

 澳門特別行政區 REGIÃO ADMINISTRATIVA ESPECIAL DE MACAU 民航局 AUTORIDADE DE AVIAÇÃO CIVIL CIVIL AVIATION AUTHORITY	Application for Approval of the Vulnerable Points Operators Security Programme		
	Department of Airport Infrastructure and Air Navigation (Security)		
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According to the Administrative Regulation no. 16/2022 and MCASP, each vulnerable point 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 vulnerable point 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 vulnerable point 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 vulnerable points operators listed in the MCASP.
2. The purpose of this checklist is to facilitate the approval process of the Security Programme submitted by the vulnerable points operators, however, it is essential to note that it is the vulnerable points operators’ responsibility to ensure the information given in this checklist is correct and consistent with the Security Programme provided. The AACM will not grant approval if the Programme submitted could not meet the relevant requirements or the information given is incorrect after the evaluation of the Programme and checklist submitted.
3. An official letter of approval of the Security Programme 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 SP e.g. SP Chapter 15, section 1.4.1.

Checklist						
Items	Requirements	Status			Programme/Procedure Reference	Remarks
CHAPTER 1: GENERAL						
1. Programme Objective	MCASP Chapter 1	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2 Applicability	MCASP Chapter 1	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
3 Definitions	MCASP Chapter 1	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
4 Programme management (amendment, approval, distribution policies and procedures)	MCASP Chapter 1 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
CHAPTER 2: LOCAL OBLIGATIONS AND RESPONSIBILITIES						
1. Legislation, regulations and MCASP	MCASP Chapter 1	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2. Civil Aviation Authority of Macao SAR	MCASP Chapter 2	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
3. Aerodrome operator	MCASP Chapter 2	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
4. Vulnerable point operators security culture and organization	MCASP Chapter 2	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
4.1 Security Culture		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
4.2 Roles and responsibilities with respect to vulnerable points security		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
4.3 Person responsible for security		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
4.4 Description of operations		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
CHAPTER 3: COMMUNICATION						
1. Communication with AACM	MCASP Chapter 3	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2. Communication from the Aerodrome Operator	MCASP Chapter 3	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
3. Communication with the other aerodrome Entities	MCASP Chapter 3	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
4. Communication with the News Media	MCASP Chapter 3	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
5. Threat information	MCASP Chapter 3	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
6. Handling of civil aviation security information	MCASP Chapter 3 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		

CHAPTER 4: VULNERABLE POINTS SECURITY MEASURES						
Section 1: General Security Measures						
1.1 Locations of all the vulnerable points facilities	MCASP Chapter 4	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
1.2 Physical and procedural security measures that protect the site and facilities used from unlawful interference (including detection and surveillance systems; physical barrier; all doors, gates or other access points to the facilities shall be closed, locked or guarded when not in use.)	MCASP Chapter 4	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
1.3 Access Control System and procedures	MCASP Chapter 4	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
1.4 Access card/permit systems	MCASP Chapter 4	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
1.5 Security Service Provider Providers (such as security duties, manning levels, hours of duty)	MCASP Chapter 4	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
1.6 Secure storage of locks and keys	MCASP Chapter 4	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
1.7 Verification of the identity of drivers collecting and transporting fuel	MCASP Chapter 4	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
1.8 Security equipment maintenance and testing procedures	MCASP Chapter 4	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
1.9 Patrolling and surveillance	MCASP Chapter 4	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
1.10 Other access control measures required in ASP (if any)	MCASP Chapter 4	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
Section 2: Civil Aviation Security Training						
2.1 Training objectives and policies	MCASP and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2.2 Organization and Responsibilities	MCASP and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2.3 Resources allocation	MCASP and AC	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> N/A		
2.4 Recruitment and selection criteria and procedures of civil aviation security personnel	MCASP and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2.5 Training courses	MCASP and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		

curriculum outline, detailed syllabi and examination for civil aviation security personnel and non-civil aviation security personnel						
2.6 Personnel Certification	MCASTP and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2.7 Training aids	MCASTP and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2.8 Quality assessment and record management	MCASTP and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
Section 3: Cyber Security						
3.1 Cyber assets identification	MCASP Chapter 4, Section 9 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
3.2 Protection measures and procedures	MCASP Chapter 4, Section 9 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
3.3 Monitoring, detection and response	MCASP Chapter 4, Section 9 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
CHAPTER 5: THREAT ASSESSMENT						
1. Responsibilities	MCASP Chapter 5 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2. Threat information handling procedures	MCASP Chapter 5 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
3. Macau SAR aviation security threat assessment results from AACM	MCASP Chapter 5 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
4. Risk assessment and Vulnerability assessment	MCASP Chapter 5 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
5. Levels of threat	MCASP Chapter 5 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
CHAPTER 6: CONTINGENCY PLANS						
1. Responsibilities	MCASP Chapter 4, 6, 9 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2. Plans and procedures to deal with the following contingencies:	MCASP Chapter 4, 6, 9 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2.1 bomb threats	MCASP Chapter 4, 6, 9 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2.2 discovery of a suspicious or prohibited articles	MCASP Chapter 4, 6, 9 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2.3 information technology equipment failures	MCASP Chapter 4, 6, 9 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2.4 an increase in the level	MCASP Chapter	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		

of threat, requiring enhanced security measures	4, 6, 9 and AC					
2.5 security equipment breakdowns	MCASP Chapter 4, 6, 9 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> 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	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2. Media	MCASP Chapter 7 and Chapter 8 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
3. Reporting to AACM on an act of unlawful interference	MCASP Chapter 7 and Chapter 8 and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
CHAPTER 8: CIVIL AVIATION SECURITY QUALITY CONTROL						
1. Organization and Responsibilities	MCASQCP and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2. Resources allocation	MCASQCP and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
3. Code of conduct	MCASQCP and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
4. Quality control activities planning	MCASQCP and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
5. Quality control methods and procedures	MCASQCP and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
6. Classification of quality control results	MCASQCP and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
7. Reporting	MCASQCP and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
8. Corrective actions	MCASQCP and AC	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
CHAPTER 9: FINANCING OF AVIATION SECURITY						
	MCASP Chapter 10	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
APPENDICES:						
1. Organization chart		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2. Maps and Plans		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2.1 Facility/Premises controlled or restricted areas		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2.2 Security access points and security barriers		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
2.3 Security equipments		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		

3. Security signage templates		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
4. Specimens of facility/premises access card/permit		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
5. Key contacts		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
6. List of key holders		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
7. List of persons with access to premises/facilities		<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> N/A		
END OF THE CHECKLIST						

Declaration Statement:
I hereby declare that:

- The submitted VPO Security Programme 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 VPO Security Programme may not grant approval if the programme 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 VPO security programme 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 Vulnerable Points Operators Security Programme 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:		