



تعميم

GACA Circular

To: All foreign air carriers operating in the airports of the Kingdom of Saudi Arabia. إلى: جميع شركات الطيران الأجنبية العاملة بمطارات المملكة العربية السعودية.

Subject: Establishment of Supplementary Station Procedures (SSP) for each airport providing a service at the Kingdom. الموضوع: وضع إجراءات تكميلية في كل محطة (SSP) بكل مطار يتم تقديم الخدمة فيه بالمملكة.

Reference: 1- Article No. (23) Of Civil Aviation Act. 2- Annex 17, Article No. (3-3-2). المرجع: 1. المادة رقم (23) من نظام الطيران المدني. 2. الملحق السابع عشر المادة (3-3-2).

Instructions: 1- All foreign air carriers providing a service to and from the Kingdom of Saudi Arabia must prepare, implement and update written Supplementary Station Procedures (SSP) for each airport operating in, within the Kingdom, to meet the conditions of the Kingdom's National Civil Aviation Security Program, in accordance with the guiding manual (attached). 2- Failure to comply with circulars issued by GACA is an explicit violation of Government's orders, Legal procedures shall be initiated against the violators who will be held responsible. التعليمات: 1. يجب على جميع شركات الطيران الأجنبية التي تقدم خدمة إلى ومن المملكة وضع وتنفيذ وتحديث إجراءات تكميلية مكتوبة في المحطة (SSP) لكل مطار تعمل به في المملكة، بحيث يفي بشروط البرنامج الوطني لأمن الطيران بالمملكة وفقاً للدليل الإرشادي (مرفق). 2. إن عدم الالتزام بالتعاميم التي تصدرها الهيئة يعد مخالفة صريحة للأوامر الحكومية وسيتم اتخاذ الإجراءات النظامية بحق المخالف وتحمله المسؤولية المترتبة على ذلك.

Attachment(s): Guidance material for establishing supplementary station procedures. المرفقات: الدليل الإرشادي لوضع الإجراءات التكميلية في المحطة.

نائب الرئيس التنفيذي للسياسات الاقتصادية والتعاون الدولي

Executive Vice President for Economic Policies and International Cooperation



Supplementary Station Security Procedure (SSP)

In accordance with amendment 18 of annex 17 of the Chicago convention,"3.3.2 Each Contracting State shall require foreign commercial air transport operators providing service to and from that State to establish, implement and maintain written supplementary station procedures that meet the requirements of the national civil aviation security programme of that State". Therefore, all foreign carriers operating to/from the territory of KSA are mandated to meet the standard as the following:

- 1- Develop, maintain and implement a written supplementary station security procedure (that meet the national security program requirement) after coordinating with the concern airports.
- 2- SSP and AOSP must be available at every station.
- 3- This amendment will be effective by 18/11/2022.

Note: guidance material is attached.

For licensing purposes: foreign carriers are requested to submit the following:

- 1- Approved AOSP.
- 2- SSPs
- 3- A written request to revise and accept SSPs.
- 4- Delegates of the carrier and contact info (Saudi nationality is preferred).

Guidance Material

For Establishing Supplementary Station Procedures (SSP)

Name of air carrier		Country of registration	
Name of accountable manager		Position title	
E-mail address		Date	
Headquarter address in the kingdom		Contact number	
Name of coordinator with aviation security sector		Contact number	
Name of airport	Name of station manager or security supervisor in charge	Contact number	e-mail address

Note: air carrier must coordinate with the concerned airport to establish SSP before submitting it to Avsec, GACA

	points	Guidelines
Airline Security Policy And Organization		
1.	The security roles and responsibilities of airline	a) Define the responsibilities and tasks of the security department of the company. b) Define the responsibilities of the security supervisors as mentioned in the National Aviation Security Program and the airport security programs.
2.	Communications	List of official names or security supervisors and their contact numbers for emergency cases
3.	Description of the airline's operations in the Kingdom	Country of registration, locations of main and subsidiary airline offices within the Kingdom (if any), nature of work, number of flights, airports, passenger capacity.

Service Providers		
4.	Security of passengers and baggage	a) Details of service provider b) Describe the security responsibilities assigned to the service provider including transporting baggage from the registration counters to the aircraft and protecting them from unauthorized interference (proof documents is required)
5.	Security of catering and sky sales	a) Details of service provider b) Describe the Security responsibilities assigned to the service provider (proof documents is required)
6.	Security of aircraft cleaning operations	a) Details of service provider b) Describe the Security responsibilities assigned to the service provider (proof documents is required)
7.	In-company stores	In the event of air carrier transfers their stores from the ground side to the aircraft such as marketing magazines, stationery, uniforms, engineering stores, aircraft-on-ground parts, company mail etc.... the air carrier must: <ol style="list-style-type: none"> a) Prepare a list of stores b) Details of service provider c) Describe the Security responsibilities assigned to the service provider (proof documents is required)

Passenger being transported under legal or administrative controls		
8.	Inadmissible passengers	Describe the preventive security measures that should be in effect before and during a flight with Inadmissible passengers and deportees
9.	deportees	

Aircraft Security		
10.	Pre-flight precautions	<ul style="list-style-type: none"> a) Description of pre-flight precautions that are carried out on a regular basis b) Description of pre-flight precautions during high threat situations, based on risk assessment conducted by the appropriate authority c) Identify the agencies involved and their respective tasks.
11.	Control of aircraft access	<ul style="list-style-type: none"> a) Describe the security measures necessary to protect the aircraft on the ground as well as the protection of the cockpit on the ground and during flight . b) Details of the service provider responsible for protecting aircraft against unauthorized access.
12.	Post-flight check	<ul style="list-style-type: none"> a) Describe of security check after the disembarkation of passengers b) Details of the service provider responsible for carrying out the aircraft security check
13.	Out-of-service aircraft	<ul style="list-style-type: none"> a) Description of security measures for aircraft left unattended for a period b) Details of the service provider responsible for the implementation of security measures
14.	Inspection for the detection of bombs and explosives	<ul style="list-style-type: none"> a. The action to be taken when suspicious explosive devices are detected in the aircraft b. Identify the agency responsible for detection and removal
15.	Protection in the air	Describe the procedures for protecting the aircraft in the air in some cases, such as bombs threat or an inability of the competent authority at the departure airport to apply the procedures for matching baggage with passengers.

Security Training and licensing		
16.	Security Training Program	Prepare an annual training plan for the company's employees
17.	Aviation Security Manager License	Description includes required training courses, practical qualification, physical and mental fitness, and criminal record
18.	Cabin crew	Training air navigators on how to deal with hijacking cases, threats of bombs, detection of explosive materials on the aircraft during the flight, and dealing with disruptive passengers
19.	None-security staff	All none-security staff are required to receive both initial and recurrent training in aviation security focused on promoting awareness of security risks as well as trained to report to relevant authorities any incident that poses a threat to the aviation security

Contingency plans to deal with the following situations:		
20.	Aircraft hijack	The roles of air carrier mentioned in airport contingency plans must be included in SSP.
21.	Bomb threat	
22.	Discovery of a suspect or prohibited article	
23.	Equipment failure	
24.	Enhanced measures for an increase in the level of threat	
25.	High risk flights	

Incidents reports		
26.	Rules for reporting incidents	Identify the responsible officer to be notified for incidents that occur in the airport
27.	Initial actions when receiving security threats by phone	Describe the specific procedures when an airport administrator or staff receives a phone call involving a threat to airport or aircraft
28.	Bombs threat received by phone	Describe the actions taken when an airport worker generally receives any telephone call to report the presence of a bomb on a particular flight or at an airport facility
29.	List of emergency numbers	Prepare a list of officials to be notified in case of emergency

Quality Control		
30.	Quality Control measures	Description of the internal quality control measures

Protection of building		
31.	Protection of administrative offices	Describe the security measures for the protection of the administrative premises and offices of the foreign air carrier located inside the airport

Local airport procedures		
32.	The local airport responsibilities regarding the security of aircraft operations that have not already been addressed in an AOSP should be covered in SSP	
33.	Describe additional security procedures (if any), such as security guards' contracts	