	Application for Approval of the Air Operator Security Programme
澳門特別行政區 REGIÃO ADMINISTRATIVA ESPECIAL DE MACAU 民航局 AUTORIDADE DE AVIAÇÃO CIVIL CIVIL AVIATION AUTHORITY	Department of Airport Infrastructure and Air Navigation (Security)
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According to the Administrative Regulation no. 16/2022 and MCASP, each air operator is required to establish, apply and keep up to date an operator's Security Programme that shall be submitted to the Civil Aviation Authority (AACM) for review and approval before becoming effective.

Name of Air Operator	Click here to enter text.
Programme reference number and targeted effective date	Click here to enter text.
Name and Contact information (Tel/Email/Fax) of the air operator security manager	Click here to enter text. / Click here to enter text. / Click here to enter text.

NOTES:

Please read the following notes before you start the checklist:

1.   This checklist is applicable to the air operator registered in Macao SAR or who will conduct schedule operations in the Macao SAR.

2.   The purpose of this checklist is to facilitate the approval process of the Security Programme/WP submitted by the air operator, however, it is essential to note that it is the air operator's responsibility to ensure the information given in this checklist is correct and consistent with the Security Programme/WP provided. The AACM will not grant approval if the Programme/WP submitted could not meet the relevant requirements or the information given is incorrect after the evaluation of the Programme/WP and checklist submitted.

3.   An official letter of approval of the Security Programme/WP will be sent after the approval is granted by mail or electronically.

4.   In the checklist, Y means Compliance, N means not compliance and state the target compliance date in the remark column, N/A means non applicable and state reason in the remark column, programme reference means chapter, section and paragraph reference of the AOSP/WP e.g. AOSP/WP Chapter 15, section 1.4.1.

Checklist						
Items	**Requirements**	**Status**			**Programme/Procedure Reference**	**Remarks**
CHAPTER 1: GENERAL						
1. Programme Objective	MCASP Chapter 1	☐Y	☐N	☐N/A		
2. Applicability	MCASP Chapter 1	☐Y	☐N	☐N/A		
3. Definitions	MCASP Chapter 1	☐Y	☐N	☐N/A		
4. Legislations		☐Y	☐N	☐N/A		
4.1 Macao SAR Legislations	RA and other relevant Macao Laws	☐Y	☐N	☐N/A		
4.2 Macao SAR Civil Aviation Security Programme and associated aeronautical circulars	MCASP and all associated ACs, and FAL/SEC Resolutions	☐Y	☐N	☐N/A		
5. Air Operator Security Culture	MCASTP	☐Y	☐N	☐N/A		
6. Programme management (amendment, approval, distribution policies and procedures)	MCASP Chapter 1 and AC	☐Y	☐N	☐N/A		
CHAPTER 2: OBLIGATION and RESPONSIBILITIES						
Section 1: National Obligation and responsibilities						
1.1 appropriate authority for the State of Registration		☐Y	☐N	☐N/A		
1.2 appropriate authority for the host State of Registration		☐Y	☐N	☐N/A		
Section 2: Air Operators' organization, obligations and responsibilities						
2.1 Air Operator accountable manager		☐Y	☐N	☐N/A		
2.2 Organizational structure (including organization chart)		☐Y	☐N	☐N/A		
2.3 Organization of the air operator's security duties, functions and responsibilities	Article 26 to RA,MCASP Chapter 2, Section 3 and AC	☐Y	☐N	☐N/A		
2.4 Designation of the local operator's security	MCASP Chapter 2, Section 3	☐Y	☐N	☐N/A		

manager (including contacts information)						
2.5 Security manager's duties and responsibilities	MCASP Chapter 2, Section 3 and AC	☐Y	☐N	☐N/A		
2.6 Duties and responsibilities of other personnel involved aviation security within the organization (such as Pilot in Command)	Article 27 to RA, MCASP Chapter 2, Section 3 and AC	☐Y	☐N	☐N/A		

CHAPTER 3: COMMUNICATION

1. Communication with the AACM	MCASP Chapter 3	☐Y	☐N	☐N/A		
2. Communication from the Aerodrome Operator	MCASP Chapter 3	☐Y	☐N	☐N/A		
3. Communication with the Aerodrome Entities	MCASP Chapter 3	☐Y	☐N	☐N/A		
4. Communication with the News Media	MCASP Chapter 3	☐Y	☐N	☐N/A		
5. Communication with entities from other States or Regions	MCASP Chapter 3	☐Y	☐N	☐N/A		
6. Threat information	MCASP Chapter 3	☐Y	☐N	☐N/A		
7. Handling of civil aviation security information	MCASP Chapter 3 and AC	☐Y	☐N	☐N/A		

CHAPTER 4: CIVIL AVIATION SECURITY MEASURES

Section 1: Aircraft security

1.1 Protection of aircraft	MCASP Chapter 4, Section 2 and AC	☐Y	☐N	☐N/A		
1.2 Aircraft security search and security checks	MCASP Chapter 4, Section 2 and AC	☐Y	☐N	☐N/A		
1.3 Access control to aircraft	MCASP Chapter 4, Section 2 and AC	☐Y	☐N	☐N/A		
1.4 Protection of air operator documents/material	MCASP Chapter 4, Section 2 and AC	☐Y	☐N	☐N/A		
1.5 Security measures for flight crew compartment	MCASP Chapter 4, Section 2 and AC	☐Y	☐N	☐N/A		

1.5.1 Cockpit door reinforcement and security measures	MCASP Chapter 4, Section 2, ANRM and AC	☐Y	☐N	☐N/A		
1.5.2 Flight deck access policy	MCASP Chapter 4, Section 2, ANRM and AC	☐Y	☐N	☐N/A		
1.6 Security measures for flight under increased security threat	MCASP Chapter 4, Section 2 and AC	☑Y	☐N	☐N/A		
Section 2: Persons, items and vehicles						
2.1 Security controls of passenger and their cabin baggage	MCASP Chapter 4, section 4 and AC	☐Y	☐N	☐N/A		
2.2 Screening of transit and transfer passengers and their cabin baggage	MCASP Chapter 4, section 4 and AC	☐Y	☐N	☐N/A		
2.3 Screening of persons other than passengers	MCASP Chapter 4, section 4 and AC	☐Y	☐N	☐N/A		
2.4 Screening of Diplomatic agents and diplomatic bag	MCASP Chapter 4, section 4	☐Y	☐N	☐N/A		
2.5 Exclusion from screening	MCASP Chapter 4, section 4 and AC	☐Y	☐N	☐N/A		
2.6 Security measures for handling potentially disruptive passengers	MCASP Chapter 4, section 4, and AC	☐Y	☐N	☐N/A		
2.7 Security measures for mixing or contact between screened passenger or cabin baggage and unscreened persons	MCASP Chapter 4, section 4	☐Y	☐N	☐N/A		
2.8 Security measures for the carriage of sporting weapons or munition of war on an aircraft	MCASP Chapter 4, section 5, ANRM and AC	☐Y	☐N	☐N/A		
2.9 Policy on unruly passengers, including procedures for on the ground and in the air, and the use of restraints as a last resort, as well as reporting requirements; policy on stowaways, including preventive measures and actions to be taken if a stowaway is	RA 31/2003 and MCASP Chapter 2, section 3, ICAO annex 6	☐Y	☐N	☐N/A		

found						
Section 3: Hold baggage, cargo, mail, in-flight supplies and air operator material and mail						
3.1 Acceptance and protection of hold baggage	MCASP Chapter 4, Section 6 and AC	☐Y	☐N	☐N/A		
3.2 Persons and hold baggage reconciliation	MCASP Chapter 4, Section 6 and AC	☐Y	☐N	☐N/A		
3.3 Screening of hold baggage	MCASP Chapter 4, Section 6 and AC	☐Y	☐N	☐N/A		
3.4 Screening of transit and transfer baggage	MCASP Chapter 4, Section 6 and AC	☐Y	☐N	☐N/A		
3.5 Handling of Mishandled, unclaimed and unidentified baggage	MCASP Chapter 4, Section 6 and AC	☐Y	☐N	☐N/A		
3.6 Handling of unaccompanied baggage	MCASP Chapter 4, Section 6 and AC	☐Y	☐N	☐N/A		
3.7 Security controls for cargos and mail	MCASP Chapter 4, Section 6 and AC	☐Y	☐N	☐N/A		
3.8 Enhanced security measures for cargo deemed high risk	MCASP Chapter 4, Section 6 and AC	☐Y	☐N	☐N/A		
3.9 Exclusion from screening	MCASP Chapter 4, Section 6 and AC	☐Y	☐N	☐N/A		
3.10 Security controls for inflight supplies (i.e. supplies must be screened before being taken on board; catering being transported shall be in a sealed vehicles)	MCASP Chapter 4, Section 6 and AC	☐Y	☐N	☐N/A		
3.11 Security controls for air operator material and mail	MCASP Chapter 4, Section 6 and AC	☐Y	☐N	☐N/A		
Section 4: Civil Aviation Security Training						
4.1 Training objectives and policies	MCASTP and AC	☐Y	☐N	☐N/A		
4.2 Organization and Responsibilities	MCASTP and AC	☐Y	☐N	☐N/A		
4.3 Resources allocation	MCASTP and AC	☐Y	☐N	☐N/A		
4.4 Recruitment and selection criteria and procedures of civil aviation security personnel	MCASTP and AC	☐Y	☐N	☐N/A		

4.5 Training courses curriculum outline, detailed syllabi and examination for civil aviation security personnel, and non-civil aviation security personnel	MCASTP and AC	☐Y	☐N	☐N/A		
4.6 Personnel Certification	MCASTP and AC	☐Y	☐N	☐N/A		
4.7 Training aids	MCASTP and AC	☐Y	☐N	☐N/A		
4.8 Quality assessment and record management	MCASTP and AC					
Section 5: Cyber Security						
5.1 Cyber assets identification	MCASP Chapter 4, Section 9 and AC	☐Y	☐N	☐N/A		
5.2 Protection measures and procedures	MCASP Chapter 4, Section 9 and AC	☐Y	☐N	☐N/A		
5.3 Monitoring, detection and response	MCASP Chapter 4, Section 9 and AC	☐Y	☐N	☐N/A		
CHAPTER 5: THREAT ASSESSMENT						
1. Responsibilities	MCASP Chapter 5 and AC	☐Y	☐N	☐N/A		
2. Threat information handling procedures	MCASP Chapter 5 and AC	☐Y	☐N	☐N/A		
3. Macau SAR aviation security threat assessment results from AACM	MCASP Chapter 5 and AC	☐Y	☐N	☐N/A		
4. Risk assessment and Vulnerability assessment	MCASP Chapter 5 and AC	☐Y	☐N	☐N/A		
5. Levels of threat	MCASP Chapter 5 and AC	☐Y	☐N	☐N/A		
CHAPTER 6: CONTINGENCY PLAN						
1. Responsibilities	MCASP Chapter 6 and AC	☐Y	☐N	☐N/A		
2. Enhanced security measures	MCASP Chapter 6 and AC	☐Y	☐N	☐N/A		
3. Contingency plans on acts of unlawful interference	MCASP Chapter 6 and AC	☐Y	☐N	☐N/A		
CHAPTER 7: MANAGEMENT OF RESPONSE TO ACTS OF UNLAWFUL INTERFERENCE AND MANDATORY REPORTS						

1. Initial actions procedures	MCASP Chapter 7 and Chapter 8 and AC	☐Y	☐N	☐N/A		
2. Media	MCASP Chapter 7 and Chapter 8 and AC	☐Y	☐N	☐N/A		
3. Reporting to AACM on an act of unlawful interference	MCASP Chapter 7 and Chapter 8 and AC	☐Y	☐N	☐N/A		
CHAPTER 8: CIVIL AVIATION SECURITY QUALITY CONTROL						
1. Organization and Responsibilities	MCASQCP and AC	☐Y	☐N	☐N/A		
2. Resources allocation	MCASQCP and AC	☐Y	☐N	☐N/A		
3. Code of conduct	MCASQCP and AC	☐Y	☐N	☐N/A		
4. Quality control activities planning	MCASQCP and AC	☐Y	☐N	☐N/A		
5. Quality control methods and procedures	MCASQCP and AC	☐Y	☐N	☐N/A		
6. Classification of quality control results	MCASQCP and AC	☐Y	☐N	☐N/A		
7. Reporting	MCASQCP and AC	☐Y	☐N	☐N/A		
8. Corrective actions	MCASQCP and AC	☐Y	☐N	☐N/A		
9. Confidential Reporting System	MCASQCP and AC	☐Y	☐N	☐N/A		
CHAPTER 9 FINANCING OF AVIATION SECURITY	MCASP Chapter 10	☐Y	☐N	☐N/A		
END OF THE CHECKLIST						

Declaration Statement:

I hereby declare that:

- The submitted Air Operator Security Programme/written procedures comply with all requirements stipulated in the Administrative Regulation 16/2022, Macao SAR Civil Aviation Security Programme and all Associated Aeronautical Circulars;
- the information provided in this checklist is true and correct;

I accept that the Air Operator Programme/written procedures may not grant approval if the programme/WP submitted does not meet any requirements stipulated in the Administrative Regulation 16/2022, Macao SAR Civil Aviation Security Programme and all Associated Aeronautical Circulars, or the information given is incorrect. I also accept that that submitted air operator security programme/WP that cannot be approved due to the abovementioned reason could lead to an administrative infraction as stated in the Article 37 of Administrative Regulation 16/2022.

Date	Name and Title	Signature
	Accountable Manager	

The above Air Operator Security Programme/written procedures is assessed by (to be completed by AACM):

Date Assessment Completed	Assessor title and name	Signature
Programme to be Approved (YES/NO)		
Justification for decision:		