

รูปแบบขั้นตอนการปฏิบัติงานประจำสถานี (Supplementary Station Procedures : SSP) สำหรับการประกอบ
กิจการขนส่งทางอากาศเพื่อการพาณิชย์เข้ามายังหรือออกจากราชอาณาจักร แนบท้ายประกาศสำนักงานการบินพลเรือน
แห่งประเทศไทย เรื่อง แผนรักษาความปลอดภัยการบินพลเรือนของผู้ดำเนินการเดินอากาศต่างประเทศ พ.ศ. ๒๕๖๖



SUPPLEMENTARY STATION PROCEDURE

Contents

Introduction	1
How to complete the SSP template	1
Supplementary Station Procedure (SSP) Model template	2
SSP MODEL TEMPLATE	3
PART 1 – COVER PAGE	3
PART 2 - MANDATORY TEXT	6
PART 3 – AIRLINE SPECIFIC INFORMATION.....	15

Introduction

Foreign Aircraft Operators operating in the Kingdom of Thailand are required under The Announcement of The Civil Aviation Authority of Thailand RE: Foreign Aircraft Operator Security Programme B.E. 2566 to submit the following documents to the Civil Aviation Authority of Thailand (CAAT):

- 1) Approval letter of the current Aircraft Operator Security Programme (AOSP), approved by their Appropriate Authority;
- 2) A Current version of Aircraft Operator Security Programme (AOSP), approved by their Appropriate Authority;
- 3) Appointment letter of Station Security Manager or Staff who has responsibility on this SSP in Thailand and
- 4) A Supplementary Station Procedure (SSP) annexed to the AOSP. The foreign aircraft operators are required to use the model template of SSP established by the Civil Aviation Authority of Thailand (CAAT).

Failure to comply, the penalty will be liable to a fine not exceeding one Million Baht according to The Air Navigation Act B.E. 2497 (as amended) Section 108/6.

This model template has been prepared to assist foreign aircraft operators in developing, submitting and maintaining their Supplementary Station Procedure (SSP) for Thai operations. It describes the content that foreign air carrier shall include in their Supplementary Station Procedure (SSP).

In order for the Supplementary Station Procedure (SSP) to be compliant with Thai requirements and subsequently approved by the CAAT, all sections of this Model Template shall be adequately addressed by the aircraft operators in their Supplementary Station Procedure (SSP). In case that the procedures/measures stated here are different from your operation, you shall put in RED, however your procedures/measures shall be equivalent to or higher than Thai requirements.

How to complete the SSP template

The text provided in the template is displayed in various colors.

- Black text is an example and does not need to be amended (unless is inconsistent with your business processes in that case please insert in RED).
- Purple text is used to indicate where text appropriate to your business shall be inserted. For example:

(Organization's name) e.g. Thai Airways operating in the Kingdom of Thailand will comply with all Thailand NCASP and other relevant legislative requirements.

Purple text shall be amended to reflect your operations, and changed to black on completion.

- The word “OR” in Green text is used to indicate your operation you choose to operate in Thailand. Green text and another Black text that inconsistent with your business processes should be deleted before submitting your SSP.
- Red text is used for remarks or notes designated to assist in drafting your SSP, for example *If different procedures are used, please insert here in RED*. Instruction in Red text should be deleted and leave your additional text in RED before submitting your SSP.

Supplementary Station Procedure (SSP) Model template

The Supplementary Station Procedure Model Template consists of Three components:

1. Part 1 – Cover Page
2. Part 2 – Section 1 to 17 list the standard text that shall be included within the Supplementary Station Procedure (SSP). This standard text covers components of Thailand's aviation security framework that is a minimum requirement to foreign carriers. The text from section 1 to 17 should be copied into foreign aircraft operator Supplementary Station Procedure (SSP), with the Aircraft Operator's name inserted where prompted with (Organization's name) e.g. Thai Airways. Unless the procedures/measures stated here are different from your operation, yours shall be input in RED, however your procedures/measures shall be equivalent to or higher than Thai requirements.
3. Part 3 – Section 18 to 19 are specific to each individual aircraft operator. Each item shall be addressed with sufficient details, ensuring all applicable components of the aircraft operator's aviation security policy and procedures are defined and covered.

SSP MODEL TEMPLATE

PART 1 – COVER PAGE

(Organization's logo)

(Organization's name) Aircraft Operator Security Programme (AOSP) for
Thailand

Issue:

Revision:

Approval Date:

Approved by

(Name)

(Director General)

The Civil Aviation Authority of Thailand

(Organization's logo)

(Organization's name) Supplementary Station Procedure (SSP) for Thailand

Issue:

Revision:

Approval Date:

Approved by

(Name)

(Director General)

The Civil Aviation Authority of Thailand

PART 2 - MANDATORY TEXT

1. Appropriate Authority – The Kingdom of Thailand
 - 1.1 The Civil Aviation Authority of Thailand (CAAT) is designated as the Appropriate Authority (AA) for aviation security within Thailand.
2. National Civil Aviation Security Programme (NCASP) of Thailand
 - 2.1 The CAAT has established, implemented and maintained the National Civil Aviation Security Programme (NCASP). The NCASP of Thailand is given legal force by Air Navigation Act Section 50/16.
 - 2.2 (Organization's name) operating in the Kingdom of Thailand will comply with Thailand NCASP and other relevant legislative requirements.
 - 2.3 The CAAT are entitled to conduct quality control activities for Airlines operating in The Kingdom of Thailand based on Risk assessment undertaken by the CAAT.
3. Aircraft Operator Security Programme
 - 3.1 As required by The Announcement of The Civil Aviation Authority of Thailand on Foreign Aircraft Operator Security Programme B.E. 2566, (Organization's name) has submitted a current version of Aircraft Operator Security Programme (AOSP) approved by the Appropriate Authority of (state's name) annexed with a Supplementary Station Procedure (SSP) as required by the CAAT for approval.
 - 3.2 (Organization's name) shall comply with all the requirements detailed in our AOSP and Supplementary Station Procedure (SSP) for Thai Operations.
 - 3.3 (Organization's name) shall maintain a complete copy of the Aircraft Operator Security Programme (AOSP) and the approved Supplementary Station Procedure (SSP) at the (station's name) Station and the CAAT.
 - 3.4 (Organization's name) will notify the CAAT in the event there are any operational changes affecting our flights to and from Thailand and where necessary, amend the AOSP and Supplementary Station Procedure (SSP)
 - 3.5 Supplementary Station Procedure (SSP) is a restricted document and shall be protected from unauthorized access. This document shall be available in part or in whole only to those with a bona fide need to know its contents.
4. Security Policy and Objective

(Organization's name) shall place the highest possible emphasis on the importance of relevant and cost-effective security measures. (Organization's name) acknowledges the importance of protecting its passengers, employees and assets against unlawful interference by implementing the measures and procedures detailed in this Programme. The protection of human life shall be the primary

consideration for all executives, managers and employees in implementing and supporting the implementation of the measures and procedures required by this SSP.

5. Passenger, staff and crew screening

[Redacted]

6. Check in and Boarding

(Organization's name) does not carry passenger. OR carries passengers.

6.1 (Organization's name)'s procedure for passenger check-in as follows:

[Redacted]

6.2 Crew check in (if applicable)

[Redacted]

6.3 Passenger boarding

(Organization's name) does not carry passenger. OR carries passengers.

(Organization's name)'s procedure for passenger boarding as follows:

[Redacted]

6.4 Procedures for transit passengers

(Organization's name) does not have transit operations. OR;

[Redacted]

7. Hold Baggage screening

[Redacted]

8. Authorizing and accounting for Hold Baggage

Describe the measures and procedures for:

8.1 Hold baggage reconciliation

[REDACTED]

8.2 Baggage identification and offload procedures

[REDACTED]

8.3 Names and details of the nominated personnel who Authorizing and accounting for Hold Baggage: *please insert here in RED.*

8.4 Include an example of the Passenger and Hold Baggage Reconciliation Record

[REDACTED] used in Thailand *please insert here.*

9. Physical Security Measures and Access Controls

[REDACTED]

[REDACTED]

10. Security of Cargo and Mail

10.1 (Organization's name) does not uplift cargo to/from Thailand. OR;

10.2 There are Regulated Agents approved by the CAAT in Thailand. All air cargo accepted for shipment from Thailand by (Organization's name) is screened by (RA's NAME) upon acceptance. This includes all packages and items that make up the consignment.

10.3 (Organization's name) will comply with all cargo screening measures and procedures in Thailand.

10.4 (Organization's name)'s procedures for security of cargo at the aircraft in Thailand;

[REDACTED]

11. Catering

11.1 (Organization's name) does not uplift catering from Thailand OR;

11.2 (Organization's name) contracts the services of (Catering service's Name) for the provision of catering services in Thailand. (Catering service's Name) is responsible for security measures and procedures within their facilities.

11.3 (Organization's name)'s procedures for acceptance of catering at the aircraft in Thailand

[Redacted]

12. Aircraft Security

Describe the measures and procedures for:

12.1 Aircraft security searches and checks

[Redacted]

12.2 Procedures for unauthorized access to aircraft

[Redacted]

12.3 Procedures for unattended aircraft

[Redacted]

12.4 Security of Flight Crew Compartment before and while passenger boarding

[Redacted]

13. Inflight Security Officers and Special Category Passengers

Describe the measures and procedure for:

13.1 If applicable, the use of Inflight Security Officer (IFSO)

Inflight Security Officer (IFSO) is allowed only when the state of the aircraft operator has bilateral agreement with Thailand.

13.2 Law Enforcement Officer (LEO)

- LEO who carry firearms and ammunition onboard in performance of their duty required special authorization in accordance with Law from Director General of the CAAT and shall be granted with permission from transit/destination state.

13.3 Inadmissible and deportee passengers

[Redacted]

13.4 Person in Lawful custody

[Redacted]

[Redacted]

14. Control of firearms and weapons

(Organization's name) does not carry firearms and weapons from Thailand OR;

Control of firearms and weapons procedures as following:

[Redacted]

15. Staff Training

15.1 (Organization's name) provide security training to employed staff which comply with the requirement of (Your State's name).

15.2 Ensure that contracted staff have adequate knowledge regarding the (Organization's name)'s security procedures (e.g. Handling Agent personnel).

16 AUI Reporting

16.1 The process for reporting aviation security incidents or issues to the CAAT as following;

[Redacted]

17 Additional Security Measures

17.1 Clearly describe any additional security measures or procedures that are applied to (Organization's name)'s operation in Thailand especially security measures during the period of increased risk or the measures for high-threat situations flight.

please insert here in RED.

PART 3 – AIRLINE SPECIFIC INFORMATION

18 General description of Thailand Operations:

- 18.1 The approximate number of weekly flights to (Airport's name), factoring in seasonal schedule changes OR; (Organization's name) operate as a non-schedule flight.
- 18.2 If applicable, codeshare arrangements: (specify)
- 18.3 Aircraft types operated to Thailand: (specify)
- 18.4 Routes operated from/to Thailand: (specify)
- 18.5 If applicable, the Regulated Agent contracted in Thailand: (specify)
- 18.6 If applicable, the Catering provider in Thailand: (specify)
- 18.7 Ground Handling Agent (GHA) in Thailand: (specify)

19 Contact information:

Local Thailand contact information:

- 19.1 The designated person responsible for the (Organization's name)'s Thailand operations (e.g. Security Manager in Thailand or other designated person): (specify)
- 19.2 Organization Chart shows line of command between Thailand staff and HQ: (specify)
- 19.3 24 hours Contact person: (specify)
- 19.4 Mobile phone number: (specify)
- 19.5 Office number: (specify)
- 19.6 Fax number: (specify)
- 19.7 Email address: (specify)
- 19.8 Office address: (specify)
- 19.9 Alternative 24 hours contact number and email address: (specify)

Home State/Head Quarter contact information:

- 19.10 The designated aircraft operator Accountable Executive: (specify)
- 19.11 The designated aircraft operator Security Manager (or equivalent): (specify)
- 19.12 Mobile phone number: (specify)
- 19.13 Office number: (specify)
- 19.14 Fax number: (specify)
- 19.15 Email address: (specify)
- 19.16 Office address: (specify)