ACCEPTANCE

- A. Checked baggage must only be accepted by a direct aircraft operator employee or authorized representative.
- B. **Upon acceptance of checked baggage, the aircraft operator or authorized representative must either print and attach computer-generated destination tags to checked baggage or attach pre-printed/handwritten destination tags to checked baggage. The aircraft operator or authorized representative is not required to print and attach destination tags to checked baggage accepted from passengers who have printed and attached destination tags to their own checked baggage.**
- C. **The aircraft operator or authorized representative must only accept the personal checked baggage of an individual presenting a valid travel authorization and a valid form of ID as described in Section 4.2. and only when that individual offers the checked baggage. However, one member of a family group traveling together may offer checked baggage belonging to each member of the family group.**

6.4. CHECKED BAGGAGE ACCEPTANCE LOCATIONS

Only accept checked baggage from passengers at the following locations:

- A. Ticket counters and boarding gates located inside the airport terminal.
- B. Curbside locations at the airport terminal provided a direct aircraft operator employee or authorized representative maintains positive control of all checked baggage accumulated at curbside locations.
- C. On-airport locations not described in Section 6.4.A. or B., when accepted checked baggage remains within an area controlled in accordance with 49 CFR 1542.111 while en route to the baggage make-up area or the aircraft.

AOSSP Change 27
December 18, 2014

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

D.

6.5. EQUIPMENT OF LARGE GROUPS

The aircraft operator may accept equipment of large groups (for example: sports teams; music bands; and television, film, and theater production companies) from a designated representative of the large group. If such equipment is accepted, the aircraft operator must:


- A. Require the designated representative to provide a written list containing the number of pieces and types of equipment to be transported prior to his or her arrival at the airport.
- B. Verify that the equipment tendered for transport by the designated representative matches the number of pieces and types outlined on the written list.
- C. Not accept the personal checked baggage of any member of the large group from the designated representative tendering the equipment.
- D. Ensure all the equipment is referred to TSA for screening prior to loading onboard an aircraft.

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September 20, 2013

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6.6. PHYSICAL CONTROL OF CHECKED BAGGAGE

- A. The aircraft operator must prevent unauthorized access to checked baggage from the time it takes physical control of the checked baggage until delivery to the baggage claim area at the intended destination point.
 - B. Physical control begins at the following points:
 - 1) Where checked baggage will be screened using an EDS integrated with the aircraft operator's conveyor system, the aircraft operator takes physical control when the passenger gives the baggage to a direct aircraft operator employee or authorized representative to be placed on the conveyor belt.
 - 2) Where checked baggage will be screened using an ETD or EDS not integrated with the aircraft operator's conveyor system, the aircraft operator takes physical control when a direct aircraft operator employee or authorized representative takes possession of the baggage after screening.
- 

6.7. FIREARMS IN CHECKED BAGGAGE

- A. In accordance with 49 CFR 1544.203(f), upon presentation of a firearm for transport, the aircraft operator must require the passenger to declare the firearm is unloaded and locked in a hard-sided container and retain the key or combination to the container.
- B. If the firearm in the hard-sided, locked container is inside a piece of checked baggage, the aircraft operator must place a written confirmation of the passenger's declaration inside the checked baggage and proximate to, but not inside of, the hard-sided, locked container.
- C. If the firearm is not inside another piece of checked baggage (for example: a rifle case), the aircraft operator must place a written confirmation of the passenger's declaration inside the hard-sided, locked container.
- D. The aircraft operator must not ask the passenger to demonstrate how his or her firearm is packed or show that it is unloaded.
- E. The aircraft operator must transport the checked baggage containing the firearm in an area of the aircraft not accessible to passengers and not in the flightcrew compartment.

6.8. U.S. MILITARY UNIT WEAPONS

The aircraft operator may accept, without further screening, weapons from U.S. military personnel traveling as part of a unit deployment only if all four of the following conditions are met:

- A. The military unit must declare the weapons to the aircraft operator and secure the weapons in one of the following two ways:
 - 1) Collectively secured in a banded crate OR
 - 2) Individually locked in a hard-sided container.
- B. The military unit provides the aircraft operator with an inventory of the weapons being transported as part of the deployment. The inventory must include the number of banded crates or hard-sided containers the unit is transporting and the number of weapons contained in each crate or container.

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Aircraft Operator Standard Security Program

- C. A member of the deploying military unit certifies in writing to the aircraft operator that the weapons are unloaded and the banded crates or hard-sided containers containing the weapons have been thoroughly inspected and no other prohibited items are present.
- D. Weapons packed and inventoried in accordance with these measures must not be opened unless at the specific direction of that airport's FSD.

NOTE: Firearms transported by individual U.S. military personnel traveling on their own (that is: on official duty or personal travel) must be transported following the measures in Section 6.7.

6.9. TRANSPORT OF CHECKED BAGGAGE

- A. The aircraft operator must not load originating checked baggage onto an aircraft unless the baggage has been screened by TSA. TSA will notify the aircraft operator at each station of the method used to identify screened checked baggage.
- B. All mishandled/misdirected checked baggage at other than the intended destination must be screened by TSA prior to loading onto an aircraft unless the baggage has previously been screened by TSA at origination and has remained in the aircraft operator's physical control since arrival at that airport. Otherwise, the mishandled/misdirected checked must be referred to TSA for rescreening.
- C. The aircraft operator must not load onto an aircraft expedited checked baggage unless the baggage has previously been screened by TSA at origination and has remained in the aircraft operator's physical control since arrival at that location. Otherwise, the expedited checked baggage must be referred to TSA for rescreening.
- D. With respect to animals transported as checked baggage, the aircraft operator must notify the FSD whenever an individual presents an animal and kennel for transport at the ticket counter at locations where screening is accomplished by an integrated EDS. The FSD will then summon screeners to conduct a physical search of the animal and kennel.
- E. The aircraft operator must ensure that all checked baggage entering the United States and connecting to other flights or continuing on the same flight, both within the United States or from the United States to a non-U.S. location, is referred to TSA for screening.

6.10. CREWMEMBER AUTHORIZATION

- A. Before any crewmember is authorized to board his or her assigned aircraft, a direct aircraft operator employee or authorized representative must verify the aircraft operator employee ID of each crewmember and his or her assignment on that flight.
- A. If the direct aircraft operator employee or authorized representative cannot verify the identity and flight assignment of a crewmember, he or she must deny boarding to the crewmember and notify the LEO and TSOC at 703-563-3240 or 877-456-8722.

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Aircraft Operator Standard Security Program

6.11. JUMPSEAT ACCESS

- A. All individuals authorized to ride in the flight deck jumpseat in accordance with 14 CFR 121.547 may do so.
- B. **Except as provided in Sections C. through H. below**, the aircraft operator must not allow individuals employed by other aircraft operators in the flight deck jumpseat except for individuals employed by its code-share partners governed by 49 CFR Part 1544 and wholly-owned subsidiaries.
- C. **An aircraft operator may allow individuals employed by other aircraft operators governed by 49 CFR Part 1544 in its flight deck jumpseat(s) if utilizing an automated identification system to verify the identity and current employment status of each individual authorized access to the flight deck jumpseat.**
- D. **For each participating aircraft operator, the automated identification system must be capable of verifying:**
 - 1) **The full name of the individual authorized access to the flight deck jumpseat**
 - 2) **The individual's employee ID number**
 - 3) **The individual's authority to access the flight deck jumpseat**
 - 4) **The individual's identity by means of a digital color photo display**
- E. **Each participating aircraft operator must:**
 - 1) **Ensure a fingerprint-based CHRC is completed in accordance with 49 CFR 1544.229 and 1544.230 for all direct aircraft operator employees with jumpseat authority**



- F. **Each individual requesting access to the flight deck jumpseat must present his or her aircraft operator employee ID, airline name, and employee ID number to a direct aircraft operator employee or authorized representative of the aircraft operator providing transport.**
- G. **Prior to providing transport, the direct aircraft operator employee or authorized representative of the aircraft operator must:**



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Aircraft Operator Standard Security Program

- 2) **Verify that the digital photo accompanying the valid response from the automated identification system corresponds to the individual requesting access to the flight deck jumpseat.**
- H. **The aircraft operator must immediately notify the TSOC at 703-563-3240 or 877-456-8722 of any occurrence that cannot be resolved by the aircraft operator, where the information received by the automated identification system does not match the information presented by the individual requesting access to the flight deck jumpseat.**

6.12. PROHIBITED ITEMS

- A. Crewmembers may have items listed on the Prohibited Items List if the aircraft operator issued the items for the flight and the items are kept under the control of the crewmember while passengers are present. Crewmembers may not take these items through the screening checkpoint.
- B. Authorized maintenance and service personnel may have items listed on the Prohibited Items List if the individual needs the items in the performance of his or her duties onboard the aircraft. The items listed on the Prohibited Items List must not remain onboard the aircraft once the maintenance or service is completed. Maintenance and service personnel may not take these items through the screening checkpoint.

6.13. SERVICE PERSONNEL AND ACCESSIBLE PROPERTY



6.14. AIRCRAFT SECURITY

Follow the measures in Chapter 12 to prevent unauthorized access to aircraft.

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January 13, 2015

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6.15. VOLUNTARY PROVISIONS OF EMERGENCY SERVICES PROGRAM

This section (Section 6.15.) provides measures for aircraft operators to permit qualified law enforcement officers, firefighters, and emergency medical technicians to provide emergency services on passenger flights during in-flight emergencies.

A. The aircraft operator must implement a Voluntary Provisions of Emergency Services Program to permit these qualified individuals, prior to departure, to inform it if they are willing to be called upon by a crewmember or flight attendant to provide voluntary emergency services in the event of an in-flight emergency. Prior to accepting an offer from a qualified individual to provide voluntary emergency services in-flight, the aircraft operator must:

- 1) Request and review any credential, document, and ID offered by the individual to determine whether he or she meets the definition of a qualified individual. Except as provided in Section a. or b. below, the unexpired credential must identify the service



- 2) Obtain information or documentation that indicates the individual:
 - a. Is a ticketed passenger on the flight for which emergency services are being voluntarily offered
 - b. Agrees, to the extent practicable, to perform in-flight emergency services only after coordination with a crewmember or flight attendant

B.

C.

D.



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Chapter 7

7. INTERNATIONAL FLIGHTS

- A. This chapter (Chapter 7) provides measures required for aircraft operators operating flights from the United States to a non-U.S. location, from a non-U.S. location to the United States, and from a non-U.S. location to a non-U.S. location (for example: to/from an intermediate stop).
- B. The measures in Section 7.9. also apply to flights that overfly the United States.
- C. The aircraft operator is in compliance with the measures in Sections 7.8.5., 7.8.6., 7.8.7. (except the measure in Section 7.8.7.D.), and 7.8.11. for flights from Canada to the United States provided the aircraft operator applies the measures in the Transport Canada Air Carrier Security Measures.
- D. Each aircraft operator proposing new international scheduled or public charter passenger service routes must:
 - 1) Submit a request to its Principal Security Specialist (PSS) or International Industry Representative (IIR) at least 120 calendar days prior to the planned start of such service. Aircraft operators who utilize regional aircraft operators for scheduled or public charter service should notify in the request that the intended route may be service by such regional aircraft operators. Information must be submitted by either the aircraft operator or regional aircraft operator doing business as. Requests submitted to TSA less than 120 calendar days prior to the planned start date will be reviewed by TSA on a case-by-case basis. The request must include:
 - a. Proposed start date
 - b. Route description, including all non-U.S. and U.S. locations
 - c. Frequency of service
 - d. Type of proposed service (that is, regularly scheduled or public charter)
 - e. A copy of the certificate issued by the U.S. Secretary of Transportation under Chapter 411 of Title 49 of the United States Code
 - f. Any additional information that may be requested by the PSS or IIR.
 - 2) Receive written approval from its PSS or IIR prior to starting service on international routes.
 - 3) When conducting a seasonal service route previously approved by TSA, the aircraft operator must:
 - a. Immediately notify its PSS or IIR in writing upon suspension of any seasonal service route.
 - b. Immediately notify its PSS or IIR in writing a minimum of 30 calendar days prior to resuming any seasonal service route.

AOSSP Change 20
January 6, 2014

SENSITIVE SECURITY INFORMATION

~~WARNING - THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.~~

Initial Release Date: April 10, 2006

Date Change Posted: December 18, 2014

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Aircraft Operator Standard Security Program

7.1. INTENTIONALLY LEFT BLANK

7.2. CHECKED BAGGAGE ACCEPTANCE

- A. Checked baggage must only be accepted by a direct aircraft operator employee or authorized representative.
- B. **Upon acceptance of checked baggage, the aircraft operator or authorized representative must either print and attach computer-generated destination tags to checked baggage or attach pre-printed/handwritten destination tags to checked baggage. The aircraft operator or authorized representative is not required to print and attach destination tags to checked baggage accepted from passengers who have printed and attached destination tags to their own checked baggage.**
- C. **The aircraft operator or authorized representative must** only accept the personal checked baggage of an individual presenting a valid travel authorization **and a valid form of ID as described in Section 4.2.** and only when that individual offers the checked baggage. However, one member of a family group traveling together may offer checked baggage belonging to each member of the family group.

7.3. EQUIPMENT OF LARGE GROUPS

The aircraft operator may accept equipment of large groups (for example: sports teams; music bands; and television, film, and theater production companies) from a designated representative of the large group. If such equipment is accepted, the aircraft operator must:

- A. Require the designated representative to provide a written list containing the number of pieces and types of equipment to be transported prior to his or her arrival at the airport.
- B. Verify that the equipment tendered for transport by the designated representative matches the number of pieces and types outlined on the written list.

Not accept the personal checked baggage of any member of the large group from the designated representative tendering the equipment.

- C. Only transport such equipment as follows:



- b. At non-U.S. locations, ensure all equipment is screened following the measures in Section 7.8.11.

AOSSP Change 27
December 18, 2014

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Aircraft Operator Standard Security Program

7.4. PROTECTIVE ESCORTS

- A. When a passenger is under the protective escort of an armed U.S. Federal LEO, the aircraft operator may accept a verification of the passenger's identity from the LEO after verifying the official credentials of the LEO following the measures in Section B. below. To assist in the verification of the LEO's credentials, the aircraft operator may consult the airport-assigned LEO. The armed U.S. Federal LEO need not travel on the flight with the protectee.
- B. LEOs Traveling Armed
 - 1) At check-in, the aircraft operator must request and review the badge and credential with a clear full-face picture, the signature of the armed LEO and the signature of the authorizing official of the agency, service, or department or the official seal of the agency, service, or department in which they work. Badges, shields, or similar devices may not be used or accepted as the sole means of identification.
 - 2) The aircraft operator must verify that:
 - a. The armed LEO's badge and credential are issued by the same agency, service, or department.
 - b. The name on the credential matches the name on the travel authorization (for example: ticket and PNR). The name on the credential need not match the name on the travel authorization when the armed LEO is traveling undercover and the alias has been coordinated in advance with the aircraft operator.
- C. When a foreign dignitary is under the protective escort of an armed foreign LEO, the aircraft operator need not follow the measures in Sections B.1) and 2) above if the aircraft operator has received notification from TSA that the armed foreign LEO will be accompanied by the U.S. Department of State's Diplomatic Security Service, U.S. Secret Service, or airport LEO acting on the request of the U.S. Department of State's Diplomatic Security Service.

7.5. JUMPSEAT ACCESS

- A. All individuals authorized to ride in the flight deck jumpseat in accordance with 14 CFR 121.547 may do so.
- B. **Except as provided in Sections C. through I. below, the aircraft operator must not allow individuals employed by other aircraft operators in the flight deck jumpseat except for individuals employed by its code share partners governed by 49 CFR Part 1544 and wholly-owned subsidiaries.**
- C. **Aircraft operators may allow individuals employed by other aircraft operators governed by 49 CFR Part 1544, in its flight deck jumpseat(s) if utilizing an automated identification system to verify the identity and current employment status of each individual authorized access to the flight deck jumpseat.**
- D. **For each participating aircraft operator, the automated identification system must be capable of verifying:**
 - 1) **The full name of the individual authorized access to the flight deck jumpseat**
 - 2) **The individual's employee ID number**
 - 3) **The individual's authority to access the flight deck jumpseat**

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Aircraft Operator Standard Security Program

4) **The individual's identity by means of digital color photo display**

E. Each participating aircraft operator must:

- 1) **Ensure a fingerprint-based CHRC is completed in accordance with 49 CFR 1544.229 and 1544.230 for all direct aircraft operator employees with jumpseat authority.**



F. Each individual requesting access to the flight deck jumpseat must present his or her aircraft operator employee ID, airline name, and employee ID number to a direct aircraft operator employee or authorized representative of the aircraft operator providing transport.

G. Prior to providing transport, the direct aircraft operator employee or authorized representative of the aircraft operator must:



- 2) **Verify that the digital photo accompanying the valid response from the automated identification system corresponds to the individual requesting access to the flight deck jumpseat.**

H. The aircraft operator must immediately notify the TSOC at 703-563-3240 or 877-456-8722 of any occurrence that cannot be resolved by the aircraft operator, where the information received by the automated identification system does not match the information presented by the individual requesting access to the flight deck jumpseat.

I. On all international flights, persons authorized admittance into the flight deck must be included on a Master Crew List previously submitted to U.S. Customs and Border Protection (CBP) and must be listed on the Flight Crew Manifest as required in Section 7.9. of the AOSSP. Persons who are not listed on both the Master Crew List previously submitted to CBP and on the Flight Crew Manifest must be denied admittance to the flight deck.

7.6. PROHIBITED ITEMS

- A. **Crewmembers may have items listed on the Prohibited Items List if the aircraft operator issued the items for the flight and the items are kept under the control of the crewmember while passengers are present. Crewmembers may not take these items through the screening checkpoint.**

AOSSP Change 26
January 13, 2015

- B. Authorized maintenance and service personnel may have items listed on the Prohibited Items List if the individual needs the items in the performance of his or her duties onboard the aircraft. The items listed on the Prohibited Items List must not remain onboard the aircraft once the maintenance or service is completed. Maintenance and service personnel may not take these items through the screening checkpoint.

7.7. FLIGHTS DEPARTING THE UNITED STATES TO A NON-U.S. LOCATION

This section applies to flights serving as the last point of departure from the United States to a non-U.S. location.

- A. The aircraft operator must refer all individuals and accessible property to TSA for screening prior to accessing a sterile area.
- B. The aircraft operator must refer all checked baggage to TSA for screening prior to loading it onboard an aircraft.
- C. When requested by TSA to assist in resolving a security matter involving the screening of checked baggage, the aircraft operator must make a good faith effort to locate and accompany the passenger who checked the baggage to the designated screening location so that he or she may assist with the screening process. If the aircraft operator is unsuccessful in locating and accompanying the passenger to the designated screening location, the subject checked baggage must not be transported.
- D. The aircraft operator may load into the baggage compartment of an aircraft gate-checked accessible property that has been screened at the screening checkpoint.

7.7.1. SIGNS AND NOTIFICATION REQUIREMENTS

The aircraft operator must provide the notifications in Sections A. through C. below, to passengers. These notifications may be written and/or verbal and are independent of the public announcements required by airport operators:

- A. Firearms in Checked Baggage
 - 1) At every acceptance location where passengers tender checked baggage for transport, the aircraft operator must advise passengers that loaded firearms are prohibited in checked baggage and inform them of their obligation to notify the aircraft operator of unloaded firearms contained in checked baggage.
 - 2) The aircraft operator may obtain signs from TSA. Aircraft operator notifications must include the following language:
 - a. United States Federal regulations require unloaded firearms in checked baggage be declared to the aircraft operator. This may be accomplished either orally or in writing before the passenger checks the baggage.
 - b. Each firearm must be unloaded and carried in a locked, hard-sided container to which only the individual checking the baggage retains the key or combination.
 - c. Passengers failing to declare firearms or transporting loaded firearms are subject to substantial civil and criminal penalties under United States law.
 - d. Unauthorized explosive or incendiary devices are prohibited in checked baggage at all times.

AOSSP Change 17A
September 20, 2013

SENSITIVE SECURITY INFORMATION

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- B. Passenger Control of Baggage. The aircraft operator must:
 - 1) Notify all passengers at check-in to control their baggage to prevent the introduction of dangerous items without their knowledge.
 - 2) Warn all passengers not to accept items from unknown individuals.
- C. At all checked baggage acceptance locations, the aircraft operator must post in a conspicuous place the TSA-provided checked baggage screening notification signs in a manner that enables an individual to read them.

7.7.2. CHECKED BAGGAGE ACCEPTANCE LOCATIONS

The aircraft operator may only accept checked baggage from passengers at the following locations:

- A. Ticket counters and boarding gates located inside the airport terminal.
- B. Curbside locations at the airport terminal provided a direct aircraft operator employee or authorized representative maintains positive control of all checked baggage accumulated at curbside locations.
- C. On-airport locations not described in Section A. or B. above that are within or used as part of the airport perimeter when accepted checked baggage remains within an area controlled in



AOSSP Change 17A
September 20, 2013

7.7.3. PHYSICAL CONTROL OF CHECKED BAGGAGE

- A. The aircraft operator must prevent unauthorized access to checked baggage from the time it takes physical control of the checked baggage until delivery to the baggage claim area at the intended destination point.
- B. Physical control begins at the following points:
 - 1) Where checked baggage will be screened using an EDS integrated with the aircraft operator's conveyor system, the aircraft operator takes physical control when the passenger gives the baggage to a direct aircraft operator employee or authorized representative to be placed on the conveyor belt.
 - 2) Where checked baggage will be screened using an ETD or EDS not integrated with the aircraft operator's conveyor system, the aircraft operator takes physical control when a direct aircraft operator employee or authorized representative takes possession of the baggage after screening.



7.7.4. FIREARMS IN CHECKED BAGGAGE

- A. In accordance with 49 CFR 1544.203(f), upon presentation of a firearm for transport, the aircraft operator must require the passenger to declare the firearm is unloaded and locked in a hard-sided container and retain the key or combination to the container.
- B. If the firearm in the hard-sided, locked container is inside a piece of checked baggage, the aircraft operator must place a written confirmation of the passenger's declaration inside the checked baggage proximate to, but not inside of, the hard-sided, locked container.
- C. If the firearm is not inside another piece of checked baggage (for example: a rifle case), the aircraft operator must place a written confirmation of the passenger's declaration inside the hard-sided, locked container.
- D. The aircraft operator must not ask the passenger to demonstrate how his or her firearm is packed or show that it is unloaded.
- E. The aircraft operator must transport the checked baggage containing the firearm in an area of the aircraft not accessible to passengers and not in the flightcrew compartment.

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Aircraft Operator Standard Security Program

7.7.5. U.S. MILITARY UNIT WEAPONS

The aircraft operator may accept, without further screening, weapons from U.S. military personnel traveling as part of a unit deployment only if all four of the following conditions are met:

- A. The military unit must declare the weapons to the aircraft operator and secure the weapons in one of the following two ways:
 - 1) Collectively secured in a banded crate OR
 - 2) Individually locked in a hard-sided container.
- B. The military unit provides the aircraft operator with an inventory of the weapons being transported as part of the deployment. The inventory must include the number of banded crates or hard-sided containers the unit is transporting and the number of weapons contained in each crate or container.
- C. A member of the deploying military unit certifies in writing to the aircraft operator that the weapons are unloaded and the banded crates or hard-sided containers containing the weapons have been thoroughly inspected and no other prohibited items are present.
- D. Weapons packed and inventoried in accordance with these measures must not be opened unless at the specific direction of that airport's FSD.

NOTE: Firearms transported by individual U.S. military personnel traveling on their own (that is: on official duty or personal travel) must be transported following the measures in Section 7.7.4.

7.7.6. TRANSPORT OF CHECKED BAGGAGE

- A. The aircraft operator must conduct a PPBM, which ensures a passenger's checked baggage is not transported on the intended flight without the passenger. However, unaccompanied checked baggage may be transported when the aircraft operator documents any one of the following exceptions:



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Aircraft Operator Standard Security Program



- C. The aircraft operator must not load onto an aircraft expedited checked baggage unless the baggage has previously been screened by TSA at origination and has remained in the aircraft operator's physical control since arrival at that location. Otherwise, the expedited checked baggage must be referred to TSA for rescreening.
- D. The aircraft operator must maintain written or electronic PPBM records  after the flight has reached its intended destination point.

7.7.7. CREWMEMBER AUTHORIZATION

- A. Before any crewmember is authorized to board his or her assigned aircraft, a direct aircraft operator employee or authorized representative must verify the aircraft operator employee ID of each crewmember and his or her assignment on that flight.
- B. If the direct aircraft operator employee or authorized representative cannot verify the identity and flight assignment of a crewmember, he or she must deny boarding to the crewmember and notify the LEO and TSOC at 703-563-3240 or 877-456-8722.

7.7.8. SERVICE PERSONNEL AND ACCESSIBLE PROPERTY



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Aircraft Operator Standard Security Program

7.7.9. AIRCRAFT SECURITY

The aircraft operator must follow the measures in Chapter 12 to ensure there is no unauthorized access to parked aircraft.

AOSSP Change 17A
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7.7.10. SECURITY TAMPER-EVIDENT BAGS

A. For purposes of this section, the following definitions apply:

International Transfer/Transit Passengers Departing the United States are defined as passengers whose flight itinerary includes an international flight departing the United States, an intermediate stop at a non-U.S. location (transferring/transiting), and a continuing or different flight to their subsequent non-U.S. final destination. This term does not include passengers having a planned stay at a non-U.S. location prior to arrival at the passenger's final destination.

- 1) *Liquids, Aerosols, or Gels (LAGs)* are defined as any gels, pastes, lotions, liquid/solid mixtures, or the contents of any pressurized containers. Examples of LAGs include, but are not limited to, alcoholic beverages, toothpaste, hair gel, beverages, soups, syrups, perfume, shaving foam, aerosols, and other items of similar consistency.
- 2) *Security Tamper Evident Bag (STEB)* is defined as a transparent tamper-evident bag that (a) displays satisfactory proof of purchase; (b) specifies the date, time, and location of purchase (including the airport code for duty-free LAGs purchased in the airport or the aircraft operator code for duty-free LAGs purchased onboard the aircraft); and (c) conforms to the current guidelines of the International Civil Aviation Organization (ICAO) for such bags.

B. The aircraft operator must ensure that duty-free LAGs sold by the duty-free vendor are delivered directly to international transfer/transit passengers in the sterile area during the boarding process by the duty-free vendor before transporting duty-free LAGs onboard the aircraft.

C. The aircraft operator may sell duty-free LAGs to international transfer/transit passengers onboard international flights departing the United States; however, the aircraft operator must ensure the following conditions are met:

- 1) All duty-free LAGs sold to international transfer/transit passengers onboard international flights departing the United States must be placed in a STEB prior to being delivered to the passenger.
- 2) STEBs must be sealed properly and be tamper-free.

- 4) The aircraft operator must, either orally or in writing, advise each passenger who purchases duty-free LAGs onboard the aircraft:
 - a. Not to open the STEB until arrival at the passenger's final destination
 - b. That the laws and regulations of the foreign country may apply at the transfer screening location outside the United States.
- 5) If a passenger returns or seeks replacement of his or her duty-free LAGs, the aircraft operator must:
 - a. Ensure that the STEB has not been tampered with or opened since originally sealed by the aircraft operator.
 - b. Pack any replacement duty-free LAGs in a new STEB with an appropriate receipt.

AOSSP Change 8A
February 19, 2010

SENSITIVE SECURITY INFORMATION

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- 6) The aircraft operator must develop a written plan that must be submitted to its PSI for approval, detailing a verifiable system of inventory control for securing STEB stock and preventing unauthorized access, theft, and tampering with the STEBs. The plan must be made available to TSA upon request. The aircraft operator must ensure that the system of inventory control:
 - a. Is implemented from the time of receipt by the aircraft operator until provided to a passenger at the point of sale
 - b. Establishes procedures for disposing of used, returned, or defective STEBs



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Aircraft Operator Standard Security Program

7.8. FLIGHTS DEPARTING A NON-U.S. LOCATION

This section applies to flights departing a non-U.S. location serving as the last point of departure to the United States and from a non-U.S. location to a non-U.S. location (for example: an intermediate stop).

7.8.1. INTERMEDIATE STOPS

At each intermediate stop at a non-U.S. location where passengers are allowed to deplane:

- A. Require all deplaning transit passengers to take all their carry-on items with them.
- B. Ensure all passengers remaining on the aircraft reclaim their carry-on items.
- C. Conduct an aircraft search as required by Chapter 12.

7.8.2. SIGNS AND NOTIFICATION REQUIREMENTS

The aircraft operator must provide the notifications in Sections A. through C. below, to passengers. These notifications may be written and/or verbal:

- A. Carry-on Items and Checked Baggage. At each baggage acceptance point, the aircraft operator must notify passengers that all carry-on items and checked baggage are subject to search.
- B. Firearms in Checked Baggage
 - 1) At every acceptance location where passengers tender checked baggage for transport, the aircraft operator must advise passengers that loaded firearms are prohibited in checked baggage and inform them of their obligation to notify the aircraft operator of unloaded firearms contained in checked baggage.
 - 2) The aircraft operator may obtain signs from TSA. Aircraft operator notifications must include the following language:
 - a. United States Federal regulations require unloaded firearms in checked baggage be declared to the aircraft operator. This may be accomplished either orally or in writing before the passenger checks the baggage.
 - b. Each firearm must be unloaded and carried in a locked, hard-sided container to which only the individual checking the baggage retains the key or combination.
 - c. Passengers failing to declare firearms or transporting loaded firearms are subject to substantial civil and criminal penalties under United States law.
 - d. Unauthorized explosive or incendiary devices are prohibited in checked baggage at all times.
- C. If the aircraft operator elects written notification, it must post conspicuous signs in English and the predominant local language.

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September 20, 2013

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Aircraft Operator Standard Security Program

7.8.3. CHECKED BAGGAGE ACCEPTANCE LOCATIONS

The aircraft operator may only accept checked baggage from passengers at the following locations:

- A. Ticket counters and boarding gates located inside the airport terminal
- B. Curbside locations at the airport terminal provided a direct aircraft operator employee or authorized representative maintains positive control of all checked baggage accumulated at curbside locations
- C. Off-airport locations provided an amendment is approved by its assigned PSI.

7.8.4. CREWMEMBER AUTHORIZATION

- A. Before any crewmember is authorized to board his or her assigned flight, a direct aircraft operator employee or authorized representative must verify the aircraft operator employee ID of each crewmember and his or her assignment on that flight.
- B. If the direct aircraft operator employee or authorized representative cannot verify the identity and flight assignment of a crewmember, he or she must deny boarding to the crewmember and notify the LEO and TSOC at 703-563-3240 or 877-456-8722.

7.8.5. INDIVIDUALS AND ACCESSIBLE PROPERTY

- A. The aircraft operator must search all individuals (for example, service personnel, to include cleaners, caterers, and fuelers) and their accessible property, prior to boarding the aircraft, following the procedures in the Persons & Accessible Property Screening Procedures.
- B. The measures in Section 7.8.5.A. do not apply to:



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Aircraft Operator Standard Security Program



AOSSP Change 15
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Aircraft Operator Standard Security Program



7.8.6. PASSENGER ID CHECK

- A. A direct aircraft operator employee or authorized representative must compare each passenger's ticket or boarding pass with his or her valid passport or other photo ID at a point beyond which the passenger will have contact with passengers of another aircraft operator not subject to this chapter (Chapter 7). Any discrepancies must be resolved prior to that passenger boarding the aircraft.
- B. At airports where passports are not required, the aircraft operator may accept personal ID recognized by Immigration and Customs Enforcement for admission to the United States.
- C. The aircraft operator must designate a passenger a selectee if any of the following conditions occurs:



- D. The aircraft operator must ensure that the accessible property and checked baggage of a passenger designated a selectee in Section C. above are physically searched following the procedures in the Persons & Accessible Property Screening Procedures and Checked Baggage Screening Procedures.

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Aircraft Operator Standard Security Program

7.8.7. PASSENGERS AND ACCESSIBLE PROPERTY

A. The aircraft operator must conduct continual screening of passengers and their accessible property at the screening checkpoint, hold area, or at the gate during the boarding process, except for the allowances in Sections 7.8.7.C., D., or E. [REDACTED]

1) For passengers, an HHMD or full pat-down search following the procedures in the Persons & Accessible Property Screening Procedures. The continual screening of passengers must include:

[REDACTED]

2) For passengers' accessible property, a physical search of their accessible property including:

- a. Prohibited items, which can be found on the TSA website at www.tsa.gov, with an emphasis on suspicious looking liquids
- b. Battery-operated, electrical, or electronic items following the procedures in the Persons & Accessible Property Screening Procedures

[REDACTED]

3) The measures in Section 7.8.7.A.2) must be conducted in the presence of the passenger.
4) The measures in Sections 7.8.7.A.1) and 2) are in addition to the screening of all passengers at the screening checkpoint.

B. If, during screening, any suspicious, dangerous, or potentially deadly item or evidence of alterations, tampering, or the existence of any component of an IED is detected, notify the GSC, LEO, and the Transportation Security Operations Center (TSOC) at [REDACTED] (for callers from the 50 States, Puerto Rico, and Canada) or [REDACTED] (for all other callers).

C. [REDACTED]

D. The aircraft operator may exempt Heads of State, Heads of Government, Secondary Heads of State, and Secondary Heads of Government [REDACTED]

[REDACTED]

E. The aircraft operator's uniformed crewmembers, whose identity and flight assignment have been verified following the measures in Section 7.8.4., need not be screened as required in Section 7.8.7.A.

AOSSP Change 15
July 10, 2012

7.8.8. INTENTIONALLY LEFT BLANK

7.8.9. FIREARMS IN CHECKED BAGGAGE

- A. In accordance with 49 CFR 1544.203(f), upon presentation of a firearm for transport, the aircraft operator must require the passenger to declare the firearm is unloaded and locked in a hard-sided container and retain the key or combination to the container.
- B. If the firearm in the hard-sided, locked container is inside a piece of checked baggage, the aircraft operator must place a written confirmation of the passenger's declaration inside the checked baggage and proximate to, but not inside of, the hard-sided, locked container.
- C. If the firearm is not inside another piece of checked baggage (for example: a rifle case), the aircraft operator must place a written confirmation of the passenger's declaration inside the hard-sided, locked container.
- D. The aircraft operator must not ask the passenger to demonstrate how his or her firearm is packed or show that it is unloaded.
- E. The aircraft operator must transport the checked baggage containing the firearm in an area of the aircraft not accessible to passengers and not in the flightcrew compartment.
- F. If a firearm that has not been declared is discovered in checked baggage during the screening process, the aircraft operator must:
 - 1) Maintain exclusive control of the checked baggage containing the firearm
 - 2) Immediately notify the GSC and LEO

7.8.10. TRANSPORT OF FIREARMS

Upon arrival in the United States, during TSA screening of continuing checked baggage, if the checked baggage containing a firearm alarms the EDS, the screener must verify the firearm was properly declared and resolve the EDS alarm following the procedures in the Checked Baggage Screening Procedures.



- A. If the checked baggage containing the firearm is locked, upon request by TSA, the aircraft operator must make a good faith effort to locate and accompany the passenger who checked the baggage to the designated screening location where that passenger will be asked to relinquish the key or combination to the hard-sided, locked container that contains the firearm to TSA or the LEO.
 - 1) If the passenger does not wish to provide the key or combination to the locks, the passenger may unlock the locks, but must not open the container. Only TSA or the LEO (not the passenger) may open the container containing the firearm. NOTE: In lieu of accompanying the passenger to the designated screening location, the passenger may elect to relinquish the key or combination to a direct aircraft operator employee or authorized representative.
 - 2) If the passenger does not come to the screening location after attempts have been made to summon the passenger, the checked baggage containing the firearm must not be transported.
- B. If the EDS alarm is not resolved, the aircraft operator must not transport on a continuing flight the checked baggage containing the firearm.

EMERGENCY AMENDMENT AOSSP 10-01
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Aircraft Operator Standard Security Program

7.8.11. CHECKED BAGGAGE

- A. The aircraft operator must ensure that originating checked baggage is screened prior to loading it onboard an aircraft. Originating checked baggage must be screened by:
 - 1) The aircraft operator following the procedures in the Checked Baggage Screening Procedures
OR
 - 2) The aircraft operator following checked baggage screening procedures approved by its assigned PSS
OR
 - 3) The host government in accordance with ICAO checked baggage screening standards.
- B. The aircraft operator must ensure that interlined checked baggage, except for checked baggage originating in the United States or as specified in Section 7.8.11.C., is screened prior to loading it onboard an aircraft. Interlined checked baggage must be screened by:
 - 1) The aircraft operator following the procedures in the Checked Baggage Screening Procedures
OR
 - 2) The aircraft operator following checked baggage screening procedures approved by its assigned PSS
OR
 - 3) The host government in accordance with ICAO checked baggage screening standards.
- C. 
- D. The aircraft operator must ensure that checked baggage belonging to a passenger identified as a selectee is inspected 
 - 1) The checked baggage and its contents are inspected by a TSA-approved EDS with TSA-approved software or in his or her presence by physical search following the procedures in the Checked Baggage Screening Procedures.
 - 2) If the aircraft operator determines through a physical search that the emptied checked baggage item has been altered or added to, it must ensure that the emptied checked baggage item is subject to two-plane x-ray screening to ensure an explosive or incendiary has not been concealed within it.
- E. The aircraft operator must prevent unauthorized access to checked baggage in the make-up area and at all times while enroute to and loading onboard the aircraft.
- F. Only direct aircraft operator employees, authorized representatives, and host government agents may have access to checked baggage from the time it is screened until transferred to another aircraft operator or foreign air carrier or delivery to the baggage claim area at the intended destination point.

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Aircraft Operator Standard Security Program

- G. The aircraft operator must conduct a PPBM, which demonstrates a passenger's checked baggage is not transported on the intended flight without the passenger. However, unaccompanied checked baggage may be transported when the aircraft operator documents any one of the following exceptions:



- 7) The aircraft operator receiving the written message in Section 7.8.11.G.6) must ensure the checked baggage has been screened following the measures in Section 7.8.11.A. or B. prior to loading onboard an aircraft unless the requesting aircraft operator has provided documentation that screening, following the measures in Section 7.8.11.A. or B., has already been performed.
- 8) Checked baggage (for example, expedited checked baggage) forwarded from an aircraft operator not subject to Section 7.8.11.G. may be transported only after it has been screened following the measures in Section 7.8.11.A. or B. The aircraft operator desiring transport of the baggage must document that the passenger has filed a lost/missing baggage claim or document that the baggage misconnected or was inadvertently not loaded on the flight that carried the passenger.
- 9) If the aircraft operator did not receive a written message, email, fax, teletype, or electronic message from another aircraft operator requesting transport of unaccompanied checked baggage, the unaccompanied checked baggage must be screened following the measures in Section 7.8.11.A. or B.

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Aircraft Operator Standard Security Program

- H. The aircraft operator must maintain written or electronic PPBM records [REDACTED] after the flight has reached its intended destination point.

7.8.12. AIRCRAFT SECURITY

Follow the measures in Chapter 12 to ensure there is no unauthorized access to aircraft.

7.8.13. INTENTIONALLY LEFT BLANK

7.8.14. TECHNICAL STOP

- A. A technical stop is a stop made for refueling, aircraft repair, or crewmember change purposes only. At a technical stop:
 - 1) Passengers may not deplane except as provided for in Section 3) below.
 - 2) Passengers may not enplane except as provided for in Section 3) below.
 - 3) Passengers may not transfer from one aircraft to another except if passengers transfer as a result of an unscheduled change and the aircraft operator ensures all passengers remain in the sterile area or hold area of the airport.
 - 4) Cargo, mail, and checked baggage may not be loaded or offloaded from one aircraft to another except if the aircraft operator transfers these items as a result of an unscheduled change and the aircraft operator ensures there has been no unauthorized access to them.
- B. At a technical stop, the aircraft operator is not required to apply the other measures in this section (Section 7.8.) except for those measures in Sections 7.8.4. and 7.8.5.

7.9. CREWMEMBER VETTING

- A. The aircraft operator must submit to TSA a Master Crew List of all crewmembers who conduct flight operations from the United States to a non-U.S. location, from a non-U.S. location to the United States, or overflying the United States. Overflying includes any flight departing from an airport or location outside the United States which transits the territorial airspace of the United States enroute to an airport or location outside the United States. Territorial airspace includes the airspace over the United States and the airspace overlying the territorial waters between the U.S. coastline and 12 nautical miles from the U.S. coastline.

- B.
- C.
- D.



September 20, 2013

- E. The aircraft operator must submit the Master Crew List electronically to CBP through APIS. TSA will obtain APIS information from CBP. If the aircraft operator does not currently have electronic access to APIS, it must submit required information in a format to be specified by its assigned PSS.
- F. After the aircraft operator submits its Master Crew List, it must submit to CBP changes to previously submitted information or any additional crewmember names and related information required in Section D. above [REDACTED] in advance of any flight those crewmembers will be operating or transported on flights from the United States to a non-U.S. location, from a non-U.S. location to the United States, or overflying the United States. The aircraft operator must provide any and all deletions to the Master Crew List via APIS as expeditiously as possible.
- G. After U.S. agencies have completed a review of the crewmembers on the Master Crew List, the aircraft operator will be advised by TSA of any crewmembers that must be removed from the Master Crew List. Only those individuals on the TSA-approved Master Crew List will be permitted on flights from the United States to a non-U.S. location, from a non-U.S. location to the United States, or overflying the United States. Crewmembers removed from the Master Crew List will not be permitted to operate or be transported on flights from the United States to a non-U.S. location, from a non-U.S. location to the United States, or overflying the United States.
- H. TSA will notify the aircraft operator when it receives and processes the Master Crew List. Upon this notification, the aircraft operator must submit to TSA [REDACTED] a Crewmember Manifest for each flight from the United States to a non-U.S. location, from a non-U.S. location to the United States, or overflying the United States.
- I. [REDACTED]
- J. The aircraft operator must submit the Crewmember Manifest electronically to CBP through APIS. TSA will obtain APIS information from CBP. If the aircraft operator does not currently have electronic access to APIS, it must submit required information in a format to be specified by its assigned PSS.
- K. If crewmember changes are submitted less than [REDACTED] before scheduled flight departure, flight clearance may be denied or the flight diverted if there is a crewmember on the Crewmember Manifest who is not on the Master Crew List.

- L. Submission of the Crewmember Manifest for each flight as required in Section J. above will serve as the aircraft operator's certification that the flight's crewmembers are included on the Master Crew List previously submitted to CBP.
- M. TSA will compare the crewmembers on the Crewmember Manifest against the aircraft operator's Master Crew List. If there is a crewmember on the Crewmember Manifest who is not on the Master Crew List, flight clearance may be denied or the flight diverted.
- N. If the aircraft operator has a crewmember onboard whose name was not the Crewmember Manifest or is not permitted by TSA, flight clearance may be denied or the flight diverted.
- O. The aircraft operator must submit to its assigned PSS for approval, its plan to convert to the UN EDIFACT message format and submit the required data elements in that format within 180 calendar days of approval or when directed by TSA thereafter. The plan must include:
 - 1) The aircraft operator's full participation in APIS
 - 2) Reprogramming of computer systems to provide the following information, through APIS, for each crewmember:



- P. The following officials performing official duties are not considered crewmembers and, therefore, are not required to be identified on the Master Crew List or Crewmember Manifest:
 - 1) FAA Aviation Safety Inspectors
 - 2) FAA Air Traffic Controllers
 - 3) Representatives of the National Transportation Safety Board
 - 4) United States Secret Service Agents
 - 5) FAMs
- Q. The aircraft operator must provide TSA a 24-hour, seven-day-a-week point of contact (including telephone number) who can resolve any issues regarding the Master Crew List and Crewmember Manifest. The aircraft operator must submit the point of contact information via email to TSA.SECURITY@dhs.gov or fax to 703-563-3294.

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Aircraft Operator Standard Security Program

Chapter 8

8. CARGO SECURITY MEASURES

8.1. GENERAL

- A. Chapter 8 provides measures required for aircraft operators operating flights within the United States, from the United States to a non-U.S. location, from a non-U.S. location to the United States, and from a non-U.S. location to a non-U.S. location to prevent or deter the introduction of unauthorized explosives, incendiaries, or other destructive substances or items onboard aircraft. Security measures required for certain non-cargo items, such as company material (COMAT), are also included in this chapter.
- B. An aircraft operator contracting with an entity not regulated by TSA, a TSA-regulated entity, or an entity regulated by a foreign government acting as its authorized representative in performing any of the security functions required by this chapter is responsible for the actions of its authorized representative and must ensure all applicable cargo security measures of this chapter are properly carried out. The aircraft operator must notify each authorized representative in writing of the security functions it must perform, of any changes to those functions, and of the requirements governing Sensitive Security Information (SSI) in 49 Code of Federal Regulations (CFR) part 1520. The aircraft operator must maintain a copy of this notification and evidence of receipt for a minimum of 90 calendar days after the aircraft operator discontinues its relationship with the authorized representative.
- C. The aircraft operator must ensure that its direct employees and authorized representatives carrying out the measures of Chapter 8 of this security program are knowledgeable of their security responsibilities. In addition, direct aircraft operator employees or authorized representatives who perform or supervise the acceptance, inspection, or screening of cargo must receive specific training in accordance with Section 17.5.
- D. At non-U.S. locations, the aircraft operator:
 - 1) Must ensure that any authorized representative conducting screening is a regulated entity under the host country's national cargo security program
 - OR
 - 2) Must obtain the name of the authorized representative and address of each location where cargo screening is performed and provide this information to TSA upon request. Maintain this information at each location where the cargo is transported by air.

8.1.1. SECURITY THREAT ASSESSMENTS

- A. At locations within the United States, the aircraft operator must ensure that all employees and authorized representatives with unescorted access to air cargo except those identified in Section 8.1.1.B. and C., successfully complete a Security Threat Assessment (STA) in accordance with the following:
 - 1) Authenticate the identity of the employee or authorized representative in accordance with 49 CFR 1540.203(a) and (b).
 - 2) Obtain a written STA application from the employee or authorized representative.

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- a. The application must contain the information required under 49 CFR 1540.203(c) and be signed by the individual submitting the application.
 - b. The aircraft operator must maintain a copy of the STA application in accordance with 49 CFR 1540.203(d) and make the application available to TSA upon request.
 - 3) Submit the employee or authorized representative's STA application for TSA review at <http://extranet.tsa.dhs.gov/stat> or as directed by TSA.
 - 4) Obtain electronic notification from TSA that the individual has successfully completed the STA prior to permitting him or her unescorted access to air cargo.
 - 5) Maintain (either in electronic or hardcopy format) a copy of the results of the STA for each individual. The copy must include the individual's name, date of the results, and STA number.
- B. The aircraft operator must accept a successfully completed STA, if the following requirements are met:
- 1) The STA must have been completed through another aircraft operator, foreign air carrier, indirect air carrier (IAC), airport regulated under 49 CFR part 1542, or Certified Cargo Screening Facility (CCSF) where the employee or authorized representative was continuously employed. For purposes of this section, an individual who has been unemployed for more than 30 consecutive calendar days and is seeking to carry over an STA to new employment has not been continuously employed.
 - 2) The aircraft operator must obtain written verification of the new employee or authorized representative's continuous employment from his or her previous employer.
 - 3) The aircraft operator must obtain written verification of the successfully completed STA from the new employee or authorized representative.
 - 4) If the aircraft operator is unable to obtain the written verification described in Sections 8.1.1.B.2) and 3), the aircraft operator must not accept the prior STA.
- C. In lieu of an STA as required by Section 8.1.1.A., the aircraft operator must accept:
- 1) A criminal history records check (CHRC) that was successfully completed in accordance with 49 CFR 1542.209, 1544.229, or 1544.230 that includes a name-based check conducted by TSA
OR
 - 2) One of the following STAs that have been approved by TSA as comparable to the STA as described in Section 8.1.1.A.:
 - a. The HAZMAT Threat Assessment Program (49 CFR part 1572) evidenced by a current commercial driver's license with hazardous materials endorsement issued within the 50 states or the District of Columbia.
 - b. A current Transportation Worker Identification Credential (TWIC) in accordance with 49 CFR part 1572, Credentialing and Security Threat Assessments.
 - c. A current Free and Secure Trade (FAST) card issued by U.S. Customs and Border Protection (CBP) under the Free and Secure Trade Program.OR
 - 3) A current identification (ID) media (for example, a Security Identification Display Area

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

[SIDA], Air Operations Area [AOA], or sterile area badge) issued by an airport operator regulated under 49 CFR part 1542.

- 4) Another STA determined by TSA to be comparable to the STA as described in Section 8.1.1.A
- D. The aircraft operator must maintain evidence of the TSA-approved STAs listed in Sections 8.1.1.A., B., and C. for a minimum of 180 calendar days after the employee or authorized representative is no longer required to have an STA pursuant to Subpart C of 49 CFR part 1540 and 49 CFR 1544.228 or is no longer an employee or authorized representative of the aircraft operator. The aircraft operator must maintain this evidence at its corporate security office, its principal business office within the United States, or at a location approved by its PSS.
- E. In accordance with 49 CFR 1540.203(j), the STA remains valid for 5 years from the date that TSA issues a Determination of No Security Threat or a Final Determination of Threat Assessment, except for the following:
 - 1) If the applicant is no longer authorized to be in the United States, the STA and the privileges it conveys expire on the date lawful presence expires
OR
 - 2) If the applicant asserts completion of a comparable threat assessment, that assessment expires 5 years from the date of issuance of the credential that corresponds to the comparable assessment, or the date on which the credential is revoked for any reason.
- F. Aircraft operators must ensure that all employees required to have an STA per Section 8.1.1.A. have immediately available evidence that they have successfully completed an STA. Immediately available means on their person or quickly retrievable, such as in a locker on the premises. Forms of evidence include the following:
 - 1) An airport-issued SIDA identification or other form of identification referenced in Section 8.1.1.C. above
OR
 - 2) A company-issued identification that clearly indicates that the individual has successfully completed an STA by including "TSA-STA" on the ID
OR
 - 3) An STA approval number that has been issued by TSA.
- G. The aircraft operator must show the evidence required under Sections 8.1.1.A. through 8.1.1.D. and 8.1.1.F. above to TSA upon request.

8.1.2. DETERMINATION OF KNOWN SHIPPER STATUS

The status of a shipper as a known shipper must be determined in accordance with Sections 8.1.2.1. or 8.1.2.2. For the purposes of this section, an individual shipper is a sole proprietor.

8.1.2.1. DETERMINATION OF KNOWN SHIPPER STATUS USING THE KNOWN SHIPPER MANAGEMENT SYSTEM

The Known Shipper Management System (KSMS) can be found on the TSA website at <https://tsaapps.tsa.dhs.gov/>.

AOSSP Change 14
June 15, 2012

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Aircraft Operator Standard Security Program

- A. For flights departing an airport within the United States ([REDACTED]), the KSMS must be used for making shippers with an address within the United States ([REDACTED]) known, [REDACTED].
- B. In lieu of the manual method specified in Section 8.1.2.2., the aircraft operator may also submit to KSMS: individual shippers with a physical address in the United States and its territories; individual shippers or other shippers with a physical address in a U.S. territory.
 - 1) If a shipper is returned as "known" by KSMS, the aircraft operator need not comply with Section 8.1.2.2., provided it complies with all requirements of Section 8.1.2.1.D. for that shipper.
 - 2) If a shipper submitted to KSMS is not returned as "known":
 - a. The aircraft operator may appeal the status of that shipper through KSMS
OR
 - b. The aircraft operator may make the shipper known in accordance with Section 8.1.2.2.
- C. When using the KSMS, the aircraft operator may only transport cargo on a passenger aircraft when the shipper is identified in the KSMS as "known" to the aircraft operator.
- D. To make a shipper "known" in the KSMS, the aircraft operator must:



- 4) The aircraft operator may appeal the status of any shipper by following the process outlined in the Known Shipper Management System User's Guide on the TSA website at <https://tsaapps.tsa.dhs.gov/>.
- E. When the aircraft operator discovers or is notified that [REDACTED] has changed, the aircraft operator:
 - 1) Must obtain written notification from the shipper that verifies the changed information.



AOSSP Change 14
June 15, 2012

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Aircraft Operator Standard Security Program

8.1.2.2. DETERMINATION OF KNOWN SHIPPER STATUS WITHOUT USE OF THE KNOWN SHIPPER MANAGEMENT SYSTEM (MANUAL METHOD)

If the aircraft operator does not make the individual shipper located within the United States known in accordance with Section 8.1.2.1., the manual method described in this section must be used. In addition, the manual method must be used to make known each shipper with a physical address located in [REDACTED] that tenders cargo for a flight departing an airport within the United States. The manual method must also be used for shippers with addresses in territories of the United States that are not made known in accordance with Section 8.1.2.1.B.

- A. Prior to transport of the first shipment, for a shipper to be considered a known shipper using the manual method, the aircraft operator must:



- B. When the aircraft operator discovers or is notified that any of the information regarding the known shipper as described in Section 8.1.2.2.A. has changed, the aircraft operator must obtain from the shipper documentation that verifies the changed information, and retain this documentation until the next site visit required by Section 8.1.2.2.A.3) has been accomplished.

- C. [REDACTED]

AOSSP Change 14
June 15, 2012

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Date Change Posted: May 16, 2012

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Aircraft Operator Standard Security Program

[REDACTED]

D. Individual shippers made known via the manual method must be added to KSMS [REDACTED].

8.2. CARGO ACCEPTANCE

The aircraft operator may accept and transport only cargo that is accepted from the sources identified in this section. An aircraft operator is deemed to have accepted cargo when a direct aircraft operator employee or authorized representative takes physical possession of the cargo.

8.2.1. GENERAL

A. The aircraft operator may accept cargo from the following sources for transport in accordance with this program:



B. When accepting the following items for cargo, alternative security measures in Section 8.3.6. must be applied if the items cannot be screened using the Approved Screening Methods in Section 8.3.4.

AOSSP Change 14
June 15, 2012

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Aircraft Operator Standard Security Program



8.2.2. CARGO ACCEPTED FOR FLIGHTS DEPARTING ANY LOCATION

This section contains only cargo acceptance procedures. Cargo screening procedures are contained in Section 8.3.

- A. The aircraft operator must visually inspect the exterior of all cargo for signs of tampering, such as [REDACTED], leaks, [REDACTED], or other suspicious conditions at the time of acceptance.
 - 1) If no such conditions are evident, then the aircraft operator may accept the cargo.
 - 2) If cargo appears to be tampered with or if any unauthorized explosive, incendiary, or other destructive substance or item is found, the aircraft operator must:
 - a. Not transport the cargo
[REDACTED]
 - c. Notify the appropriate authorities following the procedures in Section 8.6.
[REDACTED]
 - 3) [REDACTED]
- B. At time of acceptance, an employee or authorized representative must request and check a valid form of ID from each individual who tenders the cargo for transport. An expired ID is not valid for the purposes of this check. Only the following two options are deemed valid forms of ID:
 - 1) Option 1: A photo ID issued by a government authority or a SIDA ID media issued by an airport operator within the United States. The employee or authorized representative must verify the ID is a true representation of the individual.
 - 2) Option 2: Two other forms of ID, at least one of which must be issued by a government authority.
- C. The aircraft operator must ensure the ID check in Section 8.2.2.B. is documented and

AOSSP Change 14
June 15, 2012

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Aircraft Operator Standard Security Program

contains the language and information outlined in the chart below and that each question or request for information is addressed or acknowledged. No spaces must be left blank. The terms "none" or "N/A" must be used to indicate omitted information.

Type of first ID reviewed:		
Matching photo on ID? Indicate:	Yes	No
Type of second ID reviewed (if the first was not a photo ID issued by a government authority):		
Matching photo on ID? Indicate:	Yes	No
Printed name of individual from whom the cargo shipment was accepted:		
Company name (where applicable):		
Name of employee or authorized representative who verified ID information:		

- D. The aircraft operator must maintain all required ID information at the accepting station for a minimum of 30 calendar days from the date the cargo was transported from that station and make the ID information available to TSA upon request. Unauthorized disclosure of the ID information is strictly prohibited.
- E. When any of the measures in Sections 8.2.2.B. and 8.2.2.D. have not been met, the aircraft operator must refuse to accept the shipment.
- F. [REDACTED], the aircraft operator must refuse to transport by air or offer for transport to another aircraft operator or foreign air carrier any cargo accepted directly from a shipper if the shipper does not consent to a search or inspection of the cargo. The consent must be received from the shipper:
 - 1) At the time of acceptance of each shipment on any document associated with the shipment (for example, a shipping invoice)
 - OR
 - 2) In advance of acceptance of the shipment, consent may be obtained in advance for a specific shipment, a specific series of shipments, or all future shipments. This written consent must:
 - a. State that the shipper provides consent for either the specific shipments tendered by the shipper or all cargo tendered by the shipper from the date of consent forward.
 - b. Be obtained by the aircraft operator directly from the shipper on the shipper's business letterhead, or as part of a business contract or shipping agreement, in either electronic, hardcopy format, or via official company email.
 - c. Contain the shipper's name, address, and telephone number, as well as the aircraft

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

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Aircraft Operator Standard Security Program

operator's name and date of notification.

- d. Be maintained by the aircraft operator for a minimum of 30 calendar days after termination of the air cargo business relationship.
- e. Be made available to TSA upon request.

8.2.2.1. CARGO ACCEPTED FROM AN AIRCRAFT OPERATOR OR FOREIGN AIR CARRIER

The aircraft operator may transport cargo accepted from another aircraft operator or foreign air carrier operating under a TSA-approved or accepted security program. The aircraft operator must:

- A. Determine that the aircraft operator or foreign air carrier appears on the TSA-Approved IAC and Air Carrier Master List.
- B. Obtain the following certification from the aircraft operator or foreign air carrier tendering the cargo. The certification must be dated and must contain the typed or printed name of the individual tendering the cargo.

"(Aircraft operator or foreign air carrier) is in compliance with its TSA-approved or TSA-accepted security program and all applicable security directives or emergency amendments. All cargo tendered in conjunction with this certification was accepted and handled in accordance with the requirements for cargo permitted for transport onboard passenger aircraft as specified within that security program. The individual whose name appears below certifies that he or she is an employee or authorized representative of (aircraft operator or foreign air carrier) and understands that any fraudulent or false statement made in connection with this certification may subject this individual and (aircraft operator or foreign air carrier) to both civil penalties under 49 CFR 1540.103(b) and fines and/or imprisonment of not more than 5 years under 18 U.S.C. 1001."

- C. When accepting cargo from another aircraft operator or foreign air carrier [REDACTED] obtain a written statement asserting that 100 percent of the cargo was screened or accepted as screened from another TSA-regulated aircraft operator, foreign air carrier, IAC, or CCSF:
 - 1) By an aircraft operator at any location, OR by a foreign air carrier at either a U.S. location or at a non-U.S. location where the cargo was screened at a last point of departure (LPD), OR by a CCSF at a U.S. location.
 - AND
 - 2) In accordance with the requirements for cargo permitted for transport onboard passenger aircraft as specified within a TSA-approved or TSA-accepted security program.
- D. The written statement required in Section 8.2.2.1.C. may apply to a single shipment or to a listed group of shipments. If the statement is not included as part of each master air waybill (MAWB) it must contain the MAWB number of each shipment it applies to.

E. [REDACTED]

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

- F. Maintain the certification and information required in Sections 8.2.2.1.B. and 8.2.2.1.C. at the accepting station for a minimum of 30 calendar days from the date the cargo was transported and make the certificate and information available to TSA upon request.

8.2.2.2. CARGO ACCEPTED FROM AN AIRCRAFT OPERATOR'S DIRECT EMPLOYEES

The aircraft operator may accept and transport personal cargo received from an employee of the aircraft operator or a wholly owned subsidiary for a flight departing any location provided that the employee:



8.2.2.3. CARGO ACCEPTED DIRECTLY FROM AGENCIES OF THE UNITED STATES GOVERNMENT

The aircraft operator may accept cargo directly from agencies of the U.S. Government provided the following requirements are met. When these requirements are not complied with, cargo received directly from the U.S. Government must be accepted in accordance with the known shipper requirements of Section 8.2.3.2.



8.2.2.4. CARGO ACCEPTED AS FEDERAL EMERGENCY RESPONSE SHIPMENTS

The aircraft operator may accept and transport emergency response shipments tendered by unknown shippers for flights departing any location, provided the shipment is made in direct support of a federal disaster or a national emergency declared by the U.S. Government. Only when accepting emergency response shipments from unknown shippers, the aircraft operator must:

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- A. Prior to acceptance of the shipment, ensure that the U.S. Government agency or other emergency support organization (for example, the Red Cross) requesting the shipment has coordinated that shipment in advance with the aircraft operator.



- B. At the time of acceptance, the aircraft operator must:
 - 1) Review all shipping documentation, such as waybills and manifests, to verify that the shipment contains the emergency response materials coordinated by the U.S. Government agency or other emergency support organization.
 - 2) Review all documentation associated with the shipment to verify that the shipper tendering the cargo is the U.S. Government agency or other emergency support organization that coordinated the shipments, as required in Section 8.2.2.4.A.
- C. For flights departing U.S. locations, the aircraft operator must obtain a shipper security endorsement (SSE) as outlined in Section 8.2.3.1.
- D. Maintain a record of the following information for each shipment with the screening record required by Sections 8.3.7.A. and B. for the period specified by Section 8.3.7.C.:
 - 1) The name of the consignee
 - 2) The declared description of the contents
 - 3) The telephone number for the point of contact required by Section 8.2.2.4.A.2).

8.2.3. CARGO ACCEPTED FOR FLIGHTS DEPARTING AIRPORTS WITHIN THE UNITED STATES

This section contains only cargo acceptance procedures. Cargo screening procedures are contained in Section 8.3.

8.2.3.1. CARGO REQUIRING A SHIPPER SECURITY ENDORSEMENT (SSE)

When accepting [redacted], and the cargo is accepted directly from shippers not known in accordance with Section 8.1.2., the aircraft operator must obtain an SSE.

- A. The aircraft operator must ensure the SSE contains the language and information outlined below and that each question or request for information is addressed or acknowledged and

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

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Aircraft Operator Standard Security Program

no spaces remain blank. The terms "none" or "N/A" must be used to indicate omitted information.

"I certify that this cargo does not contain unauthorized explosives, incendiaries, or other destructive substances or items. I am aware that this endorsement and original signature and other shipping documents will be retained on file for a minimum of 30 calendar days."

<i>Shipper's name:</i>	<i>Date:</i>
<i>Shipper's Address:</i>	<i>Telephone:</i>
<i>Air waybill number:</i>	
<i>Signature of shipper or authorized representative tendering the cargo:</i>	
<i>Print/type name of individual whose signature appears as shipper or authorized representative:</i>	

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Aircraft Operator Standard Security Program

- B. The required SSE and ID information may appear on any document (for example, an air waybill or Shipper's Letter of Instruction) associated with the cargo shipment being offered by the shipper.
- C. The aircraft operator must obtain a copy of the SSE and ID information with every applicable cargo shipment.
- D. The aircraft operator must maintain all required SSE and ID information at the accepting station for a minimum of 30 calendar days from the date the cargo was transported from the accepting station and make them available to TSA upon request.

8.2.3.2. CARGO ACCEPTED FROM A KNOWN SHIPPER

- A. The status of the shipper as a known shipper must be determined in accordance with either Section 8.1.2.1. or Section 8.1.2.2.
- B. As an alternative means of meeting the requirement of Section 8.2.3.2.A., the aircraft operator may use the shippers that have been determined as known [REDACTED] under a TSA security program that contains these known shipper requirements.



- C. The aircraft operator may accept cargo directly from a known shipper or its authorized representative at the following locations only:
 - 1) At the aircraft operator's facility, tendered to the aircraft operator by the known shipper or its authorized representative.
 - 2) At the known shipper's facility, accepted by the aircraft operator or its authorized representative.
 - 3) At locations designated by the known shipper. When cargo is accepted at a designated location, the aircraft operator must:
 - a. Obtain electronic or hardcopy written notification from the shipper designating the pickup location.
 - b. Record the entity's or individual's name, physical address, and telephone number of the pick-up location on any document associated with the shipment (for example, an air waybill).
 - c. Retain the documents required in Sections 8.2.3.2.C.3)a. and b. for a minimum of 30 calendar days after the cargo is transported from the accepting station.
- D. Cargo may be accepted from a known shipper with an address [REDACTED] for a flight departing an airport within the United States if the following applies:

AOSSP Change 9
May 1, 2010

SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

- 1) The shipper must be a known shipper in accordance with Section 8.1.2.
 - 2) The cargo must be tendered to the aircraft operator by the known shipper or the known shipper's authorized representative. The cargo may not be accepted from a foreign freight forwarder or other source specified in Section 8.2.4.
 - 3) If the aircraft operator accepts cargo at the shipper's location [REDACTED] the aircraft operator must ensure that the STA requirements in Section 8.1.1. are complied with for any employees or authorized representatives with unescorted access to cargo.
 - 4) Cargo accepted from known shippers [REDACTED] must be screened in accordance with Section 8.3. within the United States prior to being loaded onboard a passenger aircraft.
- E. Cargo may be accepted from a known shipper that is also an aircraft operator or foreign air carrier. In this context, the aircraft operator or foreign air carrier is not acting as a commercial air carrier; it is merely tendering its own property for transport. This cargo may be accepted provided that:
- 1) The shipper verifies that it is the originator of the shipment [REDACTED]
 - 2) The contents of the shipment are described on the manifest or air waybill
 - 3) The aircraft operator documents compliance with Sections 8.2.3.2.E.1) and 2) on any document it retains as part of the record of shipment. This record must be retained for a minimum of 30 calendar days after the shipment is transported from the accepting station.

8.2.3.3. CARGO ACCEPTED FROM A CERTIFIED CARGO SCREENING FACILITY

- A. When accepting CCSF-screened cargo, the aircraft operator must verify the chain of custody procedures described in Attachment 8-3 and must comply with the procedures described in Section 8.1.2. and with the procedures below:
 - 1) Screen the cargo in accordance with Section 8.3. or not transport it, if the aircraft operator is unable to verify the chain of custody procedures in Attachment 8-3 Section 3.1.A.3).
 - 2) Comply with the recordkeeping requirements described in Section 8.2.3.3.D.
- B. Determine that the CCSF tendering the cargo appears on the TSA-Approved CCSF Monthly Master List or its weekly supplements [REDACTED]
- C. Obtain the certification described in Section 8.2.3.3.C.3) for each house air waybill (HAWB) or MAWB accepted directly from a CCSF who is not an IAC or obtain the certification in Section 8.2.3.3.C.4) below for each MAWB accepted from a CCSF that is also an IAC.
 - 1) The required certification must be obtained in electronic or hardcopy format, and all required information on the applicable certification must be completed.

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

- 2) The required certification may appear on any document associated with the particular cargo shipment offered by the CCSF.
- 3) The certification from a CCSF, who is not an IAC, must contain the following:

Date: _____

Air waybill, bill of lading, company inventory, or other internal shipping document number: _____

“(Certified cargo screening facility’s name) is a TSA-Certified Cargo Screening Facility (CCSF) and is in compliance with the TSA-approved certified screening program (CCSP). Our CCSF number assigned by TSA is (CCSF #), which is applicable only to this facility, located at (address). All cargo transferred or tendered in conjunction with this certificate was screened and transported in accordance with the CCSP requirements. A chain of custody method has been applied, and the cargo is being tendered with the chain of custody method intact. The individual whose name appears below certifies that he or she is an employee or authorized representative of (CCSF’s name) and understands that any fraudulent or false statement made in connection with this certification may subject (CCSF’s name) and the individual to both (1) civil penalties under 49 CFR 1540.103(b) and (2) fines and/or imprisonment of not more than five years under 18 U.S.C. 1001.”

Check the applicable box below. The cargo associated with this Master Air Waybill was:

Originated by this CCSF and is screened at 100 percent

Originated by another shipper and is screened at 100 percent. Known shipper requirements have not been met.

Check the applicable box below:

Locked vehicle

Tamper evident numbered seal. If used, write the number of the seal associated with this cargo shipment below:

If an escort is used, write the name of the escort associated with this cargo shipment below:

(Print name of escort)

Name and signature of employee or authorized representative attesting to the above certification:

(Sign and print name of employee or authorized representative)

Name of company and name of driver delivering the cargo shipment:

(Print name of company and driver)

Print name of the accepting entity’s employee or authorized representative who is verifying that the seal number written above matches the seal number on the conveyance

OR is verifying the government issued identification of the escort and ensuring the name matches the name written above

OR is verifying that the cargo arrived in a locked conveyance.

Accepting Employee or Authorized Representative

(Print name of accepting employee or authorized representative)

AOSSP Change 14A
July 6, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006
Date Change Posted: July 6, 2012
Date Change Effective: July 6, 2012

Aircraft Operator Standard Security Program

- 4) The certification from a CCSF who is also an IAC that screened the cargo must contain the following:

Date: _____

Air waybill, bill of lading, company inventory, or other internal shipping document number: _____

(IAC's name) is in compliance with its TSA-approved security program and all appropriate security directive(s). Our number assigned by the TSA is (IAC's #). All cargo tendered in conjunction with this certificate was either: 1) accepted from a Known Shipper or an Unknown Shipper in accordance with TSA requirements specified in the Indirect Air Carrier Standard Security Program, or 2) accepted under transfer from another direct or indirect air carrier operating under a TSA approved or accepted security program. This IAC is also a TSA-certified cargo screening facility (CCSF) and is in compliance with the TSA-approved certified cargo screening program (CCSP). Our CCSF number assigned by TSA is (CCSF #), which is applicable only to this facility, located at (address). All cargo has been screened and transported in accordance with the CCSP requirements. A chain of custody method has been applied, and the cargo is being tender with the chain of custody method intact. The individual whose name appears below certifies that he or she is an employee or authorized representative of (CCSF IAC's name) and understands that any fraudulent or false statement made in connection with this certification may subject (CCSF IAC's name) and the individual to both (1) civil penalties under 49 CFR 1540.103(b) and (2) fines and/or imprisonment of not more than five years under 18 U.S.C. 1001.

The cargo associated with this Master Air Waybill was screened at 100 percent.

Check the applicable box below:

Locked vehicle

Tamper evident numbered seal. If used, write the number of the seal associated with this cargo shipment below:

If an escort is used, write the name of the escort associated with this cargo shipment below:

(Print name of escort)

Name and signature of employee or authorized representative attesting to the above certification:

(Sign and print name of employee or authorized representative)

Name of company and name of driver delivering the cargo shipment:

(Print name of company and driver)

Print name of the accepting entity's employee or authorized representative who is verifying that the seal number written above matches the seal number on the conveyance

OR is verifying the government issued identification of the escort and ensuring the name matches the name written above

OR is verifying that the cargo arrived in a locked conveyance.

Accepting Employee or Authorized Representative

(Print name of accepting employee or authorized representative)

AOSSP Change 14A
July 6, 2012

SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

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Aircraft Operator Standard Security Program

- D. Maintain the applicable certification as described in Section 8.2.3.3.C. on file (in either electronic or hardcopy format) for a minimum of 30 calendar days from the date the cargo was transported onboard a passenger aircraft. The information in the written certificate must be legible for verification purposes. The written certificate must be kept at the acceptance location and made available to TSA upon request.

8.2.3.4. CARGO ACCEPTED FROM AN INDIRECT AIR CARRIER

- A. For flights departing airports within the United States, the aircraft operator may accept cargo from an IAC provided the aircraft operator:

- 1) Obtains the following certification:

"(IAC's name) is in compliance with its TSA-approved security program and all applicable security directives. Our number assigned by TSA is (IAC's number). All cargo tendered in conjunction with this certification was either 1) accepted from a known shipper or an unknown shipper in accordance with TSA requirements specified in the Indirect Air Carrier Standard Security Program or 2) accepted under transfer from another aircraft operator, foreign air carrier, or IAC operating under a TSA-approved or accepted security program. The individual whose name appears below certifies that he or she is an employee or authorized representative of (IAC's name) and understands that any fraudulent or false statement made in connection with this certification may subject this individual and (IAC's name) to both (1) civil penalties under 49 CFR 1540.103(b) and (2) fines and/or imprisonment of not more than 5 years under 18 U.S.C. 1001."

- 2) Ensures the certification described above is dated and contains the typed or printed name of the IAC employee or authorized representative.
- 3) Maintains the certification described above and the ID information required by Section 8.2.2.B. and Section 8.2.2.D. at the acceptance station for a minimum of 30 calendar days from the date the cargo was transported and makes them available to TSA upon request.
- 4) Determines that the IAC appears on the TSA-Approved IAC and Air Carrier Master List

[REDACTED]

- B. When accepting CCSF-screened cargo from an IAC that is not the CCSF who screened the shipment, the aircraft operator must comply with the following procedures. The aircraft operator must also comply with the chain of custody procedures described in Attachment 8-3.

- 1) Determine that the IAC appears on the TSA-Approved CCSF Monthly Master List or its weekly supplements

2)

[REDACTED]

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

- 3) Obtain a certification described in Section 8.2.3.4.B.4) for each MAWB accepted directly from the IAC. This certification must be accepted instead of the certification in Section 8.2.3.4.A.1) when accepting CCSF-screened cargo. The required certification may appear on any document associated with the particular cargo shipment offered by the IAC.
- 4) The certification from an IAC that did not screen the cargo as a CCSF must contain the following:

Date: _____
 Air waybill or other shipping documentation number: _____

(IAC's name) is in compliance with its TSA-approved security program and all appropriate security directive(s). Our number assigned by the TSA is (IAC's #). All cargo tendered in conjunction with this certificate was either: 1) accepted from a Known Shipper or an Unknown Shipper in accordance with TSA requirements specified in the Indirect Air Carrier Standard Security Program, or 2) accepted under transfer from another direct or indirect air carrier operating under a TSA approved or accepted security program. All cargo has been screened and transported in accordance with the CCSP requirements. A chain of custody method has been applied, and the cargo is being tendered with the chain of custody method intact. The individual whose name appears below certifies that he or she is an employee or authorized representative of (IAC's name) and understands that any fraudulent or false statement made in connection with this certification may subject (IAC's name) and the individual to both (1) civil penalties under 49 CFR 1540.103(b) and (2) fines and/or imprisonment of not more than five years under 18 U.S.C. 1001.

Check the applicable box below:

Locked vehicle

Tamper evident numbered seal. If used, write the number of the seal associated with this cargo shipment below: _____

If an escort is used, write the name of the escort associated with this cargo shipment below: _____

(Print name of escort)

Name and signature of employee or authorized representative attesting to the above certification: _____

(Sign and print name of employee or authorized representative)

Name of company and name of driver delivering the cargo shipment: _____

(Print name of company and driver)

Print name of the accepting entity's employee or authorized representative who is verifying that the seal number written above matches the seal number on the conveyance OR is verifying the government issued identification of the escort and ensuring the name matches the name written above OR is verifying that the cargo arrived in a locked conveyance:

Accepting Employee or Authorized Representative: _____

(Print name of accepting employee or authorized representative)

AOSSP Change 13
 December 01, 2011

SENSITIVE SECURITY INFORMATION

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Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

- 5) Maintain the applicable certification as described in Section 8.2.3.4.B.4) on file (in either electronic or hardcopy format) for a minimum of 30 calendar days from the date the cargo was transported onboard a passenger aircraft. The written certificate must be kept at the acceptance location and made available to TSA upon request.


8.2.4. CARGO ACCEPTED FOR FLIGHTS DEPARTING NON-U.S. LOCATIONS

- A. This section contains only cargo acceptance procedures. Cargo screening procedures are contained in Section 8.3.
- B. Cargo consisting of non-U.S. mail must be accepted in accordance with Section 8.2.2.A.
- C. The measures of Sections 8.2.4.1.C. and 8.2.4.2.D. do not apply to the following types of cargo:



8.2.4.1. CARGO ACCEPTED FROM A REGULATED AGENT OR KNOWN CONSIGNOR

For flights departing non-U.S. locations, an aircraft operator may accept cargo, except for non-U.S. mail, from a regulated agent or known consignor that applies security procedures accepted or required by the appropriate national authority in accordance with the ICAO Annex 17 Standards 4.6, "Measures relating to cargo, mail, and other goods," provided the following additional criteria have been met:

- A. Document that the regulated agent or known consignor has applied security measures accepted or required by the appropriate national authority ()
- B. Maintain the documentation required in Section 8.2.4.1.A. at the accepting station for a minimum of 30 calendar days from the date the cargo was transported from that station and make the record available to TSA upon request.
- C. When all of the following criteria are met, screening must be conducted in accordance with Section 8.3.2. When any of the following criteria cannot be met, screening must be conducted in accordance with the enhanced screening procedures in Section 8.3.2.1.:
 - 1) Any person who is a regulated agent must:
 - a. Have a business relationship with the aircraft operator for at least 90 calendar days.
 - b. Tender the following statement in electronic, hardcopy, or any commonly accepted industry format on any shipping documentation:

All shipments tendered in this MAWB were received directly from a shipper, or other person with an established relationship with _____ (insert name of regulated agent or freight forwarder) for at least 180 calendar days, which has an established shipping address, and a payment, credit or invoice history of at least 180

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

calendar days OR a person originating or tendering a shipment where _____ (insert name of regulated agent or freight forwarder) has an established business relationship* or payment, credit, or invoice history with the consignee or bill-to party of at least 180 calendar days. All shipments tendered in this MAWB were accepted via a secure transport, either directly from the shipper, or picked up by _____ (insert name of regulated agent or freight forwarder) or agent.

*An established business relationship is an association between persons ("persons" includes individuals and entities) that may also include a documented history of sales contacts or activities, other documented correspondence, or business records.

- 2) A known consignor, tendering directly to the aircraft operator, must have a business relationship with the aircraft operator and:



- b. Be certified under the CBP Customs-Trade Partnership Against Terrorism (C-TPAT) program.

- 3) The aircraft operator must maintain a record to substantiate that the business relationship required in Sections 8.2.4.1.C.1) and 8.2.4.1.C.2)a. existed.



- 4) _____

8.2.4.2. CARGO ACCEPTED FROM OTHER PERSONS AND UNREGULATED ENTITIES

The aircraft operator need not apply the procedures in Sections 8.2.4.2.A. through 8.2.4.2.C. for cargo accepted from an International Air Transport Association (IATA)-registered agent. For flights departing non-U.S. locations, the aircraft operator may accept cargo, except for non-U.S. mail, directly from shippers, IATA-registered agents, other cargo agents, freight forwarders, consolidators, and air carriers not operating in accordance with security procedures accepted or required by ICAO Annex 17 Standards 4.6, "Measures relating to cargo, mail, and other goods," provided that the following additional criteria have been met:

- A. Read and examine all documentation (for example, manifest and air waybills) to determine the names and physical addresses of all original shippers represented in the cargo shipment. Inform all shippers of the following statement during initial contact:

"The U.S. Government has required (name of aircraft operator) to inspect your cargo to verify its contents prior to transportation by air. Your cargo will be subject to security controls."

- B. When the shipper does not tender the cargo in person, contact the shipper and verify that the goods are as described on all applicable documentation (for example, manifest and air waybills)



AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

- C. Maintain a log at each station documenting each contact made with an original shipper at the accepting location for 30 calendar days. The log must include the name of the shipper and the date contact was made.
- D. When all of the following criteria are met, screening must be conducted in accordance with Section 8.3.2. When the following criteria cannot be met, follow the enhanced screening procedures in Section 8.3.2.1.:

1) Any person who is not a direct shipper must:



- b. Be certified under the CBP C-TPAT program.
- c. Tender the following statement in electronic, hardcopy, or any commonly accepted industry format on any shipping documentation:

All shipments tendered in this MAWB were received directly from a shipper, or other person with an established relationship with _____ (insert name of regulated agent or freight forwarder) for at least 180 calendar days, which has an established shipping address, and a payment, credit or invoice history of at least 180 calendar days OR a person originating or tendering a shipment where _____ (insert name of regulated agent or freight forwarder) has an established business relationship or payment, credit, or invoice history with the consignee or bill-to party of at least 180 calendar days. All shipments tendered in this MAWB were accepted via a secure transport, either directly from the shipper, or picked up by _____ (insert name of regulated agent or freight forwarder) or agent.*

**An established business relationship is an association between persons ("persons" includes individuals and entities) that may also include a documented history of sales contacts or activities, other documented correspondence, or business records.*

2) Direct shippers must have a business relationship with the aircraft operator and:



- b. Be certified under the CBP C-TPAT program.

3) The aircraft operator must maintain a record to substantiate that the business relationship required in Sections 8.2.4.2.D.1)a., 8.2.4.2.D.1)c., and 8.2.4.2.D.2)a. existed.



4)



AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

8.3. CARGO SCREENING REQUIREMENTS

8.3.1. CARGO SCREENING AT U.S. LOCATIONS

- A. The aircraft operator must ensure that 100 percent of cargo loaded onboard the aircraft is screened, or accepted as screened from a CCSF, an IAC, or another aircraft operator or foreign air carrier, in accordance with the requirements for transport of cargo on a passenger aircraft.
- 1) Cargo accepted in accordance with Sections 8.2.2.1.C., 8.2.3.3., or 8.2.3.4.B. is considered screened.
 - 2) At Category II, III, and IV airports, where TSA screens cargo, the aircraft operator must screen the cargo or deliver it to TSA for screening in accordance with Section 8.3.1.E.
- B. When TSA-certified explosive detection canine teams are present, the aircraft operator must:
- 1) Identify and make available all cargo to the canine handler for screening. If a TSA-certified explosive detection canine team is used as the method of screening for purposes of the aircraft operator's screening requirement pursuant to this Section, they must screen in accordance with Attachment 8-16. The aircraft operator must organize and arrange the cargo as directed by TSA 
 - 2) Ensure an aircraft operator employee or authorized representative remains in the area and in sight of the cargo until it has been screened in case a canine response for possible explosives must be resolved.
 - 3) Ensure an aircraft operator employee or authorized representative is present if opening a container or package is necessary to resolve a canine response. Resolution of a canine response for possible explosives will be coordinated by the canine team. The aircraft operator, not TSA, is responsible for repacking an opened container or package.
- C. Aircraft operator employees or authorized representatives who screen cargo within the United States, in accordance with Section 8.3., must obtain a fingerprint-based CHRC for each individual who screens cargo as required under Title 49 CFR 1544.229.
- D. In-bond cargo is not exempt from any AOSSP requirement that may apply. The aircraft operator is also responsible for compliance with any requirements set by CBP.
- E. When directed by the Federal Security Director (FSD) of a Category II, III, or IV airport (as defined in Chapter 15) to deliver all cargo to TSA for screening, the aircraft operator must comply with the following for all cargo, except for CCSF-screened cargo and cargo meeting the criteria in Sections 8.3.6.1. through 8.3.6.8. The requirements of this section do not apply at airports where the FSD has not directed the aircraft operator to deliver cargo to TSA for screening.
- 1) During the operating hours established by the FSD, the aircraft operator must deliver 100 percent of the cargo described in Section 8.3.1.A.2) to the location or locations designated by the FSD for screening.
 - 2) Outside the operating hours established by the FSD, the aircraft operator must either hold the cargo and deliver it to TSA for screening during the established operating hours, or screen 100 percent of the cargo in accordance with Section 8.3.

AOSSP Change 24
August 1, 2014

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

- 3) If cargo provided to TSA by the aircraft operator alarms during screening, and the alarm cannot be resolved without opening the container or package, a direct aircraft operator employee or authorized representative must be present during the opening of the container or package. The aircraft operator, not TSA, is responsible for repacking an opened container or package.
- 4) Where applicable, the requirements of this section override other cargo screening AOSSP requirements.

8.3.2. CARGO SCREENING AT NON-U.S. LOCATIONS

- A. Prior to being loaded onboard the aircraft, except as otherwise stated in this section, 100 percent of cargo must be screened in accordance with the measures in Section 8.3.4.
- B. Cargo accepted under transfer in accordance with Sections 8.2.2.1.A. and B. must be screened in accordance with the enhanced screening procedures in Section 8.3.2.1., unless screening information has been provided in accordance with Section 8.2.2.1.C.
- C. The following measures may be used to screen cargo meeting the criteria of Section 8.2.4.1.C. and Section 8.2.4.2.D. only until December 3, 2012:



- 4) The aircraft operator must screen 100 percent of loose, unconsolidated cargo in accordance with the requirements of this AOSSP.

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program



8.3.2.1. ENHANCED SCREENING PROCEDURES FOR CARGO

Cargo, including cargo in courier bags, not meeting the criteria in Section 8.2.4.1.C. and Section 8.2.4.2.D. must be screened using X-ray technology in accordance with the procedures in Attachment 8-12 Section D., AT X-ray technology in accordance with Attachment 8-13 Section D., or Explosives Detection System (EDS) Technology in accordance with the procedures in Attachment 8-15 Section B. If X-ray, AT X-ray, or EDS technology is unavailable or inoperable, or the cargo is too large for the equipment, each piece of cargo must be screened using one of the following methods:



AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

8.3.2.2. SCREENING PROCEDURES FOR NON-U.S. MAIL

- A. Non-U.S. Mail Express Shipments consisting of those shipments for which the mail bag has a Universal Postal Union (UPU) blue and orange tag or label displaying the letters "EM" or "EN," or a piece that has a UPU blue and orange tag or label displaying the letters "EM," must be screened in accordance with Attachment 8-12 Section F., Attachment 8-13 Section F., or Attachment 8-15 Section D.
- B. Non-U.S. Mail Non-Express Shipments consisting of non-U.S. mail other than express weighing 500 grams (17.64 ounces/1.1 lbs) or greater that was accepted from a DPO or transferred from another aircraft operator or foreign air carrier must be screened in accordance with the following procedures:
 - 1) Screen each individual piece in accordance with Section 8.3.
OR
 - 2) Each piece in a mail bag may be screened individually in accordance with Section 8.3. or each mail bag in accordance with Attachment 8-12 Section F. or Attachment 8-13 Section F or Attachment 8-15 Section D.

8.3.3. ELEVATED RISK CARGO

- A. Cargo is considered Elevated Risk Cargo when any of the criteria below are met:
 - 1) The supporting shipping documentation (including air waybills and manifests) for the cargo shipment is described as [REDACTED] the commodity information is determined to be missing or inaccurate.
 - 2) [REDACTED]
 - 3) Where cargo is accepted directly from the shipper AND the shipper has an existing account or shipping history with the aircraft operator [REDACTED] the shipper [REDACTED]
 - 4) Counter-to-counter [REDACTED] shipments [REDACTED]
 - 5) [REDACTED]
 - 6) [REDACTED]
- B. For cargo described in Section 8.3.3.A., the aircraft operator must ensure that either the aircraft operator or TSA screens 100 percent of all unscreened cargo, [REDACTED]
- C. For cargo described in Section 8.3.3.A.4), for flights departing airports within the United States, the aircraft operator must comply with the requirements below:
 - 1) Cargo accepted within the airport passenger terminal (for example, ticket counters and baggage service offices that are publicly accessible from inside the passenger terminal), except for cargo meeting the criteria in Section 8.3.6., must be delivered to TSA for screening unless the aircraft operator chooses to screen the cargo in accordance with Section 8.3.4.

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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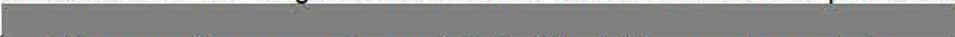
Initial Release Date: July 10, 2006


Date Change Posted: May 16, 2012


Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

- 2) If this cargo, except for cargo meeting the criteria in Section 8.3.6., is accepted at locations other than the airport passenger terminal (as described in Section 8.3.3.C.1)), the aircraft operator must screen 100 percent of the cargo in accordance with Section 8.3.4. or deliver it to TSA for screening.
- 3) Cargo accepted under Section 8.2.3.3. does not require the screening measures of this section when chain of custody measures in Attachment 8-3 are met.
- 4) If cargo provided to TSA by the aircraft operator alarms during screening, and the alarm cannot be resolved without opening the container or package, an aircraft operator employee or authorized representative must be present during the opening of the container or package. The aircraft operator, not TSA, is responsible for repacking an opened container or package.

8.3.4. APPROVED SCREENING METHODS

- A. When required by this AOSSP, the aircraft operator must ensure that cargo is screened to prevent or deter the introduction of any unauthorized explosives, incendiaries, and other destructive substances or items. Cargo must be screened via one of the methods provided in this section, 

 Cargo must be screened on an individual basis (for example, each piece, each box, each carton, or each package) by one of the following methods, except when screening in accordance with Sections 8.3.4.A.3) or 4), (in accordance with the restrictions in Attachment 8-8 Section R., Attachment 8-9 Section E., Attachment 8-12 Section C.5), Attachment 8-13 Section C.5), or Section 8.3.4.A.7):



AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: August 1, 2014

Date Change Effective: August 1, 2014 Aircraft Operator Standard Security Program

- B. Whenever any unauthorized explosives, incendiaries, or other destructive substances or items are discovered, the aircraft operator must:



- 2) Notify the appropriate authorities following the measures in Section 8.6.

8.3.5. [THIS SECTION INTENTIONALLY LEFT BLANK]

8.3.6. ALTERNATIVE SECURITY MEASURES

- A. Cargo that cannot be screened using the Approved Screening Methods found in Section 8.3.4. must be processed in accordance with the following alternative security measures.
- B. Cargo referred to in Sections 8.3.6.1 through 8.3.6.8. that is accepted under transfer from an IAC in accordance with Section 8.2.3.4. may be transported without applying any further alternative screening measures.

8.3.6.1. MEDICAL SHIPMENTS

For cargo comprising human organs, human organ byproducts, human blood, human blood byproducts, diagnostic specimens, and emergency lifesaving drugs for which the shipper declares at the origination that the contents of the cargo container are from an institution affiliated with a hospital or medical research institute, the aircraft operator must review the documentation associated with the shipment to ensure it is offered by a shipper that is affiliated with a hospital or medical research institute. In addition, when this cargo is accepted from an unknown shipper the aircraft operator must:



8.3.6.2. HUMAN REMAINS

For cargo containing human remains, the aircraft operator must:



AOSSP Change 24
August 1, 2014

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006
Date Change Posted: May 16, 2012
Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

described in Section 8.2.2.B. and Section 8.2.2.C.

8.3.6.3. LIVE ANIMALS TENDERED AS CARGO

For live animals tendered as cargo, the aircraft operator must:

- A. Remove the animal and inspect the interior of the container or package for signs of tampering,

[REDACTED]

- B. [REDACTED]

If the shipper presents the cargo in person, the information may be obtained directly from the shipper.

- 1) HAWB or MAWB number
- 2) Origin
- 3) Destination
- 4) Number of pieces in the cargo shipment
- 5) Declared contents of the cargo shipment and the justification for applying alternative security measures to this shipment
- 6) Name of the shipper or shipper's employee who verified the contents of the shipment
- 7) Name of the aircraft operator employee or authorized representative verifying the information.

- C. A written record of the information above must be maintained at the accepting location for at least 30 calendar days from the date of transport.

8.3.6.4. CARGO CONTAINING HAZARDOUS MATERIALS

- A. For cargo containing hazardous materials, documented as dangerous goods in accordance with 49 CFR Parts 171-175 or ICAO Technical Instructions for the safe transport of Dangerous Goods by Air (Doc 9284), the aircraft operator must:

- 1) Complete a hazardous materials acceptance checklist to ensure the hazardous materials shipment and associated Shipper's Declaration of Dangerous Goods (when required) have been reviewed and prepared in accordance with 49 CFR parts 171-175 or the ICAO Technical Instructions
- 2) Resolve any hazardous materials discrepancies or refuse the cargo shipment for transport
- 3) Maintain a copy of the hazardous materials acceptance checklist for at least 30 calendar days from the date the cargo was transported and make it available to TSA upon request.

- B. The measures of this section do not apply to shipments containing dry ice that are not declared as dangerous goods on the Dangerous Goods Declaration in accordance with 49 CFR 171.2.

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

8.3.6.5. CARGO ACCEPTED FROM THE FEDERAL RESERVE OR U.S. TREASURY

For Federal Reserve and U.S. Treasury shipments accepted in sealed packaging, the aircraft operator must:

- A. Ensure that the Federal Reserve or U.S. Treasury or its authorized representative coordinates the cargo shipment in advance with the aircraft operator prior to tendering it for transport.



8.3.6.6. CARGO ACCEPTED DIRECTLY FROM THE DEPARTMENT OF DEFENSE

For cargo accepted directly from the U.S. Department of Defense (DoD), the aircraft operator must:



8.3.6.7. SEALED CARGO TRAVELING UNDER U.S. CUSTOMS AND BORDER PROTECTION ORDERS OF EXPORT

For sealed cargo moving under CBP orders of export that is accepted directly from CBP, or from a CBP-bonded cartage agent acting as an authorized representative in tendering the cargo, the aircraft operator must:



AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION


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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

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- D. Obtain a copy of CBP Form 7512 and any other supporting documents and retain copies for at least 30 calendar days from the date the cargo was transported and make them available to TSA upon request.

8.3.6.8. CARGO ACCEPTED IN SUPPORT OF U.S. LAW ENFORCEMENT ACTIVITIES

For cargo comprised entirely of sealed evidentiary items accepted directly from a Federal, State, local, or tribal law enforcement agency, or a U.S. Attorney's Office, the aircraft operator must:



AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

8.3.7. RECORDS AND AUDITS

- A. The aircraft operator must maintain a record of the type of screening applied to cargo, except for cargo received under the transfer procedures of Section 8.2.2.1.C. The record may be included with the SSE and ID information or on the applicable air waybill. The record must contain:



- B. The aircraft operator must maintain a record of the justification for applying any of the alternative security measures described in Section 8.3.6. The record must include:



- C. The records required in Sections 8.3.7.A. and B., must be maintained (in either electronic or hardcopy format) and made available to TSA upon request at the local station where the cargo is screened for a minimum of 30 calendar days from the date the cargo was transported.
- D. For cargo shipments broken down by the aircraft operator, each individual piece that does not meet the criteria under Section 8.3.6. must be counted toward the total quantity of cargo subject to screening.
- E. A Ground Security Coordinator (GSC) or a cargo screening supervisor must conduct a quarterly self-audit of the criteria in Attachments 8-6 through Attachments 8-15, which are used by the aircraft operator at each cargo screening location where screening is conducted by the aircraft operator.



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SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program



- 2) The individual conducting the audit must:
 - a. Select for examination, training records of [redacted] screener on duty during the time of the audit and [redacted] not on duty during the time of the audit.
 - b. Verify that training records are accurate and complete.
 - c. Verify verbally with the screener(s) on duty that they have received the training.
- F. The aircraft operator must maintain (either electronic or hardcopy format) a written record of the audit at the screening location until the next quarterly self-audit is performed. Such records must be available to TSA upon request.

8.4. CONTROL AND CUSTODY OF CARGO

8.4.1. GENERAL

- A. When cargo intended for transport on a passenger aircraft is present, the aircraft operator must prevent unescorted access to cargo by unauthorized individuals in all areas within its facility (ies) where cargo is stored, sorted, held, built-up, consolidated, containerized, or screened.
- B. Within the United States, individuals who have not successfully completed the STA requirements described in Section 8.1.1. are not authorized to have unescorted access to cargo. The aircraft operator must comply with either of the following:
 - 1) Individuals not authorized to have unescorted access must remain under the continuous escort of an employee or authorized representative who has successfully completed the requirements described in Section 8.1.1.
 - OR
 - 2) Individuals not authorized to have unescorted access to cargo may transport cargo in fully enclosed vehicles or containers that are locked or sealed, provided the individual is instructed that he or she is not authorized to break any seal or open any lock on a vehicle or container, does not have the key or combination to any lock used, and all procedures required by Section 8.4.2. for unscreened cargo or Section 8.4.3. for screened cargo are complied with.
- C. Aircraft operator employees and authorized representatives must:
 - 1) Carry out—at U.S. locations—challenge procedures and report unauthorized individuals observed in the SIDA who do not display ID media authorizing unescorted access to the SIDA in accordance with the procedures established for the location.
 - 2) Carry out—at non-U.S. locations—challenge procedures and report unauthorized individuals observed in security-restricted areas (for example, restricted cargo warehouse

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facilities controlled by the aircraft operator) who do not display ID media authorizing unescorted access to security-restricted areas in accordance with the procedures established for that location.

- D. During non-operational periods, the aircraft operator must ensure that operational doors (for example, cargo facility doors) are secured or controlled to prevent unauthorized access to cargo.
- E. The aircraft operator must maintain custody and control of cargo following the measures in Chapter 8 from the time of acceptance until transferred to another aircraft operator, foreign air carrier, IAC, or CCSF, or delivered to or picked up by a consignee or its authorized representative.

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SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

8.4.2. GROUND MOVEMENT AND SEALING PROCEDURES FOR UNSCREENED CARGO

The aircraft operator or its authorized representative must store and transport cargo using one of the methods outlined below to prevent unauthorized access to cargo. One of the following methods must be carried out until the cargo enters an area where an aircraft operator, foreign air carrier, or IAC operating under a TSA security program has responsibility to prevent unauthorized access to cargo:

- A. Assign personnel to monitor the cargo
- B. Lock vehicles or containers
- C. Seal vehicles or containers using the following procedures:
 - 1) Seals must be tamper-evident [REDACTED]
 - 2) Seals should be placed so that access to the cargo cannot occur without breaking the seal.
 - 3) [REDACTED]
 - 4) The aircraft operator must store seal stock in controlled areas.
 - 5) The aircraft operator must record, by vehicle or container used to transport cargo, the number of each seal used and maintain (in either electronic or hardcopy format) this record at the station for a minimum of 30 calendar days after the seal is applied and make it available to TSA upon request.
 - 6) Any individual transporting cargo in accordance with Section 8.4.1.B.2) [REDACTED] to the individual who will perform the checks required in Section 8.4.2.D. The [REDACTED] by any individual who is not authorized access to the cargo.
- D. Prior to opening a locked or sealed vehicle or container used to transport cargo, the aircraft operator must inspect the lock or seal for signs of tampering. If a seal was used, the aircraft operator must ensure that the number on the seal matches the seal number recorded when the cargo was sealed.
- E. When it appears a lock or seal has been tampered with, or if informed by a CCSF, IAC, another aircraft operator, or foreign air carrier delivering sealed cargo that a lock or seal may have been tampered with, the aircraft operator must:
 - 1) Immediately notify the GSC.



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June 15, 2012

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

8.4.3. GROUND MOVEMENT AND SEALING PROCEDURES FOR SCREENED CARGO

The aircraft operator or its authorized representative must transport screened cargo using one of the methods outlined in either Section 8.4.3.A. or 8.4.3.B. at any time the screened cargo is outside an aircraft operator's airport facility, AOA or SIDA at a U.S. airport, or security-restricted area at a non-U.S. airport.

- A. Assign an escort to monitor the conveyance or containers. The escort may only escort one conveyance at a time.
 - 1) The escort must be an employee or authorized representative of the aircraft operator.
 - 2) The aircraft operator must ensure that the escort has successfully completed an STA () and provides constant in-person observation of the cargo when the conveyance doors are open.
 - 3) When the conveyance is not in transit, the escort must accompany and constantly observe any individual who is assisting in the loading or other handling of the cargo for transport
 - 4) Except as specified in Section 8.4.3.A.4)a., when the cargo is in transit, the escort must not be the driver and must not perform any other functions except providing constant in-person observation of the conveyance. If the conveyance has rear doors, the doors must be sealed or there must be an escort following the conveyance in a separate vehicle, unless mirrors or cameras permit the escort to view the rear vehicle doors from inside the conveyance.
 - a. When screened cargo is being transported in a vehicle
 - b. When the driver is the escort, the driver must follow all escort procedures outlined in Section 8.4.3.
 - 5) Prior to the transportation of any screened cargo, the escort's name must be printed on the associated shipping documentation or the certification as required by this program. The escort must provide the accepting regulated entity with a government-issued photo ID.
 - 6) When the conveyance is not in transit and not secured with a lock or a tamper-evident numbered seal, the cargo must be continuously monitored by the driver or an escort and must not be left unattended. If using an escort, the aircraft operator must follow the escort procedures outlined in Section 8.4.3.
- B. Seal in accordance with Section 8.4.2.C. or lock vehicles or containers using the following procedures:



AOSSP Change 14
June 15, 2012

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Aircraft Operator Standard Security Program

8.5. CARGO TRANSFER MEASURES (ALL LOCATIONS)

The following measures must be complied with when transferring cargo to any aircraft operator, foreign air carrier, IAC, or CCSF that appears on the TSA-approved IAC and Air Carrier Master List or CCSF Monthly Master List or its weekly supplements.

8.5.1. TRANSFERRING CARGO TO AIRCRAFT OPERATORS, FOREIGN AIR CARRIERS, AND INDIRECT AIR CARRIERS

The aircraft operator must:

- A. Transfer only cargo that has been accepted, handled and/or screened in accordance with all AOSSP requirements.
- B. When transferring cargo to an aircraft operator, foreign air carrier, or an IAC (when requested by the IAC); provide the certification statement described in Section 8.5.2. If the certification statement appears on a separate document and not on the air waybill itself, the aircraft operator must include the air waybill number of the shipment on the certification statement.
- C. When transferring cargo that has been previously screened, provide, in addition to the certification statement described in Section 8.5.2., a list of specific MAWBs or documentation on each individual MAWB indicating the percentage of the shipments on the MAWBs that were screened:
 - 1) By an aircraft operator at any location, OR by a foreign air carrier at either a U.S. location or at an LPD, OR by a CCSF at a U.S. locationAND
 - 2) In accordance with the requirements for cargo permitted for transport onboard passenger aircraft as specified within a TSA-approved or TSA-accepted security program.

8.5.2. CARGO CERTIFICATION STATEMENT

The following certification statement must be used by aircraft operators when transferring or tendering cargo to other aircraft operators, foreign air carriers, and IACs. The certification must be dated and must contain the typed or printed name of the individual tendering the cargo.

“(Insert name of aircraft operator) is in compliance with its TSA-approved or TSA-accepted security program and all applicable security directives or emergency amendments. All cargo tendered in conjunction with this certification was accepted and handled in accordance with the requirements for cargo permitted for transport onboard passenger aircraft as specified within that security program.

The individual whose name appears below certifies that he or she is an employee or authorized representative of (insert name of aircraft operator) and understands that any fraudulent or false statement made in connection with this certification may subject this individual and (insert name of aircraft operator) to both civil penalties under 49 CFR 1540.103(b) and fines and/or

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

imprisonment of not more than 5 years under 18 U.S.C. 1001."

8.6. NOTIFICATION PROCEDURES

- A. At locations within the United States where cargo is accepted, screened, stored, or transported on aircraft, the aircraft operator must:



AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Aircraft Operator Standard Security Program

8.7. NON-CARGO ITEMS

8.7.1. COMPANY MATERIALS

COMAT is material owned and transported by an aircraft operator. When transporting COMAT, the aircraft operator must maintain custody of and control access to these items in the same manner as cargo. The following measures are required for COMAT:



- B. Screen 100 percent of all COMAT, picked up from or delivered by a vendor or supplier for immediate transport onboard a passenger aircraft, as cargo.
- C. If suspicious conditions or unauthorized items are detected, the aircraft operator must not transport the COMAT, must maintain control of the COMAT, and must notify the appropriate authorities following the procedures in Section 8.6.



8.7.2. CONSOLIDATIONS OF ITEMS WEIGHING LESS THAN 16 OUNCES (453.6 GRAMS)

A consolidated shipment weighing 16 ounces (453.6 grams) or greater comprised entirely of items weighing less than 16 ounces



- A. The consolidated shipment must be secured in accordance with Section 8.4.



AOSSP Change 24
August 1, 2014

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Aircraft Operator Standard Security Program

ATTACHMENT 8-1: AVIATION SECURITY KNOWN SHIPPER VERIFICATION FORM

Print clearly in all fields except for signatures. The form must be completed in its entirety. Once completed, this form is not considered Sensitive Security Information (SSI).

Section 1. Facility and Contact Data			
Date of physical visit: / /	Name of business visited:		
Also doing business as (trade name):	Business type:		
Number of years in business:	Employer's Identifying Number:		
Name of individual contacted:	Title:		
Section 2. Address Information			
Physical address:	City:	State:	Zip:
Mailing address (if different):	City:	State:	Zip:
Section 3. Shipper's Contact Information			
Physical location phone number:	Principal contact phone number:		
Emergency phone number:	Fax number:		
Email address: @	Web address:		
Section 4. Verifier's Information			
Name & title of employee or authorized representative verifying the above information:			
Name of aircraft operator, foreign air carrier, or indirect air carrier:	Phone number:	Email address:	
I certify the above information is true and correct and the onsite visit and verification was conducted in person as required by the TSA standard security program and applicable security directives. This certification is (i) made with the understanding that any intentional falsification may be subject to both civil and criminal penalties under 49 CFR 1540.103 and 18 U.S.C. 1001 and (ii) subject to record keeping requirements approved by TSA.			
Signature of Verifier:			
Signature of Shipper:			

TSA FORM 419H

AOSSP Change 9
May 1, 2010

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Aircraft Operator Standard Security Program

ATTACHMENT 8-2: PRIVACY ACT NOTICE

"49 U.S.C. 114 authorizes the collection of this information. The information you provide will be used to qualify you or verify your status as a possible "known shipper." Providing this information is voluntary; however, failure to provide the information will prevent you from qualifying as a "known shipper." This information will be disclosed to TSA personnel and contractors or other agents, including indirect air carriers (IAC), in the maintenance and operation of the known shipper program. TSA may share the information with aircraft operators, foreign air carriers, IACs, law enforcement agencies, and others in accordance with the Privacy Act, 5 U.S.C. Section 552a. For additional details, see the system of records notice for Transportation Security Threat Assessment System (DHS/TSA 002) published in the *Federal Register*.

AOSSP Change 9
May 1, 2010

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Aircraft Operator Standard Security Program


ATTACHMENT 8-3: CERTIFIED CARGO SCREENING FACILITY SCREENED CARGO PROCEDURES

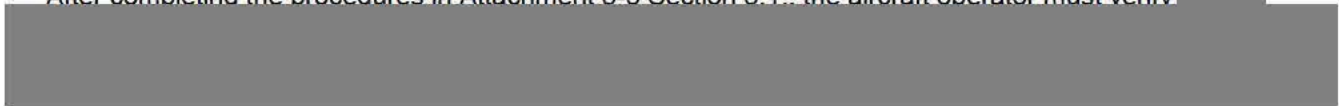
8-3.1. VERIFYING CHAIN OF CUSTODY FOR A CONVEYANCE

The aircraft operator must verify the chain of custody process for a conveyance transporting Certified Cargo Screening Facility (CCSF)-screened cargo has remained intact by following the procedures in Attachment 8-3 Section 3.1. If the CCSF facility and the acceptance location of the aircraft operator are both located within the same airport security identification display area (SIDA), the aircraft operator must only comply with Attachment 8-3 Section 3.3.1.



8-3.2. VERIFYING CHAIN OF CUSTODY FOR A CONFIGURATION

After completing the procedures in Attachment 8-3 Section 3.1, the aircraft operator must verify 



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Aircraft Operator Standard Security Program



F. The aircraft operator must verify that the screened cargo has a screened cargo identifier



AOSSP Change 13
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Aircraft Operator Standard Security Program



AOSSP Change 13
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Aircraft Operator Standard Security Program



AOSSP Change 9
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Aircraft Operator Standard Security Program

8-3.3.2. ILLUSTRATION OF CHAIN OF CUSTODY FOR A CONFIGURATION

When accepting CCSF-screened cargo in accordance with Attachment 8-3 Section 3.2., the aircraft operator must verify chain of custody for a consolidation according to the diagrams below:

AOSSP Change 9
May 1, 2010

~~SENSITIVE SECURITY INFORMATION~~

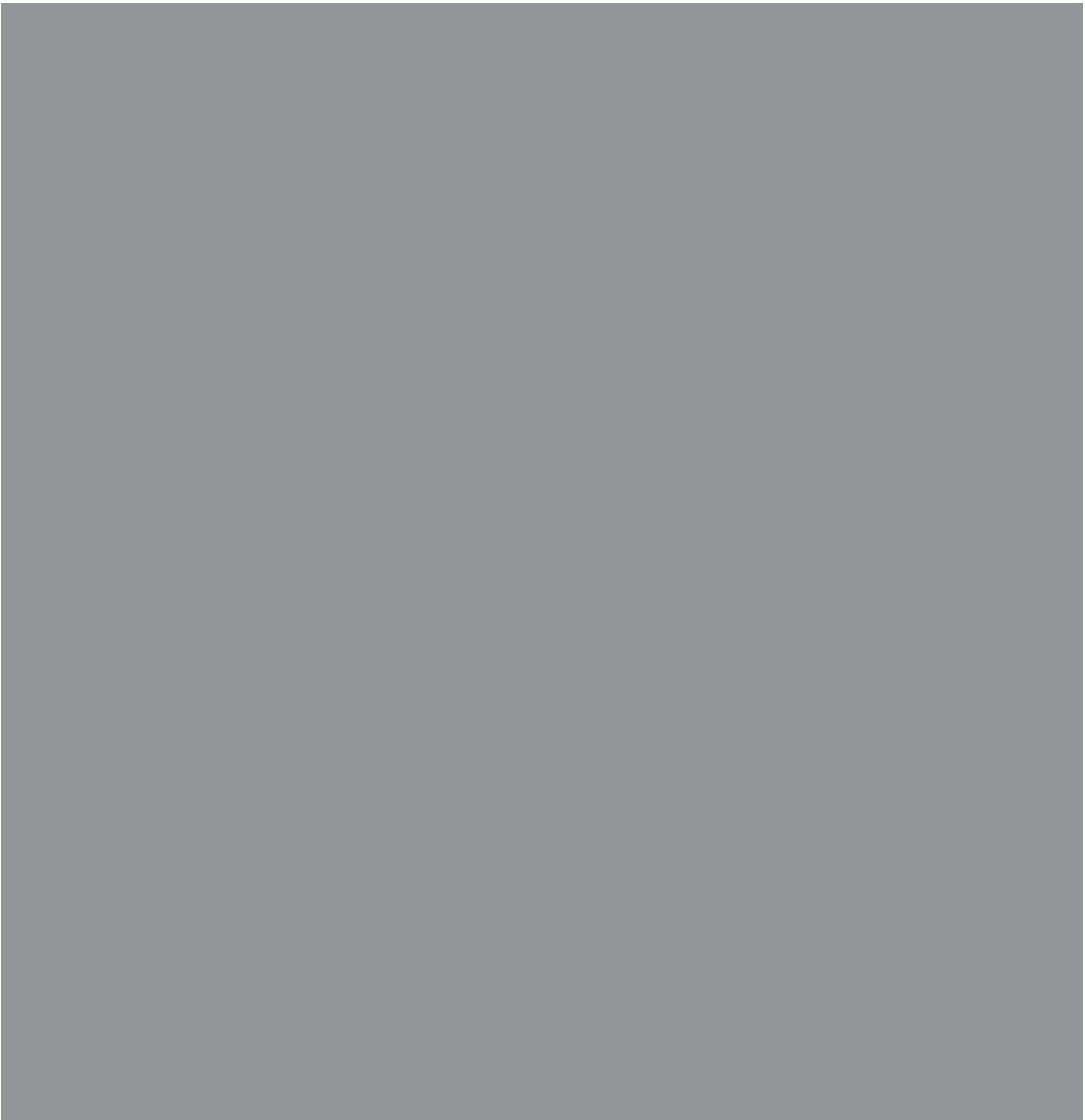
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Aircraft Operator Standard Security Program



AOSSP Change 9
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Aircraft Operator Standard Security Program



AOSSP Change 9
May 1, 2010

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Aircraft Operator Standard Security Program

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Aircraft Operator Standard Security Program



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Aircraft Operator Standard Security Program

8-3.3.3. ILLUSTRATION OF CHAIN OF CUSTODY FOR A CONVEYANCE

When accepting CCSF-screened cargo in accordance with Attachment 8-3 Section 3.1., the aircraft operator must verify chain of custody for a conveyance according to the diagrams below:



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May 1, 2010

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Aircraft Operator Standard Security Program



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Aircraft Operator Standard Security Program



AOSSP Change 9
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When an aircraft operator adopts a cargo screening method it has not previously utilized, the aircraft operator might not have qualified screeners on staff to supervise the training. In this situation the aircraft operator must train screeners on the new screening method by either Attachment 8-4 Section A. or Attachment 8-4 Section B.:

- A. Screeners may be trained by already qualified personnel of another aircraft operator in accordance with AOSSP requirements.
- B. With Principal Security Specialist (PSS) approval, the aircraft operator may identify and train an initial cadre of qualified screeners who will then be qualified to perform screening and training functions as required by the applicable attachment to Chapter 8. This option may be utilized only to train the initial cadre of screeners approved by the PSS. Submit to the PSS for approval a training program that meets the following requirements:
 - 1) The initial cadre of trainee instructors must be positively identified and provided to the PSS.
 - 2) The training program must meet all requirements of the applicable attachment to Chapter 8, except for the requirement that only qualified screeners may supervise on-the-job-training (OJT).
 - 3) For technical screening methods, this initial training must incorporate any training and operations manuals provided with the equipment by the manufacturer.
 - 4) The training must incorporate expertise in the practical application of the new screening method by utilizing at least one of the following options:
 - a. Currently qualified screeners that are aircraft operator employees of another aircraft operator may be utilized to support classroom training and supervise the OJT of unqualified screeners.
 - b. A technical representative of the manufacturer that supervises OJT of unqualified screeners must be an authorized representative of the aircraft operator and must have been trained in the proper use of the equipment in which they are providing instruction. This provision does not apply to technical representatives being utilized to support classroom training if the representatives are not directly instructing unqualified screeners on the requirements.
 - c. The aircraft operator may propose additional training measures to compensate for the lack of qualified screeners to supervise OJT. With PSS approval, the initial cadre of screeners may then self-certify. No individual will be allowed to supervise his or her own OJT. The self-certification plan must require multiple screeners to undergo a simultaneous concentrated OJT program during which they cross supervise each other to ensure proper application of screening procedures.

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ATTACHMENT 8-5: INTENTIONALLY REMOVED

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ATTACHMENT 8-6: PHYSICAL SEARCH SCREENING PROCEDURES FOR CARGO

The following procedures must be complied with if physical search is used to screen cargo at U.S. and non-U.S. locations:

A. Screener Performance Standards.

- 1) Screeners must be able to follow notification procedures in Section 8.6. as appropriate.
- 2) Screeners must be able to use tools that allow for the opening and closing of boxes, crates, or other common cargo packaging and physically search all areas and contents of boxes, crates, and other common cargo packaging.
- 3) Screeners must be able to stop the transfer of any suspect cargo to passenger aircraft.

B. Physical Search Procedures



AOSSP Change 14
June 15, 2012

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Aircraft Operator Standard Security Program



C. Additional Physical Search Procedures for Cargo Accepted at a Non-U.S. Location



AOSSP Change 14
June 15, 2012

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Aircraft Operator Standard Security Program

- [REDACTED]
- D. At each screening location, supply the current TSA-provided cargo screening training modules to the authorized representatives who screen cargo in accordance with this attachment. These TSA-provided training modules may be used in lieu of training developed by the aircraft operator to satisfy the requirements of Attachment 8-6 Sections E., F., and G.
- E. Screener and Screening Supervisor Initial Training. Only screeners and supervisors who have satisfactorily completed the required physical search training in Attachment 8-6 Sections C.1) through C.6) may physically search cargo. [REDACTED]

[REDACTED] Individuals must be provided a minimum of 3 hours of classroom training. The training must be presented in a formal manner with ample opportunity for questions and answers. Initial training must include the following:

- 1) Recognizing IED components: explosive, power supply, switch or timer, and detonator or initiator
 - 2) Conducting a physical search
 - 3) Procedures for diplomatic pouches
 - 4) Detecting TSA test objects (as they apply to a physical search)
 - 5) Reviewing notification procedures
 - 6) Reviewing records and certifications
- F. Screener and Screening Supervisor Initial Testing
- 1) Initial testing must include the elements listed in Attachment 8-6 Section E. above.
 - a. Qualifying: [REDACTED] or more correct answers – review any incorrect answers.
 - b. Disqualifying: [REDACTED] or less correct answers – repeat entire initial training program.
 - 2) Initial training testing must also include successful detection of each TSA-approved test object appropriate for the physical search of cargo. The aircraft operator must use the TSA-approved test objects described in Attachment 8-6 Section H.
 - 3) When a screener fails to detect a TSA test object, the aircraft operator must repeat the initial training curriculum to ensure the screener is proficient enough to physically search cargo.
 - 4) Testing must be recorded in the screener and screening supervisor's training records along with the name of the instructor who is certifying that the screener or supervisor has completed the testing.
 - 5) Following successful completion of the training required above, each individual must undergo a formal on-the-job-training (OJT) program during the first 15 hours of duty. During this time, each screener must:

AOSSP Change 14
June 15, 2012

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Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

- a. Work with and under the close supervision of a qualified screener or screening supervisor to further familiarize him or herself with physical searches. (See Attachment 8-4 for procedures if no screeners are currently qualified.)
 - b. Not make any independent judgments as to whether cargo contains unauthorized explosives, incendiaries, or other destructive substances or items.
- 6) The OJT program described in Attachment 8-6 Section F.5) may be completed in less than 15 hours provided that:
- a. Each piece screened by the trainee is recorded in a training log and the log is maintained as a permanent part of the training record.
 - b. The performance of the trainee is recorded as correct or incorrect for each piece screened, along with the initials or employee number of the person providing the training.
 - c. [REDACTED]
- 7) Classroom training and OJT must be recorded in the individual's training record. The record must include the name of the qualified screener or screening supervisor attesting to the trainee's proficiency during classroom training and OJT.
- G. Screener and Screening Supervisor Recurrent Training and Testing
- 1) Each screener and screening supervisor must receive a minimum of 2 hours of recurrent training at least every 12 months to include:
 - a. A review of new threat information, pertinent physical search experiences and security incidents, and a review of procedures contained in this attachment to ensure each screener and screening supervisor is familiar with physical search procedures.
 - b. A demonstration of a proper physical search
 - c. A review of TSA-approved test objects described in Attachment 8-6. Section H.
 - d. Time for questions and answers.

Note: The elements of the training outline in Section 17.5.1. applicable to the duties and responsibilities of the screener are included in the screener/screening supervisor's recurrent training. If the annual recurrent training requirement in Section 17.5.B. has been satisfied, it need not be provided separately.
 - 2) The determination of the due date for annual recurrent training is specified in Section 17.5.B.
 - 3) When a screener or screening supervisor fails to detect a TSA test object, the aircraft operator must repeat the recurrent training procedure to ensure the screener or screening supervisor is able to identify the test objects and screen using proper procedures.
 - 4) Recurrent training and testing must be recorded in the screener and screening supervisor's training records along with the name of the instructor who is certifying that the screener or supervisor has completed the training.
 - a. Qualifying: [REDACTED] or more correct answers – review any incorrect responses.

AOSSP Change 14
June 15, 2012SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

b. Disqualifying [redacted] or less correct answers – repeat recurrent training program.

H. TSA-Approved Test Objects for Physical Search

1) The IED test kit components listed below can be assembled into different combinations representing simulated IEDs. [redacted]

When tested, the screener or screening supervisor must take appropriate action. [redacted]

2) Any other test item that TSA approves

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May 1, 2010

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ATTACHMENT 8-7: ELECTRONIC METAL DETECTION (EMD) SCREENING PROCEDURES FOR CARGO

The aircraft operator must follow the procedures in Attachment 8-7 to perform electronic metal detection (EMD) screening. When screening cargo in accordance with Attachment 8-7, use only equipment listed on the TSA Air Cargo Screening Technology List (ACSTL). Additionally, ensure the Top Part Assembly Number and Software Version are current in accordance with the ACSTL.

A. EMD Unit Requirements



B. EMD Screening Procedures

- 1) When using an EMD unit to screen cargo, shipments must contain no metal (this includes packaging) and must be composed of commodities from one or more of the following commodity classes: printed matter, wearing apparel, fresh produce, fresh flowers, and fish & meats.

2)



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June 15, 2012

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Aircraft Operator Standard Security Program



C EMD Alarm Resolution Procedures



AOSSP Change 14
June 15, 2012

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Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program



- 4) Do not transport cargo on passenger aircraft if an alarm cannot be cleared using a TSA-approved method of screening.
- 5) If at any time the screener suspects the presence of unauthorized explosives, incendiaries, or other destructive substances or items, he 
 must notify the appropriate authorities following the

D.



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June 15, 2012

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E. Records and Logs

- 1) Maintain records and logs containing the following information (in either electronic or hardcopy format) at the screening location for a period of 30 calendar days:



- 2) Make all records and logs available to TSA upon request.

F. At each screening location, supply the current TSA-provided cargo screening training modules to the authorized representatives who screen cargo in accordance with this attachment. These TSA-provided training modules may be used in lieu of training developed by the aircraft operator to satisfy the requirements of Attachment 8-7 Sections G. and H.

G. Screener and Screening Supervisor Performance Standards

- 1) Be qualified (current training and testing) for each EMD they use to screen cargo.
- 2) Be knowledgeable and able to follow notification procedures in Section 8.6.
- 3) Able to stop the transfer of any suspect cargo to passenger aircraft.

H. Training and Testing Requirements

- 1) Train, test and maintain records for all screeners who apply measures in accordance with this attachment. EMD training courses are specific to a particular manufacturer and model.
- 2) Initial Training (classroom training, testing, and on-the-job training)
 - a. To become qualified as a screener, the trainee must satisfactorily complete initial classroom training, testing, and on-the-job-training (OJT). Additionally, all screeners

AOSSP Change 14
June 15, 2012

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Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

must be qualified in physical search screening procedures in accordance with Attachment 8-6. Prior to starting EMD OJT, the trainee must satisfactorily complete classroom training and testing for both physical search screening procedures and for EMD screening procedures.

- b. Classroom Training
 - i. Provide each screener a minimum of 4 hours of classroom training. This training must be presented in a formal manner with ample opportunity for questions and answers.
 - ii. At a minimum, classroom training must include the topics listed in Attachment 8-7 Section H.4)a.
 - c. Testing
 - i. Following satisfactory completion of the classroom training, test a screener on the applicable classroom training topics.
 - ii. A qualifying score [REDACTED] or more is required to pass the test. Instructors must thoroughly review all incorrect answers with the screener.
 - iii. A screener who does not receive a qualifying score [REDACTED] must repeat the classroom training before testing again.
 - d. On-the-Job-Training (OJT)
 - i. Following satisfactory completion of the classroom training and testing required in Attachment 8-7 Sections H.2)b. and H.2)c., the screener must undergo a formal OJT program during the first 20 hours of duty. During this time, each screener must work with and under the close supervision of a qualified screener to further familiarize himself or herself with the screening procedures and equipment. (See Attachment 8-4 for procedures if no screeners are currently qualified.) The screener must not make any independent judgments as to whether cargo contains unauthorized explosives, incendiaries, or other destructive substances or items.
 - ii. The OJT program may be completed in less than 20 hours provided that the screener correctly screens a [REDACTED] different pieces of cargo using EMD screening procedures.
 - e. Initial training is valid through the last day of the 12th month once all initial training requirements have been met (classroom training, testing, and OJT). For example, if a screener accomplished training anytime during the month of June 2010, the expiration date for that training is June 30, 2011.
- 3) Recurrent Training (Classroom Training and Testing)
- a. To maintain qualifications, a screener must satisfactorily complete recurrent classroom training and testing.
 - b. Classroom Training
 - i. Each screener must receive a minimum of 2 hours of recurrent classroom training at least every 12 consecutive months. The training must be presented in a formal manner with ample opportunity for questions and answers.

AOSSP Change 14
June 15, 2012SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

- ii. At a minimum, classroom training must include the topics listed in Section H.4)b.
 - c. Testing
 - i. Following satisfactory completion of the classroom training, test a screener on the applicable classroom training topics.
 - ii. A qualifying [REDACTED] or more is required to pass the test. Instructors must thoroughly review all incorrect answers with the screener.
 - iii. A screener who does not receive a qualifying score [REDACTED] must repeat the classroom training before testing again.
 - d. Recurrent training is due no later than the last day of the 12th month once all training requirements have been met. For example, if a screener last accomplished training anytime during the month of June 2010, the expiration date for that training is June 30, 2011. The screener is considered unqualified to screen cargo as of July 1, 2011, until recurrent training is satisfactorily completed. Screeners who have been unqualified for more than 12 consecutive months must complete initial training in accordance with Section H.2) prior to screening cargo.
- 4) EMD Classroom Training Topics
- a. Initial training
 - i. EMD screening procedures
 - ii. EMD unit manufacturer operating manuals
 - iii. EMD unit safety
 - iv. Verification test procedures
 - v. Alarm resolution procedures
 - vi. Familiarization with the manufacturer's performance verification test objects.
 - vii. Demonstration of proper EMD screening procedures
 - viii. Records and logs.
 - b. Recurrent training
 - i. Review of all topics covered during initial training
 - ii. Pertinent screening experiences
 - iii. Security incidents
- 5) Documentation
- a. Maintain training records (in either electronic or hard copy format) for all screeners receiving training in accordance with Attachment 8-7 Section H. At a minimum, document the following information in each screener's training record:
 - i. Completion of classroom training
 - a) Name and signature of instructor and screener

AOSSP Change 14
June 15, 2012

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Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

- b) Training dates
- c) Description of training administered
- ii. Testing results
 - a) Name and signature of instructor and screener
 - b) Testing date
 - c) Testing results (whether qualifying or disqualifying)
- iii. OJT
 - a) Name and signature of instructor and screener
 - b) Training dates
 - c) Summary of OJT activities
- b. Make these records available to TSA upon request

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June 15, 2012

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ATTACHMENT 8-8: X-RAY SCREENING PROCEDURES FOR CARGO AT U.S. LOCATIONS

The aircraft operator must follow the procedures in Attachment 8-8 to perform X-ray screening at U.S. locations. At U.S. locations, the aircraft operator must use X-ray equipment listed on the TSA Air Cargo Screening Technology List (ACSTL) to perform X-ray screening.

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June 15, 2012

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Aircraft Operator Standard Security Program

- 4) Notify the local Federal Security Director (FSD) when applying the measures of this section and follow the notification procedures in Section 8.6.

I. X-ray Unit Requirements

- 1) Use only X-ray equipment approved by TSA. Contact the assigned Principal Security Specialist (PSS) for the current list of approved equipment. X-ray units not on the approved list must meet the standards for cabinet X-rays issued by the Food and Drug Administration (FDA) and published in 21 CFR 1020.40; the units must meet the imaging requirements set forth in the aircraft operator's TSA-approved security program using the step wedge specified in the American Society for Testing and Materials (ASTM) Standard F792-88 (Re-approved 1993). ASTM Standard F792-88 (Re-approved 1993), "Standard Practice for Design and Use of Ionizing Radiation Equipment for the Detection of Items Prohibited in Controlled Access Areas," is incorporated by reference into this section with the approval of the Director of the Federal

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June 15, 2012

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Register under 5 U.S.C. 552(a) and 1 CFR Part 5.1. All approved material is available for inspection at the National Archives and Records Administration (NARA). For information on the availability of this material at NARA, call 202-741-6030 or go to http://www.archives.gov/federal_register/code_of_federal_regulations/ibr_locations.html. In addition, ASTM Standard F792-88 (Re-approved 1993) may be examined at the Department of Transportation Docket Management Facility located on the West Building Ground Floor, Room W12-140, at 1200 New Jersey Avenue, SE, Washington, DC 20590 or on the Federal Docket Management System (FDMS) in Regulations.gov (under docket number FAA-2001-8725). ASTM Standard F792-88 (Re-approved 1993) may be obtained from the American Society for Testing and Materials, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959, or by calling 1-610-832-9585 or visiting <http://www.astm.org>.

- 2) An X-ray unit not in full compliance with any defect notice or modification issued for that unit by the FDA must not be used.
- 3) An annual radiation survey must be performed to meet the applicable performance standards in 21 CFR 1020.40. This survey does not include annual radiation surveys after the installation or movement of an X-ray unit (an exception is an X-ray unit designed and constructed as a mobile unit).
- 4) A radiation survey must be conducted for each X-ray unit when initially installed or when moved, and at least every 12 months to ensure performance standards are being met, or when it becomes known an X-ray unit does not meet performance standards in Attachment 8-8 Section I.1).
- 5) A copy of the radiation survey must be maintained either at the aircraft operator's corporate security office or the location where the X-ray unit is in operation. The radiation survey must be maintained for a minimum of 2 years and made available to TSA upon request.
- 6) TSA Imaging Requirements. X-ray units must operate at a level to ensure maximum effectiveness in detecting unauthorized explosives, incendiaries, and other destructive substances or items and must meet imaging capabilities as follows:



- 7) Signs indicating use of X-ray units must be placed in conspicuous locations to indicate to those individuals tendering cargo that X-ray units are in use

J. Screener Performance Standards

AOSSP Change 14
June 15, 2012

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- 2) Screeners must be able to follow notification procedures in Section 8.6. as appropriate.
- 3) Screeners must be able to stop the transfer of any suspect cargo to passenger aircraft.

K. Records and Logs

- 1) Image test and maintenance records for the current screening session and previous 30 calendar days must be maintained (in either electronic or hardcopy format) with the appropriate X-ray unit.
- 2) A maintenance log must be kept at each X-ray unit location. The screener must record all instances when the X-ray unit is subject to either routine or unscheduled maintenance.

L. At each screening location, supply the current TSA-provided cargo screening training modules to the authorized representatives who screen cargo in accordance with this attachment. These TSA-provided training modules may be used in lieu of training developed by the aircraft operator to satisfy the requirements of Attachment 8-8 Sections M., N., O., and P.

M. Screener Initial Training. An individual training as an X-ray screener must also complete the physical search initial training and on-the-job-training (OJT) required by Attachment 8-6. The X-ray screener initial training is not complete until the physical search initial training and OJT have been completed. Only screeners who have satisfactorily completed the required X-ray unit training in Attachment 8-8 Section M.1) may operate an X-ray unit. Each screener must be provided a minimum of 4 hours of classroom training. The training must be presented in a formal manner with ample opportunity for questions and answers.

- 1) Initial training must include:
 - a. X-ray unit manufacturers' operating manuals
 - b. X-ray unit safety
 - c. Image interpretation
 - d. Image categories: no threat, possible threat, and obvious threat
 - e. Alarm resolution procedures
 - f. TSA test objects (as they apply to X-ray)
 - i. The TSA test objects training must include successful detection of each TSA test object appropriate for the X-ray unit in use.
 - ii. The aircraft operator may use the TSA-approved test objects described in Attachment 8-8 Section Q.
 - iii. When a screener fails to detect a TSA test object, the aircraft operator must repeat the initial training curriculum to ensure the screener is proficient enough to operate an X-ray unit.
 - g. Records and logs.

AOSSP Change 14
June 15, 2012

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Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

- 2) Following successful completion of the training required in Attachment 8-8 Section M.1), the screener must undergo a formal OJT program during the first 20 hours of duty. During this time, each screener must:
 - a. Work with and under the close supervision of a qualified screener or screening supervisor to further familiarize him or herself with X-ray screening. (See Attachment 8-4 for procedures if no screeners are currently qualified.)
 - b. Not make any independent judgments as to whether cargo contains unauthorized explosives, incendiaries, or other destructive substances or items.
 - 3) The OJT program described in Attachment 8-8 Section M.2) may be completed in less than 20 hours provided that:
 - a. Each piece screened by the trainee is recorded in a training log and the log is maintained as a permanent part of the training record.
 - b. The performance of the trainee in screening each piece is recorded as correct or incorrect, along with the initials or employee number of the person providing the training.
 - c. [REDACTED]
 - 4) Classroom training and OJT must be recorded in the individual's training record. The record must include the name of the qualified screener or screening supervisor attesting to the trainee's proficiency during classroom training and OJT.
 - 5) When a screener transfers to another cargo screening location or aircraft operator where a different make or model X-ray unit is used, or the aircraft operator installs a different make or model X-ray unit at a cargo screening location, the screener must satisfactorily complete equipment-specific training.
- N. Screening Supervisor Initial Training. An individual being trained as an X-ray screening supervisor must have completed X-ray screener initial training in accordance with Attachment 8-8 Section M.
- 1) Each screening supervisor must also be provided a minimum of 1 hour of additional classroom training. The training must be presented in a formal manner with ample opportunity for questions and answers. The additional training must include the procedures to follow when an X-ray unit does not meet the manufacturer's technical operating standards or is inoperative, or when qualified X-ray screeners are not available.
 - 2) Following successful completion of the training required in Attachment 8-8 Section N.1), each screening supervisor must undergo an additional formal OJT program during the first 2 hours of duty as a supervisor. The X-ray screener initial training OJT program must be completed prior to initiating the additional OJT program. During this time, each screening supervisor must:
 - a. Work with and under the close supervision of a qualified screener or screening supervisor to further familiarize himself or herself with X-ray units. (See Attachment 8-4 for procedures if no screeners are currently qualified.)
 - b. Not make any independent judgments as to whether cargo contains unauthorized explosives, incendiaries, or other destructive substances or items.
 - 3) Classroom training and OJT must be recorded in the screening supervisor's training record and record in a training log. The record must include the name of the qualified screener or screening supervisor attesting to the trainee's proficiency during classroom training and OJT.

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

- 4) When a screening supervisor transfers to another cargo screening location or aircraft operator where a different make or model X-ray unit is used, or the aircraft operator installs a different make or model X-ray unit at a cargo screening location, the screening supervisor must satisfactorily complete equipment-specific training.

O. Screener and Screening Supervisor Initial Testing

- 1) Initial testing must include the applicable elements listed in Attachment 8-8 Sections M. and N.
 - a. Qualifying: [REDACTED] or more correct answers – review any incorrect answers.
 - b. Disqualifying: [REDACTED] or less correct answers – repeat entire initial training program.
- 2) Classroom testing must be recorded in the screener and screening supervisor's training records along with the name of the instructor who is certifying that the screener or supervisor has completed the testing.

P. Screener and Screening Supervisor Recurrent Training and Testing

- 1) Each screener and screening supervisor must receive a minimum of 2 hours of recurrent training at least every 12 months. This training is in addition to the 2 hours of recurrent training required for physical search in this attachment. The elements of the training outlined in Section 17.5.1. of this AOSSP applicable to the duties and responsibilities of the screener are included in the screener/screening supervisor's recurrent training. If the annual recurrent training requirement in Section 17.5.B. has been satisfied, it need not be provided separately. Training must include:
 - a. A review of new threat information, pertinent X-ray unit screening experiences and security incidents, and a review of procedures contained in this attachment and the manufacturers' operating manuals to ensure each screener and screening supervisor is familiar with X-ray search procedures
 - b. A demonstration of the proper use of an X-ray unit
 - c. A review of TSA-approved test objects described in Attachment 8-8 Section Q.
 - d. Time for questions and answers
- 2) If at any time, a screener or screening supervisor fails to detect a TSA test object introduced by either the aircraft operator or TSA, the aircraft operator must repeat the recurrent training procedure to ensure the screener or screening supervisor is able to identify the test objects and screen using proper procedures.
- 3) The determination of the due date for annual recurrent training is specified in Section 17.5.B.
- 4) Recurrent training and testing must be recorded in the screener and screening supervisor's training records along with the name of the instructor who is certifying that the screener or supervisor has completed the training.
 - a. Qualifying: [REDACTED] or more correct answers – review any incorrect responses.
 - b. Disqualifying: [REDACTED] or less correct answers – repeat recurrent training program.

Q. TSA-Approved Test Objects for X-ray Units:

- 1) [REDACTED]

AOSSP Change 14
June 15, 2012

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Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

2

- 3) The improvised explosive device (IED) test kit components listed below can be assembled into different combinations representing simulated IEDs.

When tested, the screener or screening supervisor must take appropriate action.

- R. Multiple pieces of cargo or multiple pieces of cargo configured on a skid may be screened with X-ray in accordance with the following restrictions:
- 1) This section does not apply to cargo configured in a unit load device (ULD) container or on a ULD pallet.
 - 2) The cargo must be comprised of a single homogeneous commodity; that is, each piece must contain identical contents and must have similar packaging.
 - 3) The total size of the configuration must not exceed the x-ray unit's capacity to display the whole configuration on the screen at one time.
 - 4) When cargo contains commodities that are too dense to render an accurate X-ray image or is known to contain objects that are large enough in mass to conceal a potential threat, break down the configuration into groupings of fewer pieces and screen each grouping of cargo in accordance with Attachment 8-8 Section R. until a clear image is obtained for each grouping or completely break down the configuration and screen each individual piece in accordance with Attachment 8-8 Sections A., C., D., E., F., and G.
 - 5) When using a single view X-ray unit, each piece in the configuration must be screened twice in succession, rotating each piece in the configuration or the entire configuration 90 degrees horizontally in either direction prior to screening it the second time.
 - 6)

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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ATTACHMENT 8-9: ADVANCED TECHNOLOGY (AT) X-RAY SCREENING PROCEDURES FOR CARGO AT U.S. LOCATIONS

Only equipment listed on the TSA Air Cargo Screening Technology List (ACSTL) may be used to perform screening at U.S. locations in accordance with this attachment. The following procedures must be followed if an advanced technology (AT) X-ray unit is used to screen cargo:

- A. The screener must follow the procedures in Sections A.1) and 2) when screening cargo [REDACTED]



- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]
- F. If, based on the AT X-ray image or any other indications, the screener suspects the presence of unauthorized explosives, incendiaries, or other destructive substances or items, he or she must maintain control of the item and the aircraft operator must notify the appropriate authorities following the measures in Section 8.6.

AOSSP Change 14
June 15, 2012

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- G. If the AT X-ray image or an object within the image is [REDACTED] he screener must use either of the following methods [REDACTED] alarms or images of unresolved items:

- H. If the screener cannot resolve the image, or identifies a suspect item or suspects the presence of unauthorized explosives, incendiaries, or other destructive substances or items, he or she must maintain control of the item and the aircraft operator must notify the appropriate authorities following the measures in Section 8.6.

- I. AT X-ray Alarm Resolution. All alarms must be resolved.

- 1) If there is no alarm, the cargo may be cleared for transport.
- 2) If the operator has identified a possible threat or anomaly, the cargo must be cleared either by performing a physical search following the procedures in Attachment 8-6 Section B., or by use of ETD in accordance with the following procedures:

- 3) When a screening supervisor is contacted, the screener and screening supervisor must work together to resolve the cause of the ETD alarm. If at any time the ETD alarm is determined to be associated with an improvised explosive device (IED), explosive, and/or IED component, the screening supervisor must notify Transportation Security Operations Center (TSOC), the Ground Security Coordinator (GSC), an LEO, and the Federal Security Director (FSD) that a threat has been identified.

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June 15, 2012

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- 4) If the screening supervisor cannot resolve the alarm during the physical search, the supervisor must notify TSOC, the GSC, an LEO, and the FSD that a suspect item or package has been identified.

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June 15, 2012

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Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

- 4) The aircraft operator must notify the local FSD when applying the measures of this section and follow the notification procedures in Section 8.6.

K. AT X-ray Unit Requirements

- 1) At U.S. locations, the aircraft operator must use only AT X-ray equipment approved by TSA. Contact the assigned Principal Security Specialist (PSS) for the current list of approved equipment. AT X-ray units not on the approved list must meet the standards for cabinet AT X-rays issued by the Food and Drug Administration (FDA) and published in 21 CFR 1020.40; the units must meet the imaging requirements set forth in the aircraft operator's TSA-approved security program using the step wedge specified in the American Society for Testing and Materials (ASTM) Standard F792-88 (Re-approved 1993). ASTM Standard F792-88 (Re-approved 1993), "Standard Practice for Design and Use of Ionizing Radiation Equipment for the Detection of Items Prohibited in Controlled Access Areas," is incorporated by reference into this section with the approval of the Director of the Federal Register under 5 U.S.C. 552(a) and 1 CFR Part 5.1. All approved material is available for inspection at the National Archives and Records Administration (NARA). For information on the availability of this material at NARA, call 202-741-6030 or go to http://www.archives.gov/federal_register/code_of_federal_regulations/ibr_locations.html. In addition, ASTM Standard F792-88 (Re-approved 1993) may be examined at the Department of Transportation Docket Management Facility located on the West Building Ground Floor, Room W12-140, at 1200 New Jersey Avenue, SE, Washington, DC 20590 or on the Federal Docket Management System (FDMS) in Regulations.gov (under docket number FAA-2001-8725). ASTM Standard F792-88 (Re-approved 1993) may be obtained from the American Society for Testing and Materials, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959, or by calling 1-610-832-9585 or visiting <http://www.astm.org>.
- 2) An AT X-ray unit not in full compliance with any defect notice or modification issued for that unit by the Food and Drug Administration (FDA) must not be used.
- 3) An annual radiation survey must be performed to meet the applicable performance standards in 21 CFR 1020.40. This survey does not include annual radiation surveys after the installation or movement of an AT X-ray unit (an exception is an AT X-ray unit designed and constructed as a mobile unit).
- 4) A radiation survey must be conducted for each AT X-ray unit when initially installed or when moved, and at least every 12 months to ensure performance standards are being met, or when it becomes known an AT X-ray unit does not meet performance standards in Attachment 8-9 Section K.1).
- 5) A copy of the radiation survey must be maintained either at the aircraft operator's corporate security office or the location where the AT X-ray unit is in operation. The radiation survey must be maintained for a minimum of 2 years and made available to TSA upon request.
- 6) TSA Imaging Requirements. AT X-ray units must operate at a level to ensure maximum effectiveness in detecting unauthorized explosives, incendiaries, and other destructive substances or items and must meet imaging capabilities as follows:

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION


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Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

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- 7) Signs indicating use of AT X-ray units must be placed in conspicuous locations to indicate to those individuals tendering cargo that AT X-ray units are in use.

L. Screener Performance Standards

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- 2) Screeners must be able to follow notification procedures in Section 8.6. as appropriate.
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M. Records and Logs

- 1) Image test and maintenance records for the current screening session and previous 30 calendar days must be maintained (in either electronic or hardcopy format) with the appropriate AT X-ray unit.
- 2) A maintenance log must be kept at each AT X-ray unit location. The screener must record all instances when the AT X-ray unit is subject to either routine or unscheduled maintenance.

N. At each screening location, supply the current TSA-provided cargo screening training modules to the authorized representatives who screen cargo in accordance with this attachment. These TSA-provided training modules may be used in lieu of training developed by the aircraft operator to satisfy the requirements of Attachment 8-9 Sections O., P., Q., and R.

O. Screener Initial Training. An individual training as an AT X-ray screener must also complete the physical search initial training and OJT required by Attachment 8-6. The AT X-ray screener initial training is not complete until the physical search initial training and on-the-job-training (OJT) have been completed. Only screeners who have satisfactorily completed the required AT X-ray unit training in Attachment 8-9 Section O.1) may operate an AT X-ray unit. Each screener must be provided a minimum of 4 hours of classroom training. The training must be presented in a formal manner with ample opportunity for questions and answers.

- 1) Initial training must include:
 - a. AT X-ray unit manufacturers' operating manuals
 - b. AT X-ray unit safety
 - c. Image interpretation
 - d. Image categories: no threat, possible threat, and obvious threat
 - e. Alarm resolution procedures
 - f. TSA test objects (as they apply to AT X-ray)

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

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Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

- i. The TSA test objects training must include successful detection of each TSA test object appropriate for the AT X-ray unit in use.
 - ii. The aircraft operator may use the TSA-approved test objects described in Attachment 8-9 Section S.
 - iii. When a screener fails to detect a TSA test object, the aircraft operator must repeat the initial training curriculum to ensure the screener is proficient enough to operate an AT X-ray unit.
- g. Records and logs
- 2) Following successful completion of the training required in Attachment 8-9 Section O.1), the screener must undergo a formal OJT program during the first 20 hours of duty. During this time, each screener must:
 - a. Work with and under the close supervision of a qualified screener or screening supervisor to further familiarize him or herself with AT X-ray screening. (See Attachment 8-4 for procedures if no screeners are currently qualified.)
 - b. Not make any independent judgments as to whether cargo contains unauthorized explosives, incendiaries, or other destructive substances or items.
 - 3) The OJT program described in Attachment 8-9 Section O.2) may be completed in less than 20 hours provided that:
 - a. Each piece screened by the trainee is recorded in a training log and the log is maintained as a permanent part of the training record.
 - b. The performance of the trainee in screening each piece is recorded as correct or incorrect, along with the initials or employee number of the person providing the training.
 - c. A minimum of 100 pieces have been correctly screened and recorded in a training log.
 - 4) Classroom training and OJT must be recorded in the individual's training record. The record must include the name of the qualified screener or screening supervisor attesting to the trainee's proficiency during classroom training and OJT.
 - 5) When a screener transfers to another cargo screening location or aircraft operator where a different make or model AT X-ray unit is used, or the aircraft operator installs a different make or model AT X-ray unit at a cargo screening location, the screener must satisfactorily complete equipment-specific training.
- P. Screening Supervisor Initial Training. An individual being trained as an AT X-ray screening supervisor must have completed AT X-ray screener initial training in accordance with Attachment 8-9 Section O.
- 1) Each screening supervisor must also be provided a minimum of 1 hour of additional classroom training. The training must be presented in a formal manner with ample opportunity for questions and answers. The additional training must include the procedures to follow when an AT X-ray unit does not meet the manufacturer's technical operating standards or is inoperative, or when qualified AT X-ray screeners are not available.
 - 2) Following successful completion of the training required in Attachment 8-9 Section P.1), each screening supervisor must undergo an additional formal OJT program during the first 2 hours of duty as a supervisor. The AT X-ray screener initial training OJT program must be completed prior to initiating the additional OJT program. During this time, each screening supervisor must:

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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- a. Work with and under the close supervision of a qualified screener or screening supervisor to further familiarize himself or herself with AT X-ray units. (See Attachment 8-4 for procedures if no screeners are currently qualified.)
 - b. Not make any independent judgments as to whether cargo contains unauthorized explosives, incendiaries, or other destructive substances or items.
- 3) Classroom training and OJT must be recorded in the screening supervisor's training record and record in a training log. The record must include the name of the qualified screener or screening supervisor attesting to the trainee's proficiency during classroom training and OJT.
 - 4) When a screening supervisor transfers to another cargo screening location or aircraft operator where a different make or model AT X-ray unit is used, or the aircraft operator installs a different make or model AT X-ray unit at a cargo screening location, the screening supervisor must satisfactorily complete equipment-specific training.

Q. Screener and Screening Supervisor Initial Testing

- 1) Initial testing must include the applicable elements listed in Attachment 8-9 Sections O. and P.
 - a. Qualifying: [REDACTED] or more correct answers – review any incorrect answers.
 - b. Disqualifying [REDACTED] or less correct answers – repeat entire initial training program.
- 2) Classroom testing must be recorded in the screener and screening supervisor's training records along with the name of the instructor who is certifying that the screener or supervisor has completed the testing.

R. Screener and Screening Supervisor Recurrent Training and Testing

- 1) Each screener and screening supervisor must receive a minimum of 2 hours of recurrent training at least every 12 months. This training is in addition to the 2 hours of recurrent training required for physical search in this attachment. The elements of the training outlined in Section 17.5.1. of this AOSSP applicable to the duties and responsibilities of the screener are included in the screening/screening supervisor's recurrent training. If the annual recurrent training requirement in Section 17.5.B. has been satisfied, it need not be provided separately. Training must include:
 - a. A review of new threat information, pertinent AT X-ray unit screening experiences and security incidents, and a review of procedures contained in this attachment and the manufacturers' operating manuals to ensure each screener and screening supervisor is familiar with AT X-ray search procedures
 - b. A demonstration of the proper use of an AT X-ray unit
 - c. A review of TSA-approved test objects described in Attachment 8-9 Section S.
 - d. Time for questions and answers
- 2) If at any time, a screener or screening supervisor fails to detect a TSA test object introduced by either the aircraft operator or TSA, the aircraft operator must repeat the recurrent training procedure to ensure the screener or screening supervisor is able to identify the test objects and screen using proper procedures.
- 3) The determination of the due date for annual recurrent training is specified in Section 17.5.B.
- 4) Recurrent training and testing must be recorded in the screener and screening supervisor's training records along with the name of the instructor who is certifying that the screener or supervisor has completed the training.

AOSSP Change 14
June 15, 2012SENSITIVE SECURITY INFORMATION

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Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

- a. Qualifying: [REDACTED] or more correct answers – review any incorrect responses.
- b. Disqualifying [REDACTED] or less correct answers – repeat recurrent training program.

S. TSA-Approved Test Objects for AT X-ray Units:



- 3) The IED test kit components listed below can be assembled into different combinations representing simulated IEDs. [REDACTED] When tested, the screener or screening supervisor must take appropriate action.



AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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ATTACHMENT 8-10: EXPLOSIVE TRACE DETECTIONS (ETD) SCREENING PROCEDURES FOR CARGO AT U.S. LOCATIONS

Only equipment listed on the TSA Air Cargo Approved Screening Technology List (ACSTL) may be used to perform screening at U.S. locations in accordance with this attachment.

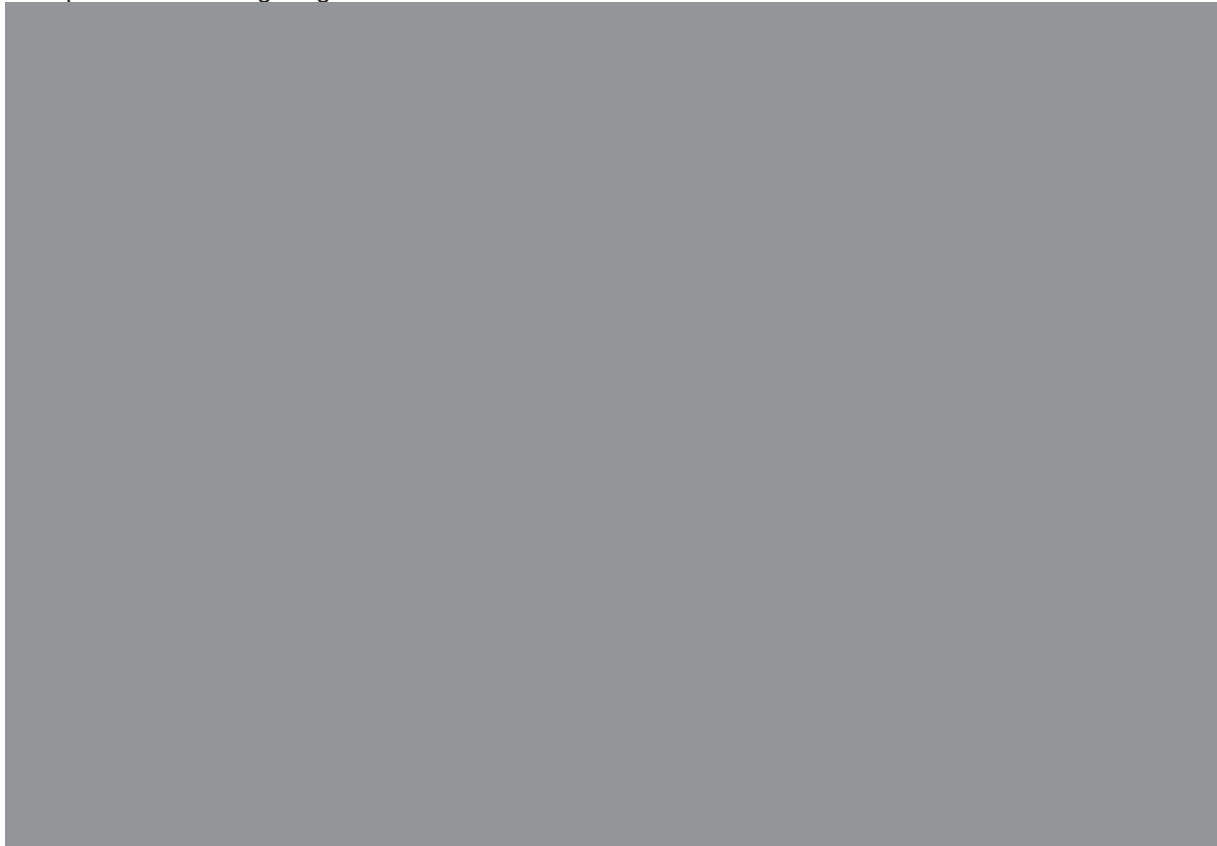
The following procedures must be followed if an explosive trace detection (ETD) is used to screen cargo:

A. ETD Unit Requirements

Procure only ETD equipment approved by TSA. Contact the Principal Security Specialist (PSS) for the current list of approved equipment. ETDs must be operated, tested, and maintained following the manufacturer's operating manual and procedures in this attachment:

1) Verification Test

- a. Prior to screening cargo with an ETD unit, conduct a successful ETD verification test to ensure the unit is working properly and meets the TSA minimum detection requirements.
- b. Conduct a verification test in accordance with the manufacturer's operating manual prior to screening cargo:



2)

3) Radiation Leak Test

- a. A radiation leak test must be conducted for each ETD before initial use and at

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

subsequent intervals as specified by the manufacturer's specification and license to ensure the performance standard set by the Nuclear Regulatory Commission (NRC) is met.

- b. The aircraft operator need not conduct radiation leak tests for ETDs exempt by the NRC. The aircraft operator can determine if such an exemption exists by contacting the ETD manufacturer and obtaining a copy of the documentation granting the exemption. A copy of the exemption or radiation leak test results must be maintained with the ETD and made available to TSA upon request.

B. General Operating Procedures



AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program



AOSSP Change 14
June 15, 2012

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Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

1) X-ray procedures in accordance with Attachment 8-8.

OR

2) Advanced Technology (AT) X-ray in accordance with Attachment 8-9.

OR

3) Explosives detection system (EDS) in accordance with Attachment 8-11.

OR

4)



5) If a package contains perishable items (for example, flowers, fresh seafood, and vegetables), the package must be physically searched in accordance with Attachment 8-6.

F. If the procedures in Attachment 8-10 Section E do not produce evidence of possible explosives, incendiaries, or other destructive substances or items, the cargo may be cleared for transport.

G.



AOSSP Change 14
June 15, 2012

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program



- 4) The aircraft operator must notify the local Federal Security Director (FSD) when applying the measures of this section and follow the notification procedures in Section 8.6.
- H. If there are signs of tampering and/or a dangerous item is discovered, follow the notification procedures in Section 8.6. The law enforcement officer (LEO) will assume control of the suspect item.
 - 1) If there is an alarm on any of the remaining items, a screening supervisor must be notified. If the screening supervisor is satisfied that all the items causing an ETD alarm do not pose a threat, the package can be cleared for transport.
 - 2) When a screening supervisor is contacted, the screener and screening supervisor must work together to resolve the cause of the ETD alarm. If at any time the ETD alarm is determined to be associated with an IED, explosive, and/or IED component, the screening supervisor must notify the Transportation Security Operations Center (TSOC), ground security coordinator (GSC), LEO, and FSD that a threat has been identified.
 - 3) If the screening supervisor cannot resolve the alarm during the resolution process described above, the supervisor must notify the TSOC, GSC, LEO, and FSD that a suspect item or package has been identified.
- I. Post-screening Process. When screening is completed and the cargo is cleared, it must be neatly repacked and resealed for transport. For each instance that a package or item causes an ETD alarm, 
- J. Screener and Screening Supervisor Performance Standards
 - 1) Screeners must be able to follow notification procedures in Section 8.6., as appropriate.
 - 2) 

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

K. Records, Logs, and Certifications

- 1) The ETD calibration/verification test record must include a printout that verifies a calibration/verification test was accomplished per the manufacturer's operating manual. If a printer is not available, a written record must be made in a calibration/verification test log that verifies a calibration/verification test was accomplished.
- 2) A maintenance log must be kept at each ETD location. The screener must record it in all instances when the ETD is subject to either routine or unscheduled maintenance.
- 3) Alarm log sheets, calibration records, and maintenance records for the current screening session and previous 30 calendar days must be maintained (in either electronic or hardcopy format) with the appropriate ETD.

L. At each screening location, supply the current TSA-provided cargo screening training modules to the authorized representatives who screen cargo in accordance with this attachment. These TSA-provided training modules may be used in lieu of training developed by the aircraft operator to satisfy the requirements of Attachment 8-10 Sections M., N. O. and P.

M. Screener Initial Training. Each individual trained as an ETD screener must complete the physical search initial training and OJT required by Attachment 8-6. The ETD screener initial training is not complete until the physical search initial training and on-the-job-training (OJT) have been completed as required in Attachment 8-6. Only screeners who have satisfactorily completed the required ETD training in Attachment 8-10 Section M.1) may operate an ETD. Each screener must be provided a minimum of 4 hours of classroom training. The training must be presented in a formal manner with ample opportunity for questions and answers.

- 1) Initial training must include:
 - a. ETD manufacturers' operating manuals
 - b. ETD safety
 - c. Sampling techniques
 - d. Alarm resolution procedures
 - e. Records and logs.
- 2) Following successful completion of the training required in Attachment 8-10 Section M.1), each screener must undergo a formal OJT program during the first 20 hours of duty. During this time, each screener must:
 - a. Work with and under the close supervision of a qualified screener or screening supervisor to further familiarize him or herself with ETD searches. (See Attachment 8-4 for procedures if no screeners are qualified.)
 - b. Not make any independent judgments as to whether cargo contains unauthorized explosives, incendiaries, or other destructive substances or items.
- 3) The OJT program described in Attachment 8-10 Section M.2) may be completed in less than 20 hours provided that:
 - a. Each piece screened by the trainee is recorded in a training log and the log is maintained as a permanent part of the training record.

AOSSP Change 14
June 15, 2012SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

- b. The performance of the trainee in screening each piece is recorded as correct or incorrect, along with the initials or employee number of the person providing the training.
 - c. A minimum of 100 pieces have been correctly screened and recorded in a training log.
- 4) Classroom training and OJT must be recorded in the screener's training record. The record must include the name of the qualified screener attesting to the trainee's proficiency during classroom training and OJT.
 - 5) When a screener transfers to another cargo screening location or aircraft operator where a different make or model ETD is used, or the aircraft operator installs a different make or model ETD at a cargo screening location, the screener must satisfactorily complete equipment-specific training.
- N. Screening Supervisor Initial Training. Each individual being trained as an ETD screening supervisor must have completed ETD screener initial training in accordance with Attachment 8-10 Section M. Each screening supervisor must also be provided a minimum of 2 hours of additional classroom training beyond that required in Attachment 8-10 Section M. The training must be presented in a formal manner with ample opportunity for questions and answers.
- 1) The additional training must include:
 - a. Records, logs, and certifications
 - b. Calibration and radiation leak test procedures
 - c. Procedures to follow when an ETD does not meet manufacturer's technical operating standards, is inoperative, or when qualified ETD screeners are not available.
 - 2) Following successful completion of the training required in Attachment 8-10 Section N.1) above, each screening supervisor must undergo a formal OJT program during the first 2 hours of duty. The ETD screener initial training OJT program (as amended) must be completed prior to initiating the additional OJT program. During this time, each screening supervisor must:
 - a. Work with and under the close supervision of a qualified screener or screening supervisor to further familiarize himself or herself with the ETD. (See Attachment 8-4 for procedures if no screeners are qualified yet.)
 - b. Not make any independent judgments as to whether cargo contains a unauthorized explosive, incendiaries, or other destructive substances or items
 - 3) Classroom training and OJT must be recorded in the screening supervisor's training record. The record must include the name of the qualified screener or screening supervisor attesting to the trainee's proficiency during classroom training and OJT.
 - 4) When a screening supervisor transfers to another cargo screening location or aircraft operator where a different make or model ETD is used, or the aircraft operator installs a different make or model ETD at a cargo screening location, the screening supervisor must satisfactorily complete equipment-specific training.

AOSSP Change 14
June 15, 2012SENSITIVE SECURITY INFORMATION

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Date Change Effective: June 15, 2012 Aircraft Operator Standard Security Program

O. Screener and Screening Supervisor Initial Testing

- 1) Initial testing must include the applicable elements listed in Attachment 8-10 Sections M. and N.
 - a. Qualifying: [REDACTED] or more correct answers – review any incorrect answers.
 - b. Disqualifying [REDACTED] or less correct answers – repeat entire initial training program.
- 2) Classroom testing must be recorded in the screener and screening supervisor's training records along with the name of the instructor who is certifying that the screener or supervisor has completed the testing.

P. Screener and Screening Supervisor Recurrent Training and Testing

- 1) Each screener and screening supervisor must receive a minimum of 2 hours of recurrent training at least every 12 months to include:
 - a. A review of new threat information, pertinent ETD search experiences and security incidents, and a review of procedures contained in this attachment and the manufacturers' operating manuals to ensure each screener and screening supervisor is familiar with ETD search procedures.
 - b. A demonstration of the proper use of an ETD
 - c. Any changes in procedures or operation of an ETD
 - d. Time for questions and answers.

Note: The elements of the training outlined in Section 17.5.1. are applicable to the duties and responsibilities of the screener and are included in the screener/screening supervisor's recurrent training. If the annual recurrent training requirement of Section 17.5.B. has been satisfied, it need not be provided separately.

- 2) The determination of the due date for annual recurrent training is specified in Section 17.5.B.
- 3) Recurrent training and testing must be recorded in the screener and screening supervisor's training records along with the name of the instructor who is certifying that the screener or supervisor has completed the training.
 - a. Qualifying: [REDACTED] or more correct answers – review any incorrect answers.
 - b. Disqualifying: [REDACTED] or less correct answers – repeat entire recurrent training program.

AOSSP Change 14
June 15, 2012

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Aircraft Operator Standard Security Program

ATTACHMENT 8-11: EXPLOSIVES DETECTION SYSTEM (EDS) SCREENING PROCEDURES FOR CARGO AT U.S. LOCATIONS

Only equipment listed on the TSA Air Cargo Approved Screening Technology List (ACSTL) may be used to perform screening at U.S. locations in accordance with this attachment.

The following procedures must be followed if an explosives detection system (EDS) is utilized to search cargo:

A. EDS Unit Requirements

- 1) Procure only EDS equipment approved by TSA. Contact the Principal Security Specialist (PSS) for the current list of approved equipment. EDS equipment must be operated, tested, and maintained in accordance with the manufacturer's standard operating procedures and this attachment.
- 2) An EDS Image Quality Test must be conducted in accordance with the manufacturer's standard operating procedures each day prior to initial use. An EDS Image Quality Test must also be conducted after EDS maintenance or repair, when the EDS is moved, or when the EDS is out of service for more than 1 hour.
- 3) The EDS must not be used unless a successful EDS Image Quality Test has been conducted.
- 4) A radiation leak test must be conducted for each EDS before initial use and at subsequent intervals, as specified by the EDS manufacturers' specification and license, to ensure that the performance standard set by the Food and Drug Administration (FDA) is being met. A copy of the radiation leak test results must be maintained with the EDS and made available to TSA upon request.

B. Before accepting cargo, the aircraft operator must warn its shippers that failure to remove undeveloped photographic film of all types from their cargo may result in damage to the film. The aircraft operator may communicate this warning verbally or in writing.

C. EDS Alarm Resolution. All EDS alarms must be resolved.

- 1) If there is no EDS alarm, the cargo may be cleared for transport.
- 2) If the EDS alarms, the cargo must be cleared either by performing a physical search following the procedures below, or by use of explosives trace detection (ETD) in accordance with the following procedures:
 - a. If it is available for view on-screen or by print, the screener must view the EDS image to identify the location of the item that is causing the alarm within the cargo before the cargo is removed from the EDS.

b.



AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

c.

d.

3) The following measures apply to Attachment 8-11 Sections C.2)c. and C.2)d.:

a.

b. If none of the items within the package cause the ETD to alarm, the package may be cleared for transport.

c.

d.

e.

f.

4) When a screening supervisor is contacted, the screener and screening supervisor must work together to resolve the cause of the ETD alarm. If at any time the ETD alarm is determined to be associated with an improvised explosive device (IED), explosive, and/or IED component, the screening supervisor must notify the Transportation Security Operations Center (TSOC), the ground security coordinator (GSC), LEO, and federal security director (FSD) that a threat has been identified.

5) If the screening supervisor cannot resolve the alarm during the physical search (See Attachment 8-11 Sections C.3)c. and C.3)f.), the supervisor must notify the TSOC, GSC, LEO, and FSD that a suspect item or package has been identified.

AOSSP Change 14
June 15, 2012

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Initial Release Date: July 10, 2006

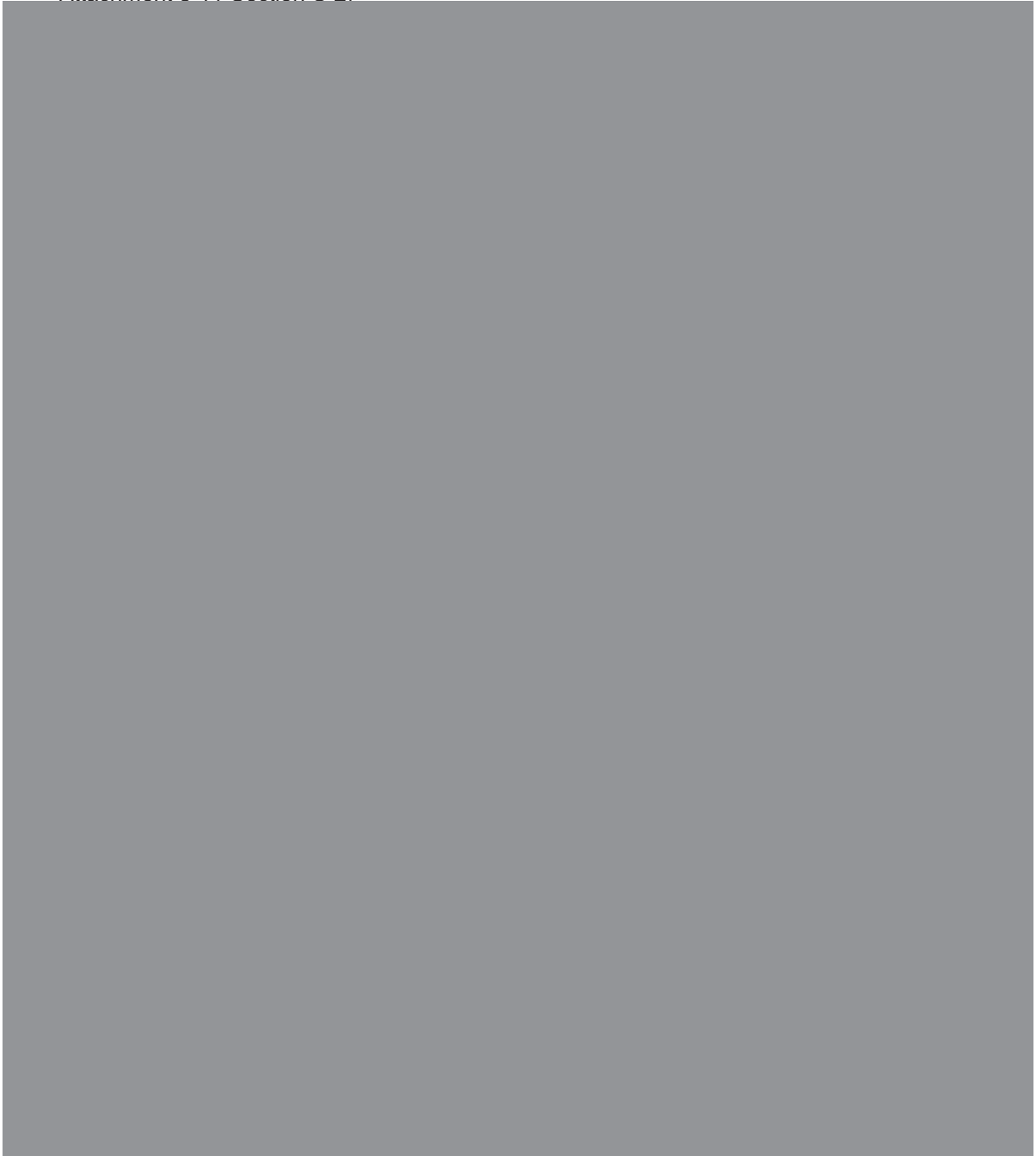
Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- 6) All shield alarms that cannot be resolved by comparing the contents listed on the manifest with those presented on the EDS image must be resolved in accordance with Attachment 8-11 Section C 2)

D.



- 4) The aircraft operator must notify the local FSD or the FSD's designee when applying the measures of this section and follow the notification procedures in Section 8.6.

AOSSP Change 14
June 15, 2012

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- E. Screener Performance Standards.
- 1) Screeners must be able to follow notification procedures in Section 8.6., as appropriate.
 - 2) [REDACTED]
- F. Records, Logs, and Certifications
- 1) The EDS Image Quality Test record must be maintained in an operational test log that verifies the test was accomplished. The record must be kept (in either electronic or hardcopy format) with the appropriate EDS for a minimum of 30 calendar days after the test was accomplished and made available to TSA upon request.
 - 2) For each instance when a cargo item causes an EDS alarm, the aircraft operator must maintain a written alarm log with the appropriate EDS, describing the resolution procedures followed and decisions made. The log must be kept with the appropriate EDS for a minimum of 7 calendar days after the cargo was transferred and made available to TSA upon request.
 - 3) A maintenance log must be kept (in either electronic or hardcopy format) at each EDS location. The screener must record in it all instances when the EDS is subject to either routine or unscheduled maintenance.
 - 4) Alarm log sheets, calibration records, and maintenance logs for the current screening session and previous 30 calendar days must be maintained (in either electronic or hardcopy format) with the appropriate EDS.
- G. At each screening location, supply the current TSA-provided cargo screening training modules to the authorized representatives who screen cargo in accordance with this attachment. These TSA-provided training modules may be used in lieu of training developed by the aircraft operator to satisfy the requirements of Attachment 8-11 Sections H. through K.
- H. Screener Initial Training. Each individual training as an EDS screener must complete the physical search initial training and on-the-job-training (OJT) required by Attachment 8-6. The EDS screener initial training is not complete until the physical search initial training and OJT have been completed. If ETD is to be used for alarm resolution, the screener must also complete the ETD initial training and OJT required in this attachment prior to using ETD for alarm resolution. Only screeners who have satisfactorily completed the required EDS training in Attachment 8-11 Section H.1) may operate an EDS. Each screener must be provided a minimum of 4 hours of classroom training. The training must be presented in a formal manner with ample opportunity for questions and answers.
- 1) Initial training must include:
 - a. EDS manufacturers' operating manuals
 - b. EDS safety
 - c. Sampling techniques
 - d. Alarm resolution procedures
 - e. Records, logs, and certifications.
 - 2) Following successful completion of the training required in Attachment 8-11 Section H.1), each screener must undergo a formal OJT program during the first 20 hours of duty. During this time, each screener must:
 - a. Work with and under the close supervision of a qualified screener or screening

AOSSP Change 14
June 15, 2012~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- supervisor to further familiarize himself or herself with the EDS. (See Attachment 8-4 for procedures if no screeners are qualified yet.)
- b. Not make any independent judgments as to whether cargo contains an unauthorized explosives, incendiaries, or other destructive substances or items.
- 3) Alternatively, the OJT program of a trainee may be completed in less than 20 hours provided the trainee has demonstrated proficiency in alarm resolution procedures. Training packages containing TSA-approved test objects may be used to increase the alarm rate where actual cargo provides an alarm rate insufficient for this purpose.
- a. Each training package must contain items that will trigger an EDS alarm as a possible explosive device or shield. Each package used must be externally labeled as a training or test item in order to prevent misidentification as an actual threat.
 - b. Trainees must not have prior knowledge as to the actual contents of a training package and must apply the alarm resolution process as appropriate to its contents. Contents of training packages should vary to exercise each alarm resolution method in use by the aircraft operator.
 - c. Each alarm resolved by the trainee must be recorded in a training log and the log must be maintained as a permanent part of the training record.
 - d. The performance of the trainee in resolving each alarm must be recorded as correct or incorrect, along with the initials or employee number of the person providing the training.
- 4) Classroom training and OJT must be recorded in the screener's training record. The name of the qualified screener or screening supervisor attesting to the trainee's proficiency during classroom training and OJT must be included in the training record.
- 5) When a screener transfers to another cargo screening location or aircraft operator where a different make or model EDS is used or the aircraft operator installs a different make or model EDS at a cargo screening location, the screener must satisfactorily complete equipment-specific training.
- I. Screening Supervisor Initial Training. Each individual being trained as an EDS screening supervisor must complete EDS screener initial training in accordance with Attachment 8-11 Section H. Each screening supervisor must also be provided a minimum of 2 hours of additional classroom training than that required in Attachment 8-11 Section H. The training must be presented in a formal manner with ample opportunity for questions and answers.
- 1) The additional training must include:
 - a. Calibration and radiation leak test procedures
 - b. Procedures to follow when an EDS does not meet manufacturer's technical operating standards or is inoperative, or when qualified EDS screeners are not available.

AOSSP Change 14
June 15, 2012~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- 2) Following successful completion of the training required in Attachment 8-11 Section I.1), each screening supervisor must undergo a formal OJT program during the first 2 hours of duty. The EDS screener initial training OJT program must have been completed prior to initiating the additional OJT program. During this time, each screening supervisor must:
 - a. Work with and under the close supervision of a qualified screener or screening supervisor to further familiarize himself or herself with the EDS. (See Attachment 8-4 for procedures if no screeners are qualified.)
 - b. Not make any independent judgments as to whether cargo contains unauthorized explosives, incendiaries, or other destructive substances or items.
- 3) Classroom training and OJT must be recorded in the screening supervisor's training record. The name of the qualified screener or screening supervisor attesting to the trainee's proficiency during classroom training and OJT must also be included in the training record.
- 4) When a screening supervisor transfers to another cargo screening location or aircraft operator where a different make or model EDS is used or the aircraft operator installs a different make or model EDS at a cargo screening location, the screening supervisor must satisfactorily complete equipment-specific training.

J. Screener and Screening Supervisor Initial Testing

- 1) Initial testing must include applicable elements listed in Attachment 8-11 Sections H. and I.
 - a. Qualifying: [REDACTED] or more correct answers – review any incorrect answers.
 - b. Disqualifying: [REDACTED] or less correct answers – repeat entire initial training program.
- 2) Classroom testing must be recorded along with the name of the instructor who is certifying that the screener or supervisor has completed the testing.

K. Screener and Screening Supervisor Recurrent Training and Testing

- 1) Each screener and screening supervisor must receive a minimum of 2 hours of recurrent training at least every 12 months to include:
 - a. A review of new threat information, pertinent EDS search experiences and security incidents, and a review of procedures contained in this attachment and the manufacturers' operating manuals to ensure each screener and screening supervisor is familiar with EDS search procedures.
 - b. A demonstration of the proper use of an EDS
 - c. Any changes in procedures or operation of an EDS
 - d. Time for questions and answers

Note: The elements of the training outline in Section 17.5.1. that are applicable to the duties and responsibilities of the screener are included in the screener/supervisor recurrent training. If the annual recurrent training requirement of Section 17.5.B. has been satisfied, it need not be provided separately.

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Aircraft Operator Standard Security Program

- 2) The determination of the due date for annual recurrent training is specified in Section 17.5.B.
- 3) Recurrent training and testing must be recorded in the screener and screening supervisor's training records along with the name of the instructor who is certifying that the screener or supervisor has completed the training.
 - a. Qualifying: [REDACTED] or more correct answers – review any incorrect answers
 - b. Disqualifying: [REDACTED] or less correct answers – repeat entire recurrent training program

AOSSP Change 9
May 1, 2010

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Aircraft Operator Standard Security Program

ATTACHMENT 8-12: X-RAY SCREENING PROCEDURES FOR CARGO AT NON-U.S. LOCATIONS

A. The screener must follow the procedures in Sections A.1) and 2) when screening cargo and must not rely solely on any automated functionality of the equipment:

- 1) When screening an individual piece, view and interpret a minimum of one image.
- 2) When screening multiple pieces simultaneously, view and interpret a minimum of two images.

B. Shipping papers that declare the contents of the cargo must be reviewed. [REDACTED]

C. Screening Procedures for Cargo Meeting the Criteria in Section 8.2.4.1.C. or Section 8.2.4.2.D.

- 1) Except as provided in Attachment 8-12 Sections C.5) or 6) below, X-ray only one piece at a time to search for indications of unauthorized explosives, incendiaries, and other destructive substances or items.
- 2) If, based on the X-ray image or any other indications, the screener suspects the presence of unauthorized explosives, incendiaries, or other destructive substances or items, he or she must maintain control of the item and notify the appropriate authorities following the measures in Section 8.6.
- 3) If the X-ray image or an object within the image is [REDACTED] screener must use either of the following methods in addition to the X-ray image for shield alarms or images of unresolved items:

a. Conduct a physical search in accordance with the procedures in Attachment 8-6 Section B. [REDACTED]

OR

b. [REDACTED]

4) If the screener cannot resolve the image, or identifies a suspect item or suspects the presence of unauthorized explosives, incendiaries, or other destructive substances or items, he or she must [REDACTED] notify the appropriate authorities following the measures in Section 8.6.

5) Multiple pieces of cargo or multiple pieces of cargo configured on a skid may be screened with X-ray in accordance with the following restrictions:

[REDACTED]

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

d. The total size of the configuration must not exceed the X-ray unit's capacity to display the whole configuration on the screen at one time.

e. [Redacted]

f. [Redacted]

g. If the X-ray image or an object within the image [Redacted], follow the procedures in Attachment 8-12 Section C.3).

h. [Redacted]

6) When using X-ray equipment that is listed on the TSA Air Cargo Screening Technology List (ACSTL) or has been approved in writing by TSA through the aircraft operator's Principal Security Specialist (PSS), aircraft operators may apply the measures in Attachment 8-12 Section C.6) in lieu of Attachment 8-12 Section C.5). Cargo configured on or in skids, ULD pallets, or ULD containers may be screened with X-ray in accordance with the following restrictions:

a. The cargo may be comprised of one or more pieces containing either homogeneous or heterogeneous commodities.

b. The total size of the configuration must not exceed the X-ray unit's capacity to display the whole configuration on the screen at one time.

[Redacted]

e. If the X-ray image or an object within the image [Redacted], follow the procedures in Attachment 8-12 Section C.3).

f. [Redacted]

D. Screening Procedures for Cargo Not Meeting the Criteria in Section 8.2.4.1.C. or Section 8.2.4.2.D.

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- 1) Screen each piece separately for unauthorized explosives, incendiaries, and other destructive substances using X-ray equipment that is listed on the TSA ACSTL or is approved in writing by TSA through the aircraft operator's PSS.

2)

3)

E. Screening Procedures for Cargo Configured in a Courier Bag

1)

- 2) Use an X-ray unit with a minimum power rating of 160 kilovolts (kV) that is either listed on the TSA ACSTL or is approved in writing by TSA through the aircraft operator's PSS.

- 3) Screen only one courier bag at a time to search for indications of unauthorized explosives, incendiaries, and other destructive substances or items.

- 4) Except when the X-ray unit is dual-view or multi-view, screen each courier bag twice in succession, rotating the bag in such a manner as to achieve a different view of the courier bag prior to screening it a second time.

6)

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- b. If cargo cannot be screened as described in Attachment 8-12 Section E.6)a., it must not be transported onboard any aircraft.
 - 7) If the aircraft operator suspects or discovers the presence of unauthorized explosives, incendiaries, or other destructive substances or items, the cargo must not be loaded or transported onboard any aircraft. Isolate the cargo in a secure location, control, and physically guard to prevent unauthorized access to the cargo, and notify the appropriate authorities following the measures in Section 8.6.
- F. Screening Procedures for Cargo consisting of Non-U.S. Mail

1) Express Shipments



- ii. Ensure that the X-ray equipment used for screening in Attachment 8-12 Section F.1)a. meets the following criteria:
 - a) When screening cargo in mail bags, the AT X-ray equipment must have a minimum power rating of 160 kilovolts (kV) and must either be listed on the TSA ACSTL or approved in writing by TSA through the aircraft operator's PSS.
 - b) When screening cargo not in mail bags, the equipment must either be listed on the TSA ACSTL or approved in writing by TSA through the aircraft operator's PSS.



- iv. The aircraft operator must not transport cargo meeting the criteria in Attachment 8-12 Section F.1)a.iii. onboard any aircraft unless the following procedures are applied:
 - a) Receive consent from the designated postal operator (DPO) to open the piece. If no consent is received, then the aircraft operator must not transport the piece.

AOSSP Change 14
June 15, 2012

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

AND

- b) Contact the consignee, either directly or through the DPO tendering the shipment, to verify knowledge of the shipment including its contents and resolve any discrepancies prior to transporting the shipment onboard any aircraft.

AND

- c) Contact the shipper, either directly or through the DPO tendering the shipment, to verify knowledge of the shipment including its contents and resolve any discrepancies prior to transporting the shipment onboard any aircraft.

AND

- d) 

AND

- e) Screen the piece using one of the following methods:



2) Non-Express Shipments

- a. 
- b. 

3) Screening Procedures for Mail Bags

- a. Use the following procedures when using X-ray to screen cargo in mail bags. Ensure that the X-ray equipment used for screening in this section has a minimum power rating of 160 kilovolts (kV) and is either listed on the TSA ACSTL or has been approved in writing by TSA through the aircraft operator's PSS. For all mail bags weighing in excess of 35 kilograms (77 pounds), apply the security measures in Section 8.3.2.2. For the following procedures to apply, the mail bag must weigh 35 kilograms (77 pounds) or less.
 - i. X-ray only one bag at a time to search for indications of unauthorized explosives, incendiaries, and other destructive substances or items.

- a) 

AOSSP Change 14
June 15, 2012

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- b) Except when the X-ray is a dual-view or multi-view system, screen each mail bag twice in succession, rotating the mail bag in such a manner as to achieve a different view of the mail bag prior to screening it the second time

ii.

iii.

- iv. If the aircraft operator suspects the presence of unauthorized explosives, incendiaries, or other destructive substances or items, maintain control of the item. Notify the appropriate authorities following the measures in Section 8.6 and must not transport this cargo onboard an aircraft.

4) Notification Procedures

- a. If the aircraft operator believes that the piece contains suspicious material, the piece must not be loaded or transported onboard any aircraft. The piece must be isolated in a secure location, controlled, and physically guarded to prevent unauthorized access to the piece.
- b. Notify the appropriate authorities following the procedures in Section 8.6.

G.



AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- 
- 4) Notify the appropriate authorities following the measures in Section 8.6.

H. X-ray Unit Requirements

- 1) X-ray units must meet the imaging requirements set forth in the aircraft operator's TSA-approved security program. Imaging requirements may be met by using either:
 - a. The step wedge specified in the American Society for Testing and Materials (ASTM) Standard F792-88 (Re-approved 1993). ASTM Standard F792-88 (Re-approved 1993), "Standard Practice for Design and Use of Ionizing Radiation Equipment for the Detection of Items Prohibited in Controlled Access Areas," is incorporated by reference into this section with the approval of the Director of the Federal Register under 5 U.S.C. 552(a) and 1 CFR Part 5.1. All approved material is available for inspection at the National Archives and Records Administration (NARA). For information on the availability of this material at NARA, call 202-741-6030 or go to http://www.archives.gov/federal_register/code_of_federal_regulations/ibr_locations.html. In addition, ASTM Standard F792-88 (Re-approved 1993) may be examined at the Department of Transportation Docket Management Facility located on the West Building Ground Floor, Room W12-140, at 1200 New Jersey Avenue, SE, Washington, DC 20590 or on the Federal Docket Management System (FDMS) in Regulations.gov (under docket number FAA-2001-8725). ASTM Standard F792-88 (Re-approved 1993) may be obtained from the American Society for Testing and Materials, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959, or by calling 1-610-832-9585 or visiting <http://www.astm.org>.
 - OR
 - b. The standard test piece (STP) as specific in the European Civil Aviation Conference (ECAC) Document 30 Annex. ECAC Document 30 Annex is available upon formal request via <https://www.ecac-ceac.org/>.
- 2) An X-ray unit not in full compliance with any defect notice or modification issued for that unit by the Food and Drug Administration (FDA) or host nation equivalent must not be used.
- 3) An annual radiation survey must be performed to meet the applicable performance standards in 21 CFR 1020.40. This survey does not include annual radiation surveys after the installation or

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

movement of an X-ray unit (an exception is an X-ray unit designed and constructed as a mobile unit).

- 4) A radiation survey must be conducted for each X-ray unit when initially installed or when moved, and at least every 12 months to ensure performance standards are being met, or when it becomes known an X-ray unit does not meet performance standards in Attachment 8-12 Section H.1).
- 5) Maintain a copy of the radiation survey either at the aircraft operator's corporate security office or the location where the X-ray unit is in operation. Maintain the radiation survey for a minimum of 2 years and make available to TSA upon request.
- 6) TSA Imaging Requirements. X-ray units must operate at a level to ensure maximum effectiveness in detecting unauthorized explosives, incendiaries, and other destructive substances or items and must meet imaging capabilities as follows:



- 7) Signs indicating use of X-ray units must be placed in conspicuous locations to indicate to those individuals tendering cargo that X-ray units are in use.

I. Screener and Screening Supervisor Performance Standards



AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- 2) Must be able to follow notification procedures in Section 8.6., as appropriate.
- 3) [REDACTED]

J. Records and Logs

- 1) Image test and maintenance records for the current screening session and previous 30 calendar days must be maintained (in either electronic or hardcopy format) with the appropriate X-ray unit.
- 2) A maintenance log must be kept at each X-ray unit location. The screener must record all instances when the X-ray unit is subject to either routine or unscheduled maintenance.

K. At each screening location, supply the current TSA-provided cargo screening training modules to the authorized representatives who screen cargo in accordance with this attachment. These TSA-provided training modules may be used in lieu of training developed by the aircraft operator to satisfy the requirements of Attachment 8-12 Sections L., M, N., and O.

L. Screener Initial Training. An individual training as an X-ray screener must also complete the physical search initial training and on-the-job-training (OJT) required by Attachment 8-6. The X-ray screener initial training is not complete until the physical search initial training and OJT have been completed. Only screeners who have satisfactorily completed the required X-ray unit training in Attachment 8-12 Section L.1) may operate an X-ray unit. Each screener must be provided a minimum of 4 hours of classroom training. The training must be presented in a formal manner with ample opportunity for questions and answers.

1) Initial training must include:

- a. X-ray unit manufacturers' operating manuals
- b. X-ray unit safety
- c. Image interpretation
- d. Image categories: no threat, possible threat, and obvious threat
- e. Alarm resolution procedures
- f. TSA test objects (as they apply to X-ray)
 - i. The TSA test objects training must include successful detection of each TSA test object appropriate for the X-ray unit in use.
 - ii. The aircraft operator may use the TSA-approved test objects described in Attachment 8-12 Section P.
 - iii. When a screener fails to detect a TSA test object, the aircraft operator must repeat the initial training curriculum to ensure the screener is proficient enough to operate an X-ray unit.

g. Records and logs.

- 2) Following successful completion of the training required in Attachment 8-12 Section L.1), the screener must undergo a formal OJT program during the first 20 hours of duty. During this time, each screener must:
 - a. Work with and under the close supervision of a qualified screener or screening supervisor to further familiarize him or herself with X-ray screening. (See Attachment 8-4 for procedures if no screeners are currently qualified.)

AOSSP Change 14
June 15, 2012

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- b. Not make any independent judgments as to whether cargo contains unauthorized explosives, incendiaries, or other destructive substances or items.
 - 3) The OJT program described in Attachment 8-12 Section L.2) may be completed in less than 20 hours provided that:
 - a. Each piece screened by the trainee is recorded in a training log and the log is maintained as a permanent part of the training record.
 - b. The performance of the trainee in screening each piece is recorded as correct or incorrect, along with the initials or employee number of the person providing the training.
 - c. [REDACTED]
 - 4) Classroom training and OJT must be recorded in the individual's training record. The record must include the name of the qualified screener or screening supervisor attesting to the trainee's proficiency during classroom training and OJT.
 - 5) When a screener transfers to another cargo screening location or aircraft operator where a different make or model X-ray unit is used, or the aircraft operator installs a different make or model X-ray unit at a cargo screening location, the screener must satisfactorily complete equipment-specific training.
- M. Screening Supervisor Initial Training. An individual being trained as an X-ray screening supervisor must have completed X-ray screener initial training in accordance with Attachment 8-12 Section L.
 - 1) Each screening supervisor must also be provided a minimum of 1 hour of additional classroom training. The training must be presented in a formal manner with ample opportunity for questions and answers. The additional training must include the procedures to follow when an X-ray unit does not meet the manufacturer's technical operating standards or is inoperative, or when qualified X-ray screeners are not available.
 - 2) Following successful completion of the training required in Attachment 8-12 Section M.1), each screening supervisor must undergo an additional formal OJT program during the first 2 hours of duty as a supervisor. The X-ray screener initial training OJT program must be completed prior to initiating the additional OJT program. During this time, each screening supervisor must:
 - a. Work with and under the close supervision of a qualified screener or screening supervisor to further familiarize himself or herself with X-ray units.
(See Attachment 8-4 for procedures if no screeners are currently qualified.)
 - b. Not make any independent judgments as to whether cargo contains unauthorized explosives, incendiaries, or other destructive substances or items.
 - 3) Classroom training and OJT must be recorded in the screening supervisor's training record and record in a training log. The record must include the name of the qualified screener or screening supervisor attesting to the trainee's proficiency during classroom training and OJT.
 - 4) When a screening supervisor transfers to another cargo screening location or aircraft operator where a different make or model X-ray unit is used, or the aircraft operator installs a different make or model X-ray unit at a cargo screening location, the screening supervisor must satisfactorily complete equipment-specific training.
- N. Screener and Screening Supervisor Initial Testing
 - 1) Initial testing must include the applicable elements listed in Attachment 8-12 Sections L. and M.

AOSSP Change 14
June 15, 2012~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- a. Qualifying: [REDACTED] or more correct answers – review any incorrect answers.
 - b. Disqualifying [REDACTED] or less correct answers – repeat entire initial training program.
- 2) Classroom testing must be recorded in the screener and screening supervisor’s training records along with the name of the instructor who is certifying that the screener or supervisor has completed the testing.
- O. Screener and Screening Supervisor Recurrent Training and Testing
- 1) Each screener and screening supervisor must receive a minimum of 2 hours of recurrent training at least every 12 months. This training is in addition to the 2 hours of recurrent training required for physical search in this attachment. The elements of the training outlined in Section 17.5.1. applicable to the duties and responsibilities of the screener are included in the screener/screening supervisor’s recurrent training. If the annual recurrent training requirement in Section 17.5.B. has been satisfied, it need not be provided separately. Training must include:
 - a. A review of new threat information, pertinent X-ray unit screening experiences and security incidents, and a review of procedures contained in this attachment and the manufacturers’ operating manuals to ensure each screener and screening supervisor is familiar with X-ray search procedures.
 - b. A demonstration of the proper use of an X-ray unit.
 - c. A review of TSA-approved test objects described in Attachment 8-12 Section P.
 - d. Time for questions and answers.
 - 2) If at any time, a screener or screening supervisor fails to detect a TSA test object introduced by either the aircraft operator or TSA, the aircraft operator must repeat the recurrent training procedure to ensure the screener or screening supervisor is able to identify the test objects and screen using proper procedures.
 - 3) The determination of the due date for annual recurrent training is specified in Section 17.5.B.
 - 4) Recurrent training and testing must be recorded in the screener and screening supervisor’s training records along with the name of the instructor who is certifying that the screener or supervisor has completed the training.
 - a. Qualifying: [REDACTED] or more correct answers – review any incorrect responses.
 - b. Disqualifying: [REDACTED] or less correct answers – repeat recurrent training program.
- P. TSA-Approved Test Objects for X-ray Units:



- 3) The improvised explosive device (IED) test kit components listed below can be assembled into different combinations representing simulated IEDs. [REDACTED]

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

When tested, the screener or screening supervisor must take appropriate action.

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

ATTACHMENT 8-13: ADVANCED TECHNOLOGY (AT) X-RAY SCREENING PROCEDURES FOR CARGO AT NON-U.S. LOCATIONS

- A. The screener must follow the procedures in Sections A.1) and 2) when screening cargo and must not rely solely on any automated functionality of the equipment:
- 1) When screening an individual piece, view and interpret a minimum of one image.
 - 2) When screening multiple pieces simultaneously, view and interpret a minimum of two images.
- B. Shipping papers that declare the contents of the cargo must be reviewed. [REDACTED]
- C. Screening Procedures for Cargo Meeting the Criteria in Section 8.2.4.1.C. or Section 8.2.4.2.D.
- 1) Except as provided in Attachment 8-13 Sections C.5) or 6) below, AT X-ray only one piece at a time to search for indications of unauthorized explosives, incendiaries, and other destructive substances or items.
 - 2) If, based on the advanced technology (AT) X-ray image or any other indications, the screener suspects the presence of unauthorized explosives, incendiaries, or other destructive substances or items, he or she must maintain control of the item and the aircraft operator must notify the appropriate authorities following the measures in Section 8.6.
 - 3) If the AT X-ray image or an object within the image is [REDACTED] screener must use either of the following methods in addition to the AT X-ray image [REDACTED] or images of unresolved items:
[REDACTED]
 - 4) If the screener cannot resolve the image, or identifies a suspect item or suspects the presence of unauthorized explosives, incendiaries, or other destructive substances or items, he or she must maintain control of the item and the aircraft operator must notify the appropriate authorities following the measures in Section 8.6.
 - 5) Multiple pieces of cargo or multiple pieces of cargo configured on a skid may be screened with AT X-ray in accordance with the following restrictions:
 - a. This section does not apply to cargo configured in a unit load device (ULD) container or on a ULD pallet.
 - b. A skid containing a single piece is considered one piece for screening purposes. The aircraft operator is not required to apply the procedures in Attachment 8-13 Section C.5) to skids containing a single piece.
 - c. The cargo must be comprised of a single homogeneous commodity; that is, each piece must contain identical contents and must have similar packaging.

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~






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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- d. The total size of the configuration must not exceed the AT X-ray unit's capacity to display the whole configuration on the screen at one time.
 - e. 
 - f. When using a single view AT X-ray unit, each piece in the configuration must be screened twice in succession, rotating each piece in the configuration or the entire configuration 90 degrees horizontally in either direction prior to screening it the second time.
 - g. If the AT X-ray image or an object within the image is , follow the procedures in Section B.3).
 - h. 
- 6) When using AT X-ray equipment that is listed on the TSA Air Cargo Screening Technology List (ACSTL) or is approved in writing by TSA through the aircraft operator's Principal Security Specialist (PSS), aircraft operators may apply the measures in Attachment 8-13 Section C.6) in lieu of Attachment 8-13 Section C.5). Cargo configured on or in skids, ULD pallets, or ULD containers may be screened with AT X-ray in accordance with the following restrictions:
- a. The cargo may be comprised of one or more pieces containing either homogeneous or heterogeneous commodities.
 - b. The total size of the configuration must not exceed the AT X-ray unit's capacity to display the whole configuration on the screen at one time.
 - c. When cargo contains commodities that are too dense to render an accurate AT X-ray image or is known to contain objects that are large enough in mass to conceal a potential threat, break down the configuration into groupings of fewer pieces and screen each grouping of cargo in accordance with Attachment 8-13 Section C.6) until a clear image is obtained for each grouping or completely break down the configuration and screen each individual piece in accordance with Attachment 8-13 Sections C.1) through C.4).
 - d. When using a single view AT X-ray unit, each piece in the configuration must be screened twice in succession, rotating each piece in the configuration or the entire configuration 90 degrees horizontally in either direction prior to screening it the second time.
 - e. If the AT X-ray image or an object within the image , follow the procedures in Attachment 8-13 Section C.3).
 - f. 
- 7) AT X-ray Alarm Resolution. All alarms must be resolved.
- a. If there is no alarm, the cargo may be cleared for transport.

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

b. If the operator has identified a possible threat or anomaly, the cargo must be cleared either by performing a physical search following the procedures in Attachment 8-6 Section B., or by use of ETD in accordance with the following procedures:

i. If the image is available for view on screen or by print, the ETD operator must view the image to identify the location of the item that is causing the alarm within the cargo before the cargo is removed from the imaging technology.

[Redacted]

ii. [Redacted]

iii. If none of the items within the package cause the ETD to alarm, the package may be cleared for transport.

iv. If any of the items within the package causes the ETD to alarm, a screening supervisor must be notified. The supervisor will direct or conduct a physical search of the item causing the ETD alarm looking for signs of tampering or alteration.

v. [Redacted]

vi. If all other items in the package do not alarm and the screening supervisor is satisfied that the item causing the ETD alarm does not present a threat, the package may be cleared for transport.

c. When a screening supervisor is contacted, the screener and screening supervisor must work together to resolve the cause of the ETD alarm. If at any time the ETD alarm is determined to be associated with an IED, explosive, and/or improvised explosive device (IED) component, the screening supervisor must notify Transportation Security Operations Center (TSOC), the ground security coordinator (GSC), and LEO that a threat has been identified.

d. If the screening supervisor cannot resolve the alarm during the physical search, the supervisor must notify TSOC, the GSC, and LEO that a suspect item or package has been identified

e. [Redacted]

D. Screening Procedures for Cargo Not Meeting the Criteria in Section 8.2.4.1.C. or Section 8.2.4.2.D.

1) Screen each piece separately for unauthorized explosives, incendiaries, and other destructive substances using AT X-ray equipment that is listed on the TSA ACSTL or is approved in writing by TSA through the aircraft operator's PSS.

2 [Redacted]

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006
Date Change Posted: May 16, 2012
Date Change Effective: June 15, 2012


Aircraft Operator Standard Security Program




b. If cargo cannot be screened as described in Attachment 8-13 Section D.2)a., it must not be transported onboard any aircraft.

3) If the aircraft operator suspects the presence of unauthorized explosives, incendiaries, or other destructive substances or items, the cargo must not be loaded or transported onboard any aircraft. Isolate the cargo in a secure location, control, and physically guard to prevent unauthorized access to the cargo, and notify the appropriate authorities following the measures in Section 8.6.

E. Screening Procedures for Cargo configured in a Courier Bag

- 1) Cargo configured in a courier bag may be screened using AT X-ray 
- 2) Use an AT X-ray unit with a minimum power rating of 160 kilovolts (kV) that is either listed on the TSA ACSTL or is approved in writing by TSA through the aircraft operator's PSS.
- 3) Screen only one courier bag at a time to search for indications of unauthorized explosives, incendiaries, and other destructive substances or items.
- 4) Except when the AT X-ray unit is dual-view or multi-view, screen each courier bag twice in succession, rotating the bag in such a manner as to achieve a different view of the courier bag prior to screening it a second time.



7) If the aircraft operator suspects or discovers the presence of unauthorized explosives, incendiaries, or other destructive substances or items, the cargo must not be loaded or transported onboard any aircraft.  notify the appropriate authorities following the measures in Section 8.6.

F. Screening Procedures for Cargo consisting of Non-U.S. Mail

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

1) Express Shipments

a. When transporting cargo consisting of non-U.S. mail express shipments

i. Screen as follows:

a) AT X-ray cargo in mail bags in accordance with Attachment 8-13 Section F.3).

OR

b) AT X-ray each piece in accordance with Attachment 8-13 Section D. If during screening, the screener identifies conditions meeting the criteria of Attachment 8-13 Section F.1)a.iii., also apply the measures in Attachment 8-13 Section F.1)a.iv.

OR

c) Each piece in accordance with the procedures in Attachment 8-13 Section F.1)a.iv.

ii. Ensure that the AT X-ray equipment used for screening in Attachment 8-13 Section F.1)a. meets the following criteria:

a) When screening cargo in mail bags, the AT X-ray equipment must have a minimum power rating of 160 kilovolts (kV) and must either be listed on the TSA ACSTL or approved in writing by TSA through the aircraft operator's PSS.

b) When screening cargo not in mail bags, the equipment must either be listed on the TSA ACSTL or approved in writing by TSA through the aircraft operator's PSS.

iii. When the aircraft operator identifies that any individual piece meets the following criteria, follow the procedures in Attachment 8-13 Section F.1)a.iv.



iv. The aircraft operator must not transport cargo meeting the criteria in Attachment 8-13 Section F.1)a.iii. onboard any aircraft unless the following procedures are applied:

a) Receive consent from the designated postal operator (DPO) to open the piece. If no consent is received, then the aircraft operator must not transport the piece.

AND

b) Contact the consignee, either directly or through the DPO tendering the shipment, to verify knowledge of the shipment including its contents and resolve any discrepancies prior to transporting the shipment onboard any aircraft.

AND

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- c) Contact the shipper, either directly or through the DPO tendering the shipment, to verify knowledge of the shipment including its contents and resolve any discrepancies prior to transporting the shipment onboard any aircraft.

AND



- d) Review the documentation (when available) associated with the shipment to determine if the transportation cost of the shipment far exceeds the value of the commodity and resolve any discrepancies prior to transporting the shipment onboard any aircraft.

AND

- e) Screen the piece using one of the following methods:




2) Non-Express Shipments

- a. When transporting cargo consisting of non-U.S. mail 
, screen in accordance with Attachment 8-13 Section C.

- b. 

3) Screening Procedures for Mail Bags

- a. Use the following procedures when using AT X-ray to screen cargo in mail bags. Ensure that the AT X-ray equipment used for screening in this section has a minimum power rating of 160 kilovolts (kV) and is either listed on the TSA ACSTL or approved in writing by TSA through the aircraft operator's PSS. 

- i. AT X-ray only one bag at a time to search for indications of unauthorized explosives, incendiaries, and other destructive substances or items.

- a) 

- b) Except when the AT X-ray is a dual-view or multi-view system, screen each mail bag twice in succession, rotating the mail bag in such a manner as to achieve a different view of the mail bag prior to screening it the second time

- ii. 

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

iii.

- iv. If the aircraft operator suspects the presence of unauthorized explosives, incendiaries, or other destructive substances or items, maintain control of the item. Notify the appropriate authorities following the measures in Section 8.6 and do not transport this cargo onboard an aircraft.

4) Notification Procedures

- a. If the aircraft operator believes that the piece contains suspicious material, the piece must not be loaded or transported onboard any aircraft. The piece must be isolated in a secure location, controlled, and physically guarded to prevent unauthorized access to the piece.
- b. Notify the appropriate authorities following the measures in Section 8.6.

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AOSSP Change 14
June 15, 2012

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program



4) Notify the appropriate authorities following the measures in Section 8.6.

H. AT X-ray Unit Requirements

- 1) AT X-ray units must meet the imaging requirements set forth in the aircraft operator's TSA-approved security program. Imaging requirements may be met by using either:
 - a. The step wedge specified in the American Society for Testing and Materials (ASTM) Standard F792-88 (Re-approved 1993). ASTM Standard F792-88 (Re-approved 1993), "Standard Practice for Design and Use of Ionizing Radiation Equipment for the Detection of Items Prohibited in Controlled Access Areas," is incorporated by reference into this section with the approval of the Director of the Federal Register under 5 U.S.C. 552(a) and 1 CFR Part 5.1. All approved material is available for inspection at the National Archives and Records Administration (NARA). For information on the availability of this material at NARA, call 202-741-6030 or go to http://www.archives.gov/federal_register/code_of_federal_regulations/ibr_locations.html. In addition, ASTM Standard F792-88 (Re-approved 1993) may be examined at the Department of Transportation Docket Management Facility located on the West Building Ground Floor, Room W12-140, at 1200 New Jersey Avenue, SE, Washington, DC 20590 or on the Federal Docket Management System (FDMS) in Regulations.gov (under docket number FAA-2001-8725). ASTM Standard F792-88 (Re-approved 1993) may be obtained from the American Society for Testing and Materials, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959, or by calling 1-610-832-9585 or visiting <http://www.astm.org>.
 - OR
 - b. The standard test piece (STP) as specific in the European Civil Aviation Conference (ECAC) Document 30 Annex. ECAC Document 30 Annex is available upon formal request via <https://www.ecac-ceac.org/>
- 2) An AT X-ray unit not in full compliance with any defect notice or modification issued for that unit by the Food and Drug Administration (FDA) or host nation equivalent must not be used.
- 3) An annual radiation survey must be performed to meet the applicable performance standards in 21 CFR 1020.40. This survey does not include annual radiation surveys after the installation or movement of an AT X-ray unit (an exception is an AT X-ray unit designed and constructed as a mobile unit).
- 4) A radiation survey must be conducted for each AT X-ray unit when initially installed or when moved, and at least every 12 months to ensure performance standards are being met, or when it becomes known an AT X-ray unit does not meet performance standards in Attachment 8-13 Section H.1).

AOSSP Change 14
June 15, 2012

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- 5) Maintain a copy of the radiation survey either at the aircraft operator's corporate security office or the location where the AT X-ray unit is in operation. Maintain the radiation survey for a minimum of 2 years and make available to TSA upon request.
- 6) TSA Imaging Requirements. AT X-ray units must operate at a level to ensure maximum effectiveness in detecting unauthorized explosives, incendiaries, and other destructive substances or items and must meet imaging capabilities as follows:



- 7) Signs indicating use of AT X-ray units must be placed in conspicuous locations to indicate to those individuals tendering cargo that AT X-ray units are in use.

I. Screener and Screening Supervisor Performance Standards



- 2) Must be able to follow notification procedures in Section 8.6. as appropriate.

J. Records and Logs

- 1) Image test and maintenance records for the current screening session and previous 30 calendar days must be maintained (in either electronic or hardcopy format) with the appropriate AT X-ray unit.

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- 2) A maintenance log must be kept at each AT X-ray unit location. The screener must record all instances when the AT X-ray unit is subject to either routine or unscheduled maintenance.
- K. At each screening location, supply the current TSA-provided cargo screening training modules to the authorized representatives who screen cargo in accordance with this attachment. These TSA-provided training modules may be used in lieu of training developed by the aircraft operator to satisfy the requirements of Attachment 8-13 Sections L., M., N., and O.
- L. Screener Initial Training. An individual training as an AT X-ray screener must also complete the physical search initial training and on-the-job-training (OJT) required by Attachment 8-6. The AT X-ray screener initial training is not complete until the physical search initial training and OJT have been completed. Only screeners who have satisfactorily completed the required AT X-ray unit training in Attachment 8-13 Section L.1) may operate an AT X-ray unit. Each screener must be provided a minimum of 4 hours of classroom training. The training must be presented in a formal manner with ample opportunity for questions and answers.
- 1) Initial training must include:
 - a. AT X-ray unit manufacturers' operating manuals
 - b. AT X-ray unit safety
 - c. Image interpretation
 - d. Image categories: no threat, possible threat, and obvious threat
 - e. Alarm resolution procedures
 - f. TSA test objects (as they apply to AT X-ray)
 - i. The TSA test objects training must include successful detection of each TSA test object appropriate for the AT X-ray unit in use.
 - ii. The aircraft operator may use the TSA-approved test objects described in Attachment 8-13 Section P.
 - iii. When a screener fails to detect a TSA test object, the aircraft operator must repeat the initial training curriculum to ensure the screener is proficient enough to operate an AT X-ray unit.
 - g. Records and logs.
 - 2) Following successful completion of the training required in Attachment 8-13 Section L.1), the screener must undergo a formal OJT program during the first 20 hours of duty. During this time, each screener must:
 - a. Work with and under the close supervision of a qualified screener or screening supervisor to further familiarize him or herself with AT X-ray screening. (See Attachment 8-4 for procedures if no screeners are currently qualified.)
 - b. Not make any independent judgments as to whether cargo contains unauthorized explosives, incendiaries, or other destructive substances or items.
 - 3) The OJT program described in Attachment 8-13 Section L.2) may be completed in less than 20 hours provided that:
 - a. Each piece screened by the trainee is recorded in a training log and the log is maintained as a permanent part of the training record.

AOSSP Change 14
June 15, 2012~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- b. The performance of the trainee in screening each piece is recorded as correct or incorrect, along with the initials or employee number of the person providing the training.
 - c. [REDACTED].
 - 4) Classroom training and OJT must be recorded in the individual's training record. The record must include the name of the qualified screener or screening supervisor attesting to the trainee's proficiency during classroom training and OJT.
 - 5) When a screener transfers to another cargo screening location or aircraft operator where a different make or model AT X-ray unit is used, or the aircraft operator installs a different make or model AT X-ray unit at a cargo screening location, the screener must satisfactorily complete equipment-specific training.
- M. Screening Supervisor Initial Training. An individual being trained as an AT X-ray screening supervisor must have completed AT X-ray screener initial training in accordance with Attachment 8-13 Section L.
- 1) Each screening supervisor must also be provided a minimum of 1 hour of additional classroom training. The training must be presented in a formal manner with ample opportunity for questions and answers. The additional training must include the procedures to follow when an AT X-ray unit does not meet the manufacturer's technical operating standards or is inoperative, or when qualified AT X-ray screeners are not available.
 - 2) Following successful completion of the training required in Attachment 8-13 Section M.1), each screening supervisor must undergo an additional formal OJT program during the first 2 hours of duty as a supervisor. The AT X-ray screener initial training OJT program must be completed prior to initiating the additional OJT program. During this time, each screening supervisor must:
 - a. Work with and under the close supervision of a qualified screener or screening supervisor to further familiarize himself or herself with AT X-ray units. (See Attachment 8-4 for procedures if no screeners are currently qualified.)
 - b. Not make any independent judgments as to whether cargo contains unauthorized explosives, incendiaries, or other destructive substances or items.
 - 3) Classroom training and OJT must be recorded in the screening supervisor's training record and record in a training log. The record must include the name of the qualified screener or screening supervisor attesting to the trainee's proficiency during classroom training and OJT.
 - 4) When a screening supervisor transfers to another cargo screening location or aircraft operator where a different make or model AT X-ray unit is used, or the aircraft operator installs a different make or model AT X-ray unit at a cargo screening location, the screening supervisor must satisfactorily complete equipment-specific training.
- N. Screener and Screening Supervisor Initial Testing
- 1) Initial testing must include the applicable elements listed in Attachment 8-13 Sections L. and M.
 - a. Qualifying: [REDACTED] or more correct answers – review any incorrect answers.
 - b. Disqualifying: [REDACTED] or less correct answers – repeat entire initial training program.
 - 2) Classroom testing must be recorded in the screener and screening supervisor's training records along with the name of the instructor who is certifying that the screener or supervisor has completed the testing.
- O. Screener and Screening Supervisor Recurrent Training and Testing

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June 15, 2012~~SENSITIVE SECURITY INFORMATION~~

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Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- 1) Each screener and screening supervisor must receive a minimum of 2 hours of recurrent training at least every 12 months. This training is in addition to the 2 hours of recurrent training required for physical search in this attachment. The elements of the training outlined in Section 17.5.1. applicable to the duties and responsibilities of the screener are included in the screener/screening supervisor's recurrent training. If the annual recurrent training requirement in Section 17.5.B. has been satisfied, it need not be provided separately. Training must include:
 - a. A review of new threat information, pertinent AT X-ray unit screening experiences and security incidents, and a review of procedures contained in this attachment and the manufacturers' operating manuals to ensure each screener and screening supervisor is familiar with AT X-ray search procedures
 - b. A demonstration of the proper use of an AT X-ray unit
 - c. A review of TSA-approved test objects described in Attachment 8-13 Section P.
 - d. Time for questions and answers
- 2) If at any time, a screener or screening supervisor fails to detect a TSA test object introduced by either the aircraft operator or TSA, the aircraft operator must repeat the recurrent training procedure to ensure the screener is able to identify the test objects and screen using proper procedures.
- 3) The determination of the due date for annual recurrent training is specified in Section 17.5.B.
- 4) Recurrent training and testing must be recorded in the screener training records along with the name of the instructor who is certifying that the screener has completed the training.
 - a. Qualifying: [REDACTED] or more correct answers – review any incorrect responses.
 - b. Disqualifying: [REDACTED] or less correct answers – repeat recurrent training program.

P. TSA-Approved Test Objects for AT X-ray Units:



- 3) The improvised explosive device (IED) test kit components listed below can be assembled into different combinations representing simulated IEDs. [REDACTED]

When tested, the screener or screening supervisor must take appropriate action.



AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

ATTACHMENT 8-14: EXPLOSIVES TRACE DETECTION (ETD)
SCREENING PROCEDURES FOR CARGO AT NON-U.S. LOCATIONS

A. Screening Procedures for Cargo Meeting the Criteria in Section 8.2.4.1.C. or Section 8.2.4.2.D.

1) General Operating Procedures



AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

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3) ETD Screening Procedures for Items

f. If there is no alarm resulting from any sample, the cargo may be cleared for transport. If any sample alarms when analyzed, clear the item in accordance with either Attachment 8-14 Section A.4) or A.5).

Clear each item of the group individually in accordance with the requirements of Attachment 8-14 Section A.4) or A.5).

4) An ETD alarm must be resolved by subjecting the piece(s) that alarmed to one of the screening methods below:

d.

AOSSP Change 14
June 15, 2012

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Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

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- e. If a package contains perishable items (for example, flowers, fresh seafood, and vegetables), the package must be physically searched in accordance with Attachment 8-6.
 - 5) If the procedures in Attachment 8-14 Section A.4) do not produce evidence of possible explosives, incendiaries, or other destructive substances or items, the cargo may be cleared for transport.
 - 6) Screening Procedures for Cargo Configured on a Skid



- h. If there is no alarm , the cargo on the skid may be cleared for transport.

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~



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Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

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- 7) If there are signs of tampering and/or a dangerous item is discovered, follow the notification procedures in Section 8.6. The law enforcement officer (LEO) will assume control of the suspect item.
 - a. If there is an alarm on any of the remaining items, a screening supervisor must be notified. If the screening supervisor is satisfied that all the items causing an ETD alarm do not pose a threat, the package can be cleared for transport.
 - b. When a screening supervisor is contacted, the screener and screening supervisor must work together to resolve the cause of the ETD alarm. If at any time the ETD alarm is determined to be associated with an improvised explosive device (IED), explosive, and/or IED component, the screening supervisor must notify the Transportation Security Operations Center (TSOC), ground security coordinator (GSC), and LEO that a threat has been identified.
 - c. If the screening supervisor cannot resolve the alarm during the resolution process described above, the supervisor must notify the TSOC, GSC, and LEO that a suspect item or package has been identified.
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- B. Cargo Not Meeting the Criteria in Sections 8.2.4.1.C. or 8.2.4.2.D. This section applies only if X-ray, AT X-ray, or EDS technology is unavailable or inoperable, or the cargo is too large for the equipment.
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- 3) Screen each piece of cargo in accordance with the following procedures:

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program



- 4) If the procedures in Attachment 8-14 Section B.3)b. produce evidence of possible explosives, incendiaries, or other destructive substances or items, or if any discrepancies identified in accordance with Attachment 8-14 Section B.3)c. cannot be resolved, the cargo must not be transported onboard any aircraft.
- a. The cargo must not be loaded or transported onboard any aircraft and must be isolated in a secure location, controlled, and physically guarded to prevent unauthorized access.
 - b. Immediately notify the GSC, host government authorities, and TSOC at [REDACTED] (for callers from the 50 United States, Puerto Rico, and Canada) or + [REDACTED] for all other callers).
 - c. Inform entities identified in Attachment 8-14 Section B.4)b. of any additional cargo on the premises that was tendered or transferred with the suspect cargo.



AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program



D. ETD Unit Requirements: Verification, Calibration, and Radiation Leak Testing

- 1) ETDs must be operated, tested, and maintained following the manufacturer's operating manual and procedures in this attachment.
- 2) Verification Test
 - a. Prior to screening cargo with an ETD unit, conduct a successful ETD verification test to ensure the unit is working properly and meets the TSA minimum detection requirements.
 - b. Conduct a verification test in accordance with the manufacturer's operating manual prior to screening cargo:
 - i. Each time the ETD unit is turned on
OR
 - ii. If 8 hours have elapsed since the last verification test
OR
 - iii. Following ETD unit maintenance or repair
OR
 - iv. If the ETD unit is moved to a different operating environment (for example, dry air to humid air or cool temperature to hot temperature).
 - c. Verify whether the ETD unit generates an alarm response.

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- i. If an alarm response is generated, the system is considered ready to screen cargo prior to transport on passenger aircraft.
 - ii. If no alarm response is generated, do not use the ETD unit to screen cargo until corrective actions are performed.
 - d. Document verification testing in accordance with Attachment 8-14 Section F.1).
- 3) Calibration
 - a. Do not screen cargo with an ETD unit unless it is properly calibrated in accordance with the manufacturer's operating manual.
 - b. If the ETD unit requires a manually initiated calibration process, perform this function as required by the manufacturer's operating manual and document these actions in accordance with Attachment 8-14 Section F.1).
- 4) Radiation Leak Test
 - a. A radiation leak test must be conducted for each ETD before initial use and at subsequent intervals as specified by the manufacturer's specification and license to ensure the performance standard set by the Nuclear Regulatory Commission (NRC) or host nation equivalent is met.
 - b. The aircraft operator need not conduct radiation leak tests for ETDs exempt by the NRC or host nation equivalent. The aircraft operator can determine if such an exemption exists by contacting the ETD manufacturer and obtaining a copy of the documentation granting the exemption. A copy of the exemption or radiation leak test results must be maintained with the ETD and made available to TSA upon request.
- E. Screener Performance Standards
 - 1) Must be able to follow notification procedures in Section 8.6.. as appropriate.
- F. Records, Logs, and Certifications
 - 1) The ETD calibration/verification test record must include a printout that verifies a calibration/verification test was accomplished per the manufacturer's operating manual. If a printer is not available, a written record must be made in a calibration/verification test log that verifies a calibration/verification test was accomplished.
 - 2) A maintenance log must be kept at each ETD location. The screener must record it in all instances when the ETD is subject to either routine or unscheduled maintenance.
 - 3) Alarm log sheets, calibration records, and maintenance records for the current screening session and previous 30 calendar days must be maintained (in either electronic or hardcopy format) with the appropriate ETD.
- G. At each screening location, supply the current TSA-provided cargo screening training modules to the authorized representatives who screen cargo in accordance with this attachment. These TSA-provided training modules may be used in lieu of training developed by the aircraft operator to satisfy the requirements of Attachment 8-14 Sections H. through K.
- H. Screener Initial Training. Each individual trained as an ETD screener must complete the physical search initial training and on-the-job-training (OJT) required by Attachment 8-6. The ETD screener initial training is not complete until the physical search initial training and OJT have been completed

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

as required in Attachment 8-6. Only screeners who have satisfactorily completed the required ETD training in Attachment 8-14 Section H.1) may operate an ETD. Each screener must be provided a minimum of 4 hours of classroom training. The training must be presented in a formal manner with ample opportunity for questions and answers.

- 1) Initial training must include:
 - a. ETD manufacturers' operating manuals
 - b. ETD safety
 - c. Sampling techniques
 - d. Alarm resolution procedures
 - e. Records and logs.
 - 2) Following successful completion of the training required in Attachment 8-14 Section H.1), each screener must undergo a formal OJT program during the first 20 hours of duty. During this time, each screener must:
 - a. Work with and under the close supervision of a qualified screener or screening supervisor to further familiarize him or herself with ETD searches. (See Attachment 8-4 for procedures if no screeners are qualified.)
 - b. Not make any independent judgments as to whether cargo contains unauthorized explosives, incendiaries, or other destructive substances or items.
 - 3) The OJT program described in Attachment 8-14 Section H.2) may be completed in less than 20 hours provided that:
 - a. Each piece screened by the trainee is recorded in a training log and the log is maintained as a permanent part of the training record.
 - b. The performance of the trainee in screening each piece is recorded as correct or incorrect, along with the initials or employee number of the person providing the training.
 - c. [REDACTED]
 - 4) Classroom training and OJT must be recorded in the screener's training record. The record must include the name of the qualified screener or screening supervisor attesting to the trainee's proficiency during classroom training and OJT.
 - 5) When a screener transfers to another cargo screening location or aircraft operator where a different make or model ETD is used, or the aircraft operator installs a different make or model ETD at a cargo screening location, the screener must satisfactorily complete equipment-specific training.
- I. Screening Supervisor Initial Training. Each individual being trained as an ETD screening supervisor must have completed ETD screener initial training in accordance with Attachment 8-14 Section H. Each screening supervisor must also be provided a minimum of 2 hours of additional classroom training beyond that required in Attachment 8-14 Section H. The training must be presented in a formal manner with ample opportunity for questions and answers.
- 1) The additional training must include:
 - a. Records, logs, and certifications
 - b. Calibration and radiation leak test procedures

AOSSP Change 14
June 15, 2012~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- c. Procedures to follow when an ETD does not meet manufacturer's technical operating standards, is inoperative, or when qualified ETD screeners are not available.
 - 2) Following successful completion of the training required in Attachment 8-14 Section I.1) above, each screening supervisor must undergo a formal OJT program during the first 2 hours of duty. The ETD screener initial training OJT program (as amended) must be completed prior to initiating the additional OJT program. During this time, each screening supervisor must:
 - a. Work with and under the close supervision of a qualified screener or screening supervisor to further familiarize himself or herself with the ETD. (See Attachment 8-4 for procedures if no screeners are qualified yet.)
 - b. Not make any independent judgments as to whether cargo contains a unauthorized explosive, incendiaries, or other destructive substances or items
 - 3) Classroom training and OJT must be recorded in the screening supervisor's training record. The record must include the name of the qualified screener or screening supervisor attesting to the trainee's proficiency during classroom training and OJT.
 - 4) When a screening supervisor transfers to another cargo screening location or aircraft operator where a different make or model ETD is used, or the aircraft operator installs a different make or model ETD at a cargo screening location, the screening supervisor must satisfactorily complete equipment-specific training.
- J. Screener and Screening Supervisor Initial Testing
- 1) Initial testing must include the applicable elements listed in Attachment 8-14 Sections H. and I.
 - a. Qualifying: [REDACTED] or more correct answers – review any incorrect answers.
 - b. Disqualifying: [REDACTED] or less correct answers – repeat entire initial training program.
 - 2) Classroom testing must be recorded in the screener and screening supervisor's training records along with the name of the instructor who is certifying that the screener or supervisor has completed the testing.
- K. Screener and Screening Supervisor Recurrent Training and Testing
- 1) Each screener and screening supervisor must receive a minimum of 2 hours of recurrent training at least every 12 months to include:
 - a. A review of new threat information, pertinent ETD search experiences and security incidents, and a review of procedures contained in this attachment and the manufacturers' operating manuals to ensure each screener and screening supervisor is familiar with ETD search procedures.
 - b. A demonstration of the proper use of an ETD
 - c. Any changes in procedures or operation of an ETD
 - d. Time for questions and answers.

Note: The elements of the training outlined in Section 17.5.1. are applicable to the duties and responsibilities of the screener and are included in the screener/screening supervisor's recurrent training. If the annual recurrent training requirement of Section 17.5.B. has been satisfied, it need not be provided separately.
 - 2) The determination of the due date for annual recurrent training is specified in Section 17.5.B.

AOSSP Change 14
June 15, 2012~~SENSITIVE SECURITY INFORMATION~~

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Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- 3) Recurrent training and testing must be recorded in the screener and screening supervisor's training records along with the name of the instructor who is certifying that the screener or supervisor has completed the training.
 - a. Qualifying: [REDACTED] or more correct answers – review any incorrect answers.
 - b. Disqualifying: [REDACTED] or less correct answers – repeat entire recurrent training program.

AOSSP Change 14
June 15, 2012

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

ATTACHMENT 8-15: EXPLOSIVES DETECTION SYSTEM (EDS) SCREENING PROCEDURES FOR CARGO AT NON-U.S. LOCATIONS

- A. Screening Procedures for Cargo Meeting the Criteria in Section 8.2.4.1.C. or Section 8.2.4.2.D.
- 1) Before accepting cargo, the aircraft operator must warn its shippers that failure to remove undeveloped photographic film of all types from their cargo may result in damage to the film. The aircraft operator may communicate this warning verbally or in writing.
 - 2) Explosives detection system (EDS) Alarm Resolution. All EDS alarms must be resolved.
 - a. If there is no EDS alarm, the cargo may be cleared for transport.



AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~



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Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

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- B. Screening Procedures for Cargo Not Meeting the Criteria in Section 8.2.4.1.C. or Section 8.2.4.2.D.
- 1) Screen each piece separately for unauthorized explosives, incendiaries, and other destructive substances using EDS equipment that is listed on the TSA Air Cargo Screening Technology List (ACSTL) or is approved in writing by TSA through the aircraft operator's Principal Security Specialist (PSS).
 - 2) If the equipment described in Section B.1) is unavailable or inoperable or the cargo is too large for the equipment, screen each piece of cargo in accordance with Attachment 8-15 Section B.3).
 - 3) If any piece of screened cargo alarms:
- 

AOSSP Change 14
June 15, 2012SENSITIVE SECURITY INFORMATION




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Initial Release Date: July 10, 2006

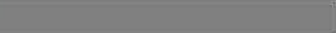

Date Change Posted: May 16, 2012



Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

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- 4) If there is no EDS alarm, the cargo may be cleared for transport.
 - 5) If the aircraft operator suspects the presence of unauthorized explosives, incendiaries, or other destructive substances or items, the cargo must not be loaded or transported onboard any aircraft. 
 notify the appropriate authorities following the measures in Section 8.6.

C. Screening Procedures for Cargo Configured in a Courier Bag

- 1) Cargo configured in a courier bag may be screened using EDS 
.
- 2) Use an EDS unit that is either listed on the TSA ACSTL or is approved in writing by TSA through the aircraft operator's PSS.
- 3) Screen only one courier bag at a time to search for indications of unauthorized explosives, incendiaries, and other destructive substances or items.
- 4) If the EDS alarms when screening a courier bag, remove each piece from the courier bag and screen each piece individually in accordance with Attachment 8-15 Section C.5).
- 5) If any individual piece in the courier bag alarms when screened using EDS, apply the following measures:

- 
- 6) If the aircraft operator suspects or discovers the presence of unauthorized explosives, incendiaries, or other destructive substances or items, the cargo must not be loaded or transported onboard any aircraft. 

AOSSP Change 14
June 15, 2012

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

[REDACTED] notify the appropriate authorities following the measures in Section 8.6.

D. Screening Procedures for Cargo consisting of Non-U.S. Mail

1) Express Shipments

a. When transporting cargo consisting of non-U.S. mail express shipments [REDACTED]

i. Screen as follows:

a) EDS cargo in mail bags in accordance with Attachment 8-15 Section D.3).

OR

b) EDS each piece in accordance with Attachment 8-15 Section B. If during screening, the screener identifies conditions meeting the criteria of Attachment 8-15 Section D.1)a.iii., also apply the measures in Attachment 8-15 Section D.1)a.iv.

OR

c) Each piece in accordance with the procedures in Attachment 8-15 Section D.1)a.iv.

ii. Ensure that the EDS equipment used for screening in Attachment 8-15 Section D.1)a. is either listed on the TSA ACSTL or approved in writing by TSA through the aircraft operator's PSS.

iii. When the aircraft operator identifies that any individual piece that generates an EDS alarm when screened, follow the procedures in Attachment 8-15 Section D.1)a.iv.

iv. The aircraft operator must not transport cargo meeting the criteria in Attachment 8-15 Section D.1)a.iii. onboard any aircraft unless the following procedures are applied:

a) Receive consent from the designated postal operator (DPO) to open the piece. If no consent is received, then the aircraft operator must not transport the piece.

AND

b) Contact the consignee, either directly or through the DPO tendering the shipment, to verify knowledge of the shipment including its contents and resolve any discrepancies prior to transporting the shipment onboard any aircraft.

AND

c) Contact the shipper, either directly or through the DPO tendering the shipment, to verify knowledge of the shipment including its contents and resolve any discrepancies prior to transporting the shipment onboard any aircraft.

AND

d) Review the documentation (when available) associated with the shipment to determine if the transportation cost of the shipment far exceeds the value of the commodity and resolve any discrepancies prior to transporting the shipment onboard any aircraft.

AND

e) Screen the piece using one of the following methods:

AOSSP Change 14
June 15, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

i)

ii)

2) Non-Express Shipments

a. When transporting cargo consisting of non-U.S. mail

b.

3) Screening Procedures for Mail Bags

4) Notification Procedures

a. If the aircraft operator believes that the piece contains suspicious material, the piece must not be loaded or transported onboard any aircraft. The piece must be isolated in a secure location, controlled, and physically guarded to prevent unauthorized access to the piece.

b. Notify the appropriate authorities following the measures in Section 8.6.

E.

AOSSP Change 14
June 15, 2012

SENSITIVE SECURITY INFORMATION

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- 4) Notify the appropriate authorities following the measures in Section 8.6.

F. EDS Unit Requirements

- 1) EDS equipment must be operated, tested, and maintained in accordance with the manufacturer's standard operating procedures and this attachment.
- 2) An EDS Image Quality Test must be conducted in accordance with the manufacturer's standard operating procedures each day prior to initial use. An EDS Image Quality Test must also be conducted after EDS maintenance or when the EDS is moved.
- 3) The EDS must not be used unless a successful EDS Image Quality Test has been conducted.
- 4) A radiation leak test must be conducted for each EDS before initial use and at subsequent intervals, as specified by the EDS manufacturers' specification and license, to ensure that the performance standard set by the Food and Drug Administration (FDA) or host nation equivalent is being met. A copy of the radiation leak test results must be maintained with the EDS and made available to TSA upon request.

AOSSP Change 14
June 15, 2012

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Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

G. Screener and Screening Supervisor Performance Standards.

- 1) Be able to follow notification procedures in Section 8.6., as appropriate.
- 2) [REDACTED]

H. Records, Logs, and Certifications

- 1) The EDS Image Quality Test record must be maintained in an operational test log that verifies the test was accomplished. The record must be kept (in either electronic or hardcopy format) with the appropriate EDS for a minimum of 30 calendar days after the test was accomplished and made available to TSA upon request.
 - 2) For each instance when a cargo item causes an EDS alarm, the aircraft operator must maintain a written alarm log with the appropriate EDS, describing the resolution procedures followed and decisions made. The log must be kept with the appropriate EDS for a minimum of 7 calendar days after the cargo was transferred and made available to TSA upon request.
 - 3) A maintenance log must be kept (in either electronic or hardcopy format) at each EDS location. The screener must record in it all instances when the EDS is subject to either routine or unscheduled maintenance.
 - 4) Alarm log sheets, calibration records, and maintenance logs for the current screening session and previous 30 calendar days must be maintained (in either electronic or hardcopy format) with the appropriate EDS.
- I. At each screening location, supply the current TSA-provided cargo screening training modules to the authorized representatives who screen cargo in accordance with this attachment. These TSA-provided training modules may be used in lieu of training developed by the aircraft operator to satisfy the requirements of Attachment 8-14 Sections J. through M.
- J. Screener Initial Training. Each individual training as an EDS screener must complete the physical search initial training and on-the-job-training (OJT) required by Attachment 8-6. The EDS screener initial training is not complete until the physical search initial training and OJT have been completed. If ETD is to be used for alarm resolution, the screener must also complete the ETD initial training and OJT required in this attachment prior to using ETD for alarm resolution. Only screeners who have satisfactorily completed the required EDS training in Attachment 8-15 Section J.1) may operate an EDS. Each screener must be provided a minimum of 4 hours of classroom training. The training must be presented in a formal manner with ample opportunity for questions and answers.
- 1) Initial training must include:
 - a. EDS manufacturers' operating manuals
 - b. EDS safety
 - c. Sampling techniques
 - d. Alarm resolution procedures
 - e. Records, logs, and certifications.
 - 2) Following successful completion of the training required in Attachment 8-15 Section J.1), each screener must undergo a formal OJT program during the first 20 hours of duty. During this time, each screener must:
 - a. Work with and under the close supervision of a qualified screener or screening supervisor to further familiarize himself or herself with the EDS. (See Attachment 8-4 for procedures if no screeners are qualified yet.)

AOSSP Change 14
June 15, 2012

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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

Date Change Effective: June 15, 2012

Aircraft Operator Standard Security Program

- b. Not make any independent judgments as to whether cargo contains an unauthorized explosives, incendiaries, or other destructive substances or items.
 - 3) Alternatively, the OJT program of a trainee may be completed in less than 20 hours provided the trainee has demonstrated proficiency in alarm resolution procedures. Training packages containing TSA-approved test objects may be used to increase the alarm rate where actual cargo provides an alarm rate insufficient for this purpose.
 - a. Each training package must contain items that will trigger an EDS alarm as a possible explosive device or shield. Each package used must be externally labeled as a training or test item in order to prevent misidentification as an actual threat.
 - b. Trainees must not have prior knowledge as to the actual contents of a training package and must apply the alarm resolution process as appropriate to its contents. Contents of training packages should vary to exercise each alarm resolution method in use by the aircraft operator.
 - c. Each alarm resolved by the trainee must be recorded in a training log and the log must be maintained as a permanent part of the training record.
 - d. The performance of the trainee in resolving each alarm must be recorded as correct or incorrect, along with the initials or employee number of the person providing the training.
 - 4) Classroom training and OJT must be recorded in the screener's training record. The name of the qualified screener or screening supervisor attesting to the trainee's proficiency during classroom training and OJT must be included in the training record.
 - 5) When a screener transfers to another cargo screening location or aircraft operator where a different make or model EDS is used or the aircraft operator installs a different make or model EDS at a cargo screening location, the screener must satisfactorily complete equipment-specific training.
- K. Screening Supervisor Initial Training. Each individual being trained as an EDS screening supervisor must complete EDS screener initial training in accordance with Attachment 8-15 Section J. Each screening supervisor must also be provided a minimum of 2 hours of additional classroom training than that required in Attachment 8-15 Section J. The training must be presented in a formal manner with ample opportunity for questions and answers.
- 1) The additional training must include:
 - a. Calibration and radiation leak test procedures
 - b. Procedures to follow when an EDS does not meet manufacturer's technical operating standards or is inoperative, or when qualified EDS screeners are not available.
 - 2) Following successful completion of the training required in Attachment 8-15 Section K.1), each screening supervisor must undergo a formal OJT program during the first 2 hours of duty. The EDS screener initial training OJT program must have been completed prior to initiating the additional OJT program. During this time, each screening supervisor must:
 - a. Work with and under the close supervision of a qualified screener or screening supervisor to further familiarize himself or herself with the EDS. (See Attachment 8-4 for procedures if no screeners are qualified.)
 - b. Not make any independent judgments as to whether cargo contains unauthorized explosives, incendiaries, or other destructive substances or items.

AOSSP Change 14
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Initial Release Date: July 10, 2006

Date Change Posted: May 16, 2012

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Aircraft Operator Standard Security Program

- 3) Classroom training and OJT must be recorded in the screening supervisor's training record. The name of the qualified screener or screening supervisor attesting to the trainee's proficiency during classroom training and OJT must also be included in the training record.
- 4) When a screening supervisor transfers to another cargo screening location or aircraft operator where a different make or model EDS is used or the aircraft operator installs a different make or model EDS at a cargo screening location, the screening supervisor must satisfactorily complete equipment-specific training.

L. Screener and Screening Supervisor Initial Testing

- 1) Initial testing must include applicable elements listed in Attachment 8-11 Sections J. and K.
 - a. Qualifying: [REDACTED] or more correct answers – review any incorrect answers.
 - b. Disqualifying: [REDACTED] or less correct answers – repeat entire initial training program.
- 2) Classroom testing must be recorded along with the name of the instructor who is certifying that the screener or supervisor has completed the testing.

M. Screener and Screening Supervisor Recurrent Training and Testing

- 1) Each screener and screening supervisor must receive a minimum of 2 hours of recurrent training at least every 12 months to include:
 - a. A review of new threat information, pertinent EDS search experiences and security incidents, and a review of procedures contained in this attachment and the manufacturers' operating manuals to ensure each screener and screening supervisor is familiar with EDS search procedures.
 - b. A demonstration of the proper use of an EDS
 - c. Any changes in procedures or operation of an EDS
 - d. Time for questions and answers

Note: The elements of the training outline in Section 17.5.1. that are applicable to the duties and responsibilities of the screener are included in the screener/supervisor recurrent training. If the annual recurrent training requirement of Section 17.5.B. has been satisfied, it need not be provided separately.

- 2) The determination of the due date for annual recurrent training is specified in Section 17.5.B.
- 3) Recurrent training and testing must be recorded in the screener and screening supervisor's training records along with the name of the instructor who is certifying that the screener or supervisor has completed the training.
 - a. Qualifying: [REDACTED] or more correct answers – review any incorrect answers
 - b. Disqualifying: [REDACTED] or less correct answers – repeat entire recurrent training program

AOSSP Change 14
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Date Change Posted: May 16, 2012

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Aircraft Operator Standard Security Program

ATTACHMENT 8-16: LIST OF CARGO CONFIGURATIONS APPROVED FOR
TSA-CERTIFIED EXPLOSIVES DETECTION CANINE TEAM SCREENING AT U.S.
LOCATIONS



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Aircraft Operator Standard Security Program

ATTACHMENT 8-17: LIST OF CARGO CONFIGURATIONS APPROVED FOR TSA-APPROVED EXPLOSIVES DETECTION CANINE TEAM SCREENING AT NON-U.S. LOCATIONS

TSA-approved explosives detection canine, certified by the national authority of a country listed in the TSA-Approved International Canine List located on the TSA-secure web board, may only be used in accordance with this attachment:

A. For cargo meeting the criteria in Sections 8.2.4.1.C. or 8.2.4.2.D., the aircraft operator must screen each individual piece of cargo

B.



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Chapter
9

9. DIPLOMATIC POUCHES AND U.S. MAIL

9.1. U.S. MAIL

- A. The aircraft operator must maintain custody of and prevent unauthorized access to U.S. Mail that will be subsequently transported on a passenger aircraft from the time of acceptance until delivered to the United States Postal Service (USPS) or a foreign postal administration.
- B. The aircraft operator must accept U.S. Mail only from the following sources:
 - 1) USPS employees and authorized representatives.
 - 2) An aircraft operator or foreign air carrier operating under a TSA-approved or TSA-accepted security program, respectively, provided:



- C. When an aircraft operator contracts to have another aircraft operator or foreign air carrier accept and ground handle U.S. Mail on its behalf, the aircraft operator physically transporting the mail in its aircraft is responsible for correct application of the mail security measures required by this chapter.


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August 1, 2014

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9.1.1. USPS PRIORITY MAIL (Domestic Only—Not Priority Mail International)

The requirements of paragraphs A. and B. of this section apply to USPS domestic Priority Mail, not to Priority Mail International. In addition, these requirements do not apply to USPS domestic Priority Mail



9.1.2. OTHER U.S. MAIL

In addition to USPS domestic Priority Mail accepted and screened in accordance with Section 9.1.1., the aircraft operator may also accept and transport the following U.S. Mail:



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9.1.3. U.S. MAIL DELIVERED BY USPS IN VEHICLES

- A. When accepting U.S. Mail from USPS or its authorized representative, verify that the section of the vehicle containing the mail is locked when it arrives at the aircraft operator's on-airport cargo facility. Visually inspect the lock for signs of tampering prior to the USPS representative unlocking the transport vehicle.
- B. If the section of the vehicle containing U.S. Mail is not locked or it appears that the lock has been tampered with, immediately notify the United States Postal Inspection Service for resolution. Do not transport this U.S. Mail until the situation is resolved by the United States Postal Inspection Service.

9.2. DIPLOMATIC POUCHES

- A. Diplomatic pouches, as defined in Section 1.6., are exempt from the screening measures required by this security program for cargo, checked baggage, or accessible property. When presented with a diplomatic pouch for transport, the aircraft operator must comply with the following requirements to ensure appropriate handling of the pouch.
 - 1) For a diplomatic pouch tendered for transport as checked baggage or cargo, comply with Section 9.2.B. and Section 9.2.C. or D. (as applicable) prior to accepting the pouch. At locations where screening of checked baggage or cargo is performed by TSA or host government authorities, notify the appropriate personnel to ensure proper handling of the pouch.
 - 2) At locations where the aircraft operator conducts screening of accessible property, the status of any accessible property presented as a diplomatic pouch must be confirmed in accordance with Sections 9.2.B. and C. The aircraft operator need not confirm the status of pouches presented as accessible property at locations where it does not conduct the screening of accessible property.
- B. Identifying a valid diplomatic pouch: Verify that the item is properly marked as a diplomatic pouch. If all the following features are not present, the item is not a valid diplomatic pouch and it must not be accepted for transport.
 - 1) The exterior of the pouch, bag, envelope, crate, or container must have readily visible markings that clearly identify it in English as a "Diplomatic Pouch."

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- 2) The pouch must externally bear the official seal of the government or public international organization sending the pouch. This may be a lead or plastic seal attached to a tie that closes the bag or a seal affixed to the exterior of the pouch.
 - 3) The pouch must be addressed to a government ministry or department of foreign affairs, embassy, legation, or consular post, or to the headquarters or offices of a public international organization.
 - 4) When applicable for unaccompanied pouches, all associated shipping documents, such as bills of lading and air waybills, should describe the shipment in English as a "Diplomatic Pouch."
- C. Accompanied pouches: Do not accept diplomatic pouches that will be accompanied by a courier during transport unless the individual accompanying the pouch (the courier) presents the following:



- D. Unaccompanied pouches: Accept diplomatic pouches that will not be accompanied by a courier during transport in accordance with paragraph 1), 2), or 3) below:



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- 3) For unaccompanied pouches accepted through a third party such as another aircraft operator, foreign air carrier, freight forwarder, or Indirect Air Carrier, do not accept the pouch for transport unless the third party provides the documentation required by a. or b. below. It is the responsibility of the accepting aircraft operator to ensure the third party is aware that the aircraft operator cannot accept an unaccompanied pouch unless this documentation is provided:



- E. Maintain a record of each unaccompanied diplomatic pouch accepted at the accepting station for a minimum of 30 calendar days after transport of the pouch. The record must include the information or documentation required by Section 9.2.D.1), 2), or 3), as applicable.

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Aircraft Operator Standard Security Program

Chapter 10

10. CATERING SECURITY MEASURES

10.1. AT LOCATIONS WITHIN THE UNITED STATES

This section provides measures required by aircraft operators operating flights within the United States and from the United States to a non-U.S. location.

- A. Each individual performing any of these measures must either be a direct aircraft operator employee or an authorized representative who is not employed by a catering company. The aircraft operator must ensure any individual who performs catering security measures:
 - 1) Has airport SIDA ID media
 - 2) Has his or her name compared to the most recently issued No Fly List and Selectee List
- B. Inspecting Catering Carts, Sealed Items, and Supplies. At the food preparation location (that is: inside the catering facility or on the loading dock), the aircraft operator must apply the following measures immediately prior to loading catering carts, sealed items, and supplies into the transport vehicle:

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April 27, 2011



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Aircraft Operator Standard Security Program

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- C. Escorting the Sterile Transport Vehicles. After loading, the aircraft operator must seal access doors or escort the sterile transport vehicle to the aircraft following one of the two options below:
- 

10.2. AT NON-U.S. LOCATIONS

- A. For flights from regions and countries requiring extraordinary security measures identified in Section 11.1., the aircraft operator must ensure catering operations are monitored or observed from assembly in the kitchen to delivery onboard the aircraft or galley carts are sealed with tamper-evident seals by a direct aircraft operator employee or authorized representative prior to transport from the catering facility.

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Aircraft Operator Standard Security Program

- B. For all flights from a non-U.S. location to the United States and from a non-U.S. location to a non-U.S. location (for example: to/from an intermediate stop) not identified in Section 11.1., the aircraft operator must conduct a thorough physical search of galley carts that have not been sealed or monitored from preparation to delivery.

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Aircraft Operator Standard Security Program

**Chapter
11**

11. EXTRAORDINARY LOCATIONS

A. For all passenger flights departing from airports in regions and countries designated by TSA as requiring extraordinary security measures and in addition to the measures in Section 7.8., the aircraft operator must apply the measures in Sections 11.2. through 11.7. at airports in regions and countries listed in Section 11.1. for:

- 1) All scheduled passenger operations
- 2) All public charter operations where the aircraft operator operates:



- 3) Passenger operations in which the aircraft operator has wet leased to a foreign air carrier, except as provided in Section 13.1.
- 4) Public charter operations in which the aircraft operator has chartered to a foreign air carrier, except as provided in Section 13.2.

B. The aircraft operator may exempt Heads of State, Heads of Government, Secondary Heads of State, and Secondary Heads of Government



11.1. REGIONS AND COUNTRIES REQUIRING EXTRAORDINARY SECURITY MEASURES



11.2. INTENTIONALLY LEFT BLANK

AOSSP Change 17A
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Aircraft Operator Standard Security Program

11.3. AREA SECURITY

The aircraft operator must:

- A. Instruct its direct aircraft operator employees and authorized representatives to report unattended articles in the terminal building to a GSC.
- B. Ensure all hold areas left unattended or unsecured are searched prior to use.

11.4. PASSENGER PRESCREENING

- A. Passengers departing airports in regions and countries listed in Section 11.1. must be subject to a security interview, except for those exempted by Section 11.B.
- B. The security interview must be applied to each originating passenger and interlined passenger from a foreign air carrier.
 - 1) During the interview, originating passengers must have possession of all their accessible property and checked baggage.
 - 2) The passenger and interviewer must be able to communicate in a common language. A passenger who cannot communicate in a language understood by the interviewer must [REDACTED] However, the interviewer may interview the passenger through an interpreter if:
 - a. The interpreter is a direct aircraft operator employee or authorized representative
 - b. [REDACTED]
 - c. The interpreter is fluent in the passenger's language.

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Aircraft Operator Standard Security Program

- 3) Upon initial contact with each passenger, the interviewer must determine whether the passenger, documentation, and/or accessible property and checked baggage meet the requirements in this Section (Section 11.4). If so, the procedures specified in this Section (Section 11.4) must be applied. [REDACTED]

- 4) Except in the case of International Office of Migration refugees, passengers' nationalities are deemed to be that of the passport presented to the interviewer. Passengers who are refugees traveling to the United States under the auspices of the International Office of Migration and authorized to enter the United States by the U.S. Department of State should be treated the same as U.S. passport holders. In essence, the nationality of these passengers is no longer that of the country they are emigrating from, but that of the country to which they are immigrating. Accordingly, each passenger must be interviewed and the determination of selectee status is made on a case-by-case basis. [REDACTED]

- C. Elements. Interviewers should take note of the following elements when reviewing a passenger's documentation and observing a passenger's appearance and behavior. The following elements are non-discriminatory and must be applied during the security interview in a uniform and consistent manner. When the elements listed below are noted, interviewers must take the action specified [REDACTED]

- 1) Critical Signs. [REDACTED]

EMERGENCY AMENDMENT AOSSP 10-01
APRIL 7, 2010

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Aircraft Operator Standard Security Program



2) Suspicious Signs - Appearance and Behavior.



c. Passenger refuses to cooperate with security staff



3) Positive Signs.



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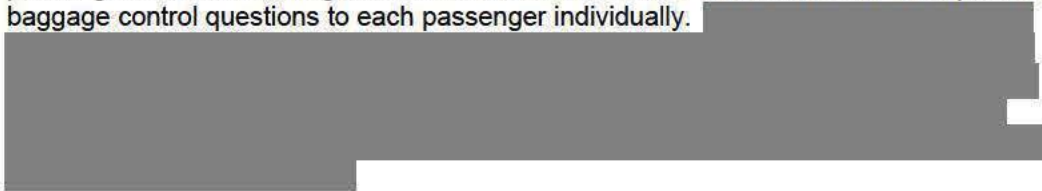
Aircraft Operator Standard Security Program



4) Suspicious Signs -



5) Mandatory Baggage Control Questioning. Prior to interviewing the passenger, the interviewer must inform the passenger of the reason for the questioning. The preferred statement is, "I am going to ask you some questions about your baggage because it has happened in the past that passengers have received, without their knowledge, items which turned out to be dangerous to passengers and the flight (such as bombs or weapons)." The purpose of this statement is to sensitize the passenger of the need to answer the interview questions honestly. The interviewer must next question all passengers so the following determinations can be made. The interviewer must pose the baggage control questions to each passenger individually.



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Aircraft Operator Standard Security Program

- a. Determine if the passenger owns the baggage to be checked or carried onboard and all of its contents. In the event of a negative response that cannot be satisfactorily resolved, process the baggage in question following the measures in Section 11.5
- b. Determine if the passenger packed the baggage or is aware of every item in the baggage. In the event of a negative response that cannot be satisfactorily resolved, process the baggage in question following the measures in Section 11.5.
- c. Determine if the baggage has remained in the passenger's control from the time the baggage was packed until the time of check-in. In the event of a negative response that cannot be satisfactorily resolved, process the baggage in question following the measures in Section 11.5.
- d. Determine if the passenger has received and is carrying any articles received from others. These articles may be packages, medicine, books, or any other items. In the event of a positive response not augmented by a reasonable and credible explanation, apply measures in Section 11.5. to the baggage and items in question.
- e. Determine if the passenger has any battery-operated, electrical, or electronic items or items that were purchased, repaired, or out of the passenger's control during his or her trip. Positive responses must be subject to the measures in Section 11.7.

11.5. SELECTEE PASSENGER SCREENING PROCEDURES

The aircraft operator must screen each passenger designated as a selectee and his or her accessible property and checked baggage (to include items identified as suspect during the mandatory baggage control questioning), except for those passengers exempted by Section 11.B., following the procedures in Sections 11.5.1. through 11.5.4.

11.5.1. SELECTEE PASSENGERS

The aircraft operator must inspect each selectee passenger following the measures in Section 11.4. by HHMD or physical search, or WTMD screening following the procedures in the Persons & Accessible Property Screening Procedures.

11.5.2. SELECTEE PASSENGERS' CHECKED BAGGAGE

- A. The aircraft operator must, for each passenger designated a selectee following the measures in Section 11.4., ensure that the selectee passenger's checked baggage and its contents are inspected by a TSA-approved EDS with TSA-approved software or in his or her presence by physical search following the procedures in the Checked Baggage Screening Procedures.
- B. If the aircraft operator determines through a physical search that the emptied checked baggage item has been altered or added to, it must ensure that the emptied checked baggage item is subject to two-plane x-ray screening to ensure an explosive or incendiary has not been concealed within it.

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Aircraft Operator Standard Security Program

11.5.3. SELECTEE PASSENGERS' ACCESSIBLE PROPERTY

- A. The aircraft operator must, for each passenger designated a selectee following the measures in Section 11.4., ensure that, following the appropriate procedures in the Persons & Accessible Property Screening Procedures document:
- 1) The selectee passenger's accessible property and its contents are screened by ETD
OR
 - 2) In the selectee passenger's presence, the accessible property bag/item is emptied, a physical search of the contents is conducted, and the accessible property bag/item is screened with x-ray.
- B. If the aircraft operator suspects through a physical search that the emptied accessible property bag/item has been altered or added to, screen the bag/item using two-plane x-ray screening to ensure a prohibited item has not been concealed within it. The TSA Prohibited Items List can be found on the TSA website at www.tsa.gov.

C



11.5.4. SELECTEE PASSENGERS' BATTERY-OPERATED, ELECTRICAL, OR ELECTRONIC ITEMS AND SUSPECT ITEMS

The aircraft operator must:

- A. Inspect battery-operated, electrical, or electronic items or items purchased, repaired, or out of the passenger's control during the trip following the measures in Section 11.7.
- B. Inspect suspect items, other than those items identified in Section A. above, in the presence of the passenger by a TSA-approved EDS with TSA-approved software, x-ray screening, or physical search.

AOSSP Change 15
July 10, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Aircraft Operator Standard Security Program

11.6. QUESTIONING ENPLANING PASSENGERS

Immediately prior to boarding those passengers who, since final screening, have had contact with passengers of an aircraft operator not covered by this chapter (Chapter 11) or access to airport shops and services, the aircraft operator must:

11.7. BATTERY-OPERATED, ELECTRICAL, OR ELECTRONIC ITEMS

This section applies to all battery-operated, electrical, or electronic items deemed suspect in Section 11.4.C.5)e. or identified in Section 11.5.4.:

- A. The item in question must be subject to physical search. The individual performing the search must look for signs of tampering [REDACTED]
- B. For items in checked baggage that contain batteries, ask the passenger to remove the batteries if they are removable. [REDACTED]
- C. If the physical search is inconclusive, reveals evidence of tampering, or if the passenger refuses to remove batteries that are removable, a GSC must be notified. [REDACTED]

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Initial Release Date: April 10, 2006

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Aircraft Operator Standard Security Program

- 5) The aircraft operator must immediately:
- a. Provide the host Government authorities, United States legal attaché or Regional Security Officer at the nearest U.S. embassy or Consulate, and TSOC at [REDACTED] or [REDACTED] a description of any item it has prohibited from transportation and the name and destination of the passenger attempting to transport the item.
 - b. Provide the appropriate airport authority and all other aircraft operators operating from that airport a description of any item it has prohibited from transportation and the name and destination of the passenger attempting to transport the item.

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Aircraft Operator Standard Security Program

ATTACHMENT 11-1: INTENTIONALLY LEFT BLANK

EMERGENCY AMENDMENT AOSSP 10-01
APRIL 7, 2010

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Aircraft Operator Standard Security Program

ATTACHMENT 11-2: DIPLOMATIC ID CARD

The U.S. Department of State, Office of Foreign Missions, issues diplomatic ID cards to accredited bilateral diplomats and the U.S. Mission to the United Nations issues diplomatic ID cards to UN accredited diplomats. The format of the card is the same for both accredited bilateral and UN diplomats and includes the following details:

DIMENSIONS OF CARD

- 2 1/8" by 3 3/8" (size of a standard credit card)

FRONT OF CARD

- blue border
- photograph of bearer in upper right corner of card
- ID card number
- expiration date
- date of birth of bearer
- name of bearer
- title of bearer
- identity of mission
- location (city and state) of mission
- U.S. Department of State official seal appearing as hologram in security laminate

BACK OF CARD

- brief statement of immunity
- directions for law enforcement inquiries and finders of lost cards

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Aircraft Operator Standard Security Program

VIII

Examples: Identifying Documents

U.S. Department of State Identification Cards

The United States Department of State, Office of Protocol, issues identification documents to foreign government personnel who are entitled to immunity. Samples of the the identification cards are provided here. Because there are different degrees of immunity, law enforcement

officers should read carefully identification cards presented to them. Questions regarding an individual's status or immunity should be referred during working hours to the **Office of Protocol, 202 647-1985**; after hours to the **Bureau of Diplomatic Security, 202 647-7277**.

DIPLOMATIC IDENTIFICATION CARD
UNITED STATES DEPARTMENT OF STATE
Photo
NUMBER RU-85-4571-51
EXPIRES 06/30/92
DATE OF BIRTH 03/09/42
NAME JEAN D. HARRIS - SAMPLE -
TITLE COUNSELOR
MISSION RURITANIA
LOCATION WASHINGTON, DC
SEE REVERSE SIDE FOR STATEMENT OF IMMUNITY.

This person has been duly notified to the Department of State and under international law enjoys immunity from criminal jurisdiction. The bearer shall not be liable to any form of arrest or detention, but may be given a notice of violation.
The bearer shall be treated with due respect and all appropriate steps shall be taken to prevent any attack on the bearer's person, freedom or dignity.
Chief of Protocol
LAW ENFORCEMENT INQUIRIES SHOULD BE DIRECTED TO (202) 647-1985 FROM 9AM TO 5PM EASTERN TIME AND (202) 647-2412 AT ALL OTHER TIMES.
IF FOUND, RETURN TO: Office of Protocol, Department of State, Washington, DC 20520
Return postage guaranteed
SIGNATURE (NOT VALID UNLESS SIGNED)

UNITED STATES DEPARTMENT OF STATE Diplomatic Identification Card UNITED NATIONS
Photo
NUMBER RU-88-3457-51
EXPIRES 08/30/93
DATE OF BIRTH 07/26/43
NAME JOHN C. SMITH - SAMPLE -
TITLE FIRST SECRETARY
MISSION RURITANIA
LOCATION NEW YORK, NY
SEE REVERSE SIDE FOR STATEMENT OF IMMUNITY.

This person has been duly notified to the Department of State and under international law enjoys immunity from criminal jurisdiction. The bearer shall not be liable to any form of arrest or detention, but may be given a notice of violation.
The bearer shall be treated with due respect and all appropriate steps shall be taken to prevent any attack on the bearer's person, freedom or dignity.
Chief of Protocol
LAW ENFORCEMENT INQUIRIES SHOULD BE DIRECTED TO (212) 415-4131 FROM 9AM TO 5PM EASTERN TIME AND (212) 415-4444 AT ALL OTHER TIMES.
IF FOUND, RETURN TO: Host Country Affairs, U.S. Mission to U.N., 799 United Nations Plaza, New York, New York 10017
Return postage guaranteed
22602
SIGNATURE (NOT VALID UNLESS SIGNED)

Blue bordered cards are issued to diplomatic officers and their families. They are entitled to full criminal immunity and may not be arrested or detained.

Blue bordered cards are issued to UN diplomatic officers and their families. They are entitled to full criminal immunity and may not be arrested or detained.

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Aircraft Operator Standard Security Program

Chapter 12

12. AIRCRAFT SEARCHES AND AREA SECURITY

12.1 GENERAL

- A. Chapter 12 applies to flights operating between locations within the United States, departing from a location in the United States to a non-U.S. location, departing from a non-U.S. location to the United States, and operating from a non-U.S. location to a non-U.S. location.
- B. The aircraft operator must ensure that direct employees and authorized representatives who perform functions required by this chapter, except for those functions in Section 12.9., are able to recognize prohibited, suspicious, dangerous, or potentially deadly items and signs of tampering and prevent unauthorized access to an aircraft. Direct employees and authorized representatives need to receive training only in the subject areas that correspond to their assigned duties and responsibilities.
- C. Notify TSA in accordance with Section 2.1., if, while conducting the measures or procedures described in Chapter 12 or Attachments 12-1, 12-2, or 12-3, any of the following are discovered:
 - 1) Items on the TSA Prohibited Items List
 - 2) Suspicious items or signs of tampering that cannot be resolved by the Ground Security Coordinator (GSC)
 - 3) Dangerous or potentially deadly items
 - 4) Unauthorized access to an aircraft.
- D. Challenge individuals who are not visibly displaying the required identification (ID) media in any area for which display of such ID media is required and report the presence of unauthorized individuals to the GSC and the appropriate law enforcement authority.
- E. The aircraft operator must control access to baggage rooms, baggage transfer areas, and other non-public areas controlled by the aircraft operator.
- F. For purposes of this chapter:

Monitor means to observe the area in or around an aircraft by either physically being in the general area or via closed circuit television (CCTV) to ensure there is no unauthorized access to the area being observed, no unattended baggage/property, or any items that do not belong. Monitoring may be performed by multiple personnel who have been trained to carry out this responsibility. These personnel must be capable of immediately responding to unauthorized access or activity at or near the aircraft, including immediately contacting a GSC, law enforcement, or other local authority as appropriate.

AOSSP Change 17A
September 20, 2013

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Aircraft Operator Standard Security Program

Attend means to assign specific personnel to be physically present in an area within the proximity of the aircraft to prevent unauthorized access. These personnel may be assigned additional duties as determined by the aircraft operator while simultaneously attending an area.

Guard means to assign dedicated personnel to be physically present at the aircraft to protect aircraft against unauthorized access. Individuals guarding aircraft may not be assigned additional duties while guarding aircraft.

12.2 AIRCRAFT SEARCHES

- A. Search each aircraft for suspicious, dangerous, or potentially deadly items, including items on the TSA Prohibited Items List, as well as for signs of tampering or unauthorized access, when directed by Section 12.2.1.
- B. Direct aircraft operator employees and authorized representatives responsible for conducting an aircraft search must be trained in accordance with Chapter 17.
- C. Create and use an aircraft search checklist that includes, at a minimum, the areas designated in Attachments 12-1, 12-2, or 12-3, as applicable.
- D. Maintain a record of each aircraft search conducted in accordance with Chapter 12.
 - 1) The record must include:
 - a. Federal Aviation Administration (FAA) registration number (aircraft tail number)
 - b. Full names or employee ID numbers of the individuals conducting the search
 - c. Date and time the aircraft search was completed
 - d. Completed aircraft search checklist.
 - 2) Maintain the record for a minimum of 30 calendar days and make it immediately available to TSA upon request. The record may be kept electronically or manually.
- E. A search may be conducted at the same time as cabin servicing (for example, cleaning and catering) as follows:
 - 1) The search of each cabin section must be conducted after all service personnel other than those conducting the search have left that cabin section.
 - 2) The aircraft cabin search may be conducted by direct aircraft operator employees or authorized representatives conducting the servicing if they are trained and authorized by the aircraft operator to conduct searches simultaneously in accordance with Chapter 12.
 - 3) If the aircraft is being serviced by individuals who are not direct employees or authorized representatives of the aircraft operator at the same time the cabin search is being conducted, these individuals must be observed by direct aircraft operator employees or authorized representatives of the aircraft operator who are not conducting the search. Contract mechanics performing maintenance, however, need not be observed.

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September 20, 2013

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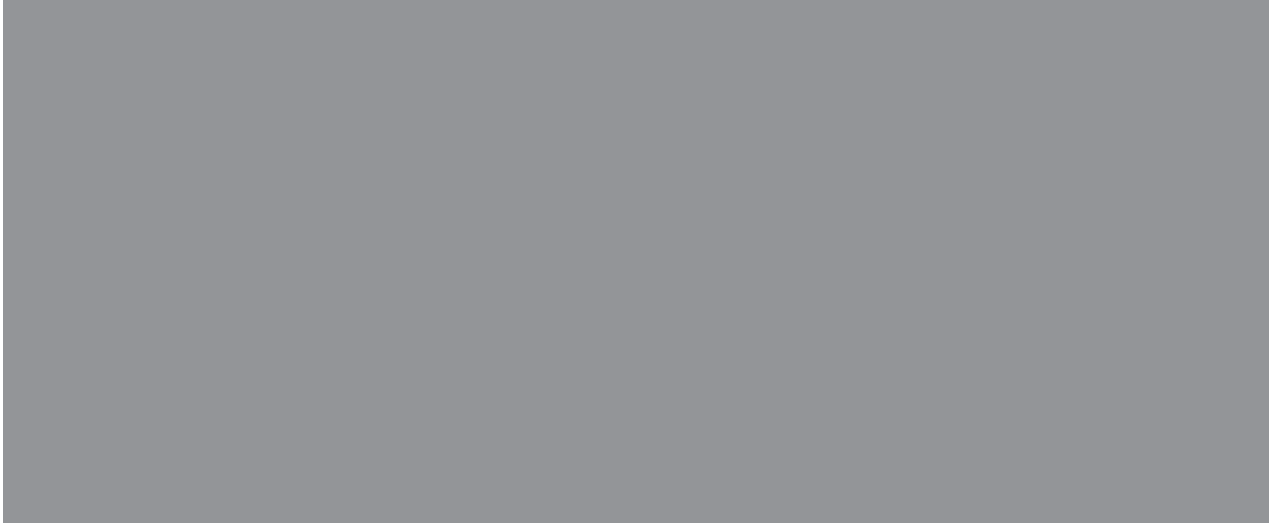
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Aircraft Operator Standard Security Program

12.2.1. WHEN TO CONDUCT AN AIRCRAFT SEARCH

A. Pre-Departure: Search each aircraft prior to boarding passengers for departures as follows:



- 2) Departing U.S. to Non-U.S. Locations. Prior to boarding passengers for each flight departing from a U.S. location to a non-U.S. location, , conduct a full aircraft search in accordance with Attachment 12-2. If both Sections 12.2.1.A.2)a. and b. apply, a limited search in accordance with Attachment 12-1 may be conducted instead of a full search.
 - a. The full aircraft search required by Section 12.2.1.A.1) has already been accomplished for the calendar day of the departure.
 - b. A direct employee or authorized representative who has unescorted access authority in the SIDA has remained onboard the aircraft to prevent unauthorized access, ensure service individuals are not conducting unauthorized activities or accessing areas not relevant to the scope of their duties, and to deter personnel from leaving behind prohibited, suspicious, dangerous, or potentially deadly items.
- 3) Departing Non-U.S. Locations (non-extraordinary). Prior to boarding passengers for each flight departing from a non-U.S. location, , conduct a full search in accordance with Attachment 12-2. If both 12.2.1.A.3)a. and b. apply, a limited search may be conducted for flights departing a non-U.S. location that is not extraordinary as listed in Chapter 11. If a limited search is conducted instead of a full aircraft search, apply the measures of Attachment 12-1.



AOSSP Change 17A
September 20, 2013

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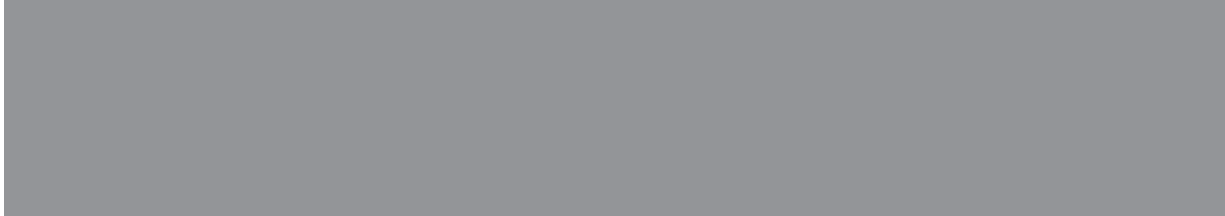
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Aircraft Operator Standard Security Program



- 4) Departing Extraordinary Locations. Prior to boarding passengers for each flight departing from an extraordinary location listed in Chapter 11, conduct 

- 5) Departing Intermediate Stops At Non-U.S. Locations. If an aircraft makes one or more intermediate stops at which no passengers deplane, an additional search is not required provided the aircraft was searched as described in Section 12.2.1.A.1) through 4) prior to the originating departure. If any passengers deplane at an intermediate stop, conduct another aircraft search prior to the next departure, as follows:



- B. Post-Arrival: Search each aircraft that departed a non-U.S. location, , after its first landing within the United States using trained and qualified direct employees or authorized representatives. The post-arrival search must be conducted either immediately after servicing is completed or during servicing as described in Section 12.2.E.



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September 20, 2013

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Aircraft Operator Standard Security Program

- C. Once an aircraft search has been completed, maintain the searched status by complying with the measures in Section 12.4. and one of the following:
 - 1) Close and latch all exterior compartments, doors, panels and monitor the area.
 - 2) Attend the aircraft.
 - 3) Seal all access points to the cabin, baggage compartment, and cargo holds in accordance with Section 12.6. In addition, close and latch all exterior compartments, doors, panels.
- D. If a measure in Sections 12.2.1.C.1) through 3) above is not carried out, conduct a full aircraft search in accordance with Attachment 12-2 prior to boarding passengers.

12.3 UNESCORTED ACCESS TO PASSENGER CABIN

- A. To maintain an aircraft's searched status, permit only the individuals listed in Section 12.3.A.1) through 6) to have unescorted access to the passenger cabin after the search and before passenger boarding. All other persons seeking access to the passenger cabin must be escorted by a direct aircraft operator employee or authorized representative.



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Aircraft Operator Standard Security Program

- B. If any individual without unescorted access authority or who is not under escort gains access to the passenger cabin, the searched status is considered breached and a new search of the passenger cabin must be conducted following the measures required in the full aircraft search described in Attachment 12-2.

12.4 AIRCRAFT SECURITY

- A. Non-extraordinary Locations.



- B. Extraordinary Locations. The measures in this section apply in regions and countries designated by TSA as requiring extraordinary security measures in accordance with Chapter 11.



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September 20, 2013

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Aircraft Operator Standard Security Program



12.5 OUT-OF-SERVICE AIRCRAFT

- A. When an aircraft is inside a hangar and the hangar is either attended or locked to prevent unauthorized access to the aircraft, the aircraft operator need not secure the aircraft following the measures in Section 12.4.
- B. Search the aircraft in accordance with the full aircraft search described in Attachment 12-2 before placing the aircraft back into service.

AOSSP Change 17A
September 20, 2013

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Aircraft Operator Standard Security Program

12.6 SEALING PROCEDURES

Use the following measures when sealing aircraft or vehicles and containers used to transport checked baggage intended for loading onboard a passenger aircraft from locations outside the Security Identification Display Area (SIDA) at airports within the United States or the security-restricted area at airports outside the United States.

- A. Store unissued seal stock (both numbered and unnumbered) in controlled areas to prevent unauthorized access.
- B. Limit the distribution of seals to direct aircraft operator employees and authorized representatives.

12.7 AIRCRAFT PRIVACY CURTAINS

Do not install opaque privacy curtains in the cabin that obstruct the line-of-sight from the cabin to the aircraft cockpit door. This requirement does not apply to other privacy curtains (for example, galley, translucent, and mesh cabin dividers) unless use of those curtains obstruct the line-of-sight to the aircraft cockpit door.

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Aircraft Operator Standard Security Program

12.8 STOWAWAY SEARCH

For any flight that requires an aircraft search to be conducted, as described in Section 12.2.1., conduct a search of the crew rest area for stowaways and items that do not belong. Prior to departure and after the majority of passengers have enplaned, conduct a visual inspection inside all compartments and behind all doors large enough to hide a person

12.9 CRIMINAL HISTORY RECORDS CHECK AUDIT

The following measures apply at locations within the United States:

- A. Conduct a written annual audit of Criminal History Records Check (CHRC) records for those direct aircraft operator employees and authorized representatives covered under 49 CFR 1544.229 and 1544.230. The audit must show proof that the prior calendar year's CHRCs have been satisfactorily completed and documented. The audit must include:
 - 1) [REDACTED] of the investigations for which certifications are offered under 49 CFR 1542.209 for unescorted access privileges
 - 2) [REDACTED] of crewmembers issued aircraft operator ID media recognized as airport-approved media for movement within the SIDA
 - 3) [REDACTED] of individuals performing screening functions and their supervisors at each airport
 - 4) [REDACTED] of individuals accepting checked baggage.
- B. The CHRCs to be reviewed must be randomly selected.
 - 1) The random selection must be a process that exposes every CHRC file to potential selection and is not predictable or exploitable.
 - 2) The individual conducting the CHRC file review must not be the same individual who conducted or reviewed the original CHRC.
 - 3) Copies of original CHRC files randomly selected may be used for the audit.
- C. Create a written Audit Summary. The individual conducting the CHRC file review may also prepare the Audit Summary. This individual must not be the individual who signs the Audit Summary, unless the individual who conducts the CHRC file review and prepares the Audit Summary is a management official of the aircraft operator. The Audit Summary must:
 - 1) Summarize the preceding calendar year file review
 - 2) Be signed by a management official of the aircraft operator
 - 3) Be provided, with an original signature, to the assigned Principal Security Specialist (PSS) no later than December 6 of each year
 - 4) Be retained for 2 years.

AOSSP Change 17A
September 20, 2013

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Aircraft Operator Standard Security Program

- D. Include in the Audit Summary a brief assessment of the implementation of the requirements in 49 CFR 1544.229 and 1544.230 and any problems encountered. The Audit Summary must include:
- 1) Total number of investigations completed in the preceding calendar year
 - 2) Name of the direct aircraft operator employee or authorized representative who conducted each investigation
 - 3) Name of the direct aircraft operator employee or authorized representative who reviewed the CHRC files
 - 4) Names of the direct aircraft operator employees or authorized representatives whose files were audited and their employers
 - 5) Statement indicating which, if any, of the requirements in 49 CFR 1544.229 or 1544.230 were not followed in the preceding calendar year
 - 6) Brief description of any corrective action taken in response to any requirements not followed in Section 12.8.D.5).
- E. For each CHRC file reviewed, determine whether the investigation was properly accomplished. Section 12.8.F. contains a checklist to assist with the conduct of an orderly CHRC file review. The individual conducting the review must ensure that the investigation included:
- 1) An application completed by the applicant providing all information required by 49 CFR 1544.229 and 1544.230
 - 2) Documentation that a CHRC was conducted
 - 3) For those individuals certified under 49 CFR 1542.209(n), written notification to the airport operator if any individuals' unescorted access privileges were removed.
- F. The following questions must be answered for each CHRC file review. CHRC process questions listed in Section 12.8.F.2) are not intended to be answered for each file, but rather from the perspective of the overall audit process. Answers to questions must be included in the Audit Summary.
- 1) CHRC File Questions:
 - a. Was the CHRC conducted for unescorted access privileges to a SIDA?
 - b. Was the CHRC conducted because the individual's aircraft operator ID media will be accepted as airport-approved ID media for movement within a SIDA?
 - c. Is notification provided on the application/form that the individual will be subject to a CHRC?
 - d. Does the individual provide his or her full name and any aliases or nicknames used?
 - e. Has the individual been asked if he or she has been convicted of any of the disqualifying criminal offenses listed in 49 CFR 1544.229(d)? Is the list of disqualifying criminal offenses provided?

AOSSP Change 17A
September 20, 2013

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Initial Release: April 10, 2006

Date Change Issued: July 22, 2013

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Aircraft Operator Standard Security Program

- f. Did the aircraft operator collect fingerprints?
 - g. Did the aircraft operator submit fingerprints?
 - h. Does the aircraft operator have a copy of the individual's criminal record, summary of the criminal record, or evidence to prove that no record existed?
- 2) CHRC Process Questions:
- a. At the time of application, are individuals asked to present two forms of ID, at least one of which must be a photo ID?
 - b. Prior to the collection of fingerprints, are individuals asked to present two forms of ID, at least one of which must be a photo ID?
 - c. Are fingerprints collected under the direct observation of a direct aircraft operator employee, an authorized representative, or an LEO?
 - d. Are individuals told that they may request a copy of their criminal record? Are copies of criminal records provided to individuals or their representatives upon request?
 - e. Does the aircraft operator receive notification from individuals that they will seek a correction to their criminal records?
 - f. Has the aircraft operator received corrected Federal Bureau of Investigation (FBI) criminal records?
 - g. What is the date the aircraft operator grants individuals unescorted access or allows individuals to conduct screening or accept checked baggage? This date must not precede the date in Section 12.8.F.1)h. when a criminal record check has been processed.

AOSSP Change 17A
September 20, 2013

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Aircraft Operator Standard Security Program

ATTACHMENT 12-1: LIMITED AIRCRAFT SEARCH

Apply the following measures when a limited aircraft search is required or permitted. All personnel conducting the search of a given area must move items that impede the ability to accomplish the search.

- A. The limited aircraft search must include, but is not limited to:



AOSSP Change 17A
September 20, 2013

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Aircraft Operator Standard Security Program



AOSSP Change 17A
September 20, 2013

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Aircraft Operator Standard Security Program

ATTACHMENT 12-2: FULL AIRCRAFT SEARCH

Apply the following measures when a full aircraft search is required by Section 12.2.1. All personnel conducting the search of a given area must move items that impede the ability to accomplish the search.

- A. The full aircraft search must include, but is not limited to:



AOSSP Change 17A
September 20, 2013

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Aircraft Operator Standard Security Program



AOSSP Change 17A
September 20, 2013

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Aircraft Operator Standard Security Program



AOSSP Change 17A
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Aircraft Operator Standard Security Program

ATTACHMENT 12-3: AIRCRAFT SEARCH FOR FLIGHTS [REDACTED]

Conduct a full aircraft search in accordance with the search measures in Attachment 12.2. prior to boarding passengers for the first departure of the calendar day, as required by 12.2.1.A. For flights from the United States [REDACTED] to the United States that are not the first flight of the calendar day, apply the following aircraft search measures:



AOSSP Change 17A
September 20, 2013

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Chapter
13

13. WET LEASE AND CHARTER OPERATIONS

13.1. WET LEASE OPERATIONS

The measures in this section (Section 13.1.) apply to aircraft operators engaged in wet lease passenger flight operations with a foreign air carrier performing scheduled passenger or public charter passenger operations when the aircraft operator satisfies one of the two options below:

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Aircraft Operator Standard Security Program

13.2. CHARTER OPERATIONS

The measures in this section (Section 13.2.) apply to aircraft operators conducting charter operations for a foreign air carrier who performs scheduled passenger or public charter passenger operations when the aircraft operator satisfies one of the two options below. The term "charter" as used in this section (Section 13.2.) is an agreement whereby a person agrees to provide all or part of the lift capability of an aircraft it operates to another person for a defined period of time or number of flights.

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**Chapter
14****14. EXCLUSIVE AREA AGREEMENT**

This chapter (Chapter 14) provides measures at locations within the United States for aircraft operators who enter into an exclusive area agreement with an airport operator in accordance with 49 CFR 1542.111 and 1544.227.

14.1. SECURED AREA AND SIDA

- A. The aircraft operator must, in conjunction with the airport operator and FSD:
- 1) Limit the number of access points (pedestrian and vehicle) to secured areas (for example: baggage make-up areas) and SIDAs to those approved by the FSD.
 - 2) Conduct [REDACTED] patrols of secured areas and SIDAs [REDACTED]
[REDACTED]
[REDACTED]
- B. The aircraft operator must, in coordination with the FSD, adopt response procedures in the event a SIDA door alarms. The aircraft operator must resolve the alarm through one or more of the following:

C. [REDACTED]

14.2. STERILE AREA

The aircraft operator must:

- A. Ensure airport tenant employees who perform duties in the sterile area, regardless of the airport ID media issued, access the sterile area through the screening checkpoint or only through those locations approved by the FSD when the screening checkpoint is closed.
- B. Maintain a complete list of names of all airport tenant employees who work or otherwise require access within its exclusive area, including their respective level of access (for example: sterile area and SIDA) and name of employing airport tenant.

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Aircraft Operator Standard Security Program

C.



D. Obtain FSD written approval of any proposal to increase the number of sterile area access points (for example: new construction).

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Chapter
15

15. AIRPORT CATEGORIZATION

- A. For certain purposes, airports regulated under 49 CFR 1542.101 are further defined below. For example, the airport category is used to establish certain requirements for contingency planning such as those described in Chapter 16 of this AOSSP.
- B. Note that the requirements of 49 CFR 1542.103, not the airport category, dictate the type of airport security program that an airport operator must adopt, depending on the type of aircraft operations the airport serves.

15.1. CATEGORIZATION CRITERIA

- A. Category X – An airport subject to the security program requirements of 49 CFR 1542.103(a); where the aircraft operator or foreign air carrier is subject to 49 CFR 1544.101(a)(1) or 1546.101(a); and the number of annual enplanements is 5 million or more and the number of international enplanements is 1 million or more.
- B. Category I – An airport subject to the security program requirements of 49 CFR 1542.103 (a); where the aircraft operator or foreign air carrier is subject to 49 CFR 1544.101(a)(1) or 1546.101(a); and the number of annual enplanements is either 1.25 million or more, but less than 5 million, or 5 million or more, but the number of annual international enplanements is less than 1 million.
- C. Category II – An airport subject to the security program requirements of 49 CFR 1542.103(a); where the aircraft operator or foreign air carrier is subject to 49 CFR 1544.101(a)(1) or 1546.101(a); and the number of annual enplanements is 250,000 or more, but less than 1.25 million.
- D. Category III – An airport subject to the security program requirements of 49 CFR 542.103(a); where the aircraft operator or foreign air carrier is subject to 49 CFR 1544.101(a)(1) or 1546.101(a); and the number of annual enplanements is less than 250,000.
- E. Category IV – An airport subject to the security program requirements of 49 CFR 1542.103(b) or (c) as applicable; where the aircraft operator or foreign air carrier is subject to 49 CFR 1544.101(a)(2), (b), or (f) or 1546.101(b), (c), or (d).

15.2. ADJUSTMENTS TO AIRPORT CATEGORIZATIONS

Upon petition by an airport operator in accordance with 49 CFR 1542.105 or at the discretion of TSA, TSA may adjust an airport's categorization based upon special considerations, such as:

- A. Threat conditions at that airport
- B. Scope of operation (for example: airport size and extent of operations)
- C. Types of operations (for example: co-location of military operations, cargo operations, mail)
- D. Geo-political circumstances

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Aircraft Operator Standard Security Program

Chapter
16

16. NATIONAL TERRORISM ADVISORY SYSTEM (NTAS)

- A. The Department of Homeland Security NTAS will issue threat advisories to notify the public of an increased risk of terrorist attacks. Threat advisories will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and a specified duration. There will be two advisory levels:
 - 1) Elevated
 - 2) Imminent.
- B. As necessary, TSA will issue Security Directives (SD) and Emergency Amendments (EA) containing required additional security measures for mitigating the threat.
- C. When operating under an elevated or imminent NTAS threat advisory, the aircraft operator must, at a minimum:
 - 1) Maintain the current security measures contained in applicable existing SDs, EAs, and security programs
AND
 - 2) Implement the security measures in any newly-issued SDs and EAs
AND
 - 3) Implement the security measures in Section 16.D. for imminent threats.
- D. Upon receiving an imminent threat advisory, aircraft operators must implement the following additional security measures:



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SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program



- E. The aircraft operator is responsible for informing those individuals with an operational need to know of any NTAS threat advisory and corresponding additional security measures that must be implemented. The Aircraft Operator Security Coordinator must provide the aircraft operator's assigned PSS with the details of implementation of all security measures required by elevated and imminent threat advisories.

16.1. TABLETOP EXERCISE

The nature of an imminent threat advisory requires contingency plans to ensure immediate action. At Category X and I airports, the aircraft operator must participate [REDACTED] in a tabletop exercise conducted by the airport operator. At Category II, III, and IV airports, the aircraft operator must participate [REDACTED] in a tabletop exercise conducted by the airport operator. These exercises must:

- A. Simulate implementation of additional security measures required by elevated and imminent threat advisories
- B. Include identification of local operating procedures and resources required to implement additional security measures required by elevated and imminent threat advisories
- C. Be structured to identify the areas of responsibility of aircraft operator and airport operator personnel to implement additional security measures required by elevated and imminent threat advisories.

AOSSP Change 11
April 27, 2011

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Aircraft Operator Standard Security Program

Chapter
17

17. TRAINING

17.1. GROUND SECURITY COORDINATOR (GSC)

- A. Initial Training. The aircraft operator must provide initial training for each GSC following the Ground Security Coordinator training outline contained in Section 17.1.1.
- 1) Initial training requirements may be supplemented by use of home study media.
 - 2) The aircraft operator must provide the following minimum number of hours of initial training for each GSC:
 - a. For operations with aircraft having a passenger seating configuration of 61 or more seats:
 - i. At U.S. locations: 19 hours
 - ii. At non-U.S. locations where the aircraft operator has operational control: 29 hours
 - iii. At non-U.S. locations where the aircraft operator does not have operational control: 23 hours
 - b. For operations with aircraft having a passenger seating configuration of 60 or fewer seats: 8 hours
- B. Initial Training Testing. The aircraft operator must test each GSC on the subject areas in the Ground Security Coordinator training outline contained in Section 17.1.1.
- 1) Qualifying: [REDACTED] or more correct answers – review any incorrect answer
 - 2) Disqualifying: [REDACTED] or less correct answers – repeat entire initial training program.
- C. Annual Recurrent Training. The aircraft operator must provide annual recurrent training for each GSC following the Ground Security Coordinator Training Outline contained in Section 17.1.1.
- 1) Annual recurrent training requirements may be supplemented by use of home study media.
 - 2) Annual recurrent training must be completed by the individual within 12 months after initial training is completed or within the eligibility period. The eligibility period is the 3-month timeframe before, during, and after the month annual recurrent training is due.
 - a. If annual recurrent training is completed during the eligibility period, the training is considered completed during the month in which training is due. The month in which training is due remains the same for the subsequent year as long as the training is completed during the eligibility period.

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Aircraft Operator Standard Security Program

- b. If annual recurrent training is completed prior to the eligibility period, the month in which training is completed becomes the new month in which training is due for the subsequent year.
 - c. For the subsequent year, the month in which training is due includes the eligibility period.
- 3) If, for any reason beyond the control of the aircraft operator or individual, annual recurrent training is not completed within the timeframes described in Section 17.1.C.2), the individual must not serve as a GSC until he or she completes the annual recurrent training.
- a. If 24 months have lapsed since the date the initial training or most recent annual recurrent training was completed by the individual, he or she must complete the initial training following the Ground Security Coordinator training outline contained in Section 17.1.1., prior to serving as a GSC (see Section 17.1.A).
 - b. The date the initial training is completed establishes the new month in which annual recurrent training is due for the subsequent year (see Section 17.1.C.2).
- 4) The aircraft operator must provide the following minimum number of hours of annual recurrent training for each GSC:
- a. For operations with aircraft having a passenger seating configuration of 61 or more seats:
 - i. At U.S. locations: 4.5 hours
 - ii. At non-U.S. locations where the aircraft operator has operational control: 8 hours
 - iii. At non-U.S. locations where the aircraft operator does not have operational control: 6.5 hours
 - b. For operations with aircraft having a passenger seating configuration of 60 or fewer seats:
 - i. At U.S. locations: 2.5 hours
 - ii. At non-U.S. locations where the aircraft operator has operational control: 6 hours
 - iii. At non-U.S. locations where the aircraft operator does not have operational control: 4.5 hours
- D. Annual Recurrent Training Testing. The aircraft operator must test each GSC on the subject areas in the Ground Security Coordinator Training Outline contained in Section 17.1.1.
- 1) Qualifying: [REDACTED] or more correct answers – review any incorrect answer
 - 2) Disqualifying: [REDACTED] or less correct answers – repeat entire initial training program.

17.1.1. GROUND SECURITY COORDINATOR TRAINING OUTLINE

- A. The elements of Ground Security Coordinator training are outlined below:
- 1) Duties and responsibilities
 - 2) Delegation of duties

AOSSP Change 5
February 1, 2009

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Initial Release Date: July 10, 2006

Date Change Posted: December 23, 2008

Date Change Effective: February 1, 2009

Aircraft Operator Standard Security Program

- 3) Interface with the Pilot in Command (PIC)
 - 4) Interface with the Airport Security Coordinator (ASC) when serving as the aircraft operator's liaison representative
 - 5) Interface with ground personnel
 - 6) Monitor implementation of security measures
 - 7) Keep lines of communication open to and from the GSC
- B. Threat analysis
- 1) General threat
 - 2) Current threat
 - a. Geographical areas
 - b. At departing airports
 - c. At destination airports
 - 3) Shared intelligence
 - a. Other aircraft operator experience
 - b. Other airport operator experience
 - c. Intelligence sources
- C. Ground security
- 1) Regulatory requirements
 - a. Areas to be monitored
 - b. Screening checkpoints (for locations where the aircraft operator has operational control)
 - c. Auditing and testing screening checkpoint operations (for locations where the aircraft operator has operational control)
 - d. Restricted areas (for example: Security Identification Display Area (SIDA), sterile area, Air Operations Area (AOA), secured area, and security restricted area)
 - 2) Identification (ID) requirements
 - 3) Extraordinary locations
 - 4) Monitoring of ground service activities
 - a. Maintenance operations
 - b. Cleaning
 - c. Catering
 - d. Fueling
 - e. Baggage loading
 - f. Other ground support activities performed on aircraft and adjacent area
 - 5) Perimeter controls

AOSSP Change 5
February 1, 2009

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Aircraft Operator Standard Security Program

- 6) AOA controls
 - 7) Guards/Law enforcement officers (LEOs)
 - 8) International Civil Aviation Organization (ICAO) standards and recommended practices
- D. Pre-board screening
- 1) Screening procedures (for locations where the aircraft operator has operational control)
 - a. Regulatory requirements
 - b. Individual assignments
 - c. Detection and technology objectives
 - d. Training procedures
 - e. Monitoring by TSA/GSC
 - f. Testing of screeners
 - 2) System operations
 - a. Supervision
 - b. LEO support
 - c. Use of interviews
- E. Baggage security
- 1) Regulatory requirements
 - 2) Detection and technology objectives
 - 3) Extraordinary procedures, when in effect
 - 4) Search/x-ray screen/inspect
 - 5) Positive passenger bag match (PPBM)
 - 6) Curbside acceptance
- F. Cargo security
- 1) Cargo acceptance procedures
 - 2) Regulatory requirements
 - 3) Detection and technology objectives
 - 4) Extraordinary procedures, when in effect
 - 5) Search/x-ray screen/inspect
- G. Aircraft security
- 1) Access controls
 - a. Attended
 - b. Unattended
 - 2) Aircraft characteristics
 - a. Secure procedures

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Date Change Effective: February 1, 2009

Aircraft Operator Standard Security Program

- b. Recognition of properly secured aircraft
- c. Areas of concealment of individuals or objects
- 3) Crewmember baggage – company procedures
- 4) Crewmember security training
 - a. Scope of training
 - b. Security coordinator input as needed
- H. Emergency response
 - 1) Scope of assistance
 - a. Airport command post
 - b. Local law enforcement
 - c. Federal Air Marshall (FAM) Service
 - d. Federal Bureau of Investigation (FBI)
 - e. TSA
 - f. Other
 - 2) Threat definition
 - a. Terrorist
 - b. Drunk
 - c. Jokester
 - d. Mentally ill
 - 3) Response action
 - a. Use action plan
 - b. Team concept
 - c. All available resources
- I. Identification of an unauthorized explosive, incendiaries, and other destructive substances or items
- J. Identification of other prohibited items
- K. Recent intelligence on latest (concealed) weapons
- L. Liaison
 - 1) Identification of support elements
 - a. Nature of support
 - b. Capabilities
 - c. Contact methods
 - 2) Information exchange
 - a. Agencies/parties involved

AOSSP Change 5
February 1, 2009

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Aircraft Operator Standard Security Program

- 3) Formal and informal
- M. Integrated operations
 - 1) Participants in integrated operations
 - 2) Scope of integrated operations

17.2. IN-FLIGHT SECURITY COORDINATOR TRAINING

- A. Initial Training. The aircraft operator must provide initial training for **each In-Flight Security Coordinator (ISC)** following the instruction outline in Section 17.3.
- B. Annual Recurrent Training
 - 1) The aircraft operator must provide annual recurrent training for each ISC following the outline in Section 17.3.
 - 2) Annual recurrent training must be completed by each ISC within 12 months after initial training is completed or within the eligibility period. The eligibility period is the 3-month timeframe before, during, and after the month annual recurrent training is due.
 - a. If annual recurrent training is completed during the eligibility period, the training is considered completed during the month in which training is due. The month in which training is due remains the same for the subsequent year as long as the training is completed during the eligibility period.
 - b. If annual recurrent training is completed prior to the eligibility period, the month in which training is completed becomes the new month in which training is due for the subsequent year.
 - c. For the subsequent year, the month in which training is due includes the eligibility period.

AOSSP Change 5
February 1, 2009

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Aircraft Operator Standard Security Program

17.3. CREWMEMBER

The aircraft operator and its crewmembers must act in accordance with its Crewmember Security Training Program (including Common Strategy). The aircraft operator must train all crewmembers serving on domestic and international flights in security and anti-hijack subject areas per this section (Section 17.3) and Section 17.3.1. For the purposes of this AOSSP, an international flight is defined as a flight from the United States to a non-U.S. location, from a non-U.S. location to the United States, and from a non-U.S. location to a non-U.S. location.

A. Initial Training

- 1) The aircraft operator must provide initial training for each crewmember following training in the Crewmember Security Training Program (including Common Strategy). A portion of the initial training may be facilitated via computer-based or web-based means subject to approval by the aircraft operator's assigned Principal Security Specialist (PSS).
- 2) The aircraft operator must provide the following minimum number of hours of initial training for each crewmember:
 - a. For operations with aircraft having a passenger seating configuration of 61 or more seats: 4 hours
 - b. For operations with aircraft having a passenger seating configuration of 60 or fewer seats: 2 hours
- 3) Crewmembers returning to active employment after 24 months must take initial training.

B. Annual Recurrent Training

- 1) The aircraft operator must provide a minimum of 2 hours of annual recurrent training for each crewmember following training in the Crewmember Security Training Program (including Common Strategy). A portion of the recurrent training may be facilitated via computer-based or web-based means subject to approval by the aircraft operator's assigned PSS.
- 2) Annual recurrent training is due 12 months after initial training or after the last annual recurrent training was completed. This target month is known as the base month for recurrent training. Recurrent training may also be completed in the month prior to the base month or in the month following the base month. The 3-month timeframe before, during, and after the base month is known as the eligibility period.
 - a. If annual recurrent training is completed during any month of the eligibility period, the training is considered as completed during the base month. The base month in which training is due remains the same for the subsequent year as long as the training is completed during the eligibility period.
 - b. If annual recurrent training is completed prior to the eligibility period, the month in which training is completed becomes the new base month. The new eligibility period is the 3-month timeframe before, during, and after the new base month.
 - c. If annual recurrent training is not completed by the end of the eligibility period, the individual must not serve in any capacity that would require application of any security measure for which that individual's training has lapsed until that individual completes training in accordance with either Section 17.3.B.2)c.i. or ii., as applicable.

AOSSP Change 19
November 20, 2013

~~SENSITIVE SECURITY INFORMATION~~

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Date Change Posted: October 21, 2013

Date Change Effective: November 20, 2013

Aircraft Operator Standard Security Program

- i. If less than 24 months have lapsed since the date of the most recent initial or recurrent training was completed, the individual may re-qualify to perform the functions for which training has lapsed by completing the overdue recurrent training or by re-accomplishing initial training for those functions.
- ii. If 24 months or more have lapsed since the date of the most recent initial or annual recurrent training was completed, the individual must complete all initial training requirements for the functions for which training has lapsed prior to performing any duty that requires application of those functions.
- d. If an individual has not completed annual recurrent training prior to the end of the eligibility period, but becomes re-qualified by completing either initial or recurrent training as required in Sections 17.3.A. and B., the month in which this training is completed becomes the new base month. The new eligibility period is the 3-month timeframe before, during, and after the new base month.

17.3.1. CREWMEMBER SECURITY TRAINING OUTLINE

A. Training Standards

- 1) The standards for crewmember security training have been designed around three central themes:
 - a. Requirements contained in Vision-100, Century of Aviation Reauthorization Act
 - b. Philosophy and procedures in Common Strategy
 - c. Other subjects determined necessary by TSA.
- 2) The aircraft operator's Crewmember Security Training Program must provide flight and cabin crewmembers (participants) with instructional content addressing the required standards and an opportunity to demonstrate their knowledge and understanding of the required standards.
- 3) The training programs must include training exercises that simulate threat conditions as noted in the standards. These exercises must enable the participants to apply and practice the knowledge acquired during the training to include selecting and executing the appropriate courses of action.
- 4) Situational training is defined as various methods of instruction that create an environment or problem requiring a resolution. Examples of situational training include role-playing, simulations, and critical incident techniques. Since flight and cabin crewmembers must effectively work as a team, group-learning activities are encouraged.
- 5) Aircraft operators are encouraged to partner with Federal law enforcement agencies as they develop participate in situational training exercises. Representatives from the FAM Service, FBI, and other agencies have expressed an interest in participating with flight and cabin crewmembers to develop effective communication and coordination skills.

AOSSP Change 19
November 20, 2013

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Initial Release Date: July 10, 2006

Date Change Posted: October 21, 2013

Date Change Effective: November 20, 2013

Aircraft Operator Standard Security Program

B. Keeping the Content Current

- 1) The aircraft operator should perform periodic and frequent reviews of course content to ensure accuracy and currency in light of developing national and international events affecting air transportation and industry policy.
- 2) The aircraft operator must perform an end-to-end review of their curriculum and methodology of delivery as events or new policy dictate. Aircraft operators must submit the results of this review to their assigned PSS within 15 days of the completion of the review. In submitting curriculum for review, aircraft operators must identify which curriculum components match the training standards.

C. Course Evaluation

- 1) The aircraft operator's Crewmember Security Training Program must include an end-of-course assessment of the participants' preparedness for potential threat conditions.
- 2) Aircraft operators are required to conduct course critiques at the end of training. A copy of the Training Evaluation Form, to use as a model, is available from the aircraft operator's PSS upon request.

D. Initial Training. Initial training for flight deck crewmembers and flight attendants must include the following:

- 1) Applicable Federal security regulations and TSA's statutory and regulatory authority, including the requirement to restrict the distribution, disclosure, and availability of Sensitive Security Information (SSI) to persons with a need to know, must be explained to the participants (flight deck crewmembers and flight attendants).
- 2) Applicable host country's policy and procedures on security measures at non-U.S. locations must be explained to the participants (flight deck crewmembers and flight attendants).
- 3) Familiarize participants with suspicious activities and to help them determine the seriousness of an occurrence, training must include opportunities for:



AOSSP Change 19
November 20, 2013

~~SENSITIVE SECURITY INFORMATION~~


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Initial Release Date: July 10, 2006

Date Change Posted: October 21, 2013

Date Change Effective: November 20, 2013

Aircraft Operator Standard Security Program

- 
- 5) Use of protective devices (to the extent such devices are required by TSA or the FAA) assigned to flight deck crewmembers and flight attendants. Aircraft operator policy and procedures related to the use of these protective devices must be explained to crewmembers and crewmembers must demonstrate proficiency in such use.
 - 6) Use of restraint devices assigned to flight deck crewmembers and flight attendants. Aircraft operator policy and procedures related to the use of these restraint devices must be explained to crewmembers and crewmembers must demonstrate proficiency in such use.
 - 7) Terrorist and passenger behavior (flight deck crewmembers and flight attendants)

- 
- 8) Flight deck procedures and maneuvers to defend an aircraft, to include:

a. 

b.

c.

- 9) Proper conduct of a cabin search (flight deck crewmembers and flight attendants), to include:

a. 

b.

c.

- 10) North American Aerospace Defense Command's (NORAD) policy and interception procedures for suspected hijacking (flight deck crewmembers only)
- 11) Identification and verification procedures, that is, aircraft operator policy and procedures for ID media, challenge and response, and verification for crewmembers, jumpseat, and maintenance personnel (flight deck crewmembers and flight attendants)
- 12) Access to aircraft (flight deck crewmembers and flight attendants)

a. 

AOSSP Change 19
November 20, 2013

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: October 21, 2013

Date Change Effective: November 20, 2013

Aircraft Operator Standard Security Program

b. 


13) An explanation of the procedures for entering the sterile area

14) Basic Self Defense, to include:

- a. How to recognize common objects onboard the aircraft that could be used to defend oneself or others
- b. Hands-on training exercises that simulate real-life threat conditions to include requiring participants to demonstrate proper techniques for defensive positioning (for example: blading the body to a potential attacker)
- c. Reaction techniques (for example: basic strike-block, balanced retreat, and call for help)

15) Explanation of the legal authority, including the roles and responsibilities of FAMs, Federal Flight Deck Officers (FFDOs), and LEOs, as well as aircraft operator policy regarding prisoner transport. Aircraft operators are encouraged to invite Federal agencies (for example: FBI and FAM Service) to participate in the initial training (flight deck crewmembers and flight attendants).

16) Standard Procedures for flights with FAMs:

- a. 
- b.
- c.
- d.
- e.
- f.
- g.

17) Understanding of host countries policies and procedures on security measures at non-U.S. locations

18) Understanding of Federal regulations; TSA's regulatory authority and protection of Sensitive Security Information (SSI) must be explained to the participants (flight deck crewmembers and flight attendants).

E. Annual Recurrent Training. Recurrent training for flight deck crewmembers and flight attendants must include the following:

AOSSP Change 19
November 20, 2013

~~SENSITIVE SECURITY INFORMATION~~

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Date Change Posted: October 21, 2013

Date Change Effective: November 20, 2013

Aircraft Operator Standard Security Program

- 1) Understanding of Federal regulations; TSA's regulatory authority and protection of SSI must be explained to the participants (flight deck crewmembers and flight attendants).
- 2) Understanding of host country's policies and procedures on security measures at non-U.S. locations (flight deck crewmembers and flight attendants).
- 3) Familiarize participants with suspicious activities and to help them determine the seriousness of an occurrence, training must:



- 4) Crewmember communication and coordination and identification of support available in security threat level situations to include emphasis on the FAA ATC and aircraft operator, as well as Federal, State, and local resources.
- 5) Use of protective devices (to the extent such devices are required by TSA or FAA) assigned to crewmembers (flight deck crewmembers and flight attendants); aircraft operator policy and procedures for the use of these protective devices must be explained to crewmembers and crewmembers must demonstrate proficiency in the use of such devices.
- 6) Use of restraint devices assigned to crewmembers (flight deck crewmembers and flight attendants); aircraft operator policy and procedures for the use of these restraint devices must be explained to crewmembers and crewmembers must demonstrate proficiency in the use of such devices.
- 7) Terrorist and passenger behavior (flight deck crewmembers and flight attendants)



- 8) Proper conduct of a cabin search (flight deck crewmembers and flight attendants)



- 9) Northern Area Defense's (NORAD's) policy and interception procedures for a suspected hijacking (flight deck crewmembers only)
- 10) Basic Self Defense, to include:

AOSSP Change 19
November 20, 2013

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: October 21, 2013

Date Change Effective: November 20, 2013

Aircraft Operator Standard Security Program

- a. How to recognize common objects onboard the aircraft that could be used to defend oneself or others
 - b. Hands-on training exercises that simulate real-life threat conditions, including requiring participants to demonstrate proper techniques for defensive positioning (for example: blading the body to a potential attacker)
 - c. Reaction techniques (for example: basic strike-block, balanced retreat, and call for help)
- 11) Explanation of the legal authority, including the roles and responsibilities of FAMs, FFDOs, and LEOs, as well as aircraft operator policy regarding prisoner transport. Aircraft operators are encouraged to invite Federal agencies (for example: FBI and FAM Service) to participate in the initial training (flight deck crewmembers and flight attendants).
- 12) Standard Procedures for flights with FAMs:



AOSSP Change 19
November 20, 2013

~~SENSITIVE SECURITY INFORMATION~~

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Date Change Effective: February 1, 2009

Aircraft Operator Standard Security Program

17.4. AIRCRAFT OPERATOR EMPLOYEE AND AUTHORIZED AIRCRAFT OPERATOR REPRESENTATIVE

17.4.1. AT LOCATIONS WITHIN THE UNITED STATES

At locations within the United States, the aircraft operator must train and test each aircraft operator employee and **authorized** representative who applies any measure in Section 4.1. or Section 4.2. Employees and **authorized** representatives need only receive training in subject areas that correspond to their assigned duties and responsibilities.

- A. Initial Training. The aircraft operator must provide initial training for each employee and authorized representative following the Direct Aircraft Operator Employee and Authorized Representative Training Outline (at Locations Within the United States, see Section 17.4.2).
- B. Annual Recurrent Training
 - 1) The aircraft operator must provide annual recurrent training for each employee and authorized representative following the Direct Aircraft Operator Employee and Authorized Representative Training Outline (at Locations Within the United States, see Section 17.4.2).
 - 2) Annual recurrent training must be completed by each employee and authorized representative within 12 months after initial training is completed or within the eligibility period. The eligibility period is the 3-month timeframe before, during, and after the month annual recurrent training is due.
 - a. If annual recurrent training is completed during the eligibility period, the training is considered completed during the month in which training is due. The month in which training is due remains the same for the subsequent year as long as the training is completed during the eligibility period.
 - b. If annual recurrent training is completed prior to the eligibility period, the month in which training is completed becomes the new month in which training is due for the subsequent year.
 - c. For the subsequent year, the month in which training is due includes the eligibility period.
 - 3) If, for any reason beyond the control of the aircraft operator, employee, or authorized representative annual recurrent training is not completed within the timeframes described in Section 17.4.1.B.2), the employee or authorized representative must not apply any of the measures in Sections 4.1. or 4.2. of this AOSSP until he or she completes the annual recurrent training.
 - a. If 24 months have lapsed since the date the initial training or most recent annual recurrent training was completed by the employee or authorized representative, he or she must complete the initial training (see Section 17.4.1.A.) following the Direct Aircraft Operator Employee and Authorized Representative Training Outline (at Locations Within the United States, see Section 17.4.2.), prior to applying any measure in Section 4.1. or Section 4.2. of this security program.
 - b. The date the initial training is completed establishes the new month for which annual recurrent training is due for the subsequent year (see Section 17.4.1.B.2).

AOSSP Change 5
February 1, 2009

~~SENSITIVE SECURITY INFORMATION~~

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Date Change Posted: December 23, 2008

Date Change Effective: February 1, 2009

Aircraft Operator Standard Security Program

C. Initial Training and Annual Recurrent Training Testing

- 1) The aircraft operator must test each employee and authorized representative on the subject areas in the Direct Aircraft Operator Employee and Authorized Representative Training Outline (at Locations Within the United States contained, see Section 17.4.2).
- 2) The test must require the employee or authorized representative to correctly identify:
 - a. [REDACTED]
 - b. Passenger ID check measures as in Section 4.2. of this security program.

17.4.2. AIRCRAFT OPERATOR EMPLOYEE AND AUTHORIZED AIRCRAFT OPERATOR REPRESENTATIVE TRAINING OUTLINE – AT LOCATIONS WITHIN THE UNITED STATES

The training outline for aircraft operator employees and authorized aircraft operator representatives is listed below:

- A. A review of new threat information
- B. The aircraft operator’s nondiscrimination policy and courtesy toward passengers
- C. Computer-Assisted Passenger Pre-Screening System (CAPPS) (as appropriate)
 - 1) The aircraft operator’s assigned **PSS** will approve the submitted CAPPS training program after the aircraft operator submits its functional specifications documents.
 - 2) Only the procedures necessary to enable an employee or authorized representative to check in passengers (for example: entries that may be made into the computerized

- D. Domestic selection criteria (as appropriate)
 - 1) Criteria to designate passengers as selectee passengers
 - 2) Random designation of selectee passengers
 - 3) Exemptions from selectee status
- E. Passenger ID checks
 - 1) Valid forms of ID
 - 2) Designating a passenger a selectee passenger
- F. Notification: Who to contact if support is needed
- G. Confidentiality of personal information where release of such information would constitute an invasion of privacy, in accordance with 49 CFR Part 1520, when applying any measure in Sections 4.1. or 4.2. of this AOSSP and penalties for the release of such information.

AOSSP Change 5
February 1, 2009

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Aircraft Operator Standard Security Program

17.4.3. AT EXTRAORDINARY LOCATIONS

For regions and countries identified in Section 11.1. of this security program that require extraordinary security measures, the aircraft operator must train and test each employee and authorized representative who applies any interview measure as described in Section 11.4. of this security program. Employees and authorized representatives need only receive training in subject areas that correspond to their assigned duties and responsibilities.

- A. Initial Training. The aircraft operator must provide initial training for each employee and authorized representative following the Direct Aircraft Operator and Authorized Representative Training Outline (at Extraordinary Locations contained in Section 17.4.4.A.)
- B. Annual Recurrent Training
 - 1) The aircraft operator must provide annual recurrent training for each employee and authorized representative following the Direct Aircraft Operator and Authorized Representative Training Outline (at Extraordinary Locations contained in Section 17.4.4.B.).
 - 2) Annual recurrent training must be completed by each employee and authorized representative within 12 months after initial training is completed or within the eligibility period. The eligibility period is the 3-month timeframe before, during, and after the month annual recurrent training is due.
 - a. If annual recurrent training is completed during the eligibility period, the training is considered completed during the month in which training is due. The month in which training is due remains the same for the subsequent year as long as the training is completed during the eligibility period.
 - b. If annual recurrent training is completed prior to the eligibility period, the month in which training is completed becomes the new month in which training is due for the subsequent year.
 - c. For the subsequent year, the month in which training is due includes the eligibility period.
 - 3) If for any reason beyond the control of the aircraft operator, employee, or authorized representative the annual recurrent training is not completed within the timeframes described in Section 17.4.4.B.2), the employee or authorized representative must not apply any of the measures in Section 11.4. of this security program until he or she completes the annual recurrent training.
 - a. If 24 months have lapsed since the date the initial training or most recent annual recurrent training was completed by the employee or authorized representative, he or she must complete the initial training following the Direct Aircraft Operator and Authorized Representative Training Outline (at Extraordinary Locations prior to applying any measure in Section 11.4 of this security program (see Section 17.4.3.A.).
 - b. The date the initial training is completed establishes the new month in which annual recurrent training is due for the subsequent year (see Section 17.4.3.B.2).

AOSSP Change 5
February 1, 2009

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Aircraft Operator Standard Security Program

- C. Initial Training and Annual Recurrent Training Testing
 - 1) The aircraft operator must test each employee and authorized representative following Sections 17.4.4.A. and 17.4.4.B. (as appropriate) of the Direct Aircraft Operator and Authorized Representative Training Outline (at Extraordinary Locations).
 - 2) The test must require each employee and authorized representative to:
 - a. Demonstrate task proficiency
 - b. 
 - c. Diagram or describe each successive step in the process of applying the security interview.

17.4.4. AIRCRAFT OPERATOR EMPLOYEE AND AUTHORIZED REPRESENTATIVE TRAINING OUTLINE - AT EXTRAORDINARY LOCATIONS

- A. Initial training
 - 1) Threats to U.S. civil aviation and dynamics of international terrorism
 - a. Overview
 - b. General threat to U.S. civil aviation
 - c. Current threat to U.S. civil aviation
 - 2) Aircraft Operator Standard Security Program (AOSSP)
 - a. Security planning and organization
 - i. International/ICAO
 - ii. TSA civil aviation authority
 - iii. Roles of the aircraft operator, LEO, and TSA
 - b. Purpose of the AOSSP: How the AOSSP is implemented in the United States and at non-U.S. airports
 - c. Nondiscrimination policy and courtesy toward passengers
 - d. Pertinent measures from Chapters 2, 5, 7, and 11 of this AOSSP
 - 3) Application of interview
 - a. Pertinent measures from Section 7.8. and Chapter 11 of this AOSSP
 - b. Elements
 - i. Critical signs
 - ii. Suspicious signs
 - iii. Positive signs

AOSSP Change 5
February 1, 2009

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Initial Release Date: July 10, 2006

Date Change Posted: December 23, 2008

Date Change Effective: February 1, 2009

Aircraft Operator Standard Security Program

- iv. Mandatory baggage control questioning
 - v. Criteria to designate passengers as selectee passengers
 - vi. Procedures to clear selectee passengers
 - vii. Identification of suspect items
 - viii. Procedures to clear baggage
 - c. Interview techniques
- 4) Communication equipment
 - 5) Identification of and liaison with support elements and other applicable operational entities. Examples include, but are not limited to, the following:
 - a. Law enforcement
 - b. Airport operators and airport authorities
 - c. Other aircraft operators and foreign air carriers
 - 6) Confidentiality of interview criteria
 - 7) Recognition of behavioral signs and cross-cultural differences
 - 8) Confidentiality of personal information in situations in which release of such information would constitute an invasion of privacy, in accordance with 49 CFR Part 1520, when applying any measure in Section 11.4. of this security program and penalties for the release of such information
- B. Annual Recurrent Training
- 1) Review of new or changed requirements
 - 2) Topical or issue-oriented discussion
 - 3) Review of recent incidents involving U.S. aircraft operators
 - 4) Review of interviewer performance

17.5. CARGO SECURITY

The aircraft operator must ensure each employee and authorized representative who performs or directly supervises the acceptance, inspection, or screening of cargo in accordance with Chapter 8 of this security program receives initial and recurrent training in accordance with the outline specified in Section 17.5.1. An individual needs to receive training only in the subject areas that correspond to his or her assigned duties and responsibilities.

- A. Initial training in accordance with the outline specified in Section 17.5.1. is required for each individual who has not previously completed initial training or whose qualification has expired as outlined in Section 17.5.B.3)b.
- B. Annual recurrent training is due 12 months after initial training or since the last annual recurrent training was completed. This target month is known as the base month for recurrent training. Recurrent training may also be completed in the month prior to the base month or in the month following the base month. The 3-month timeframe before, during, and after the base month is known as the eligibility period.

AOSSP Change 5
February 1, 2009

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Aircraft Operator Standard Security Program

- 1) If annual recurrent training is completed during any month of the eligibility period, the training is considered as completed during the base month. The base month in which training is due remains the same for the subsequent year as long as the training is completed during the eligibility period.
- 2) If annual recurrent training is completed prior to the eligibility period, the month in which training is completed becomes the new base month. The new eligibility period is the 3-month timeframe before, during, and after the new base month.
- 3) If annual recurrent training is not completed by the end of the eligibility period, the individual must not serve in any capacity that would require application of any cargo security measure for which that individual's training has lapsed until that individual completes training in accordance with either Section 17.5.B.3)a. or Section 17.5.B.3)b., as applicable:
 - a. If less than 24 months has lapsed since the date of the most recent initial or recurrent training was completed, the individual may re-qualify to perform the functions for which training has lapsed by completing the overdue recurrent training, or by re-accomplishing initial training for those functions.
 - b. If 24 months or more have lapsed since the date of the most recent initial or annual recurrent training was completed, the individual must complete all initial training requirements for the functions for which training has lapsed prior to performing any duty that requires application of those functions.
- 4) If an individual did not complete annual recurrent training prior to the end of the eligibility period but becomes requalified by completing either initial or recurrent training as required in Sections 17.5.A. and 17.5.B., the month in which this training is completed becomes the new base month. The new eligibility period is the 3-month timeframe before, during, and after the new base month.

17.5.1. CARGO SECURITY TRAINING OUTLINE

- A. A review of new threat information
- B. Identification of valid forms of ID requested from shippers
- C. Shippers security endorsement (SSE) requirements
- D. Accepting and transferring cargo
- E. Identification of unauthorized explosives, incendiaries, and other destructive substances or items
- F. Notification: Who to contact if support is needed
- G. Questions and answers

AOSSP Change 5
February 1, 2009

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Aircraft Operator Standard Security Program

17.6. CATERING SECURITY

The aircraft operator must train each employee and authorized representative who performs any measure in Chapter 10 of this security program. Employees and representatives need to receive training only in the subject areas that correspond to their assigned duties and responsibilities. This training must include:

- A. Visual inspection of catering carts, sealed items, and supplies (to the extent permitted by local laws and hygiene standards)
- B. Physical search of the inside portion of assigned transport vehicles
- C. Sealing and monitor catering carts
- D. Escorting assigned sterile transport vehicles

17.7. AIRCRAFT SEARCH

The aircraft operator must train each employee and authorized representative who performs an aircraft search following the measures in Chapter 12 of this security program. Employees and representatives need to receive training only in the subject areas that correspond to their assigned duties and responsibilities.

- A. Initial Training. The aircraft operator must provide initial training for each employee and representative. The training must include:
 - 1) Conducting a physical search of an aircraft
 - 2) Recognition of explosives, incendiaries, or other prohibited items or destructive substances or items
 - 3) Procedures to immediately notify a GSC, LEO, FSD, and TSOC at [REDACTED] if during an aircraft search a suspicious, dangerous, or potentially deadly item is discovered, actual tampering with an aircraft is detected, or unauthorized access to an aircraft is discovered.
 - 4) Functions of the GSC
- B. Initial Training Testing. The test must require each employee and authorized representative to demonstrate task proficiency.
- C. Annual Recurrent Training. The aircraft operator must provide annual recurrent training
 - 1) Annual recurrent training must be completed by each employee and authorized representative within 12 months after initial training is completed or within the eligibility period. The eligibility period is the 3-month timeframe before, during, and after the month annual recurrent training is due.
 - a. If annual recurrent training is completed during the eligibility period, the training is considered completed during the month in which training is due. The month in which training is due remains the same for the subsequent year as long as the training is completed during the eligibility period.
 - b. If annual recurrent training is completed prior to the eligibility period, the month in which training is completed becomes the month in which training becomes due for the subsequent year.

AOSSP Change 5
February 1, 2009

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Aircraft Operator Standard Security Program

- c. For the subsequent year, the month in which training is due includes the eligibility period.
- 2) If, for any reason beyond the control of the aircraft operator employee or authorized representative, annual recurrent training is not completed within the timeframes described in Section 17.7.C.1), the employee or representative must not apply any of the measures in Chapter 12 of this security program until he or she completes the annual recurrent training.
 - a. If 24 months have lapsed since the date the initial training or most recent annual recurrent training was completed by the employee or authorized representative, he or she must complete the initial training prior to applying any measure in Chapter 12 (see Section 17.7.A. above)
 - b. The date the initial training is completed establishes the new month in which annual recurrent training is due for the subsequent year (see Section 17.7.C.1).
- D. Annual Recurrent Training Testing. The test must require each employee and authorized representative to demonstrate task proficiency.

17.8. SECURITY IDENTIFICATION DISPLAY AREA

The aircraft operator must provide the following training to individuals prior to issuing ID media that are airport-approved and authorizes aircraft operators unescorted access to a SIDA or exclusive area:

- A. Initial and annual recurrent training as specified in Section 17.3 (flight and cabin crewmembers):
- B. The SIDA curriculum appearing in each airport's TSA-approved security program (ground-based employees and authorized representatives):
 - 1) The aircraft operator may provide this training or arrange for the airport operator to provide the training.
 - 2) Individuals who received SIDA training from the airport operator do not need to be trained again if the aircraft operator verifies the completion of such training prior to granting unescorted access to the SIDA.
 - 3) Site-specific aircraft operator ground-based employees and authorized representatives who have completed SIDA training for one airport (for example: mechanics, inspectors, administrators) must be provided site-specific SIDA training as a condition of unescorted access to the SIDA of another airport if unescorted access is required, [REDACTED]. The aircraft operator may provide this training verbally, by video, or via an instructional site-specific hand-out acceptable to the operator of the SIDA for which access is being granted.

17.9. TRAINING RECORDS

The aircraft operator must maintain training records for all employees and authorized representatives who are trained following the measures in this chapter. The record must be maintained for a minimum of 90 days after termination of duty and must include the following elements:

- A. The name of the employee or authorized representative

AOSSP Change 5
February 1, 2009

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: December 23, 2008

Date Change Effective: February 1, 2009

Aircraft Operator Standard Security Program

- B. A description of the training and/or testing administered to the employee or authorized representative
- C. The date the training and/or testing was completed
- D. TSA performance testing, test object detection results, and on-the-job training (OJT) (cargo screening only)
- E. Any qualifying or disqualifying test results

AOSSP Change 5
February 1, 2009

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Chapter
18

18. SCREENING

- A. Where the aircraft operator is authorized by TSA to conduct screening of individuals, accessible property, and/or checked baggage and/or where TSA or the host government does not conduct screening operations, the aircraft operator must follow the procedures in the Persons & Accessible Property Screening Procedures and Checked Baggage Screening Procedures.
- B. The Persons & Accessible Property Screening Procedures and Checked Baggage Screening Procedures are part of this AOSSP although they are posted on the TSA secure web board separately.
- C. At those U.S. locations indicated in Section A. above, the aircraft operator must establish a sterile area and reasonably ensure the sterile area is free of explosives, incendiaries, weapons, and other prohibited items and any unscreened or unauthorized persons prior to commencement of screening persons and accessible property.
- D. The aircraft operator must conduct supplemental screening operations at non-U.S. locations where the host government's screening operations do not meet the requirements of this chapter (Chapter 18). The aircraft operator must notify its assigned PSI if a host government does not permit the aircraft operator to perform the measures required by any portion of this chapter (Chapter 18) at a non-U.S. location.
- E. The aircraft operator must ensure either TSA or the host government is given the opportunity to screen all individuals, accessible property, and checked baggage following TSA-approved procedures.
- F. Operation of x-ray units under the control of U.S. aircraft operators at non-U.S. locations must comply with TSA-approved screening procedures. However, local laws or regulations may take precedence. The aircraft operator must immediately notify its assigned PSI of each location where compliance is prohibited by local laws or regulations. (See Section 1.1.F.)
- G. X-ray Unit Requirements
 - 1) The x-ray unit must meet the standards for cabinet x-rays issued by the FDA and published in 21 CFR 1020.40, and the units must meet the imaging requirements set forth in the aircraft operator's TSA-approved security program using the step wedge specified in the ASTM Standard F792-88 (Re-approved 1993). An x-ray unit not in full compliance with any defect notice or modification issued for that unit by the FDA must not be used.
 - 2) There must be an annual radiation survey performed to meet the applicable performance standards in 21 CFR 1020.40. This survey does not include annual radiation surveys after the installation or movement of an x-ray unit (an exception is an x-ray unit designed and constructed as a mobile unit).
 - 3) A radiation survey must be conducted for each x-ray unit when initially installed or when moved, and at least every 12 months to ensure performance standards are being met; or when it becomes known an x-ray unit does not meet performance standards in Section 1) above.

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- 4) A copy of the radiation survey must be maintained at the aircraft operator's principal business office and the location where the x-ray unit is in operation. It must be maintained for a minimum of 2 years and made available to TSA upon request.
- 5) ASTM Standard F792-88 (Re-approved 1993), "Standard Practice for Design and Use of Ionizing Radiation Equipment for the Detection of Items Prohibited in Controlled Access Areas," is approved for incorporation by reference by the Director of the Federal Register pursuant to 5 U.S.C. 552(a) and I CFR Part 51. ASTM Standard F792-88 may be examined at the Department of Transportation Docket, 400 Seventh Street SW, Room 401, Washington, DC 20590 or on the Department of Transportation's Docket Management System web page at <http://dms.dot.gov/search> (under docket number FAA-2001-8725). Copies of the standard may also be examined at the National Archives & Records Administration. For information on the availability of this material, call 202-741-6030 or go to: http://www.archives.gov/federal_register/code_of_federal_regulations/ibr_locations.html. In addition, ASTM Standard F792-88 (Re-approved 1993) may be obtained from the American Society for Testing and Materials, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959.

18.1. SCREENING SUPERVISOR STANDARDS

- A. The screening supervisor is responsible for implementing the procedures in this chapter (Chapter 18) and the Persons & Accessible Property Screening Procedures and Checked Baggage Screening Procedures at the screening location.
- B. The screening supervisor may not routinely operate an EDS, ETD, AT, or x-ray unit, load baggage on the x-ray unit conveyor belt, conduct a physical search of accessible property, control the exit lane, or operate a WTMD or HHMD. However, screening supervisors may conduct screener duties on a limited basis in order to maintain their screening skills and currency.

NOTE: At Category III and IV airports, the screening supervisor may routinely conduct screening following the procedures in the Persons & Accessible Property Screening Procedures and Checked Baggage Screening Procedures if necessary, due to staffing requirements.

- C. The screening supervisor must:
 - 1) Reasonably ensure the proper use of all screening equipment.
 - 2) Maintain proper staffing levels at each screening location.
 - 3) Conduct daily briefings and instruct screeners on current requirements.
 - 4) Manage screening locations to meet the safety requirements and other standards in the Persons & Accessible Property Screening Procedures and Checked Baggage Screening Procedures.
 - 5) Ensure screeners are knowledgeable of the procedures in this chapter (Chapter 18) and the Persons & Accessible Property Screening Procedures and Checked Baggage Screening Procedures. Screening supervisors must allow screeners to review the Persons & Accessible Property Screening Procedures and Checked Baggage Screening Procedures.

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Initial Release Date: April 10, 2006

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Aircraft Operator Standard Security Program

- 6) Actively supervise screeners, checking their alertness and duty performance. Screeners must be rotated through each screening function throughout their shift in order to promote effective, vigilant, and courteous screening. During continuous screening operations, screening supervisors are encouraged to rotate screeners to a new position at least every 30 minutes.
- 7) Designate a lead screener for the screening locations in his or her absence.
- 8) Ensure screeners do not handle explosives, incendiaries, or weapons if such items are discovered during the screening process.
- 9) Complete administrative duties at the screening location.
- 10) Actively monitor all screening activities and intervene to resolve alarms in any of the functions performed by screeners to ensure effective, vigilant, and courteous screening.
- 11) Notify the GSC and LEO, as applicable, following the procedures in the Persons & Accessible Property Screening Procedures and Checked Baggage Screening Procedures.
- 12) Handle complaints, respond to security reviews, and immediately notify the GSC of incidents, suspicious activities, and threat information.
- 13) Resolve problems or conflicts, and monitor individuals when appropriate, without using physical restraint and without jeopardizing the safety of the screening supervisor, screeners, the individual, or others.
- 14) Manage incidents as they arise until the arrival of the GSC or LEO, including the collection of witness information (for example: name, contact information, and statement regarding the incident) and retention of evidence.
- 15) If designated by the Assistant Administrator, Security Operations, inspect the credentials of armed LEOs, LEOs escorting prisoners, FFDOs, and FAMs in order to clear them through the screening location.
- 16) Maintain screening location logbooks following the measures in Section 18.7. and the procedures in the Persons & Accessible Property Screening Procedures and Checked Baggage Screening Procedures.
- 17) Ensure screeners using an x-ray unit equipped with threat image projection capability log-on and log-off using their assigned ID numbers and passwords at the beginning and end of each duty cycle.
- 18) Ensure daily operational testing of screening equipment is conducted at designated intervals.
- 19) Ensure calibration of screening equipment is conducted at designated intervals.
- 20) Notify the GSC if screening equipment is moved, replaced, or has been out of service for more than 1 hour.
- 21) Know how to immediately contact the GSC, when necessary.
- 22) Immediately notify the GSC if communications equipment is not working.
- 23) Review the checklist of supervisory tasks to open and close a screening location.
- 24) Ensure all required signs are posted at each screening location.
- 25) Collect currency and review claims for currency left at the screening location per local procedures.

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18.2. SCREENER STANDARDS

- A. No individual may perform screening duties unless that individual meets the requirements contained in this chapter (Chapter 18) and employment standards in the Aviation and Transportation Security Act (Public Law 107-71) Section 111.
- B. No individual may perform screening duties if that individual has failed or refused to submit to a test for prohibited drugs unless that individual has received a return to duty recommendation from a medical review officer in accordance with applicable drug testing regulations.
- C. At non-U.S. locations where the aircraft operator is authorized to conduct screening or the host government does not conduct screening operations, the aircraft operator must provide a representative at the screening location who has the ability to functionally read and speak both English and the official or predominant local language.

18.3. ANNUAL EVALUATIONS

- A. A GSC must conduct a written annual evaluation of each individual assigned screening duties (including: screening supervisors) to include criteria in the Persons & Accessible Property Screening Procedures and Checked Baggage Screening Procedures as appropriate to his or her assigned screening functions.
- B. The aircraft operator may continue employment of an individual who performs screening upon affirmative determination that the individual has been evaluated. If it is determined an individual who performs screening duties receives a negative evaluation, he or she must be removed from screening functions until further evaluated.
- C. Any individual who performs screening functions may not continue to perform such functions unless the evaluation demonstrates the individual:
 - 1) Continues to meet all qualifications and standards required to perform a screening function.
 - 2) Has a satisfactory record of performance and attention to duty based on standards and requirements in the aircraft operator's TSA-approved security program.
 - 3) Demonstrates the current knowledge and skills necessary to courteously, vigilantly, and effectively perform screening functions.

18.4. SCREENER INITIAL AND ANNUAL RECURRENT TRAINING

- A. All individuals performing screening functions must complete TSA-approved screener initial training to be trained in proper screening techniques and use of screening equipment before performing screening functions in this chapter (Chapter 18).
- B. The training in Section A. above must be repeated annually within 30 calendar days before or after the initial training anniversary date. If for any reason beyond the control of the aircraft operator or individual annual recurrent training is not provided in this timeframe, the individual must not perform any screening functions until he or she is provided the annual recurrent training.
- C. Screeners must be trained by a TSA-approved training vendor in accordance with the TSA-approved training methods. The cost of this training is the responsibility of the aircraft operator.

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- D. Screeners are only required to learn those screening functions they will perform at the screening location. Therefore, TSA-approved screener training need only include those modules that apply to screening equipment and functions to be performed by the screener.

18.5. SCREENER RETURN TO DUTY TRAINING

When a screener does not perform screening duties for the following periods of time prior to returning to duty, he or she must:

- A. For 15-30 calendar days missed, receive all the daily briefings and read any significant documents that may have been issued during that time period.
- B. For 31-179 calendar days missed, partner with a qualified screener for a minimum of four 30-minute rotations for x-ray unit and EDS operator functions and complete the return to duty training in Section A. above.
- C. For more than 180 calendar days missed, complete the return to duty training in Sections A. and B. above and the initial training in Section 18.4.

18.6. SCREENING LOCATION AUDIT

- A. A GSC must regularly conduct audits at each screening location. He or she must:
- 1) Verify screening is conducted following the measures in this chapter (Chapter 18) and the Persons & Accessible Property Screening Procedures and Checked Baggage Screening Procedures.
 - 2) Verify proper alarm resolution procedures are used.
 - 3) Provide the number and a description of the types of items inspected during a period of observation.
 - 4) Provide general observations and list any corrective actions taken during the audit.
 - 5) Verify screeners know the procedures to use when an item alarms the ETD, including the notification requirements when an alarm cannot be resolved.
 - 6) Verify screeners know the procedures to use when checked baggage alarms the EDS, including the notification requirements when an alarm cannot be resolved.
- B. The audit must:
- 1) List the names of screeners on duty and ensure compliance with staffing standards.
 - 2) Indicate the screeners' attentiveness to duties.
 - 3) Indicate the screeners' attention to customer service.
 - 4) Indicate the effectiveness of supervisory oversight.
 - 5) Verify screening supervisors are not routinely performing screening duties except at Category III and IV airports.
 - 6) Indicate the screening supervisor's attention to customer service.
 - 7) Verify the measures in this chapter (Chapter 18) and the Persons & Accessible Property Screening Procedures and Checked Baggage Screening Procedures are followed.
 - 8) Provide the number and a description of the types of items inspected during the period of observation.

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Aircraft Operator Standard Security Program

- C. The individual conducting the audit must:
- 1) Select for examination, training records of at least two screeners on duty during the time of the audit and one screener not on duty during the time of the audit. If only one screener is on duty at the time of the audit, select that screener's training record and randomly select the training records of two other screeners.
 - 2) Verify training records are accurate and complete.
 - 3) Verify verbally with the screeners on duty that they received the training.
 - 4) Verify an annual evaluation has been completed, if appropriate.

18.7. SCREENING EQUIPMENT RECORDS AND LOGS

The aircraft operator must verify:

- A. At each piece of equipment, equipment logs are current and operational tests have been conducted.
- B. Where available and in use, ETD calibration/verification logs are current and calibration/verification has been conducted.
- C. Where available and in use, EDS and ETD maintenance and alarm logs are current and routine maintenance has been conducted.

18.8. SCREENER PERFORMANCE TESTING

- A. TSA will test the proficiency of screeners, without notice, at locations where the aircraft operator is authorized to conduct screening or the host government does not conduct screening operations using the test objects identified Sections C. through G. below. The screener must detect each TSA-approved test object during each test.
- B. The aircraft operator must not use an individual to perform a screening function after that individual has failed a TSA-conducted performance test related to that function until that individual has successfully completed remedial training. Specific remedial training requirements will be provided by the TSA personnel conducting the performance test based on an evaluation of the circumstances leading to the failure.



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E. Additional TSA-Approved Test Objects for X-ray Units



F. TSA-Approved Test Objects for Physical Search



G. The IED test kit components listed below can be assembled into different combinations representing simulated IEDs.

[Redacted] When

tested, the screener must take appropriate action when the components appear to be assembled into a simulated IED:



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Aircraft Operator Standard Security Program

Aircraft Operator Standard Security Program



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AOSSP Change 27A
February 2, 2015

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AR 529

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Aircraft Operator Standard Security Program

**AIRCRAFT OPERATOR STANDARD SECURITY PROGRAM
 CHRONOLOGICAL RECORD OF CHANGES**

April 10, 2006, to Present

- 04/10/06 Reissue of Aircraft Operator Standard Security Program. Incorporates security measures in eight security directives.
- 01/08/07 Change 1 incorporates requirements to implement the Air Cargo Final Rule, published in the *Federal Register* on May 26, 2006.
- 05/14/07 Change 1A clarifies who is required to undergo a Security Threat Assessment.
- 12/17/07 Change 2 outlines boarding procedures for Federal Air Marshals.
 Effective date: May 15, 2008
- 04/21/08 Change 3 clarifies security requirements for netted ULD pallets
 Effective date: April 22, 2008
- 08/01/08 Change 4 requires new security measures for 100-percent screening of cargo transported onboard narrow body aircraft.
 Effective date: October 1, 2008
- 12/23/08 Change 5 updates the requirements to ensure that industry achieves 50-percent screening of cargo placed on passenger aircraft by February 3, 2009.
 Effective date: February 1, 2009
- 02/10/09 Change 6 incorporates the Aircraft Operator Implementation Plan (AOIP), Secure Flight procedures and certain technical and operational details from the Consolidated User Guide (CUG) for aircraft operators to implement the Secure Flight program.
 Effective date: March 12, 2009
- 02/26/09 Change 5A requires that minor technical changes be made to the formerly posted AOSSP Change 5 (Cargo).
 Effective date: February 26, 2009
- 06/15/09 EMERGENCY AMENDMENT AOSSP-09-01 requires aircraft operators to inform armed state, local, or tribal Law Enforcement Officers (LEO) departing on a flight originating in the United States or its territories that TSA requires the LEO to provide a LEO Flying Armed code generated by the National Law Enforcement Telecommunications System (NLETS) at the LEO check-in position at the TSA screening checkpoint.
 Effective date: July 15, 2009
- 06/30/09 Change 7 extends the date by which the aircraft operator may continue to accept human remains shipments from an unknown shipper provided that the aircraft operator complies with all security measures in AOSSP Section 8.4.3.7. TSA has made minor technical changes to the AOSSP.
 Effective Date: June 30, 2009

AOSSP Change 27A
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AR 530

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Aircraft Operator Standard Security Program

- 12/7/09 Change 8 requires aircraft operators to ensure Security Tamper-Evident Bags (STEB) are packaged and delivered to passengers according to International Civil Aviation Organization (ICAO) guidelines prior to transporting STEBs onboard their aircrafts. In addition, the change requires aircraft operators selling liquids, aerosols, and gels (LAGs) to passengers on departing flights to use the stated ICAO guidelines for proper STEB storage, inventory, and use.
Effective Date: January 6, 2010
- 1/5/10 Change 8A addresses technical errors in AOSSP Change 8, dated December 7, 2009.
Effective Date: February 19, 2010
- 4/1/10 Change 9 updates the requirements to ensure that industry achieves 100-percent screening of cargo placed on passenger aircraft by August 1, 2010.
Effective date: May 1, 2010
- 4/2/10 EMERGENCY AMENDMENT AOSSP-10-01 removes references in Chapters 4, 7, and 11 to State Sponsors of Terrorism
Effective date: 2359 GMT April 7, 2010
- 6/3/10 Change 9A addresses technical corrections in AOSSP Change 9, dated May 1, 2010.
Effective Date: June 3, 2010
- 7/15/10 Change 9B addresses technical corrections in AOSSP Change 9A, dated June 3, 2010.
Effective Date: July 15, 2010
- 12/20/10 Change 10 revises security measures related to notifications to TSA by the aircraft operator of security-related incidents, suspicious activities, and information concerning a specific threat or act of air piracy, and for search of aircraft and on-airport ground facilities in response to a specific threat.
Effective Date: January 19, 2011
- 4/27/11 Change 11 implements the Department of Homeland Security transition from the Homeland Security Advisory System (HSAS) to the National Terrorism Advisory System (NTAS)
- 9/22/11 Change 12 revises security measures related to the Secure Flight Program and off-airport checked baggage locations.
Effective Date: September 22, 2011
- 10/4/11 Change 13 revises security measures related to cargo.
Effective Date: December 1, 2011
- 1/31/12 Change 13A addresses technical corrections in AOSSP Change 13, dated December 1, 2011
- 5/16/12 Change 14 revised cargo security measures.
Effective Date: June 15, 2012
- 6/11/12 Change 15 revised requirements concerning duplicative security measures in certain European Union (EU) airports and screening of certain foreign dignitaries.
Effective Date: July 10, 2012

AOSSP Change 27A
February 2, 2015~~SENSITIVE SECURITY INFORMATION~~

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AR 531

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Aircraft Operator Standard Security Program

- 7/6/12 Change 14A addresses technical corrections in AOSSP Change 14, dated June 15, 2012. Effective Date: July 6, 2012
- 10/9/12 Change 16, EMERGENCY AMENDMENT addresses a security vulnerability with regard to the data entry of Secure Flight Passenger Data on an airline owned website. Effective: December 8, 2012
- 11/7/12 Change 15A, technical change that reinstates the screening of individuals accessing the aircraft at extraordinary locations with certain exemptions added. Effective: December 7, 2012
- 3/18/13 Change 17, revises aircraft search procedures and requirements Effective: May 2, 2013
- 7/22/13 Change 17A makes revisions to clarify the requirements of AOSSP Change 17 in AOSSP Change 17, dated May 2, 2013. Effective date: September 20, 2013
- 7/29/13 Change 18 adds Secure Flight outage procedures when TSA removes aircraft operator access to the watch lists. Effective date: January 15, 2014
- 10/21/13 Change 19 makes further revisions and clarifies notification requirements to ensure the Pilot-in-Command (PIC) and the cabin crewmembers are aware of all Federal Air Marshals, Law Enforcement Officers, Federal Flight Deck Officers, and/or other armed individual(s) on the aircraft. Effective date: November 20, 2013
- 12/02/13 Change 20 adds boarding pass requirements to clearly circle the Selectee "SSSS" indicator or place the Selectee indicator "SSSS" in the lower right corner of the boarding pass. Further revisions include restricting the printing of boarding passes from the internet, fax, personal electronic device and off-airport. Change 20 also adds TSA Pre✓™ measures and new international service notification requirements. Effective date: January 6, 2014
- 1/14/14 Change 18A extends the effective date for Secure Flight Outages and Taking Back the Watchlists. An additional revision permits the aircraft operator to contact their Principal Security Specialist/International Industry Representative during an outage by means other than telephone. Effective date: May 15, 2014
- 4/04/14 Change 21 updates language relating to passenger prescreening at Extraordinary Locations. The update revises language during the interview process by removing "husband and wife" and replacing the language with family group. Effective date: May 7, 2014
- 6/02/14 Change 22 incorporates changes in procedures regarding the transport of U.S. Mail and diplomatic pouches. These procedural changes include revision of language allowing for

AOSSP Change 27A
February 2, 2015~~SENSITIVE SECURITY INFORMATION~~

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AR 532

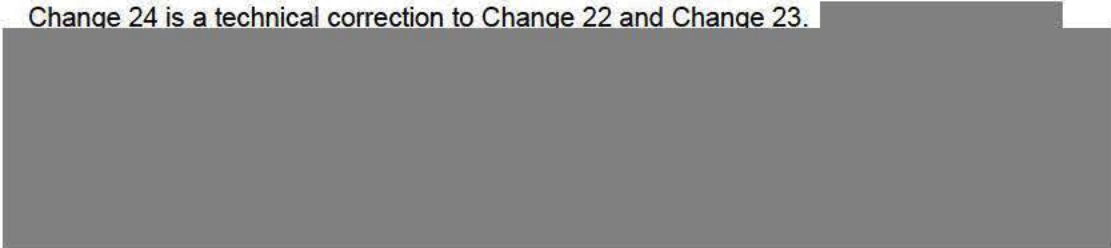
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Date Change Posted: February 2, 2015
Date Change Effective: February 2, 2015

Aircraft Operator Standard Security Program

acceptance of U.S. Mail from other aircraft operators under certain circumstances, removal of the requirement for a detachable certificate as part of the procedures for validating the official status of a diplomatic pouch, and allowance for the acceptance of diplomatic pouches through third parties such as Indirect Air Carriers and freight forwarders.
Effective date: August 1, 2014

6/19/14 Change 23 removes monthly cargo screening reporting requirements.
Effective date: June 19, 2014

8/1/14 Change 24 is a technical correction to Change 22 and Change 23.



11/14/14 Change 25 modifies the “inhibited” boarding pass printing result (BPPR) resolution process. The modification advises that the Secure Flight Operations Center may request further information to assist in the identification of any co-traveler of an individual whose BPPR remains inhibited. Furthermore, based on the information received, the aircraft operator must follow the direction provided by Secure Flight.
Effective date: December 15, 2014

12/16/14 Change 26 incorporates procedures that aircraft operators must follow to allow individuals employed by other aircraft operators governed by 49 CFR part 1544 in each other’s flight deck jumpseat(s) utilizing an automated identification system (Section 6.11. and 7.5.). It also incorporates procedures aircraft operators must follow if they voluntarily elect to participate in the Known Crewmember Program (Section 4.3.2.) and employee and authorized representative screening requirements (Section 4.3.2.).
Effective date: January 13, 2015

12/18/14 Change 27 removes language that currently requires aircraft operators to control the use and distribution of checked baggage destination tags.
Effective date: December 18, 2014

AOSSP Change 27A
February 2, 2015

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Aircraft Operator Standard Security Program

RECORD OF CHANGES

CHANGE NUMBER	DATE POSTED	EFFECTIVE DATE
1	January 08, 2007	March 12, 2007
1A	May 14, 2007	May 14, 2007
2	December 17, 2007	May 15, 2008
3	April 21, 2008	April 22, 2008
4	August 1, 2008	October 1, 2008
5	December 24, 2008	February 1, 2009
6	February 10, 2009	March 12, 2009
5A	February 26, 2009	February 26, 2009
EA AOSSP-09-01	June 15, 2009	July 15, 2009
7	June 30, 2009	June 30, 2009
8	December 7, 2009	January 6, 2010
8A	January 5, 2010	February 19, 2010
9	April 1, 2010	May 1, 2010
EA AOSSP-10-01	April 2, 2010	April 7, 2010
9A	June 3, 2010	June 3, 2010
9B	July 15, 2010	July 15, 2010
10	December 20, 2010	January 19, 2011
11	April 26, 2011	April 27, 2011
12	September 22, 2011	September 22, 2011
13	October 4, 2011	December 1, 2011
13A	January 31, 2012	January 31, 2012
14	May 16, 2012	June 15, 2012
14A	July 6, 2012	July 6, 2012
15	June 11, 2012	July 10, 2012
15A	November 7, 2012	December 7, 2012
16 / EA AOSSP-12-01	October 9, 2012	December 8, 2012
17	March 18, 2013	May 2, 2013
17A	July 22, 2013	September 20, 2013

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Initial Release Date: April 10, 2006

Date Change Posted: February 2, 2015

Date Change Effective: February 2, 2015

Aircraft Operator Standard Security Program

TABLE OF CONTENTS

1. INTRODUCTION 1-1

 1.1. APPLICABILITY 1-1

 1.2. GENERAL 1-1

 1.3. GROUND SECURITY COORDINATOR – ROLES AND RESPONSIBILITIES 1-2

 1.4. IN-FLIGHT SECURITY COORDINATOR – ROLES AND RESPONSIBILITIES 1-4

 1.5. FEDERAL FLIGHT DECK OFFICER 1-4

 1.6. DEFINITIONS 1-4

 1.7. ACRONYMS 1-11

2. SECURITY-RELATED INCIDENTS 2-1

 2.1. INCIDENTS, SUSPICIOUS ACTIVITIES, AND THREAT INFORMATION 2-1

 2.2. SPECIFIC THREATS AND ACTS OF AIR PIRACY 2-2

3. INTENTIONALLY LEFT BLANK 3-1

4. PRE-SCREENING PROCEDURES AND PASSENGER ID CHECKS 4-1

 4.1. PRE-SCREENING 4-1

 4.1.1. CAPPS 4-4

 4.1.2. DOMESTIC SELECTION CRITERIA 4-6

 4.1.3. ELECTRONIC CHECK-IN 4-6

 4.1.4. AIRCRAFT OPERATOR IMPLEMENTATION PLAN (AOIP) FOR THE SECURE FLIGHT PROGRAM 4-7

 4.1.5. SECURE FLIGHT PROGRAM PROCEDURES 4-10

 4.2. PASSENGER ID CHECK 4-13

 4.2.1. LEOS TRAVELING ARMED 4-14

 4.3. CONTROL OF ENTRY TO THE STERILE AREA 4-15

 4.3.1. ENTRY THROUGH THE SCREENING CHECKPOINT 4-15

 4.3.2. ENTRY THROUGH ACCESS POINTS OTHER THAN THE SCREENING CHECKPOINT 4-17

 4.4. TSA PRE ✓™ 4-18

 4.4.1. QUALIFICATION PRE-NOTIFICATION INDICATOR 4-18

 4.5. BOARDING OF FEDERAL AIR MARSHALS 4-19

ATTACHMENT 4-1: DIPLOMATIC ID CARD 4-1,1

ATTACHMENT 4-2: INTENTIONALLY LEFT BLANK 4-2, 1

ATTACHMENT 4-3: FEDERAL AIR MARSHAL BADGE AND CREDENTIAL 4-3, 1

AOSSP Change 27A
February 2, 2015

SENSITIVE SECURITY INFORMATION

~~WARNING – THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.~~

Initial Release Date: April 10, 2006

Date Change Posted: February 2, 2015

Date Change Effective: February 2, 2015

Aircraft Operator Standard Security Program

- 5. PASSENGERS DESIGNATED AS SELECTEE PASSENGERS 5-1
 - 5.1. GENERAL..... 5-1
 - 5.2. CHECKED BAGGAGE 5-1
 - 5.3. ONBOARD AN AIRCRAFT..... 5-2
- 6. DOMESTIC FLIGHTS 6-1
 - 6.1. SIGNS AND NOTIFICATION REQUIREMENTS 6-1
 - 6.2. INTENTIONALLY LEFT BLANK..... 6-2
 - 6.3. CHECKED BAGGAGE ACCEPTANCE 6-2**
 - 6.4. CHECKED BAGGAGE ACCEPTANCE LOCATIONS..... 6-2
 - 6.5. EQUIPMENT OF LARGE GROUPS..... 6-3
 - 6.6. PHYSICAL CONTROL OF CHECKED BAGGAGE..... 6-4
 - 6.7. FIREARMS IN CHECKED BAGGAGE 6-4
 - 6.8. U.S. MILITARY UNIT WEAPONS 6-4
 - 6.9. TRANSPORT OF CHECKED BAGGAGE 6-5
 - 6.10. CREWMEMBER AUTHORIZATION..... 6-5
 - 6.11. JUMPSEAT ACCESS..... 6-6
 - 6.12. PROHIBITED ITEMS..... 6-7
 - 6.13. SERVICE PERSONNEL AND ACCESSIBLE PROPERTY 6-7
 - 6.14. AIRCRAFT SECURITY..... 6-7
 - 6.15. VOLUNTARY PROVISIONS OF EMERGENCY SERVICES PROGRAM..... 6-8
- 7. INTERNATIONAL FLIGHTS 7-1
 - 7.1. INTENTIONALLY LEFT BLANK..... 7-2
 - 7.2. CHECKED BAGGAGE ACCEPTANCE 7-2**
 - 7.3. EQUIPMENT OF LARGE GROUPS..... 7-2
 - 7.4. PROTECTIVE ESCORTS 7-3
 - 7.5. JUMPSEAT ACCESS..... 7-3
 - 7.6. PROHIBITED ITEMS..... 7-4
 - 7.7. FLIGHTS DEPARTING THE UNITED STATES TO A NON-U.S. LOCATION..... 7-5
 - 7.7.1. SIGNS AND NOTIFICATION REQUIREMENTS 7-5
 - 7.7.2. CHECKED BAGGAGE ACCEPTANCE LOCATIONS..... 7-6
 - 7.7.3. PHYSICAL CONTROL OF CHECKED BAGGAGE..... 7-7
 - 7.7.4. FIREARMS IN CHECKED BAGGAGE 7-7
 - 7.7.5. U.S. MILITARY WEAPONS..... 7-8
 - 7.7.6. TRANSPORT OF CHECKED BAGGAGE 7-8

AOSSP Change 27A
February 2, 2015

SENSITIVE SECURITY INFORMATION

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Initial Release Date: April 10, 2006

Date Change Posted: February 2, 2015

Date Change Effective: February 2, 2015

Aircraft Operator Standard Security Program

- 7.7.7. CREWMEMBER AUTHORIZATION.....7-9
- 7.7.8. SERVICE PERSONNEL AND ACCESSIBLE PROPERTY7-9
- 7.7.9. AIRCRAFT SECURITY.....7-10
 - 7.7.10. SECURITY TAMPER-EVIDENT BAGS7-11
- 7.8. FLIGHTS DEPARTING A NON-U.S. LOCATION7-13
 - 7.8.1. INTERMEDIATE STOPS.....7-13
 - 7.8.2. SIGNS AND NOTIFICATION REQUIREMENTS7-13
 - 7.8.3. CHECKED BAGGAGE ACCEPTANCE LOCATIONS.....7-14
 - 7.8.4. CREWMEMBER AUTHORIZATION.....7-14
 - 7.8.5. INDIVIDUALS AND ACCESSIBLE PROPERTY7-14
 - 7.8.6. PASSENGER ID CHECK7-16
 - 7.8.7. PASSENGERS AND ACCESSIBLE PROPERTY.....7-17
 - 7.8.8. INTENTIONALLY LEFT BLANK.....7-16
 - 7.8.9. FIREARMS IN CHECKED BAGGAGE7-18
 - 7.8.10. TRANSPORT OF FIREARMS7-18
 - 7.8.11. CHECKED BAGGAGE7-19
 - 7.8.12. AIRCRAFT SECURITY.....7-21
 - 7.8.13. INTENTIONALLY LEFT BLANK.....7-21
 - 7.8.14. TECHNICAL STOP.....7-21
- 7.9. CREWMEMBER VETTING7-21
- 8. CARGO SECURITY MEASURES.....8-1
 - 8.1. GENERAL8-1
 - 8.1.1. SECURITY THREAT ASSESSMENTS8-1
 - 8.1.2. DETERMINATION OF KNOWN SHIPPER STATUS.....8-3
 - 8.2. CARGO ACCEPTANCE8-6
 - 8.2.1. GENERAL.....8-6
 - 8.2.2. CARGO ACCEPTED FOR FLIGHTS DEPARTING ANY LOCATION8-7
 - 8.2.3. CARGO ACCEPTED FOR FLIGHTS DEPARTING AIRPORTS WITHIN THE UNITED STATES8-12
 - 8.2.4. CARGO ACCEPTED FOR FLIGHTS DEPARTING NON-U.S. LOCATIONS.....8-19
 - 8.3. CARGO SCREENING REQUIREMENTS8-22
 - 8.3.1. CARGO SCREENING AT U.S. LOCATIONS.....8-22
 - 8.3.2. CARGO SCREENING AT NON-U.S. LOCATIONS8-23
 - 8.3.3. ELEVATED RISK CARGO8-25

AOSSP Change 27A
February 2, 2015

SENSITIVE SECURITY INFORMATION

~~WARNING - THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.~~

Initial Release Date: April 10, 2006

Date Change Posted: February 2, 2015

Date Change Effective: February 2, 2015

Aircraft Operator Standard Security Program

8.3.4. APPROVED SCREENING METHODS8-26

8.3.5. [THIS SECTION INTENTIONALLY LEFT BLANK].....8-27

8.3.6. ALTERNATIVE SECURITY MEASURES.....8-27

8.3.7. RECORDS AND AUDITS8-31

8.4. CONTROL AND CUSTODY OF CARGO.....8-32

8.4.1. GENERAL.....8-32

8.4.2. GROUND MOVEMENT AND SEALING PROCEDURES FOR
UNSCREENED CARGO.....8-34

8.4.3. GROUND MOVEMENT AND SEALING PROCEDURES FOR SCREENED CARGO8-35

8.5. CARGO TRANSFER MEASURES (ALL LOCATIONS)8-36

8.5.1. TRANSFERRING CARGO TO AIRCRAFT OPERATORS, FOREIGN AIR CARRIERS, AND
INDIRECT AIR CARRIERS.....8-36

8.5.2. CARGO CERTIFICATION STATEMENT8-36

8.6. NOTIFICATION PROCEDURES.....8-37

8.7. NON-CARGO ITEMS.....8-38

8.7.1. COMPANY MATERIALS8-38

8.7.2. CONSOLIDATIONS OF ITEMS WEIGHING LESS THAN
16 OUNCES (453.6 GRAMS)8-38

ATTACHMENT 8-1: AVIATION SECURITY KNOWN SHIPPER VERIFICATION FORM.....8-1, 1

ATTACHMENT 8-2: PRIVACY ACT NOTICE8-2, 1

ATTACHMENT 8-3: CERTIFIED CARGO SCREENING FACILITY SCREENED CARGO
PROCEDURES8-3, 1

ATTACHMENT 8-4: INITIAL TRAINING WHEN ADOPTING A CARGO SCREENING METHOD NOT
PREVIOUSLY UTILIZED8-4, 1

ATTACHMENT 8-5: INTENTIONALLY LEFT BLANK8-5, 1

ATTACHMENT 8-6: PHYSICAL SEARCH SCREENING PROCEDURES FOR CARGO.....8-6, 1

ATTACHMENT 8-7: ELECTRONIC METAL DETECTION (EMD) SCREENING PROCEDURES FOR
CARGO8-7, 1

ATTACHMENT 8-8: X-RAY SCREENING PROCEDURES FOR CARGO AT U.S. LOCATIONS ...8-8, 1

ATTACHMENT 8-9: ADVANCED TECHNOLOGY (AT) X-RAY SCREENING PROCEDURES FOR
CARGO AT U.S. LOCATIONS.....8-9, 1

ATTACHMENT 8-10: EXPLOSIVE TRACE DETECTIONS (ETD) SCREENING PROCEDURES FOR
CARGO AT U.S. LOCATIONS.....8-10, 1

ATTACHMENT 8-11: EXPLOSIVES DETECTION SYSTEM (EDS) SCREENING PROCEDURES FOR
CARGO AT U.S. LOCATIONS.....8-11, 1

AOSSP Change 27A
February 2, 2015

SENSITIVE SECURITY INFORMATION

~~WARNING - THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.~~

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Date Change Posted: February 2, 2015

Date Change Effective: February 2, 2015

Aircraft Operator Standard Security Program

ATTACHMENT 8-12: X-RAY SCREENING PROCEDURES FOR CARGO AT NON-U.S. LOCATIONS.....8-12, 1

ATTACHMENT 8-13: ADVANCED TECHNOLOGY (AT) X-RAY SCREENING PROCEDURES FOR CARGO AT NON-U.S. LOCATIONS.....8-13, 1

ATTACHMENT 8-14: EXPLOSIVES TRACE DETECTION (ETD) SCREENING PROCEDURES FOR CARGO AT NON-U.S. LOCATIONS.....8-14, 1

ATTACHMENT 8-15: EXPLOSIVES DETECTION SYSTEM (EDS) SCREENING PROCEDURES FOR CARGO AT NON-U.S. LOCATIONS.....8-15, 1

ATTACHMENT 8-16: LIST OF CARGO CONFIGURATIONS APPROVED FOR TSA-CERTIFIED EXPLOSIVES DETECTION CANINE TEAM SCREENING AT U.S. LOCATIONS.....8-16, 1

ATTACHMENT 8-17: LIST OF CARGO CONFIGURATIONS APPROVED FOR TSA-APPROVED EXPLOSIVES DETECTION CANINE TEAM SCREENING AT NON-U.S. LOCATIONS

9. DIPLOMATIC POUCHES AND U.S. MAIL.....9-1

 9.1. U.S. MAIL9-1

 9.1.1. USPS PRIORITY MAIL (Domestic Only—Not Priority Mail International).....9-1

 9.1.2. OTHER U.S. MAIL.....9-1

 9.1.3. U.S. MAIL DELIVERED BY USPS IN VEHICLES.....9-2

 9.2. DIPLOMATIC POUCHES.....9-2

10. CATERING SECURITY MEASURES 10-1

 10.1. AT LOCATIONS WITHIN THE UNITED STATES.....10-1

 10.2. AT NON-U.S. LOCATIONS10-2

11. EXTRAORDINARY LOCATIONS..... 11-1

 11.1. REGIONS AND COUNTRIES REQUIRING EXTRAORDINARY SECURITY MEASURES...11-1

 11.2. INTENTIONALLY LEFT BLANK.....11-1

 11.3. AREA SECURITY.....11-2

 11.4. PASSENGER PRESCREENING.....11-2

 11.5. SELECTEE PASSENGER SCREENING PROCEDURES.....11-7

 11.5.1. SELECTEE PASSENGERS11-7

 11.5.2. SELECTEE PASSENGERS' CHECKED BAGGAGE.....11-7

 11.5.3. SELECTEE PASSENGERS' ACCESSIBLE PROPERTY.....11-8

 11.5.4. SELECTEE PASSENGERS' BATTERY-OPERATED, ELECTRICAL, OR ELECTRONIC ITEMS AND SUSPECT ITEMS.....11-8

 11.6. QUESTIONING ENPLANING PASSENGERS11-9

 11.7. BATTERY-OPERATED, ELECTRICAL, OR ELECTRONIC ITEMS11-9

ATTACHMENT 11-1: INTENTIONALLY LEFT BLANK.....11-1, 1

AOSSP Change 27A
February 2, 2015

SENSITIVE SECURITY INFORMATION

~~WARNING - THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.~~

Initial Release Date: April 10, 2006

Date Change Posted: February 2, 2015

Date Change Effective: February 2, 2015

Aircraft Operator Standard Security Program

ATTACHMENT 11-2: DIPLOMATIC ID CARD 11-2, 1

12. AIRCRAFT SEARCHES AND AREA SECURITY 12-1

 12.1 GENERAL 12-1

 12.2 AIRCRAFT SEARCHES 12-2

 12.2.1. WHEN TO CONDUCT AN AIRCRAFT SEARCH 12-3

 12.3 UNESCORTED ACCESS TO PASSENGER CABIN 12-5

 12.4 AIRCRAFT SECURITY 12-6

 12.5 OUT-OF-SERVICE AIRCRAFT 12-7

 12.6 SEALING PROCEDURES 12-8

 12.7 AIRCRAFT PRIVACY CURTAINS 12-8

 12.8 STOWAWAY SEARCH 12-9

 12.9 CRIMINAL HISTORY RECORDS CHECK AUDIT 12-9

13. WET LEASE AND CHARTER OPERATIONS 13-1

 13.1. WET LEASE OPERATIONS 13-1

 13.2. CHARTER OPERATIONS 13-2

14. EXCLUSIVE AREA AGREEMENT 14-1

 14.1. SECURED AREA AND SIDA 14-1

 14.2. STERILE AREA 14-1

15. AIRPORT CATEGORIZATION 15-1

 15.1. CATEGORIZATION CRITERIA 15-1

 15.2. ADJUSTMENTS TO AIRPORT CATEGORIZATIONS 15-1

16. NATIONAL TERRORISM ADVISORY SYSTEM 16-1

 16.1. TABLETOP EXERCISE 16-2

17. TRAINING 17-1

 17.1. GROUND SECURITY COORDINATOR (GSC) 17-1

 17.1.1. GROUND SECURITY COORDINATOR TRAINING OUTLINE 17-2

 17.2. IN-FLIGHT SECURITY COORDINATOR TRAINING 17-6

 17.3. CREWMEMBER 17-7

 17.3.1. CREWMEMBER SECURITY TRAINING OUTLINE 17-8

 17.4. AIRCRAFT OPERATOR EMPLOYEE AND AUTHORIZED AIRCRAFT OPERATOR REPRESENTATIVE 17-14

 17.4.1. AT LOCATIONS WITHIN THE UNITED STATES 17-14

 17.4.2. AIRCRAFT OPERATOR EMPLOYEE AND AUTHORIZED AIRCRAFT OPERATOR REPRESENTATIVE TRAINING OUTLINE – AT LOCATIONS WITHIN THE UNITED STATES 17-15

AOSSP Change 27A
February 2, 2015

SENSITIVE SECURITY INFORMATION

~~WARNING – THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.~~

Initial Release Date: April 10, 2006

Date Change Posted: February 2, 2015

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Aircraft Operator Standard Security Program

- 17.4.3. AT EXTRAORDINARY LOCATIONS 17-16
- 17.4.4. AIRCRAFT OPERATOR EMPLOYEE AND AUTHORIZED REPRESENTATIVE TRAINING
OUTLINE – AT EXTRAORDINARY LOCATIONS..... 17-17
- 17.5. CARGO SECURITY..... 17-18
- 17.5.1. CARGO SECURITY TRAINING OUTLINE 17-19
- 17.6. CATERING SECURITY 17-20
- 17.7. AIRCRAFT SEARCH..... 17-20
- 17.8. SECURITY IDENTIFICATION DISPLAY AREA..... 17-21
- 17.9. TRAINING RECORDS..... 17-21
- 18. SCREENING 18-1
- 18.1. SCREENING SUPERVISOR STANDARDS 18-2
- 18.2. SCREENER STANDARDS..... 18-4
- 18.3. ANNUAL EVALUATIONS 18-4
- 18.4. SCREENER INITIAL AND ANNUAL RECURRENT TRAINING 18-4
- 18.5. SCREENER RETURN TO DUTY TRAINING..... 18-5
- 18.6. SCREENING LOCATION AUDIT 18-5
- 18.7. SCREENING EQUIPMENT RECORDS AND LOGS 18-6
- 18.8. SCREENER PERFORMANCE TESTING 18-6

AOSSP Change 27A
February 2, 2015

SENSITIVE SECURITY INFORMATION

~~WARNING – THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.~~

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Aircraft Operator Standard Security Program

Chapter 1

1. INTRODUCTION

1.1. APPLICABILITY

Each aircraft operator must adopt and implement a Transportation Security Administration (TSA)-approved security program for all scheduled passenger and public charter passenger operations at locations within the United States, from the United States to a non-U.S. location, from a non-U.S. location to the United States, and from a non-U.S. location to a non-U.S. location (for example, to/from an intermediate stop).

- A. This Aircraft Operator Standard Security Program (AOSSP), together with any alternate procedures and amendments, constitutes a full program under 49 CFR 1544.101(a).
- B. The Federal Flight Deck Officer (FFDO) Standard Operating Procedures (SOP) is part of this AOSSP, although it is posted separately on the TSA secure web board.
- C. The Common Strategy is part of this AOSSP, although it is posted separately on the TSA secure web board.
- D. The Persons & Accessible Property Screening Procedures and Checked Baggage Screening Procedures are part of this AOSSP, although they are posted separately on the TSA secure web board.
- E. An aircraft operator that is required to adopt and carry out a partial program under 49 CFR 1544.101(b) or requests a limited program under 49 CFR 1544.101(g) must contact its assigned Principal Security Specialist (PSS).

1.2. GENERAL

- A. The purpose of this AOSSP is to provide for the safety of persons and property traveling on flights provided by the aircraft operator to protect against acts of criminal violence and air piracy, and to prevent or deter the introduction of explosives, incendiaries, weapons, and other prohibited items onboard an aircraft.
- B. Each aircraft operator must:
 - 1) Maintain a readily available and complete copy of this AOSSP at its corporate security office and each airport served. It must be kept in a secure location.
 - 2) Restrict distribution, disclosure, and availability of this AOSSP only to aircraft operator employees and authorized representatives who have an operational need to know.
- C. Maintenance and distribution of this AOSSP may be in either electronic or hardcopy format. Electronic formats must be password-protected.

AOSSP Change 13
December 1, 2011

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: October 4, 2011

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Aircraft Operator Standard Security Program

- D. More than one aircraft operator at a given airport may refer to the same copy of this AOSSP provided all aircraft operators that share such access agree in writing to the arrangement. If the aircraft operator that has accepted the responsibility to maintain and distribute this AOSSP fails to do so, all aircraft operators that reference this AOSSP are not in compliance with the requirements in Section 1.2.B. and may be subject to enforcement action.
- 1) Any written agreement between aircraft operators must expressly state that the failure to maintain an accessible and complete AOSSP may subject all aircraft operators to an enforcement action.
 - 2) Each party to the written agreement must maintain a copy of the agreement (in either electronic or hardcopy format) at all affected stations.
- E. The aircraft operator must inform its employees and authorized aircraft operator representatives of the requirements governing:
- 1) Sensitive Security Information (SSI) in 49 CFR 1520
 - 2) Fraud and intentional falsification of records in 49 CFR 1540.103 and 18 U.S.C. 1001
 - 3) Security responsibilities of employees and other persons in 49 CFR 1540.105(a)
- F. The aircraft operator is responsible for carrying out each of the measures required by this AOSSP. Unless a particular requirement is restricted to being directly performed by a specified person or persons only, it may be performed by either a direct aircraft operator employee or by an authorized representative. In non-U.S. locations, certain measures may be carried out by the host government.
- G. The aircraft operator must maintain the records required by this AOSSP. In the absence of a specific requirement as to how a particular record must be maintained, the aircraft operator may keep the record in any electronic or hardcopy format and at any location as long as the record can be presented to TSA upon request.
- H. The aircraft operator must immediately notify its assigned PSS whenever any procedure in this AOSSP cannot be carried out. The notification must:
- 1) Specify the procedure that cannot be carried out
 - 2) Describe why the procedure cannot be carried out, if applicable
 - 3) Include a copy of any written prohibition by a foreign government authority
 - 4) Describe any alternate procedure or amendment proposed by the aircraft operator.

1.3. GROUND SECURITY COORDINATOR – ROLES AND RESPONSIBILITIES

- A. In accordance with 49 CFR 1544.215(b), the aircraft operator must designate a Ground Security Coordinator (GSC) for each departing flight. The GSC must be present at the airport while security measures for the departing flight are being carried out.
- B. GSCs must immediately notify the Airport Security Coordinator (ASC) of any suspicious item, unusual activity, or major breach of security (for example, discovery of a firearm or knife onboard an aircraft or an unauthorized individual in a secured area) at the airport.

AOSSP Change 13
December 1, 2011

~~SENSITIVE SECURITY INFORMATION~~

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Aircraft Operator Standard Security Program

- C. The aircraft operator must maintain a liaison with the ASC in order to share information regarding security concerns at the airport. The aircraft operator must designate a GSC as the liaison representative.
- D. During the aircraft operator's operating hours, at least one GSC must conduct periodic inspections of public areas, around aircraft, and at passenger baggage claim and baggage make-up areas.
- E. The GSC or designee must monitor public areas under the control of the aircraft operator throughout the airport (both sterile and non-sterile areas) with an emphasis on ticket counters, restrooms, phone booths, trashcans, ashtrays, waiting areas, fronts of terminals, and baggage claim areas. This monitoring may be conducted in the normal course of their duties. These individuals must be directed to watch for unattended baggage and items that do not belong and instructed on proper procedures to follow to notify a supervisor or LEO, if needed.
- F. A GSC must ensure the application of security measures for each departing flight. These measures include:
 - 1) Screening individuals, accessible property, and checked baggage at any location where TSA or the host government does not conduct screening operations
 - 2) Controlling access to the aircraft
 - 3) Conducting the following ground service activities:
 - a. Maintenance operations
 - b. Cleaning
 - c. Catering
 - d. Fueling
 - e. Loading baggage
 - 4) Ensuring ground support for in-flight emergency response
 - 5) Providing security of the Security Identification Display Area (SIDA), secured area, and Air Operations Area (AOA)
 - 6) Accepting, screening, and loading cargo onboard aircraft
 - 7) Ensuring extraordinary security measures where they are in effect (see Chapter 11)
- G. A GSC must communicate pertinent security information (that is: any significant irregularities or occurrences that may affect the security of the flight) to the In-Flight Security Coordinator (ISC) before the flight departs. The communication may be verbal, written, or electronic.
- H. At off-airport check-in locations, a GSC must ensure the application of security measures are monitored:



- I. The aircraft operator may:

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SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

- 1) Designate a different GSC for each departing flight or designate one GSC for a number of departing flights
- 2) Use an authorized representative as a GSC, including a GSC of another aircraft operator.

1.4. IN-FLIGHT SECURITY COORDINATOR – ROLES AND RESPONSIBILITIES

In accordance with 49 CFR 1544.215(c), the aircraft operator must designate the Pilot in Command (PIC) as the ISC for each flight. The ISC must:

- A. Review with the GSC pertinent security information for each flight segment as indicated in Section 1.4.C. The communication can be verbal, written, or electronic.
- B. Brief the crewmembers, prior to each flight or a series of flight segments with the same crewmembers, on:
 - 1) The specific manner in which the ISC wants in-flight incidents managed
 - 2) Any significant irregularities or occurrences that may affect the security of the flight.
- C. After completing a flight or series of flight segments, brief the aircraft operator on any significant incidents or occurrences during the flight or series of flight segments following the procedures established by the aircraft operator.

1.5. FEDERAL FLIGHT DECK OFFICER

- A. The FFDO SOP applies to each flight operation during which an FFDO is traveling as a crewmember or passenger and in possession of an FFDO firearm.
- B. The aircraft operator must comply with the FFDO SOP referenced in Section 1.1.B.

1.6. DEFINITIONS

Accept – An aircraft operator is deemed to have accepted cargo when the aircraft operator employee or authorized representative takes physical possession of cargo.

Accessible Property – Property intended to be accessible to an individual (for example, a passenger or aircraft operator employee or authorized representative) in the sterile area, aircraft cabin, secured area, or Security Identification Display Area (SIDA), as appropriate.

Advance Passenger Information System – A widely used electronic data interchange system that commercial carriers with flights or vessel voyages arriving to or departing from the United States use to transmit electronically to U.S. Customs and Border Protection (CBP) certain data on passengers and crew members.

Advanced Technology (AT) X-ray – Incorporates at least two distinct primary views (not in the same plane) AND material discrimination functionality (indicates the presence of and can distinguish between organic, inorganic, and metallic objects or materials).

Aircraft Operator – As used in this AOSSP, a person who holds a full security program under 49 CFR 1544.101.

Aircraft Operator Employee – An individual employed and paid directly by the aircraft operator.

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~~SENSITIVE SECURITY INFORMATION~~

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Aircraft Operator Standard Security Program

Aircraft Operator Implementation Plan – A written procedure describing how and when a covered aircraft operator transmits passenger and flight information and non-traveler information to TSA, as well as other related matters.

Aircraft Operator Security Coordinator (AOSC) – In accordance with 49 CFR 1544.215, the AOSC is the aircraft operator's primary contact for security-related activities, and communication with TSA. The AOSC and any alternates must be appointed at the corporate level and be available on a 24-hour basis.

Air Operations Area (AOA) – A portion of an airport, specified in the airport security program, in which security measures specified in 49 CFR Part 1542 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas for use by aircraft regulated under 49 CFR Part 1544 or 1546, as well as any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures. This area does not include the secured area.

Air Waybill – The shipping document used for the transportation of air freight that includes conditions, limitations of liability, shipping instructions, description of commodity, and applicable transportation charges

AOG (Aircraft on Ground) – Aircraft parts and supplies transported with a high priority to allow a disabled aircraft to return to service. AOG tendered as high priority revenue cargo by individuals or companies outside the transporting aircraft operator is cargo. AOG owned by the aircraft operator and shipped on in its own aircraft is COMAT.

All-Cargo Aircraft Operator – An aircraft operator that conducts all-cargo operations.

All-Cargo Foreign Air Carrier – A foreign air carrier that conducts all-cargo operations.

All-Cargo Operation – Any operation for compensation or hire that is other than a passenger-carrying operation.

Attended Aircraft – An aircraft to which an aircraft operator employee or authorized representative ensures access is limited to authorized individuals and property.

Authorized Representative – A person who is not a direct employee of the aircraft operator, but is authorized to act on the aircraft operator's behalf to perform measures required by this AOSSP. For purposes of this AOSSP, the term authorized representative includes agents, contractors, and subcontractors. Third parties such as air carriers, IACs, freight forwarders, shippers, and customers of the aircraft operator may also be represented by their own authorized representatives.

Business Relationship – For the purposes of cargo acceptance at non-U.S. locations only, a business relationship is defined as an association between persons ("persons" includes individuals and entities) that includes the establishment of an account with physical and billing addresses AND a payment or credit history documented through invoices or billing records OR a documented history of sales that may include any contacts or activities OR other documented correspondence or business records.

Cargo – Property weighing 16 ounces (453.6 grams) or more tendered for air transportation, including unaccompanied baggage, accounted for on an air waybill. All accompanied commercial courier consignments and non-U.S. mail (see definition below), whether or not accounted for on an air waybill, are also classified as cargo. U.S. mail, in accordance with 39 CFR, Diplomatic Pouches, and aircraft operator company material (COMAT) (see definition below) are not considered cargo.

Cargo Consolidation – Cargo comprising multiple individual shipments. One cargo consolidation is covered by one Master Air Waybill. A cargo consolidation comprises one or more House Air Waybills. A

AOSSP Change 14
June 1, 2012

~~SENSITIVE SECURITY INFORMATION~~

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Aircraft Operator Standard Security Program

cargo consolidation may consist of loose pieces or may be contained by one or more skids, pallets, ULDs or other configuration.

Certified Cargo Screening Facility (CCSF) – A facility certified by TSA to screen air cargo in accordance with part 1549. As used in this security program, “certified cargo screening facility” refers to the legal entity that operates a CCSF at a particular location.

Certified Cargo Screening Facility Authorized Representative – An individual who is not a direct employee of the CCSF that is authorized to act on the CCSF’s behalf to perform security measures required by TSA as defined in this AOSSP.

Certified Cargo Screening Program (CCSP) – The program under which facilities are authorized to screen cargo to be offered for transport on certain passenger aircraft in accordance with 49 CFR part 1549.

Chain of Custody Method – A means of protecting the chain of custody process by following TSA-accepted escort procedures and other TSA-approved methods.

Chain of Custody Process – The process designed to protect screened air cargo from the introduction of any unauthorized explosive, incendiary, and other destructive substance or item into air cargo from the time the cargo is screened until it is tendered for transport on a passenger aircraft. This process includes the use of tamper-evident technology and chain of custody methods.

Checked Baggage – Property tendered by or on behalf of a passenger and accepted by an aircraft operator for transport that is inaccessible to the passenger during flight. Accompanied commercial courier consignments (see definition above) are not classified as checked baggage.

COMAT (Company Material) – All material, including aircraft parts and supplies, that is the property of the aircraft operator transporting the material.

Consolidated User Guide (CUG) – A document developed by the Department of Homeland Security (DHS) to provide guidance to aircraft operators that must transmit passenger information to one or more components of DHS on operational processing and transmission of passenger and non-traveling individual information to all required components in a unified manner.

Conveyance – A means of transporting cargo, such as a vehicle, truck, or railway car.

Crewmember – A person assigned to perform duties onboard an aircraft during flight time.

Date of birth – The day, month, and year of an individual’s birth.

Designated Postal Operator (DPO) – An operator whether structured as a department of government, ministry, state company, or private company that has been assigned prime responsibility for fulfilling the obligation under the Universal Postal Union (UPU) Acts in the territory over which the government has jurisdiction.

Diplomatic Pouch – A diplomatic pouch (or “bag”) is any properly identified and sealed package, pouch, envelope, bag or other container that is used to transport official correspondence, documents and other articles intended for official use between embassies, legations, consulates, and the foreign office of any government; the headquarters or any other office of a public international organization (which are listed at <http://www.archives.gov/federal-register/codification/executive-order/09698.html>) and its regional offices in the United States or in a foreign country; or the foreign office of any country with full membership in a public international organization, such as the United Nations, and its mission to that organization.

AOSSP Change 22
August 1, 2014

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Aircraft Operator Standard Security Program

Exclusive Area – Any portion of a secured area, AOA, or SIDA, including individual access points, for which an aircraft operator or air carrier that has a security program under 49 CFR Part 1544 or 1546 has assumed responsibility under 49 CFR 1542.111.

Exclusive Area Agreement – An agreement between the airport operator and an aircraft operator or an air carrier that has a security program under 49 CFR Part 1544 or 1546 that permits such an aircraft operator or foreign air carrier to assume responsibility for specified security measures in accordance with 49 CFR 1542.111.

Expedited Baggage – Baggage that an individual (1) checked in with the aircraft operator intended for transportation on the same aircraft on which he or she is scheduled to travel as a passenger; (2) reported to the aircraft operator as missing or temporarily misplaced (presumably immediately after his or her flight arrived and the baggage was not located once deplaning or at baggage claim); and (3) identified and the aircraft operator has returned back to him or her via an accelerated return process.

Explosives Detection System (EDS) – An automated device or combination of devices certified by TSA having the ability to detect the amounts, types, and configurations of explosive materials, as specified by TSA, in checked baggage.

Explosives Trace Detection (ETD) – A device certified by TSA having the ability to detect explosives particles on items intended to be carried into the sterile area or transported onboard aircraft.

Firearm – Any weapon, including a starter gun and antique firearm, that will, or is designed to, or may be readily converted to, expel a projectile by the action of an explosive, or the frame or receiver of any such weapon.

Foreign Air Carrier – Any person other than a citizen of the United States, that undertakes directly, by lease or other arrangement, to engage in air transportation.

Head of Government – The chief officer of the executive branch of a government presiding over a cabinet (for example, Prime Minister, Premier, President, or Monarch).

Head of State – An individual serving as the chief public representative of a monarchic or republican nation-state, federation, commonwealth, or any other political state (for example, King, Queen, or President).

Hold Area – A sterile portion of an airport at a non-U.S. location where passengers and accessible property screened to TSA standards do not mix with passengers and accessible property that have not been screened to TSA standards.

House Air Waybill (HAWB) - The air waybill issued by a cargo shipping agent, such as an Indirect Air Carrier (IAC) or freight forwarder, to a shipper for the transportation of goods. Each HAWB covers one shipment from one shipper.

Improvised Explosive Device (IED) – A device fabricated in an improvised manner that incorporates explosives or destructive, lethal, noxious, pyrotechnic, or incendiary chemicals in its design. Generally, an IED will be composed of an explosive, a power supply, a switch or timer, and a detonator or initiator.

In-bond Cargo – Shipments moving under a United States Customs bond for U.S. Customs clearance at all points in the United States.

Indirect Air Carrier (IAC) – Any person or entity within the United States not in possession of a Federal Aviation Administration (FAA) air carrier operating certificate that undertakes to engage indirectly in air

AOSSP Change 15
July 10, 2012

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

transportation of property and uses for all or any part of such transportation the services of an air carrier. This does not include the U.S. Postal Service (USPS) or its representative while acting on behalf of the USPS.

Inhibited Status – The status of a passenger or non-traveling individual to whom TSA has instructed an aircraft operator not to issue a boarding pass or to provide access to the sterile area.

International Air Transportation Association (IATA)-registered Cargo Agent – An agent that provides a cargo sale, booking, consolidation, or forwarding service to an aircraft operator outside the United States and is approved by IATA in accordance with the terms of IATA Resolutions 801 and 811 – Cargo Agency Administration Rules.

In-Service Aircraft – An aircraft available for flight in revenue service that has not been removed from service for reasons of maintenance (for example, inspection, overhaul, repair, preservation, or replacement of parts). For purposes of this definition, maintenance excludes preventive maintenance, such as replacement of small standard parts not involving complex assembly, including, but not limited to, light bulbs, oil changes, and tire changes.

Known Consignor – The originator of property for transportation by air who has established business with a regulated agent or aircraft operator and provides security controls that are accepted or required by the appropriate authority in respect of cargo.

Known Shipper – A shipper meeting the criteria set forth in this AOSSP. An IAC cannot be a known shipper.

Law Enforcement Officer (LEO) – A sworn employee of a government entity (including U.S. military police, State, local, territorial, and tribal) with full power of arrest who is trained and commissioned to enforce the public criminal laws of the jurisdiction(s) in which he or she is commissioned. For purposes of this AOSSP, at locations outside the United States, a Law Enforcement Officer (LEO) refers to a duly authorized employee of the government entity with law enforcement authority at the airport or the national law enforcement authority.

Live Animals – Any living organism (for example, birds, mammals, reptiles, insects, fish, crustaceans, mollusks, and amphibians), including fertilized eggs, and excluding humans.

Master Air Waybill (MAWB) – The air waybill issued by an aircraft operator or foreign air carrier to one shipper or to a cargo shipping agent, such as an IAC or freight forwarder. The MAWB covers cargo accepted directly from one shipper or cargo shipping agent. The MAWB for cargo accepted from a cargo shipping agent may include one or more HAWBs for the same destination airport. The MAWB for cargo accepted from a shipper covers one shipment for one destination airport.

Narrow Body Aircraft – Aircraft with an external fuselage diameter of less than 400 centimeters or 157.5 inches (for example, B-737, B-757, and A-320 aircraft).

National Law Enforcement Authority – The national government authority/authorities with law enforcement jurisdiction over host country airports.

Non-traveling Individual or Non-traveler – An individual to whom an aircraft operator seeks to issue an authorization to enter the sterile area of an airport in the United States in order to escort a minor or a passenger with disabilities or for some other purpose permitted by TSA. The term non-traveling individual or non-traveler does not include employees or agents of airport or aircraft operators or other individuals whose access to a sterile area is governed by another TSA requirement.

AOSSP Change 14
June 1, 2012

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

Non-U.S. Mail – For purposes of this program, all mail other than mail that is subject to Part 39 CFR weighing 500 grams or greater originally tendered for air transportation by a Designated Postal Operator (DPO). Non-U.S. mail is considered cargo.

Out-of-Service Aircraft– An aircraft not available for flight in revenue service because it has been removed from service for reasons of maintenance (for example, inspection, overhaul, repair, preservation, or replacement of parts). For purposes of this definition, maintenance excludes preventive maintenance, such as replacement of small standard parts not involving complex assembly (for example, changing light bulbs, oil changes, and tire changes).

Overfly/Overflight – Any flight departing from an airport or location outside the United States that transits the territorial airspace of the United States enroute to an airport or location outside the United States and its territories.

Pat-Down Search – An inspection of an individual's body conducted by physically touching the individual following the measures in this AOSSP and the Persons & Accessible Property Screening Procedures.

Person – For the purposes of this AOSSP, any individual, corporation, company, association, firm, partnership, society, joint-stock company, or governmental authority, including a trustee, receiver, assignee, successor, or similar representative of any of these listed.

Piece – The individual box, carton, or other item within a shipment. The number of pieces generally is determined by the number of pieces identified by the documentation such as the HAWB, shipper export declaration, or bills of lading. A shipment or part of a shipment tendered on a skid where it is apparent that there are multiple items underneath the shrink-wrap or banding is not considered one piece even if it is so described on the HAWB or MAWB.

Positive Target Identification – Information regarding the target, such as an "N" registration number of an aircraft, a crewmember's full name, a valid baggage tag number, industry-type nomenclature, or any other normally nonpublic information included in a bomb threat indicating firsthand or unique knowledge of the target.

Principal Security Inspector – The TSA-designated inspector responsible for direct oversight of an aircraft operator's implementation of and compliance with this AOSSP and any approved amendments, Security Directives, and approved alternate measures to Security Directives. The Principal Security Inspector (PSI) serves as the primary interface with the Aircraft Operator Security Coordinator (AOSC).

Principal Security Specialist (PSS) – The TSA-designated specialist responsible for providing oversight of an aircraft operator's implementation of and compliance with the AOSSP and any approved amendments, Security Directives, and approved alternate measures to Security Directives. The Principal Security Specialist (PSS) serves as the primary interface with the Aircraft Operator Security Coordinator (AOSC).

Private Charter – Any aircraft operator flight – (1) For which the charterer engages the total passenger capacity of the aircraft for the carriage of passengers; the passengers are invited by the charterer; the cost of the flight is borne entirely by the charterer and not directly or indirectly by any individual passenger; and the flight is not advertised to the public, in any way to solicit passengers. (2) For which the total passenger capacity of the aircraft is used for the purpose of civilian or military air movement conducted under contract with the Government of the United States or the government of a foreign country.

AOSSP Change 12
September 22, 2011

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

Prohibited Items – Items that cannot be transported in checked baggage, accessible property, or on an individual's person, and which are not permitted in the sterile area (see Prohibited Items List, which can be found on the TSA website at www.tsa.gov).

Public Charter – Any charter flight that is not a private charter.

Redress Number – The number assigned by DHS to an individual processed through the redress procedures described in 49 CFR Part 1560, Subpart C.

Regulated Agent – 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 appropriate authority in respect of cargo or mail.

Screened Cargo Identifier – A sticker, tag, or stamp applied to CCSF-screened cargo that displays a CCSF reference number.

Screener – An individual trained and authorized to inspect individuals, accessible property, checked baggage, or cargo for the presence of explosives, incendiaries, weapons, or other prohibited items.

Screening Location – Each site at which individuals, accessible property, or checked baggage is inspected for the presence of explosives, incendiaries, weapons, or other prohibited items. These include the screening checkpoint or boarding gate where individuals and accessible property are inspected with metal detectors, x-ray machines, and other methods; concourse, lobby, or baggage make-up areas where checked baggage is inspected with an EDS and/or ETD; locations where cargo is inspected; and any other location determined by the FSD.

Secondary Head of Government – The deputy chief officer of the executive branch of a government presiding over a cabinet (for example, Deputy Prime Minister, Deputy Premier, or Vice President).

Secondary Head of State – An individual serving as the deputy chief public representative of a monarchic or republican nation-state, federation, commonwealth, or any other political state (for example, King's Deputy, Queen's Deputy, or Vice President).

Secured Area – A portion of an airport, specified in the airport security program, in which certain security measures in 49 CFR Part 1542 are carried out. This area is where aircraft operators and air carriers that have a security program under 49 CFR Part 1544 or 1546 enplane and deplane passengers and sort and load baggage, as well as any adjacent areas not separated by adequate security measures.

Secure Flight Passenger Data (SFPD) – Information regarding a passenger or non-traveling individual that an aircraft operator transmits to TSA, to the extent available, pursuant to 49 CFR 1560.101, as defined in 49 CFR 1560.3.

Security Identification Display Area (SIDA) – A portion of an airport within the United States, specified in the airport security program, in which security measures are carried out. This area includes the secured area and may include other areas of the airport.

Security Restricted Area – Airside areas of a non-U.S. airport where access is controlled to ensure security of civil aviation. Such areas normally include all passenger departure areas between the screening checkpoint and the aircraft, the ramp, baggage make-up areas, cargo sheds, mail centers, airside catering, and aircraft-cleaning premises.

AOSSP Change 22
August 1, 2014

~~SENSITIVE SECURITY INFORMATION~~

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Aircraft Operator Standard Security Program

Shipment – Cargo tendered by a shipper to an aircraft operator or foreign air carrier, or to an Indirect Air Carrier (IAC), freight forwarder, consolidator, or other cargo shipping agent, covered by documents issued by the shipper such as a bill of lading or shipper's export declaration, or covered by an HAWB or MAWB. Each shipment is tendered separately for one destination. Each shipment may have one or more pieces.

Shipper – The individual or entity originating and tendering cargo for air transportation, excluding IACs.

Skid – A shipping platform made of wood, plastic, or composite material on which cargo can be secured and which allows use of a forklift or pallet jack to move or load the cargo. A skid is not a unit load device that interfaces directly with aircraft restraint systems.

Specific Aircraft – An aircraft identified in a bomb threat by flight number, departure time, or actual location at the time of the threat when the text of the threat also includes positive target identification (PTI).

Specific Ground Facility – An area owned or exclusively operated by the aircraft operator identified in the bomb threat when the text of the threat also includes PTI.

Sterile Area – A portion of an airport, defined in the airport security program, that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA or by an aircraft operator under 49 CFR 1544 or an air carrier under 49 CFR part 1546, through the screening of persons and property.

Suspect Bag/Item – A bag or item that alarms an Explosive Detection System (see definition above) or Explosive Trace Detection (see definition above) for which the cause of the alarm has not been cleared with alarm-resolution protocols.

Tamper-Evident Technology (TET) – TSA-accepted technology that shows evidence of tampering if broken, manipulated, or opened.

Territorial Airspace – The airspace over the United States and the airspace overlying the territorial waters between the U.S. coastline and 12 nautical miles from the U.S. coastline.

Ticketed Reservation – A reservation for which a passenger provided payment or for which a passenger has been issued a travel authorization.

Travel Authorization – Any electronic or written document that authorizes an individual to travel on an aircraft operator's aircraft.

TSA Certified Canine – Canine teams that have been certified to TSA standards or canine programs that have been approved by TSA.

Unit Load Device (ULD) – A device designed to enable multiple pieces of cargo to be assembled as a unit for loading onboard an aircraft. Unit load devices interface directly with aircraft restraint systems.

- A. ULD Container – An enclosed ULD with a flat undersurface into which multiple pieces of cargo can be loaded and contained.
- B. ULD Pallet – A flat ULD to which multiple pieces of cargo can be secured by cargo netting.

United States – In a geographical sense, the 50 states of the United States, the District of Columbia, territories, and possessions of the United States including the territorial sea and the overlying airspace.

Unknown Shipper – A shipper other than a known shipper as defined in this AOSSP.

AOSSP Change 14
June 1, 2012

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

U.S. Mail – Mail that has been tendered for air transportation and subject to 39 CFR; this includes inbound Army Post Office, Fleet Post Office, and Diplomatic Post Office mail. For the purposes of this program, U.S. mail is not considered cargo.

Wet Lease – A leasing arrangement whereby the lessor provides to the lessee an entire aircraft and at least one crewmember.

Wide Body Aircraft – Aircraft with an external fuselage diameter equal to or greater than 400 centimeters or 157.5 inches (for example, B-767 and A-300, and A-330 aircraft).

1.7. ACRONYMS

49 CFR	Title 49 Code of Federal Regulations
ACSTL	Air Cargo Screening Technology List
AIM	Aeronautical Information Manual
AOA	Air Operations Area
AOG	Aircraft On Ground
AOIP	Aircraft Operator Implementation Plan
AOSC	Aircraft Operator Security Coordinator or AOSC designee
AOSSP	Aircraft Operator Standard Security Program
APIS	Advance Passenger Information System
APO	Army Post Office
ASC	Airport Security Coordinator or designee
ASKSV	Aviation Security Known Shipper Verification
ASTM	American Society for Testing and Materials
AT	Advanced Technology
AWG	American Wire Gauge
C-TPAT	Customs Trade Partnership Against Terrorism
ATC	Air Traffic Control
BPPR	Boarding Pass Printing Result
CAPPS	Computer-Assisted Passenger Prescreening System
CBP	U.S. Customs and Border Protection
CCSF	Certified Cargo Screening Facility
CCSP	Certified Cargo Screening Program
CHRC	Criminal History Records Check
COMAT	Company Material
CUG	Consolidated User Guide

AOSSP Change 22
August 1, 2014

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Aircraft Operator Standard Security Program

DHS	U.S. Department of Homeland Security
DoD	U.S. Department of Defense
DPO	Designated Postal Operator
DOT	U.S. Department of Transportation
EA	Emergency Amendment
ECAC STP	European Civil Aviation Conference Standard Test Piece
EDIFACT	Electronic Data Interchange for Administration, Commerce, and Transport
EDS	Explosives Detection System
EOD	Explosives Ordnance Disposal
ETD	Explosives Trace Detection
FAA	Federal Aviation Administration
FAM	Federal Air Marshal
FBI	Federal Bureau of Investigation
FDA	Food and Drug Administration
FFDO	Federal Flight Deck Officer
FPO	Fleet Post Office
FSD	Federal Security Director or designee (at locations within the United States)
GSC	Ground Security Coordinator
HHMD	Hand-Held Metal Detector
IAC	Indirect Air Carrier
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
ID	Identification
IED	Improvised Explosive Device
ISC	In-flight Security Coordinator
KSMS	Known Shipper Management System
kV	Kilovolt
LEO	Law Enforcement Officer
LPD	Last Point of Departure
MAWB	Master Air Waybill
NATO	North Atlantic Treaty Organization

AOSSP Change 22
August 1, 2014

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Aircraft Operator Standard Security Program

NLETS	National Law Enforcement Telecommunications System
NORAD	North American Aerospace Defense Command
NRC	Nuclear Regulatory Commission
NTAS	National Terrorism Advisory System
OJT	On-the-job Training
PIC	Pilot in Command
PNR	Passenger Name Record
PPBM	Positive Passenger Bag Match
PSI	Principal Security Inspector
PSS	Principal Security Specialist
PTI	Positive Target Identification
PWD	Persons with Disabilities
RON	Remain Overnight
SD	Security Directive
SFPD	Secure Flight Passenger Data
SIDA	Security Identification Display Area
SOP	Standard Operating Procedures
SSE	Shipper's Security Endorsement
SSI	Sensitive Security Information
SSR	Special Services Request
STA	Security Threat Assessment
TET	Tamper-Evident Technology
TSA	Transportation Security Administration
TSOC	Transportation Security Operations Center
TWIC	Transportation Worker Identification Credential
UFAN	Unique Federal Agency Number
ULD	Unit Load Device
UPU	Universal Postal Union
USC	United States Code
USPS	United States Postal Service
VID	Verifying Identity Document
VIP	Very Important Person
WTMD	Walk-Through Metal Detector

AOSSP Change 19
November 20, 2013

SENSITIVE SECURITY INFORMATION

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Aircraft Operator Standard Security Program

Chapter
5

5. PASSENGERS DESIGNATED AS SELECTEE PASSENGERS

The measures in this chapter (Chapter 5) are in addition to the selectee screening measures in Chapters 4, 7, and 11.

5.1. GENERAL

- A. Where TSA has established a process to screen Selectee passengers at the screening checkpoint, the aircraft operator must:
 - 1) Ensure all passengers designated as Selectees are referred to TSA for Selectee screening at the screening checkpoint.
 - 2) No later than [30 days after the effective date of this program], ensure that each Selectee passenger's valid travel authorization (for example, boarding pass) is marked to readily indicate that he or she is subject to Selectee screening by:
 - a. Clearly marking each Selectee passenger's valid travel authorization with "SSSS" to indicate the passenger is a Selectee, and circling all "SSSS" indicators in a contrasting color,
OR
 - b. Printing the "SSSS" indicator in the lower-right corner of each Selectee boarding pass in at least a 14-font point (or equivalent) boldface font.
 - 3) Selectee passengers may check-in and generate a valid travel authorization at an authorized on-airport self-service check-in kiosk once they have arrived at the airport, provided the aircraft operator generates the "SSSS" indicator as described in Section 5.1.A.2)b.
 - 4) 

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SENSITIVE SECURITY INFORMATION

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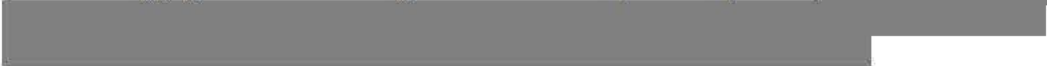
Date Effective: July 10, 2006

Aircraft Operator Standard Security Program

- 5) Notify a TSA representative if a Selectee passenger presents himself or herself at the boarding gate and his or her valid travel authorization does not bear the unique indicator that indicates he or she has completed selectee screening. The Selectee passenger must not be permitted to board the aircraft until TSA has completed Selectee screening. (See Section 5.3.)
- B. Where TSA has established a process to screen Selectee passengers at the boarding gate, the aircraft operator must refer selectee passengers to a TSA representative for Selectee screening. 

5.2. CHECKED BAGGAGE

The aircraft operator must:

- A. Clearly mark all checked baggage of Selectee passengers. The aircraft operator must notify its assigned PSS in writing of the method used to identify Selectee checked baggage.
 - B. Refer all checked baggage of Selectee passengers to TSA for screening.
 - C. Escort Selectee checked baggage accepted at a curbside position to the screening location.
 - D. Where screening is conducted in an airport lobby area and prior to passenger check-in and a passenger is designated a selectee passenger at check-in, escort the selectee and his or her checked baggage to the screening location in the airport lobby area. 
- 

5.3. ONBOARD AN AIRCRAFT

This section (Section 5.3.) applies only at locations within the United States.

- B. When the aircraft operator discovers or is notified by a TSA representative that a passenger designated a selectee has boarded an aircraft at a location within the United States and has not undergone selectee screening, the aircraft operator must:
 - 1) If the aircraft is still at the boarding gate:
 - a. Escort the Selectee passenger and his or her accessible property to the boarding gate. A TSA representative will escort the passenger and his or her accessible property from the boarding gate to a screening location to conduct Selectee screening.

b. 

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Aircraft Operator Standard Security Program

7.8. FLIGHTS DEPARTING A NON-U.S. LOCATION

This section applies to flights departing a non-U.S. location serving as the last point of departure to the United States and from a non-U.S. location to a non-U.S. location (for example: an intermediate stop).

7.8.1. INTERMEDIATE STOPS

At each intermediate stop at a non-U.S. location where passengers are allowed to deplane:

- A. Require all deplaning transit passengers to take all their carry-on items with them.
- B. Ensure all passengers remaining on the aircraft reclaim their carry-on items.
- C. Conduct an aircraft search as required by Chapter 12.

7.8.2. SIGNS AND NOTIFICATION REQUIREMENTS

The aircraft operator must provide the notifications in Sections A. through C. below, to passengers. These notifications may be written and/or verbal:

- A. Carry-on Items and Checked Baggage. At each baggage acceptance point, the aircraft operator must notify passengers that all carry-on items and checked baggage are subject to search.
- B. Firearms in Checked Baggage
 - 1) At every acceptance location where passengers tender checked baggage for transport, the aircraft operator must advise passengers that loaded firearms are prohibited in checked baggage and inform them of their obligation to notify the aircraft operator of unloaded firearms contained in checked baggage.
 - 2) The aircraft operator may obtain signs from TSA. Aircraft operator notifications must include the following language:
 - a. United States Federal regulations require unloaded firearms in checked baggage be declared to the aircraft operator. This may be accomplished either orally or in writing before the passenger checks the baggage.
 - b. Each firearm must be unloaded and carried in a locked, hard-sided container to which only the individual checking the baggage retains the key or combination.
 - c. Passengers failing to declare firearms or transporting loaded firearms are subject to substantial civil and criminal penalties under United States law.
 - d. Unauthorized explosive or incendiary devices are prohibited in checked baggage at all times.
- C. If the aircraft operator elects written notification, it must post conspicuous signs in English and the predominant local language.

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Aircraft Operator Standard Security Program

7.8.3. CHECKED BAGGAGE ACCEPTANCE LOCATIONS

The aircraft operator may only accept checked baggage from passengers at the following locations:

- A. Ticket counters and boarding gates located inside the airport terminal
- B. Curbside locations at the airport terminal provided a direct aircraft operator employee or authorized representative maintains positive control of all checked baggage accumulated at curbside locations
- C. Off-airport locations provided an amendment is approved by its assigned PSI.

7.8.4. CREWMEMBER AUTHORIZATION

- A. Before any crewmember is authorized to board his or her assigned flight, a direct aircraft operator employee or authorized representative must verify the aircraft operator employee ID of each crewmember and his or her assignment on that flight.
- B. If the direct aircraft operator employee or authorized representative cannot verify the identity and flight assignment of a crewmember, he or she must deny boarding to the crewmember and notify the LEO and TSOC at 703-563-3240 or 877-456-8722.

7.8.5. INDIVIDUALS AND ACCESSIBLE PROPERTY

- A. The aircraft operator must search all individuals (for example, service personnel, to include cleaners, caterers, and fuelers) and their accessible property, prior to boarding the aircraft, following the procedures in the Persons & Accessible Property Screening Procedures.



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Aircraft Operator Standard Security Program



7.8.6. PASSENGER ID CHECK

- A. A direct aircraft operator employee or authorized representative must compare each passenger's ticket or boarding pass with his or her valid passport or other photo ID at a point beyond which the passenger will have contact with passengers of another aircraft operator not subject to this chapter (Chapter 7). Any discrepancies must be resolved prior to that passenger boarding the aircraft.
- B. At airports where passports are not required, the aircraft operator may accept personal ID recognized by Immigration and Customs Enforcement for admission to the United States.
- C. The aircraft operator must designate a passenger a selectee if any of the following conditions occurs:



- D. The aircraft operator must ensure that the accessible property and checked baggage of a passenger designated a selectee in Section C. above are physically searched following the procedures in the Persons & Accessible Property Screening Procedures and Checked Baggage Screening Procedures.

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Aircraft Operator Standard Security Program

7.8.7. PASSENGERS AND ACCESSIBLE PROPERTY

A. The aircraft operator must conduct continual screening of passengers and their accessible property at the screening checkpoint, hold area, or at the gate during the boarding process, except for the allowances in Sections 7.8.7.C., D., or E. [REDACTED]

1) For passengers, an HHMD or full pat-down search following the procedures in the Persons & Accessible Property Screening Procedures. The continual screening of passengers must include:

[REDACTED]

2) For passengers' accessible property, a physical search of their accessible property including:

- a. Prohibited items, which can be found on the TSA website at www.tsa.gov, with an emphasis on suspicious looking liquids
- b. Battery-operated, electrical, or electronic items following the procedures in the Persons & Accessible Property Screening Procedures

[REDACTED]

3) The measures in Section 7.8.7.A.2) must be conducted in the presence of the passenger.

4) The measures in Sections 7.8.7.A.1) and 2) are in addition to the screening of all passengers at the screening checkpoint.

B. If, during screening, any suspicious, dangerous, or potentially deadly item or evidence of alterations, tampering, or the existence of any component of an IED is detected, notify the GSC, LEO, and the Transportation Security Operations Center (TSOC) at [REDACTED] (for callers from the 50 States, Puerto Rico, and Canada) or [REDACTED] (for all other callers).

C. [REDACTED]

D. The aircraft operator may exempt Heads of State, Heads of Government, Secondary Heads of State, and Secondary Heads of Government [REDACTED]

[REDACTED]



E. [REDACTED]

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Aircraft Operator Standard Security Program

7.8.11. CHECKED BAGGAGE

- A. The aircraft operator must ensure that originating checked baggage is screened prior to loading it onboard an aircraft. Originating checked baggage must be screened by:
 - 1) The aircraft operator following the procedures in the Checked Baggage Screening Procedures
OR
 - 2) The aircraft operator following checked baggage screening procedures approved by its assigned PSS
OR
 - 3) The host government in accordance with ICAO checked baggage screening standards.
- B. The aircraft operator must ensure that interlined checked baggage, except for checked baggage originating in the United States or as specified in Section 7.8.11.C., is screened prior to loading it onboard an aircraft. Interlined checked baggage must be screened by:
 - 1) The aircraft operator following the procedures in the Checked Baggage Screening Procedures
OR
 - 2) The aircraft operator following checked baggage screening procedures approved by its assigned PSS
OR
 - 3) The host government in accordance with ICAO checked baggage screening standards.
- C. 
- D. The aircraft operator must ensure that checked baggage belonging to a passenger identified as a selectee is inspected :
 - 1) The checked baggage and its contents are inspected by a TSA-approved EDS with TSA-approved software or in his or her presence by physical search following the procedures in the Checked Baggage Screening Procedures.
 - 2) If the aircraft operator determines through a physical search that the emptied checked baggage item has been altered or added to, it must ensure that the emptied checked baggage item is subject to two-plane x-ray screening to ensure an explosive or incendiary has not been concealed within it.
- E. The aircraft operator must prevent unauthorized access to checked baggage in the make-up area and at all times while enroute to and loading onboard the aircraft.
- F. Only direct aircraft operator employees, authorized representatives, and host government agents may have access to checked baggage from the time it is screened until transferred to another aircraft operator or foreign air carrier or delivery to the baggage claim area at the intended destination point.

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Aircraft Operator Standard Security Program

- G. The aircraft operator must conduct a PPBM, which demonstrates a passenger's checked baggage is not transported on the intended flight without the passenger. However, unaccompanied checked baggage may be transported when the aircraft operator documents any one of the following exceptions:



- 7) The aircraft operator receiving the written message in Section 7.8.11.G.6) must ensure the checked baggage has been screened following the measures in Section 7.8.11.A. or B. prior to loading onboard an aircraft unless the requesting aircraft operator has provided documentation that screening, following the measures in Section 7.8.11.A. or B., has already been performed.
- 8) Checked baggage (for example, expedited checked baggage) forwarded from an aircraft operator not subject to Section 7.8.11.G. may be transported only after it has been screened following the measures in Section 7.8.11.A. or B. The aircraft operator desiring transport of the baggage must document that the passenger has filed a lost/missing baggage claim or document that the baggage misconnected or was inadvertently not loaded on the flight that carried the passenger.
- 9) If the aircraft operator did not receive a written message, email, fax, teletype, or electronic message from another aircraft operator requesting transport of unaccompanied checked baggage, the unaccompanied checked baggage must be screened following the measures in Section 7.8.11.A. or B.

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Aircraft Operator Standard Security Program

- H. The aircraft operator must maintain written or electronic PPBM records [REDACTED] after the flight has reached its intended destination point.

7.8.12. AIRCRAFT SECURITY

Follow the measures in Chapter 12 to ensure there is no unauthorized access to aircraft.

7.8.13. INTENTIONALLY LEFT BLANK

7.8.14. TECHNICAL STOP

- A. A technical stop is a stop made for refueling, aircraft repair, or crewmember change purposes only. At a technical stop:
 - 1) Passengers may not deplane except as provided for in Section 3) below.
 - 2) Passengers may not enplane except as provided for in Section 3) below.
 - 3) Passengers may not transfer from one aircraft to another except if passengers transfer as a result of an unscheduled change and the aircraft operator ensures all passengers remain in the sterile area or hold area of the airport.
 - 4) Cargo, mail, and checked baggage may not be loaded or offloaded from one aircraft to another except if the aircraft operator transfers these items as a result of an unscheduled change and the aircraft operator ensures there has been no unauthorized access to them.
- B. At a technical stop, the aircraft operator is not required to apply the other measures in this section (Section 7.8.) except for those measures in Sections 7.8.4. and 7.8.5.

7.9. CREWMEMBER VETTING

- A. The aircraft operator must submit to TSA a Master Crew List of all crewmembers who conduct flight operations from the United States to a non-U.S. location, from a non-U.S. location to the United States, or overflying the United States. Overflying includes any flight departing from an airport or location outside the United States which transits the territorial airspace of the United States enroute to an airport or location outside the United States. Territorial airspace includes the airspace over the United States and the airspace overlying the territorial waters between the U.S. coastline and 12 nautical miles from the U.S. coastline.

- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]

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Aircraft Operator Standard Security Program

**Chapter
11**

11. EXTRAORDINARY LOCATIONS

A. For all passenger flights departing from airports in regions and countries designated by TSA as requiring extraordinary security measures and in addition to the measures in Section 7.8., the aircraft operator must apply the measures in Sections 11.2. through 11.7. at airports in regions and countries listed in Section 11.1. for:

- 1) All scheduled passenger operations
- 2) All public charter operations where the aircraft operator operates:



- 3) Passenger operations in which the aircraft operator has wet leased to a foreign air carrier, except as provided in Section 13.1.
- 4) Public charter operations in which the aircraft operator has chartered to a foreign air carrier, except as provided in Section 13.2.

B. The aircraft operator may exempt Heads of State, Heads of Government, Secondary Heads of State, and Secondary Heads of Government



11.1. REGIONS AND COUNTRIES REQUIRING EXTRAORDINARY SECURITY MEASURES

Region	Countries
--------	-----------



11.2. INTENTIONALLY LEFT BLANK

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September 20, 2013

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Aircraft Operator Standard Security Program

11.3. AREA SECURITY

The aircraft operator must:

- A. Instruct its direct aircraft operator employees and authorized representatives to report unattended articles in the terminal building to a GSC.
- B. Ensure all hold areas left unattended or unsecured are searched prior to use.

11.4. PASSENGER PRESCREENING

- A. Passengers departing airports in regions and countries listed in Section 11.1. must be subject to a security interview, except for those exempted by Section 11.B.
- B. The security interview must be applied to each originating passenger and interlined passenger from a foreign air carrier.
 - 1) During the interview, originating passengers must have possession of all their accessible property and checked baggage.
 - 2) The passenger and interviewer must be able to communicate in a common language. A passenger who cannot communicate in a language understood by the interviewer must [REDACTED] However, the interviewer may interview the passenger through an interpreter if:
 - a. The interpreter is a direct aircraft operator employee or authorized representative
 - b. [REDACTED]
 - c. The interpreter is fluent in the passenger's language.

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Aircraft Operator Standard Security Program

- 3) Upon initial contact with each passenger, the interviewer must determine whether the passenger, documentation, and/or accessible property and checked baggage meet the requirements in this Section (Section 11.4). If so, the procedures specified in this Section (Section 11.4) must be applied. If [REDACTED]

- 4) Except in the case of International Office of Migration refugees, passengers' nationalities are deemed to be that of the passport presented to the interviewer. Passengers who are refugees traveling to the United States under the auspices of the International Office of Migration and authorized to enter the United States by the U.S. Department of State should be treated the same as U.S. passport holders. In essence, the nationality of these passengers is no longer that of the country they are emigrating from, but that of the country to which they are immigrating. Accordingly, each passenger must be interviewed and the determination of selectee status is made on a case-by-case basis [REDACTED]

- C. Elements. Interviewers should take note of the following elements when reviewing a passenger's documentation and observing a passenger's appearance and behavior. The following elements are non-discriminatory and must be applied during the security interview in a uniform and consistent manner. When the elements listed below are noted, interviewers must take the action specified. [REDACTED]

- 1) Critical Signs. [REDACTED]

EMERGENCY AMENDMENT AOSSP 10-01
APRIL 7, 2010

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Aircraft Operator Standard Security Program



2) Suspicious Signs - Appearance and Behavior



c. Passenger refuses to cooperate with security staff



3) Positive Signs.



EMERGENCY AMENDMENT AOSSP 10-01
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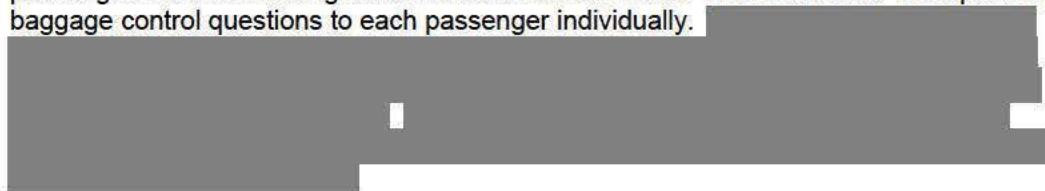
Aircraft Operator Standard Security Program



4) Suspicious Signs -



5) Mandatory Baggage Control Questioning. Prior to interviewing the passenger, the interviewer must inform the passenger of the reason for the questioning. The preferred statement is, "I am going to ask you some questions about your baggage because it has happened in the past that passengers have received, without their knowledge, items which turned out to be dangerous to passengers and the flight (such as bombs or weapons)." The purpose of this statement is to sensitize the passenger of the need to answer the interview questions honestly. The interviewer must next question all passengers so the following determinations can be made. The interviewer must pose the baggage control questions to each passenger individually.



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Aircraft Operator Standard Security Program

- a. Determine if the passenger owns the baggage to be checked or carried onboard and all of its contents. In the event of a negative response that cannot be satisfactorily resolved, process the baggage in question following the measures in Section 11.5
- b. Determine if the passenger packed the baggage or is aware of every item in the baggage. In the event of a negative response that cannot be satisfactorily resolved, process the baggage in question following the measures in Section 11.5.
- c. Determine if the baggage has remained in the passenger's control from the time the baggage was packed until the time of check-in. In the event of a negative response that cannot be satisfactorily resolved, process the baggage in question following the measures in Section 11.5.
- d. Determine if the passenger has received and is carrying any articles received from others. These articles may be packages, medicine, books, or any other items. In the event of a positive response not augmented by a reasonable and credible explanation, apply measures in Section 11.5. to the baggage and items in question.
- e. Determine if the passenger has any battery-operated, electrical, or electronic items or items that were purchased, repaired, or out of the passenger's control during his or her trip. Positive responses must be subject to the measures in Section 11.7.

11.5. SELECTEE PASSENGER SCREENING PROCEDURES

The aircraft operator must screen each passenger designated as a selectee and his or her accessible property and checked baggage (to include items identified as suspect during the mandatory baggage control questioning), except for those passengers exempted by Section 11.B., following the procedures in Sections 11.5.1. through 11.5.4.

11.5.1. SELECTEE PASSENGERS

The aircraft operator must inspect each selectee passenger following the measures in Section 11.4. by HHMD or physical search, or WTMD screening following the procedures in the Persons & Accessible Property Screening Procedures.

11.5.2. SELECTEE PASSENGERS' CHECKED BAGGAGE

- A. The aircraft operator must, for each passenger designated a selectee following the measures in Section 11.4., ensure that the selectee passenger's checked baggage and its contents are inspected by a TSA-approved EDS with TSA-approved software or in his or her presence by physical search following the procedures in the Checked Baggage Screening Procedures.
- B. If the aircraft operator determines through a physical search that the emptied checked baggage item has been altered or added to, it must ensure that the emptied checked baggage item is subject to two-plane x-ray screening to ensure an explosive or incendiary has not been concealed within it.

AOSSP Change 15
July 10, 2012

~~SENSITIVE SECURITY INFORMATION~~

~~WARNING - THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PARTS 15 AND 1520.~~

Initial Release Date: April 10, 2006

Date Posted: June 11, 2012

Date Effective: July 10, 2012

Aircraft Operator Standard Security Program

11.5.3. SELECTEE PASSENGERS' ACCESSIBLE PROPERTY

- A. The aircraft operator must, for each passenger designated a selectee following the measures in Section 11.4., ensure that, following the appropriate procedures in the Persons & Accessible Property Screening Procedures document:
 - 1) The selectee passenger's accessible property and its contents are screened by ETD
OR
 - 2) In the selectee passenger's presence, the accessible property bag/item is emptied, a physical search of the contents is conducted, and the accessible property bag/item is screened with x-ray.
- B. If the aircraft operator suspects through a physical search that the emptied accessible property bag/item has been altered or added to, screen the bag/item using two-plane x-ray screening to ensure a prohibited item has not been concealed within it. The TSA Prohibited Items List can be found on the TSA website at www.tsa.gov.

C



11.5.4. SELECTEE PASSENGERS' BATTERY-OPERATED, ELECTRICAL, OR ELECTRONIC ITEMS AND SUSPECT ITEMS

The aircraft operator must:

- A. Inspect battery-operated, electrical, or electronic items or items purchased, repaired, or out of the passenger's control during the trip following the measures in Section 11.7.
- B. Inspect suspect items, other than those items identified in Section A. above, in the presence of the passenger by a TSA-approved EDS with TSA-approved software, x-ray screening, or physical search.

AOSSP Change 15
July 10, 2012

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Initial Release Date: April 10, 2006
Date Effective: July 10, 2006

Aircraft Operator Standard Security Program



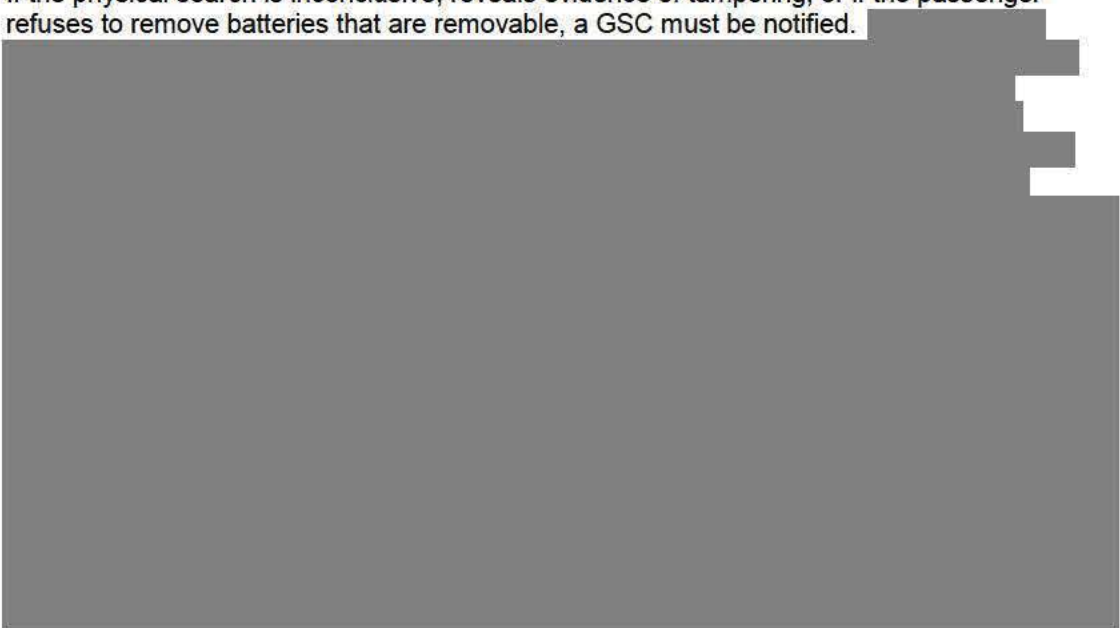
11.6. QUESTIONING ENPLANING PASSENGERS

Immediately prior to boarding those passengers who, since final screening, have had contact with passengers of an aircraft operator not covered by this chapter (Chapter 11) or access to airport shops and services, the aircraft operator must:



11.7. BATTERY-OPERATED, ELECTRICAL, OR ELECTRONIC ITEMS

This section applies to all battery-operated, electrical, or electronic items deemed suspect in Section 11.4.C.5)e. or identified in Section 11.5.4.:

- A. The item in question must be subject to physical search. The individual performing the search must look for signs of tampering.

- B. For items in checked baggage that contain batteries, ask the passenger to remove the batteries if they are removable.

- C. If the physical search is inconclusive, reveals evidence of tampering, or if the passenger refuses to remove batteries that are removable, a GSC must be notified.


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Initial Release Date: April 10, 2006
Date Effective: July 10, 2006

Aircraft Operator Standard Security Program

- 5) The aircraft operator must immediately:
 - a. Provide the host Government authorities, United States legal attaché or Regional Security Officer at the nearest U.S. embassy or Consulate, and TSOC at 703-563-3240 or 877-456-8722 a description of any item it has prohibited from transportation and the name and destination of the passenger attempting to transport the item.
 - b. Provide the appropriate airport authority and all other aircraft operators operating from that airport a description of any item it has prohibited from transportation and the name and destination of the passenger attempting to transport the item.

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Initial Release Date: July 10, 2006

Date Change Posted: December 23, 2008

Date Change Effective: February 1, 2009

Aircraft Operator Standard Security Program

17.4.3. AT EXTRAORDINARY LOCATIONS

For regions and countries identified in Section 11.1. of this security program that require extraordinary security measures, the aircraft operator must train and test each employee and authorized representative who applies any interview measure as described in Section 11.4. of this security program. Employees and authorized representatives need only receive training in subject areas that correspond to their assigned duties and responsibilities.

- A. Initial Training. The aircraft operator must provide initial training for each employee and authorized representative following the Direct Aircraft Operator and Authorized Representative Training Outline (at Extraordinary Locations contained in Section 17.4.4.A.)
- B. Annual Recurrent Training
 - 1) The aircraft operator must provide annual recurrent training for each employee and authorized representative following the Direct Aircraft Operator and Authorized Representative Training Outline (at Extraordinary Locations contained in Section 17.4.4.B.).
 - 2) Annual recurrent training must be completed by each employee and authorized representative within 12 months after initial training is completed or within the eligibility period. The eligibility period is the 3-month timeframe before, during, and after the month annual recurrent training is due.
 - a. If annual recurrent training is completed during the eligibility period, the training is considered completed during the month in which training is due. The month in which training is due remains the same for the subsequent year as long as the training is completed during the eligibility period.
 - b. If annual recurrent training is completed prior to the eligibility period, the month in which training is completed becomes the new month in which training is due for the subsequent year.
 - c. For the subsequent year, the month in which training is due includes the eligibility period.
 - 3) If for any reason beyond the control of the aircraft operator, employee, or authorized representative the annual recurrent training is not completed within the timeframes described in Section 17.4.4.B.2), the employee or authorized representative must not apply any of the measures in Section 11.4. of this security program until he or she completes the annual recurrent training.
 - a. If 24 months have lapsed since the date the initial training or most recent annual recurrent training was completed by the employee or authorized representative, he or she must complete the initial training following the Direct Aircraft Operator and Authorized Representative Training Outline (at Extraordinary Locations prior to applying any measure in Section 11.4 of this security program (see Section 17.4.3.A.).
 - b. The date the initial training is completed establishes the new month in which annual recurrent training is due for the subsequent year (see Section 17.4.3.B.2).

AOSSP Change 5
February 1, 2009

~~SENSITIVE SECURITY INFORMATION~~

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Initial Release Date: July 10, 2006

Date Change Posted: December 23, 2008

Date Change Effective: February 1, 2009

Aircraft Operator Standard Security Program

- iv. Mandatory baggage control questioning
 - v. Criteria to designate passengers as selectee passengers
 - vi. Procedures to clear selectee passengers
 - vii. Identification of suspect items
 - viii. Procedures to clear baggage
 - c. Interview techniques
 - 4) Communication equipment
 - 5) Identification of and liaison with support elements and other applicable operational entities. Examples include, but are not limited to, the following:
 - a. Law enforcement
 - b. Airport operators and airport authorities
 - c. Other aircraft operators and foreign air carriers
 - 6) Confidentiality of interview criteria
 - 7) Recognition of behavioral signs and cross-cultural differences
 - 8) Confidentiality of personal information in situations in which release of such information would constitute an invasion of privacy, in accordance with 49 CFR Part 1520, when applying any measure in Section 11.4. of this security program and penalties for the release of such information
- B. Annual Recurrent Training
- 1) Review of new or changed requirements
 - 2) Topical or issue-oriented discussion
 - 3) Review of recent incidents involving U.S. aircraft operators
 - 4) Review of interviewer performance

17.5. CARGO SECURITY

The aircraft operator must ensure each employee and authorized representative who performs or directly supervises the acceptance, inspection, or screening of cargo in accordance with Chapter 8 of this security program receives initial and recurrent training in accordance with the outline specified in Section 17.5.1. An individual needs to receive training only in the subject areas that correspond to his or her assigned duties and responsibilities.

- A. Initial training in accordance with the outline specified in Section 17.5.1. is required for each individual who has not previously completed initial training or whose qualification has expired as outlined in Section 17.5.B.3)b.
- B. Annual recurrent training is due 12 months after initial training or since the last annual recurrent training was completed. This target month is known as the base month for recurrent training. Recurrent training may also be completed in the month prior to the base month or in the month following the base month. The 3-month timeframe before, during, and after the base month is known as the eligibility period.

AOSSP Change 5
February 1, 2009

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Transportation Security Administration

U.S. Department of Homeland Security
Transportation Security Administration
601 South 12th Street
Arlington, VA 20598

SECURITY DIRECTIVE

NUMBER SD 1544-14-03E

SUBJECT Passenger Screening at Locations Listed in Attachment 1

EFFECTIVE DATE **April 13, 2015**

EXPIRATION DATE **October 13, 2015**

CANCELS AND SUPERSEDES SD 1544-14-03D

APPLICABILITY Aircraft operators regulated under 49 CFR 1544.101(a)

AUTHORITY 49 CFR 1544.305

LOCATION(S) Departures from Locations Listed in Attachment 1

PURPOSE AND GENERAL INFORMATION

Al Qaeda continues to target aviation using evolving techniques. As of early August 2014, the United States (U.S.) Department of Homeland Security (DHS) continues to be concerned with terrorists

[REDACTED]

Accordingly, DHS urges continued vigilance and that you review existing security protocols.

Any aircraft operator conducting scheduled or public charter passenger flight operations under 49 CFR 1544.101(a) departing from any foreign location identified in Attachment 1 must implement all measures in this SD for each such flight.

ACTIONS REQUIRED

- A. The aircraft operator must not permit passengers to transport any of the items on the TSA Prohibited Items List (available at www.tsa.gov) in the cabin of the aircraft. If a prohibited item is found during the passenger and/or accessible property screening procedures described in this section, immediately notify local authorities for resolution.
- B. Ensure selectee passengers are screened at a central screening checkpoint, gate hold area, or boarding gate as described in this SD. [REDACTED]

[REDACTED] The procedures in Section G. apply to all passengers.

C. While conducting any of the screening processes in Section C. or D., the aircraft operator must



1. When using Advanced Imaging Technology (AIT), resolve all AIT alarms or threat indications before allowing the passenger to leave the screening location. To resolve an AIT alarm or threat indication:

a. Offer the individual an opportunity to divest any item(s) that may have caused the alarm or threat indication.

b. Conduct a pat down 



4. When the aircraft operator screens  using physical search, the process must include:





D. When neither AIT nor ETD is available or operable, ensure selectee passengers [redacted] are screened using the procedures described below:

1. Pat down [redacted]
2. Pat down [redacted]
3. For skirts and dresses, [redacted]
4. Pat down [redacted]
5. Pat down around the foot [redacted]
6. [redacted]
7. [redacted]





G. Measures in this section are effective within 4 days of the effective date of this SD.



H.

1. In the presence of the passenger, ensure each piece of accessible property, including items that can be opened (such as carry-on baggage, boxes or shopping bags), is examined by a qualified screener.

2.

3.



I.



J. When the aircraft operator determines that a passenger cannot be cleared as a possible threat following the completion of the physical screening searches described in this SD:

1. Deny the passenger boarding

AND

2. Immediately contact the following:

a. TSOC at 

b. Local government authorities

K.



ACKNOWLEDGMENT OF RECEIPT

The aircraft operator must immediately provide written confirmation of receipt of this SD to its Principal Security Inspector (PSI) or International Industry Representative (IIR), as appropriate.

DISSEMINATION REQUIRED

The aircraft operator must immediately disseminate the information in this SD to corporate senior management and security management representatives at the locations listed in this SD. The aircraft operator must provide the applicable security measures set forth in this SD only to those aircraft operator direct employees and authorized representatives responsible for implementing applicable security measures to ensure compliance. All individuals receiving information from this SD must be briefed by the aircraft operator on the restrictions governing dissemination of this Sensitive Security Information. No other dissemination may be made without prior approval of the Administrator for the Transportation Security Administration. Unauthorized dissemination of this document or information contained herein is prohibited by 49 CFR part 1520.

APPROVAL OF ALTERNATIVE MEASURES

In accordance with 49 CFR 1544.305 (d), the aircraft operator must immediately notify its PSI/IIR if it is unable to implement any of the measures in this SD, or any TSA-approved alternative measure. Additionally, the aircraft operator must submit proposed alternative measures to its PSI/IIR for TSA approval and explain the basis for submitting those proposed measures.

Eddie D. Mayenschein
Assistant Administrator
Office of Security Policy and Industry Engagement

Attachment



WARNING: This record contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be released to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. Government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520.

~~SENSITIVE SECURITY INFORMATION~~

IN THE UNITED STATES COURT OF APPEALS
FOR THE ELEVENTH CIRCUIT

JONATHAN CORBETT,

Petitioner,

v.

TRANSPORTATION SECURITY
ADMINISTRATION,

Respondent.

Case No. 15-10757-A

DECLARATION OF MICHAEL T. KEANE

I, Michael Keane, pursuant to 28 U.S.C. § 1746, declare as follows:

1. As Director, Aviation, I am an employee of the Transportation Security Administration (TSA), a component of the U.S. Department of Homeland Security (DHS), assigned to the Office of Security Policy & Industry Engagement (OSPIE) within TSA. I have held this position since October 1st, 2014, and first joined TSA in January of 2002. Prior to TSA, I worked for more than 20 years in the aviation industry including time spent as both a member of management and as a Captain at a major US airline. This Declaration is based on personal knowledge or knowledge gained in my official capacity.

2. In furtherance of TSA's mandate to provide for the security of the Nation's transportation system, OSPIE is charged with leading a unified effort to protect and secure, through public-private networks, the Nation's intermodal transportation systems, including aviation, rail, transit, maritime, cargo, highway and energy pipelines. OSPIE accomplishes this by developing risk-reducing security policies, plans, and procedures.

3. The purpose of this Declaration is to set forth the historical and security considerations underlying TSA's reliance on interviews of passengers on certain aircraft bound

~~SENSITIVE SECURITY INFORMATION~~

for the United States from abroad in fulfilling its security mandate. In connection with this effort, I am familiar with the underlying petition for review filed in this matter, in which Mr. Corbett disputes the constitutionality of a requirement that aircraft personnel interview passengers on flights bound for the United States, and TSA's correspondence with Mr. Corbett about his concern prior to the filing of this petition for review.

Statutory & Regulatory Background

4. Congress has charged TSA with ensuring the security of the aircraft operating to or from the United States, as set forth in Sections 114, 44901, and 44906 of Title 49 of the United States Code (among other statutory provisions). With respect to domestic aircraft operators, TSA has exercised that authority to issue regulations found in 49 C.F.R. part 1544 that set forth the particular security responsibilities and expectations.

5. Among the security obligations imposed on all aircraft operators is the requirement to have a security program that, among other requirements, sets forth the procedures that must be followed to prevent or deter the introduction of unauthorized explosives, incendiaries, or deadly or dangerous items onboard an aircraft. For U.S. aircraft operators, TSA has centralized these requirements in the Aircraft Operator Standard Security Program (AOSSP), a long-standing document that was developed by FAA prior to the inception of TSA.

6. As Director, Aviation, I am primarily responsible for the development, maintenance, and oversight of the AOSSP and its contents. In this role, I manage the process by which the AOSSP – and changes to it – are issued to the aircraft operators to which it applies as well as TSA's receipt and disposition of comments by this industry to the AOSSP and any proposed changes. I also evaluate the need for changes to the requirements that the AOSSP imposes in response to a dynamic and challenging threat environment, which must take into

~~SENSITIVE SECURITY INFORMATION~~

account the need for security, the needs of the industry, and – for U.S. aircraft operators with international flights – the exigencies imposed by working with foreign governments. In this latter role, I rely on and collaborate with counterparts in TSA’s Office of Global Strategies.

7. Prior to the creation of TSA, an aircraft operator’s security responsibilities were primarily set forth via the Federal Aviation Administration’s (FAA) Air Carrier Standard Security Program, as well Security Directives issued by the FAA (and, after 2002, Security Directives issued by TSA). While TSA still issues Security Directives that impose security requirements on aircraft operators, the primary document setting forth an aircraft operator’s security responsibilities is now the AOSSP.

TSA’s International Security Screening Interview Process

8. The AOSSP includes a requirement that aircraft operators conduct pre-boarding interviews of passengers on certain flights bound for the United States. This obligation was originally imposed on aircraft operators by the FAA, and TSA has continued it in order to detect and deter individuals who might pose a security threat.

9. This overseas interview process was instituted as part of a revamping of security procedures for U.S. airlines following the hijacking of TWA flight 847 in June 1985 and an incident in that occurred at London’s Heathrow International Airport in April 1986. That incident centered around Nezar Nawwaf al-Mansur al-Hindawi, a Jordanian national who had been recruited by Syrian Air Force Intelligence to participate in a plot to destroy an El Al airliner. In furtherance of that plot, Hindawi placed explosives in the carry-on bag of his pregnant Irish fiancée, Anne-Marie Murphy, prior to her flight on an El Al aircraft bound for Tel Aviv, Israel. When she attempted to board her flight at Heathrow Airport, however, El Al security officials stopped her and discovered the explosives. A crucial step in the detection of

~~SENSITIVE SECURITY INFORMATION~~

this plot was the fact that El Al officials questioned the passenger about her luggage and its contents. Hindawi surrendered to police the following day and was sentenced to 45 years imprisonment.

10. Since that incident, aircraft operators have been required to conduct pre-departure interviews of passengers bound for the United States from certain locations, in part to determine whether a passenger may be an active participant in a potential threat to the aircraft, but also to discern whether the passenger may be an unwitting pawn in such a plot.

11. Since that time, the pre-boarding interview process has remained an integral part of the AOSSP. TSA has considered and piloted improvements to this process since 2010, and millions of international passengers traveling to the United States have encountered it and become familiar with it.

12. The AOSSP is presently the only policy or procedural document that obliges U.S. air carriers to conduct this pre-boarding interview process for passengers on certain flights to the United States. It requires air carriers to conduct interviews with all passengers on certain U.S. bound flights in order to determine whether, like Ms. Murphy, additional screening of the passenger and/or her baggage is required.

13. The AOSSP obliges aircraft operator personnel to interview each passenger in order to determine whether the passenger is an active or unwitting participant in a plot to bring explosives on the aircraft. The interviewer asks questions to evaluate whether there is any reason to require the passenger or the passenger's baggage to undergo additional screening for explosives or other dangerous materials. Both the selection parameters and screening procedures constitute Sensitive Security Information (as defined by 49 U.S.C. § 114(r) and 49 C.F.R. part 1520)

KEANE DECLARATION

PAGE 4 OF 8

~~SENSITIVE SECURITY INFORMATION~~

a. *Critical Signs*: The interviewer's responsibility is to determine whether the passenger documentation is exhibiting any elements that are deemed "critical signs" (as set forth in AOSSP Section 11.4.C ("Elements")), that might suggest that they are active or unsuspecting participant in some sort of threat. If the passenger's documentation exhibits any of these critical signs, the aircraft operator must ask local authorities to investigate and evaluate the documentation. Once the appropriate authority has determined that the document is valid or the passenger is not dangerous, the passenger must be screened as a "selectee" under the more thorough screening procedures set forth in AOSSP Section 11.5.1 (and the relevant provisions of Security Directives 1544-06-09 and 1544-14-03, which address the requirements that U.S. aircraft operators must apply when screening passengers on flight to the U.S. from foreign locations). These screening procedures include screening through a handheld metal detector or physical search, or walk-through metal detector.

b. *Suspicious Signs*: During the same interview, the interviewer must also evaluate whether the passenger is exhibiting any of the factors relating to the passenger's behavior and appearance deemed "suspicious signs" in AOSSP Section 11.4.C.2. If the interviewer observes any of the "suspicious signs," the interviewer may continue with the interview in order to further evaluate the passenger's potential risk and/or whether there is an innocuous explanation for the seemingly suspicious behavior or appearance. The suspicious signs, if resolved, do not require additional screening as a selectee.

c. *Positive Signs*: If during the interview, the passenger displays "positive signs" as identified in AOSSP Section 11.4.C.3, or displays no signs (whether suspicious or positive), the interviewer conducts mandatory baggage control questioning.

KEANE DECLARATION

PAGE 5 OF 8

~~SENSITIVE SECURITY INFORMATION~~

d. *Mandatory baggage control questioning*: Section 11.4.C.5 of the AOSSP requires the interviewer to ask a series of questions about a passenger's baggage. During this questioning, if a passenger exhibits any unresolved critical signs, unresolved suspicious signs, or provides answers that cause the interviewer to believe there is reason to conduct additional inspections, the passenger and/or the passenger's baggage will be screened more thoroughly. As set forth in the AOSSP section 11.4.C.5, identification of certain factors during the mandatory baggage control question will result in screening of the selectee passenger's checked baggage, including evaluation for explosives; screening of the passenger's accessible property; and screening of certain electronic items. Other factors will result in additional screening of certain electronic items pursuant to AOSSP section 11.7.

14. Under the AOSSP, the only circumstance in which a passenger would be denied boarding under the pre-boarding interview process is if the passenger exhibited a sign that could not be resolved by local law enforcement authorities. A refusal to participate in the process is a suspicious sign under AOSSP Section 11.4.C.2(c) ("Passenger refuses to cooperate with security staff.") that must be resolved. The specific level of screening that must be applied to a passenger as a result of the pre-departure interview process (including non-participation) is described in AOSSP Section 11.5 and security directives particular to screening of selectee passengers at non-U.S. locations. While TSA has modified particular aspects of the pre-departure interview process in various amendments to the AOSSP since it was re-issued in 2006, the overall approach and experience for the passenger has not changed.

15. I understand that Mr. Corbett flew as a passenger on American Airlines from London's Heathrow Airport to New York on December 25, 2014. At that time, American

~~SENSITIVE SECURITY INFORMATION~~

Airlines had an amendment to its security program providing for an alternate interview method that is intended to enhance the interview process by making it less formulaic and rigid, and less likely to allow someone intent on evading security to rehearse the process beforehand in order to be more comfortable with it. This alternate interview method requires the interviewer to try to establish a rapport with each passenger and elicit information that can then be verified and squared with subsequent answers as the interview unfolds. The result of a passenger being identified for additional screening as a result of this alternate interview methodology, however, is identical to the process under the AOSSP: a passenger is simply identified for more thorough screening. Nothing in either the AOSSP or this alternate interview methodology requires the airline to deny boarding to a passenger who refuses to cooperate in the interview process.

16. The security obligations imposed by TSA on U.S. aircraft operators – whether under the AOSSP, Security Directives, or any other law, regulation, policy, or procedure – describe the level of screening required after identification of certain factors in pre-departure interviews. A passenger's refusal to participate in the pre-departure interview may subject the passenger to additional screening, and, based on the results of that screening, the U.S. aircraft operator may determine that the passenger does not pose a security threat and will be permitted to fly. Mr. Corbett serves as an example of this, as he was able to board his intended flight even after refusing to participate in the pre-departure interview process.

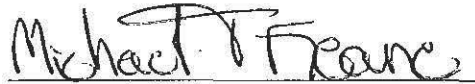
17. Denial of boarding may occur for reasons unrelated to participation – or lack thereof – in the pre-departure interview process. Passengers may be denied boarding if they appear on one or more watchlists. Aircraft operators also retain a statutory authority to deny boarding to passengers or property that the carrier decides is (or might be) inimical to safety; the pilot in command of a flight also has final authority and responsibility for the operation and

~~SENSITIVE SECURITY INFORMATION~~

safety of the flight under FAA regulation. TSA's pre-departure interview program, however, does not rely on – and has not relied on – any of these considerations or authorities as a sanction for a passenger's refusal to participate in the interview.

I declare under the penalty of perjury that the foregoing is true and correct to the best of my knowledge and belief.

Executed on July 28, 2015,
Arlington, Virginia



Michael T. Keane
Director, Aviation
Office of Security Policy & Industry Engagement
Transportation Security Administration
U.S. Department of Homeland Security

CERTIFICATE OF SERVICE

I hereby certify that on November 10, 2015, I filed and served the foregoing by filing it with the Court and serving it on the following party by electronic delivery:

Jonathan Corbett
382 NE 191 St. #86952
Miami, FL 33179
jon@professional-troublemaker.com

/s/ Jaynie Lilley

JAYNIE LILLEY