

No.: 01/2016/TT-BGTVT

Ha Noi, 01<sup>st</sup> February 2016

**CIRCULAR**

**on promulgating details of the Aviation Security Program and Security  
Aviation Quality Control Program of Vietnam**

*Pursuant to Law on Civil aviation of Vietnam No. 66/2006/QH11 dated June 29th, 2006, Law No. 61/2014/QH13 dated November 21st, 2014 on amendment and supplement of several articles of Civil aviation law of Vietnam;*

*Pursuant to the Decree No. 107/2012/NĐ-CP dated December 20th, 2015 of the Government on the Organization, functions, Rights and Duties of the Ministry of Transport (MoT);*

*Pursuant to the Decree No. 27/2011/NĐ-CP dated April 09th, 2011 of the Government on supply, operation, handling and usage of passenger information before immigrating in Vietnam via air transportation;*

*Pursuant to the Decree No. 66/2015/NĐ-CP dated August 12th, 2015 of the Government on Aviation authorities;*

*Pursuant to the Decree No. 92/2015/NĐ-CP dated October 13th, 2015 of the Government on aviation security;*

*At the request of head of transportation department and bureau chief of Vietnam Aviation Bureau,*

*The Minister of Transport promulgates Circular on details of Aviation security program and Vietnam aviation security quality control.*

**CHAPTER I GENERAL  
PROVISIONS**

**Article 1. Scope of application**

This circular regulates civil aviation security, including: preventive security control measures; handling cases of aviation security violation and response to acts of unlawful violation; organization structure to ensure civil aviation security; construction works, equipment, vehicles and other weapons, supporting tools service for aviation security assurance; responsibilities of organizations, individuals in aviation security assurance.

**Article 2. Subject of application**

This circular shall apply to:

1. Vietnamese and Foreign organizations and individuals engaged in civil aviation activities in Viet Nam or other flight zone under Vietnam's control.
2. Vietnamese organizations and individuals engaged in civil aviation activities in foreign countries, unless the laws of foreign countries otherwise specify.
3. The operation of State aircraft for civil purposes by the Vietnamese and Foreign organizations and individuals.

### **Article 3. Definitions**

For the purpose of this Circular, the following terms shall have the following meanings:

1. Mail means correspondence, package, cargo which is accepted to send or delivered in accordance with the postal law.
2. Supporting tools including:
  - a) Guns are designed to shoot with plastic and rubber bullets, asphyxiate-gas and poison-gas, laser and magnetic weapons and other bullets are designated for the use of these guns;
  - b) Asphyxiate-gas, tear-gas, poison-gas;
  - c) Asphyxiate-gas and tear-gas grenades;
  - d) Rubber, metal and electric rods, electric gloves; metal and plastic handcuffs, helmet and shield;
  - e) Professional animals.
3. Screening control point is the place which is set up at entrance door, gate, pathway in public area and restricted area for the purpose of aviation security checking.
4. Store means articles of readily consumable nature for use or sale on board an aircraft during flight, except catering supplies; consumable supplies serving for aircraft operation, maintenance, and repair.
5. Unidentified baggage means baggage arrived/placed at an aerodrome, airport without any identification of its owner.
6. Aviation Security Supervision means the use of person, animal and technical equipment, solely or in combination, to monitor and supervise with a view to detect and prevent acts of violations or signs of violation of aviation security.
7. AVSEC security personnel license means official confirmation of the CAAV granted to qualified AVSEC personnel to perform his/her duties as assigned.
8. Cargo means any property carried on an aircraft other than mail, courier, parcel, baggage, stores and catering supplies.
9. Interline cargo mean cargo taking part directly in two or more different flights in the course of journey or being transported by two or more category of transportation, including air transport.
10. Baggage means personal property of passengers or crewmembers carried on an aircraft by agreement with the aircraft operator.

11. Carry-on baggage means baggage that is taken care of by passengers or crewmembers and is brought along with them onto aircraft and taken care by themselves during the flight.
12. Checked baggage means baggage of passengers or crewmembers that is loaded onto aircraft and taken care of by the air carrier during the flight
13. Unidentified recipient baggage means baggage, with or without baggage tag, which is not pick up by a passenger or crewmembers.
14. Lost baggage means baggage of passenger or crewmember being lost and unaccompanied with passenger or crewmember during flight.
15. Transit passengers, baggage, cargo and mail means passengers, baggage, and cargo departing from an airport and on the same flight as that on which the passengers, baggage and cargo arrived.
16. Transfer passengers/baggage means passengers/baggage taking part directly in two different flights in their journey.
17. AVSEC quality control shall include inspection, check, survey, test, evaluation, investigation activities of aviation security:
  - a) Aviation security inspector is active aviation inspectors shall comply with the provisions of the law on specialized inspection;
  - b) AVSEC quality check is to check the compliance with one part or all provisions of ASP, AVSEC regulation of airport, aerodrome operators, air carriers, aviation service providers;
  - c) Aviation security test is to test the effectiveness of the security measures by publicly or secretly conducting an assumed violation of aviation security;
  - c) Aviation security survey is to collect information and data to quantify the security needs and identify the key focus for protection;
  - d) Aviation security investigation is to clarify the act of unlawful interference, violation or signs of aviation security breach;
  - e) Aviation security assessment is the evaluation of compliance with some or all of standards and regulations on aviation security carried out by the International Civil Aviation Organization, the foreign aviation authorities, airlines.
18. Sterile Area means area between passenger screening control point and aircraft door
19. Baggage Storage Area means space in which checked baggage is stored pending transport to aircraft or in which mishandled baggage is hold.
20. Aircraft Maintenance Area means areas servicing for aircraft maintenance and repair including aprons, hangars, buildings, workshops, vehicle parks and roads associated.
21. Internal security controls are preventive security measures to eliminate the causes and conditions that terrorists, criminals can take advantage of, coordinate, attract aviation personnel for support or directly carry out acts of terrorism, crime and other violations.

22. Aircraft aviation security inspection means an overall inspection of the interior and exterior of an aircraft for the purpose of discovering suspicious and dangerous items.
23. Manual check means search by security personnel by their hand, eyes or other senses of persons, vehicles and articles with a view to identify and detect suspicious and dangerous items.
24. Background Check means a check of a person's identity for the purpose of making the assessment of that person's suitability for being AVSEC personnel and being granted long validity security badge.
25. Air security personnel is the person that authorized by countries of aircraft operators or aircraft registration countries and arranged to be on duty on board an aircraft for the purpose of protection aircraft and passengers from illegal interference.
26. Security seal means a confirmation that cargo, items and vehicles have been security checked or a confirmation of its condition before loading onto aircraft or restricted areas.
27. Apron means a defined area, on a land airport, intended to accommodate aircraft for the purpose of loading or unloading passengers, mail, courier and parcels, cargo, parking, refueling or maintenance.
28. Catering Supplies mean food, beverages, other dry stores and associated equipment used for meals on board an aircraft.
29. Cases of aviation security violation is the acts of aviation security violation but not to the extent of illegal interference.
30. Aircraft in-flight means an aircraft as regulated in clause 2 Article 74 of Civil aviation law of Vietnam.
31. Aircraft in operation means Vietnamese or foreign aircraft which is parking at the apron for flight operation and being put under continuous aviation security supervision by suitable means in order to detect illegal approach or instruction.
32. Non-operational aircraft means Vietnamese or foreign aircraft parking at the apron for more than 12 hours or not be supervised continuously.
33. X-ray means a type of electronic wave, having wavelength from 0.01 to 10 nm according to frequency from 30 pHz to 30 eHz and energy from 120 eV to 120 keV.
34. Security plastic bag is the bag specialized for containing liquids, condensed liquids, spraying liquids purchased from duty free shops in the international sterile area. This bag is transparent with design as described in Annex XXV of this circular, a receipt or document is put inside at easy-to-read place without opening the bag with following information:
  - a) Selling date (day/month/year);
  - b) International code of selling place (country, airport, airline);
  - c) Flight No; passenger name (if any);
  - d) Quantity and list of items inside.
35. Isolated Aircraft Parking Position means an area on an airport intended to be used for parking an aircraft in case of occurrence of an act of unlawful

interference for the purpose of separating the affected aircraft from other ones and from buildings at the airport, including underground constructions or facilities, in order to implement the contingency plans.

36. Weapon means military weapons, sport weapons, shotguns, primitive weapons and other weapons with same functions and features.

a) Military weapons including:

- Firearm: pistols, rifles, light machine-guns, submachine-guns and other weapons having the same features;
- Light weapons: DKZ guns, rocket ramp, missile launching pad, mortar under 100mm, air defense machine-guns under 23mm; personal anti-tank missile and other light weapons having the same features;
- Bomb, mine, grenade, torpedo, military explosive items, fire equipment;
- Other weapons not stated in weapon list issued by the Government but have the same features.

b) Sport weapons: guns and other primitive weapons used for training, sport competition;

c) Shotguns: guns for hunting including flint-lock and air guns and other weapons having the same features;

d) Primitive weapons: poniard, sword, spear, scimitar, metal fist, bow and cross-bow, cudgel.

37. ICAO means the International Civil Aviation Organization.

#### **Article 4. ASP, AVSEC regulation**

1. ASP of aerodrome, airport operators are actively prepared and submitted to the CAAV for approval by enterprise being granted certificate for aerodrome, airport operation in coordination with airport authorities and other relevant units at aerodrome, airport.
2. ASP of airlines; AVSEC regulation of air control service units, aircraft and aircraft parts maintenance service providers; aviation service providers at aerodrome, airport; unit which loads cargo and parcel to aircrafts are being developed by aircraft operators, enterprise owner to submit to the CAAV for approval and acceptance in accordance with regulation.
3. The content of ASP, AVSEC regulation of aerodrome, airport operators; aviation service providers and Vietnamese airlines must follow the outline as promulgated in Annex I, II, III and IV issued with this Circular.

#### **Article 5. Approval procedure for ASP of aerodrome, airport operators**

1. An aerodrome, airport operator shall have to submit 03 dossiers in Vietnamese directly or via post or by any suitable method to the CAAV. The dossier shall include:
  - a) Application as specified in Annex V attached with this Circular;

- b) ASP.
- 2. If application is adequate as stated in clause 1 of this article, within 10 days as from the receipt date, the CAAV shall be responsible for reviewing, organizing practical inspection and approve if ASP meets all requirements as described in this circular or send a written request for amendment, supplement if not.
- 3. If application is inadequate as stated in clause 1 of this article, within 03 working days, the CAAV shall send a written request for supplement.

**Article 6. Approval procedure for ASP of Vietnamese airlines**

- 1. An airline shall have to submit 03 dossiers in Vietnamese directly or via post or by any suitable method to the CAAV. The dossier shall include:
  - a) Application as specified in Annex V attached with this Circular;
  - b) ASP.
- 2. Verification and approval lead-time, procedure for ASP shall be performed as regulated in clause 2 and 3, article 5 of this circular.

**Article 7. Approval procedure for ASP of foreign airlines**

- 1. An airline submits 03 dossiers in English directly or via post or by any suitable method to the CAAV. The dossier shall include:
  - a) Application as specified in Annex V issued with this Circular;
  - b) ASP.
  - c) Assessment on content of its ASP which is different with Vietnam law and method to overcome such differences.
- 2. Verification and approval lead-time, procedure for ASP shall be performed as regulated in clause 2 and 3, article 5 of this circular.

**Article 8. Approval procedure for AVSEC regulation or air control service enterprises**

- 1. Air control service units, aircraft and aircraft parts maintenance service providers; aviation service providers at aerodrome, airport; unit which loads cargo and parcel to aircraft submits 03 applications in Vietnamese directly or via postal or by any suitable method to the CAAV. The application includes:
  - a) Application in form as in Annex V issued with this Circular;
  - b) AVSEC regulation.
- 2. Verification and approval lead-time, procedure for AVSEC regulation shall be performed as regulated in clause 2 and 3, article 5 of this circular.

**Article 9. Amendment, supplement of ASP, AVSEC regulation**

- 1. ASP, AVSEC regulation shall be amended and supplemented if it is no more suitable with current regulation or does not meet requirements when being applied at the request of enterprises or the CAAV.

2. Verification and approval procedure for amendment and supplement of ASP, regulation shall be performed as regulated in Article 5, 6, 7 and 8 of this circular.

#### **Article 10. AVSEC document control**

1. The confidentiality classification of AVSEC documents shall be implemented according to state regulation on confidentiality protection.
2. Confidential AVSEC documents are restricted documents, including:
  - a) ASP, AVSEC regulation approved by CAAV;
  - b) Notification, announcement, inspector conclusion, inspection, test, assessments on AVSEC risks and documents of aviation security violation case,
  - c) Coordination regulation, document on aviation security coordination between aviation units, departments with other related units;
  - d) ICAO AVSEC document or provided by foreign countries and defined as confidential by ICAO or such foreign countries;
  - e) Other documents of AVSEC which are classified as confidential by Chairman of CAAV
3. Departments and units must be responsible for controlling and using confidential AVSEC document in reasonable purpose.
4. When issuing restricted security document, there shall have a list of distribution. The distribution of restricted security document to addresses other than those specified in the list of distribution shall be approved in written by the Head of unit. All documents listed in point a, clause 2 of this article must be marked by “confidential document” in all pages.

## **CHAPTER II PREVENTIVE SECURITY CONTROL MEASURES**

### **Section1**

#### **AVIATION SECURITY BADGE AND PERMIT SYSTEM USE AT RESTRICTED AREAS**

#### **Article 11. Aviation Security Badge and Permit**

1. The security badge and permit shall include:
  - a) Long validity and short validity security badge, permits at aerodrome, airports authorizes person and vehicle to operate and access to restricted areas at terminal and airport;
  - b) Long validity and short validity internal security permit authorizes person and vehicle to operate and access to restricted areas under that unit’s management;
  - c) Long validity crew identification card authorizes persons to work and access to restricted areas related to their duty performance.

2. Aviation security badge, permits must be kept secret and anti-counterfeited. The CAAV regulates method and measure to keep secret in accordance with each type of security badges, permits.

**Article 12. Issuance authorities of security badges, permits,**

1. CAAV

- a) Issue long validity security badge at an airport, aerodrome for state management unit, State level political and social organizations and other foreign organizations, units;

- b) Issue long validity security badge at several airports, aerodromes under the management of different airport authorities to all objects specified in clause 1, article 16 of this circular.

2. Airport authority

- a) Issue long validity security badge, permit at one or several airports, aerodromes under its management for state management unit, provincial political and social organizations and other enterprises unless stated in clause 3 this article;

- b) Issue short validity security badge, permit at an airport, aerodrome under its management to all objects specified in clause 1, article 16 of this circular unless stated in clause 3 this article.

3. Airport, aerodrome operators authorized by CAAV to issue short validity security badge, permits at an airport within its management scope to its employees, vehicles and persons, vehicle rented for purpose of maintenance, construction, repair.

4. Vietnamese and foreign airlines issue long validity crew identification card to its crewmembers to perform their duties.

5. Enterprise issue long validity or short validity internal security permits at restricted areas solely under its management.

**Article 13. Validity and template of AVSEC control badge, permit,**

1. The CAAV shall issue template of airport security badge, permit.

2. Air carrier of Vietnam shall issue template of crew ID card; enterprises managing restricted areas shall issue template of security badge, permit for internal security control; these templates are not allowed to be the same with template of airport security badge, permit and shall be informed to the Airport authority of place of operation for supervision.

3. Foreign air carrier shall inform the template of crew ID card to Airport authority of place of operation for supervision.

4. Long validity airport security badge, permit issued for state department, society and political organization; foreign organizations and unit, air carriers; aviation, non-aviation service providers at airports, aerodrome shall be valid not more than 02 years as from the issuance date; and not more than 01 year if issued for other organizations;

5. Short validity security badge shall have validity basing on request of applicant and dossier review and assessment results, including single use

badge within 01 day (24 hours) as from the time of issuance and multiple use time for using within not more than 10 days as from the effective date of issuance.

6. Short validity security permit shall have validity basing on request of applicant and dossier review and assessment results, but not more than 01 day (24 hours) as from the effective time of issuance.
7. Crew ID card of air carriers of Vietnam; internal security control permit with long term use shall be valid for maximum 02 years as from the issuance date; internal security control badge, permit with short term validity shall be valid for period of time as specified in clause 5 and 6 of this article.
8. Objects for airport security badge, permit issuance shall bear all costs for issuance according to provisions of law.

#### **Article 14. Information contained in security badge**

1. Long validity security badge, permit at aerodrome, airport shall contain the following information:
  - a) security badge number; sign of aerodrome, airport to which badge holders are authorized for access and operation;
  - b) period of validity;
  - c) full name of the badge holder;
  - d) title of the badge holder;
  - e) name and employer of the badge holder;
  - f) photograph of the badge holder;
  - g) security restricted areas to which the badge holder is permitted to access;
  - h) introductions for use of the security badge.
2. Long validity internal security badge must contain following information:
  - a) Badge number; sign of enterprise;
- b) Other information as listed in paragraph b, c, d, e, g and h, clause 1 this article.
3. Short validity security badge at aerodrome, airport must contain basic information as specified in paragraph a, b, c, g and h clause 1 this article and identification number or passport number or long validity security badge number or internal security badge number of the badge holder.
4. Short validity internal security badge must contain basic information as specified in paragraph a, b, g and h clause 1 this article
5. Each restricted areas written in security badge, internal security badge must be identified corresponding to numerals, letter, color or coding.
6. The crew identification card shall contain the following information:
  - a) security badge number;
  - b) period of validity;
  - c) full name of the badge holder;
  - d) title of the badge holder;
  - e) Name and logo of the air carrier;

- f) Photograph of the badge holder.

**Article 15. Information contained in security permit**

1. The long validity, short validity airport security permit; long validity internal security shall contain the following information:
  - a) security permit number ;
  - b) period of validity ;
  - c) vehicle category ;
  - d) registration number of the vehicle ;
  - e) security restricted areas to which the access is allowed ;
  - f) access control points which the vehicle is allowed to use ;
  - g) name of organization/unit owning or operating the vehicle ;
2. Short validity security internal permit must contain basic information as specified in paragraph a, b and e clause 1 this article.
3. Each restricted areas written in airport security permit, internal security badge must be identified corresponding to numerals, letter, color or coding

**Article 16. Subject, Conditions for issuance of security badge/permit**

1. Person who is granted with long validity security badge shall include:
  - a) Staffs which has undetermined validity contracts with air carriers, aviation and non-aviation service providers at airports;
  - b) Staffs of enterprises operating in hospitality; forwarders and units professionalizing in investigation, construction, maintenance facility at airport, aerodrome;
  - c) Persons and staffs of state administration agencies, political and social organization at state and province level;
  - d) Persons of diplomatic agencies in Viet Nam;
  - e) Vehicle operator as specified in paragraph b, clause 6 this article
2. The CAAV regulates the quantity of badge granted for staffs of diplomatic agencies, travel agencies suitable with demands on aviation security control at restricted areas at terminal, airport.
3. Person who is granted with security badge according to paragraph 1 of this Article shall satisfy the following conditions:
  - a) Has a clean police record according to the provisions of law.
  - b) Regularly perform duties at restricted areas at terminal, airport, except vehicle operators as specified in paragraph c clause 6 this article.
  - c) Only persons and staffs of units, agencies which take responsibility to serve for charter flight and regularly be assigned to serve for charter flight, passengers are granted security badge to charter flight area.
4. Objects being considers for short validity badge shall include:
  - a) Objects specified in clause 1 of this article who are not adequate for long validity badge;
  - b) Persons who perform sudden tasks at restricted areas of airport, aerodrome;

c) Objects specified in clause 4 of this article, granted short validity security badge must be supervised by AVSEC controller or person in charge of restricted areas; or being escorted and guided by security personnel if enter sterile areas.

5. Vehicles which are granted with long validity permit shall include:

a) Vehicles have regular operation at airport restricted area to serve for charter flight, path way;

a) Vehicles have regular operation at airport restricted areas but having no security plate issued by Airport authority;

b) Vehicles under the management of departments of the Party, State and served for Member of Political Bureau, member of the Party Central Committee, ministers and equivalent positions or higher; Secretary and Deputy Secretary of Party Committee, Party Committee of central cities; Chairman of the People's Council, People's Committee of provinces and cities directly under the Central Government ; Deputy Minister of Transport; Vice Minister of Public Security; Deputy Minister of Defense, Deputy Chief, Director General of the General Staff combat, Chairman and Vice Chairman of the General Political Department of the Vietnam People's Army.

6. Vehicles which operate regularly in airport restricted areas, the security plate granted by Airport authority is considered as security permit unless regulated in paragraph a, clause 6 this article.

7. In order to be granted long validity permit vehicles regulated in paragraph a clause 6 this article to be granted long validity permit shall satisfy following additional conditions:

a) The vehicle is permitted to operate according to the provisions of law;

b) The vehicle meets requirements for vehicles operating in airport restricted areas compliance with regulation of Ministry of Transport on management, operation at airport, aerodrome.

8. Vehicles which are granted with short validity permit shall include:

a) Vehicle serving for international passengers from Minister lever;

b) Vehicles specified in paragraph b clause 6 this article perform duty to serve for charter flight;

c) Vehicles perform sudden tasks: serving for special subjects; performing army, security tasks; serving for operation of airport at restricted areas.

9. Vehicles specified in clause 9 this article being granted with security permit to operate in restricted areas must be instructed by vehicles of airport operator or AVSEC controller or ground vehicle operating permit holder.

10. Scope of security badge, permit issuance shall be as followings:

a) Staffs who are working for an airport, aerodrome shall be granted with a long validity badge to that airport, aerodrome only;

b) Persons who perform tasks at several airports, aerodromes shall be granted with long validity badge to those airports, aerodromes;

c) Subject specified in paragraph d clause 1 this article shall be granted with long validity badge to international airport;

11. Short validity badge, long validity security permit are only valid at one airport, aerodrome.
12. In case of strengthen security measures, contingency plan, airport operators shall limit number of persons, vehicles to be granted with security badges, permits to restricted areas and submit such decision to the CAAV and Airport authority in concern.

**Article 17. Background check of person who is granted with long validity security badge**

1. Head of departments, agencies of which applicants are working must be responsible for checking his background at justice department before applying for security badge issuance.
2. Such background check must be performed at first application and renew application when expiry.

**Article 18. Invalid security badge and permit ad the procedure for the renewal of security badge and permit**

1. Security badge, permit shall be invalid in following cases:
  - a) Security badge/permit has been torn and information therein is invisible.
  - b) Security badge/permit has been tampered with.
  - c) Lost security badge and permit.
  - d) Badge holder does satisfy no longer the conditions specified in paragraph 1 & 3, Article 16 of this Circular.
  - e) Vehicle to which security permit has been granted does no longer meet the conditions specified in paragraph 6 and 8 Article 16 of this Circular.
  - f) Security badge/permit is no longer valid.
  - g) As security reasons require when holder resigns without returning badge, permit to issuance body.
2. Security badge, permit shall be considered for renewal in following cases:
  - a) At the issuance of new badge, permit design
  - b) Valid badge, permit but being tampered, torn, broken or secret sign invisibility;
- c) Expiry; lost; taken back due to violation or penalty; position change.

**Article 19. Procedure for the renewal of long validity airport security badge of CAAV**

1. A dossier shall be sent directly or via post or other suitable method to the CAAV, including:
  - a) An application as specified at Annex V of this Circular;
  - b) Notarized copy of document indicating the legal status, functions and responsibilities of an organization, except cases of aviation and non-aviation service providers at airport, aerodrome;
  - c) Individual application form to be filled in by the applicant as specified at Annex VII of this Circular with a 4x6cm photo glued to the

form and stamped. The form shall be certified by the applicant's employer (photo must be with white background, being taken within a period of 06 months since the date of application);

d) 01 color photo as specified in paragraph c clause 1 of this article or being taken directly at the issuing agencies.

2. Within a period of 7 working days since the date of receiving complete dossier, the CAAV shall take responsibilities to assess, determine the conditions of issuance as follows:

a) Issue badge if meets all criteria as stated in paragraph 1 and 3 article 16 of this circular;

b) If not meet criteria as stated in paragraph 1 and 3 article 16 of this circular, within a period of 03 working days, the CAAV shall be responsible to inform the applicant's employers on the rejection with detailed reason;

c) If the application is not clearly enough, within a period of 03 working days, the CAAV shall send a letter to request for additional documents or directly come to office for clarification.

#### **Article 20. Procedure for the renewal of long validity airport security badge of the CAAV**

1. A dossier for renewal shall be sent to the CAAV directly, via post or other suitable method, including:

a) In the case of renewal due to new security design or expiry, the dossier shall be as regulated in paragraph a, c and d clause 1 article 19 of this circular;

b) In the case that the existing security badge has been tempered, torn or security sign lose, the dossier shall be as specified in paragraph a and d clause 1 article 19 of this circular and such existing badge must be returned to the issuing agencies;

c) In the case of losing, the dossier shall be as specified in paragraph a and d clause 1 article 19 of this circular and confirmation letter of Head of department, unit on time, location and reason;

d) In case that the existing badge had been collected, the dossier shall be as specified in paragraph a and d clause 1 article 19 of this circular, along with document on violation handling result and the applicant's self-review with the assessment of violation handling units;

e) In the case of renewal due to company change, the dossier shall be as specified in clause 1 article 19 of this circular; in case of position change within same company, the dossier and request letter shall be as specified in Annex V and checklist in Annex VI attached with this circular.

2. Within the period of 05 working days as from the receipt date of complete documents as regulated, the CAAV shall be responsible for assessing applicant and conditions for issuance as following:

a) Accept to issue for applicant if meets all requirements described in clause 1 and 3 article 16 of this circular;

b) If not meet all requirements as described in clause 1 and 3 article 16 of this article, within a period of 03 working days, a deny letter with detailed reasons shall be sent to applicant"s employer by the CAAV.

c) In case that the dossier is not clear enough, within a period of 03 working days, a request letter for more information and additional documents or request for direct conversation shall be sent by the CAAV.

**Article 21. Procedure for the renewal of long validity airport security badge of Airport authority**

1. A dossier for renewal shall be sent to airport authority directly, via post or other suitable method. A dossier shall be as specified in clause 1 article 19 of this circular.

2. Within the period of 07 working days as from the receipt date of complete documents as regulated, Airport authority shall be responsible for assessing applicant and conditions for issuance as following:

a) Accept to issue for applicant if meets all requirements described in clause 1 and 3 article 16 of this circular;

b) If not meet all requirements as described in clause 1 and 3 article 16 of this article, within a period of 03 working days, a deny letter with detailed reasons shall be sent to applicant"s employer by Airport authority;

c) In case that the dossier is not clear enough, within a period of 03 working days, a request letter for more information and additional documents or request for direct conversation shall be sent by Airport authority.

**Article 22. Procedure for the renewal of long validity airport security badge of Airport authority**

1. A dossier for renewal shall be sent to airport authority directly, via post or other suitable method. A dossier shall be as specified in clause 1 article 20 of this circular.

2. Within the period of 05 working days as from the receipt date of complete documents as regulated, Airport authority shall be responsible for assessing applicant and conditions for issuance as following:

a) Accept to issue for applicant if meets all requirements described in clause 1 and 3 article 16 of this circular;

b) If not meet all requirements as described in clause 1 and 3 article 16 of this article, within a period of 03 working days, a deny letter with detailed reasons shall be sent to applicant"s employer by Airport authority;

c) In case that the dossier is not clear enough, within a period of 03 working days, a request letter for more information and additional documents or request for direct conversation shall be sent by Airport authority.

**Article 23. Procedure for the renewal of short validity airport security badge of Airport authority**

1. The applicant shall submit a dossier directly to Airport authority and present one of following valid documents (identification card, diplomacy

identification card, passport, residence card, long validity security badge), a dossier shall include:

- a) An application as specified at Annex V of this Circular;
  - b) The list specified in Annex IX attached with this Circular.
2. Within 60 minutes since the time of receiving complete dossier, Airport authority shall be responsible to review and issue security permit, or other to inform applicant of refusal reasons.

**Article 24. Procedure for the renewal of long validity airport security badge of airport, aerodrome operator**

1. A dossier shall include:
  - a) List of staffs for application as specified in Annex VI attached with this circular;
  - b) Individual application form to filled in by the applicant as specified at Annex VII of this Circular a 4x6cm photo glued to the form and stamped. The form shall be certified by the applicant's employer (photo was taken with white background, within a period of 6 months since the date of application);
  - c) 01 color photo as specified in paragraph b clause 1 this article.
2. Within a period of 05 working days as form the issuance date, the airport, aerodrome operator in authorization must send the list of persons to airport authority in concern.

**Article 25. Procedure for the renewal of long validity airport security badge of airport, aerodrome operators**

1. A dossier shall include:
  - a) In the case of renewal due to new design or expiry, the dossier shall be as regulated in clause 1 article 24 of this circular;
  - b) In the case that the existing valid security badge has been tempered, torn or security sign lose, the dossier shall be as specified in paragraph a and c clause 1 article 24 of this circular and such existing badge must be returned to the issuing agencies
  - c) In the case of losing, the dossier shall be as specified in paragraph a and c clause 1 article 24 of this circular and confirmation letter of Head of department, unit on time, location and reason;
  - d) In case that the existing badge had been collected, the dossier shall be as specified in paragraph a and c clause 1 article 24 of this circular, along with document on violation handling result and the applicant,,s self –review with the assessment of violation handling units;.
  - e) In the case of renewal due to company change, the dossier shall be as specified in paragraph a clause 1 article 24 of this circular.
2. Within a period of 05 working days as form the issuance date, the airport, aerodrome operators in authorization must send the list of persons to airport authority in concern.

**Article 26. Procedure for the renewal of long validity airport security permit of Airport authority and airport, aerodrome operators**

1. A dossier for renewal of vehicle permit as specified in clause 6 Article 16 shall be sent directly or via post or other suitable method to Airport authority, airport and aerodrome operators. The dossier shall include:
  - a) Correspondence requesting the issuance of vehicle permit by the vehicle owner as specified at Annex V of this Circular;
  - b) Vehicles which require permit are listed in the format specified at Annex VIII of this Circular;
  - c) Copy of valid safety and environment protection Certificate;
2. The issuance procedure for a long validity permit at an airport, aerodrome of airport, aerodrome operators for their vehicles shall be in accordance with paragraph b and c clause 1 this article.
3. Within a period of 07 working days as from the receipt date of full documents as regulated, Airport authority shall be responsible to assess and review, approve and issue if meet requirements, or other to inform applicant of refusal reasons within 03 working days.
4. If a dossier is not clear enough, Airport authority shall send a request letter for supplementary information, document or direct conversation for clarification.
5. Within a period of 05 working days as from the issuance date, airport, aerodrome operators under authorization must send the list of vehicles in the format specified at Annex VIII of this circular to Airport authority in concern.

**Article 27. Procedure for the renewal of long validity airport security permit of Airport authority and airport, aerodrome operators**

1. A dossier for renewal of vehicle permit as specified in clause 6 Article 16 shall be sent directly or via post or other suitable method to Airport authority, airport and aerodrome operators. The dossier shall include:
  - a) In the case of renewal due to new design or expiry, the dossier shall be as regulated in clause 1 article 26 of this circular;
  - b) In the case that the existing valid security permit has been tempered, torn or security sign lose, the dossier shall be as specified in paragraph a and c clause 1 article 26 of this circular and such existing permit must be returned to the issuing agencies
  - c) In the case of losing, the dossier shall be as specified in paragraph a and b clause 1 article 24 of this circular and confirmation letter of Head of department, unit on time, location and reason;
2. Within a period of 05 working days as from the receipt date of full documents as regulated, Issuing agencies shall be responsible to assess and review, approve and issue if meet requirements, or other to inform applicant of refusal reasons within 03 working days.
3. If a dossier is not clear enough, Airport authority shall send a request letter for supplementary information, document or direct conversation for clarification.

4. Within a period of 05 working days as from the issuance date, the airport, aerodrome operators in authorization must send the list of persons in the format as specified at Annex VIII attached with this circular to airport authority in concern.

**Article 28. Procedure for issuance of short validity airport security permit**

1. A dossier for issuance of vehicle permit shall be sent directly to issuing agencies and a valid safety and environment protection certificate must also be presented. The dossier shall include:
  - a) Correspondence requesting the issuance of vehicle permit by the vehicle owner as specified at Annex V of this Circular;
  - b) Vehicles which require permit are listed in the format specified at Annex VIII of this Circular;
2. Not more than 60 minutes as from the time of full document receipt, the issuing agency shall be responsible for review and issue permit or directly inform the applicant the refusal reasons.

**Article 29. Procedure for the issuance, renewal of long validity airport security badge for immigration police and customs at international airport**

1. The immigration police and custom department at all international airports must be responsible for personal document, background, duties of applicant and submit one dossier directly or via post or other suitable method to Airport authority, including:
  - a) An correspondence requesting the issuance as specified at Annex V of this Circular;
  - b) List of staffs who regularly perform tasks at international airport in which states clearly the following information: full name, title, employer, areas to which the access is allowed;
  - c) Two 4x6cm color photos (photo was taken with uniform on white background, within a period of 6 months since the date of application) or taken by issuing agencies.
2. Within a period of 07 working days, as from the receipt date of complete documents, Airport authority shall be responsible to review and issue security badge, or other to inform applicant of refusal reasons in written form.

**Article 30. Management, storage of dossiers for security badge, permit issuance**

1. Dossiers for security badge, permit issuance must be kept, destroyed in accordance with the provisions of law on storage.
2. The regulation on dossier, procedure for issuance of security badge, permit, and announcement on force majeure affecting issuance procedure must be quoted at place of issuance.

3. The CAAV shall provide detailed instruction on management, procedures, format related to dossier receiving, assessment, issuance of airport security badge, permit and direct for implementation.

**Article 31. Assessment and explanation during the issuance of airport security badge, permit**

1. Issuing agencies shall be responsible to assess dossiers and following information for issuance approval:
  - a) Applicant;
  - b) Conditions for issuance;
  - c) Scope of issuance;
  - d) Validity of issuance;
  - e) Restricted areas at airport to which applicant requests
2. Units and applicant for badge, permit issuance shall have to explain and provide document to prove all information specified in clause 1 this article during assessment period.
3. Issuing agencies have the rights to refuse if units and individuals of application refuse to provide document and explanation at request or violate regulation on management, usage of badge, permit or being identified to be dishonest in their dossiers.
4. The issuance must comply with principle of which applicant shall be allowed to access to airports and restricted areas where performing tasks; period of issuance will be in accordance with the time when applicant has the duties to work.

**Article 32. Objects, conditions, procedures and management of internal security badge, crew identification card**

1. Organization issuing internal security badge/ permit, crew identification card shall have to specify the objects and conditions of issuance, templates, dossier, procedures of issuance, responsibility to manage, issue and revoke badge/ permit in its ASP and approved by the CAAV.
2. The template of internal security badge/ permit, crew identification card shall not be confused with the airport security badge/ permit.

**Article 33. Management and use of security badge**

1. Security badge, permit is only used for performing tasks, and not allowed to be used for any personal purpose. If the holder uses it for wrong purpose or commits to acts of violation, his badge, permit shall be collected.
2. Persons and units granted security badge/ permit shall have to preserve and keep the badge/ permit; shall not be used by the others in any way; not to erase, falsify information contained in the badge/ permit; in case that they have no duties in restricted areas, they shall have to return the badge/ permit to the issuing agency; in case that badge/permit has been torn and information therein is invisible, they shall have to apply for renewal; they shall have to report to the issuing agency in case that badge/ permit was lost.

3. In case that the holder violates regulations on aviation security and safety, disturb public order at airport, violates regulation on using of security badge/ permit, do not meet requirements for issuing security badge/ permit, their badge/ permit shall be revoked
4. Head of departments, units of applicant must be responsible to:
  - a) Develop regulation on management and usage of security badge, permit of individuals, vehicles of his department for the correct purpose using; not for personal purpose;
  - b) Collect and handover to issuing agencies: invalid badge, permit as specified in clause 1 article 18 of this article, except expired badges, permits; badges, permits to be collected as requested by relevant authority; inform in written format as specified at Annex X attached with this circular about case of losing;
  - c) Destroy expired badges, permits.
5. Staffs of the authorities of immigration, import-export at international airport shall use security badge for access to restricted areas, and not wear during their working shift.
6. Issuing agencies shall have to inform promptly, in written as specified in Annex X of this Circular, to aviation security control force, security force at restricted areas stated in badges and the CAAV of the lost badges in order to prevent the use of these badges.

## **Section 2**

### **SECURITY CONTROL OF RESTRICTED AREAS AND PUBLIC AREAS**

#### **Article 34. Designation of restricted areas**

1. According to actual conditions of infrastructure and civil aviation activities, there shall designate following restricted areas:
  - a) Sterile area for passengers who have been security screened together with their hand baggage and prepare for boarding;
  - b) Airfield including apron, runway, taxiway and other areas;
  - c) Areas where checked baggage is handled and loaded to aircraft (baggage classify area);
  - d) Areas for transit passengers waiting for connecting flight (transit areas);
  - e) Cargo sheds serving for classification of cargo, parcel after being screened waiting for being loaded to aircrafts;
  - f) Areas servicing VIP flights, priority flight;
  - g) Baggage receiving areas for passengers at arrival terminals;
  - h) Aircraft maintenance and repair areas;
  - i) Catering supplies areas;
  - j) Fuel farms;
  - k) Coordination and commanding center, Operation Control center and Air traffic control areas, radar stations, VHF information center;

- l) Power and water supply stations;
  - m) Check-in areas; baggage conveyors to checked baggage screening points
  - n) Cargo, parcel handling areas;
2. Basing on clause 1 of this article, airport, aerodrome operators shall take lead responsibilities to coordinate with Airport authority and agencies, units concerned to determine restricted areas and detailed boundary of each restrict area of airport, aerodrome and restricted areas under management of airport, aerodrome operators when developing ASP.
  3. According to clause 1 this article, aviation service providers at airport, aerodrome shall have to coordinate with Airport authority and other relevant organizations to designate restricted areas and their boundaries under the management and operation for areas out of terminals, airports when AVSEC regulation; air traffic control units, cargo handling units shall have to designate restricted areas with areas not belong to airport, aerodrome.
  4. In the case that enhanced security measures should be applied and the designation of new restricted areas is necessary, airport, aerodrome operators shall establish and immediately report to Airport authority, organizations and units regularly performs tasks in that areas. The designation of such restricted areas must meet following requirements:
    - a) Designated period;
    - b) Being separated by system of walls, fences, have systems of suitable signs, signals;
    - c) Security checkpoints and security control staffs must be arranged to supervise, inspect during establishment time;
    - d) Suitable security assurance measures;
    - e) Being approved in written by the CAAV if the establishment period of restricted areas is more than 24 hours.
  5. The establishment of restricted areas and application of security inspection, supervision methods for each restricted areas must be suitable with the purpose of aviation security assurance and not prevent individuals, vehicles from regular works in restricted areas.

**Article 35. Regulations on access to and operations at restricted areas**

1. Only persons, vehicles which possess security badges and permits respectively are allowed to enter airport security restricted areas which are indicated in the badges/permit,
2. Security badges shall be worn at the chest area on an outer garment to make sure that the front side of the badge is visible during operation period in restricted areas, except for staffs of police, custom authorities who are performing their duties; permits must be displayed on the vehicle windshield or in a visible position.

3. Persons, items, vehicles must enter allowed gate and comply with instruction and regulations on security, safety, operation at restricted areas, subjected to suitable security supervision and inspection.
4. Single-use badge holders, when performing their duties in airport/aerodrome restricted areas, shall be escorted by security personnel or by staff of the units being responsible for supervising the restricted areas.
5. Vehicles operating in security restricted areas shall comply with specified rules on speed limit, lane and parking position and be subjected to control and instruction by aviation security personnel, guard performing duties at that areas.
6. The visit, making film and taking photograph at restricted areas and not being state confidential are required to apply for a permit in written provided by airport operator.
7. In case of emergency rescue mission: The Head of employer of the persons and unit owning the vehicles shall be responsible for coordinating with the AVSEC forces or guards of the units being in charge of the security restricted areas in supervising such persons and vehicles activities, without security badge/ permit, internal security badge/permit.
  - a) The integrity of checked baggage, cargos, mails, parcels must be assured in restricted areas:
  - b) Head of organizations, units operating at airports, aerodrome must be responsible for establishing measures to prevent checked baggage, cargo and parcels under his management from being stolen. Airport authority shall be in charge of supervising their implementation;
  - c) Airport, aerodrome operators, cargo handling enterprises, ground service enterprises shall be responsible to inspect, supervise the implementation of procedures, standards in cargo, baggage handling system.
  - d) Airport, aerodrome operators shall take responsibilities to prepare list of persons, vehicles allowed to enter each gate, doors, pathways; list of prohibited items to be brought to working areas;
  - e) Airlines inform and propagandize their passengers about regulations on high value item transport in checked baggage; procedures of claims and compensations in case of lost or mishandled baggage during transport;
  - f) Detailed measures to prevent stealing are prescribed in detail in ASP and aviation security regulation of each organization.

**Article 36. Regulations on introduction of dangerous items into restricted areas**

1. The introduction, management, use of dangerous items into restricted areas must be described in details in related ASP, AVSEC regulation basing on list of prohibited items to bring along or in baggage into aircraft issued by CAAV.
2. For dangerous items servicing for operation of organizations at restricted areas specified in paragraph a, b, c, d, đ, e and g clause 1 Article 34 of this article must register with aviation security control forces at those areas.

3. Using units shall have to monitor and being in charge of management and use of dangerous items as specified in clause 2 this article to ensure safety and security.

**Article 37. Security checkpoints at gate, door, pathway at public areas and restricted areas**

1. Security checkpoints must be established at each gate, door, pathway at public areas, restricted areas.
2. At each checkpoint, there shall have the following documents:
  - a) Procedures of inspecting persons, items, vehicles access to that restricted areas;
  - b) Template of security badge/ permit to access to that areas;
  - c) List of persons, vehicles losing security badge/ permit; being revoked but not return security badge/permit;
  - d) Directory and templates of required records and forms, minutes, register form to bring dangerous items, electronic equipment, specialized equipment, high value items, vehicles to restricted areas;
  - e) Hand-over shift report specifying situations and results of security checks.
3. At each checkpoint there shall have to be established with suitable signs, instruction, staffs and security equipment to ensure the continuous maintenance of aviation security inspection. Gates, doors and movable fences at security checkpoints must be always kept locked and only opened for the access of checked and authorized persons, vehicles.
4. Security cameras, X-ray machine, walk-through metal detector and hand held metal detector to inspect and screen persons, items, baggage from public areas to restricted areas as specified in paragraph a, b, c, d, đ, e, h, i v and k clause 1 Article 34 of this circular and air traffic command center (except temporary gate, door, pathway).

**Article 38. Patrols, security supervision and guarding at restricted areas**

1. The aviation security force shall have to constantly supervise passengers, persons, vehicles operating in restricted areas by appropriate security measures in order to detect suspected behavior for timely prevention of acts of violation; inspect and handle left baggage and process other security measures.
2. Patrols and guarding shall be carried out by security control force with an aim to prevent timely access to security restricted areas of persons, vehicles and livestock or violations of security and safety regulations at the airport/aerodrome.
3. At mixture airport, the patrolling, guarding and protecting adjacent areas between areas used for civil aviation activities and areas used for military activities shall be conducted by the coordination between the airport operator

and military units and be agreed upon in coordinated management regulations for airport used by both civil and military.

4. Patrols and guarding shall be described in related ASP and AVSEC regulation.

**Article 39. Security check and supervision of persons, vehicles and items entering and operating in restricted areas which are not passengers, baggage, cargo, parcels, package and other articles introduced on board pre-flight**

1. AVSEC staffs and guards shall be responsible for security check and supervision of persons, vehicles and items entering and operating in restricted areas.
2. Persons, vehicles and items introduced to restricted areas except areas specified in paragraph n and o clause 1 article 34 must be subjected to following security checks:
  - a) Security badges/ permits;
  - b) Persons and their belongings;
  - c) Vehicles and items in the vehicles;
  - d) Dangerous items.
3. Persons, vehicles and items introduced to restricted areas specified in paragraph n and o clause 1 article 34 must be subjected to suitable security checks.
4. The security check of persons, vehicles and items brought out of restricted areas shall be performed by aviation security control force in order to detect suspicious behavior such as: property steal, smuggling and trade fraud or any cases of strengthen security assurance measures or under direction of competent state authorities. The security check shall be as follows:
  - a) Security badges/ permits;
  - b) Persons and their belongings;
  - c) Vehicles and items in the vehicles;
  - d) Dangerous items.
5. Procedure of security checks of persons shall be as follows:
  - a) Check or security badge, compare with original one;
  - b) Using hand-held metal detector and walk-through metal detector at checkpoints equipped with walk-through metal detector and hand-held metal detector. In case of warning signs by walk-through metal detector, hand-held metal detector, manual check shall be performed. At the minimum of 5%, random visual check shall be performed when there is no signal of alarm. Manual check shall be conducted at places with no walk-through metal detector and hand held metal detector.
  - c) The order and action of badge/permit check, manual check, and hand-held metal equipment using; walk-through metal detector check shall be specified in ASP of airport, aerodrome operators, AVSEC regulation of aviation service providers.
6. Procedure of security check of articles shall be as follows:

a) Check article by X-ray machine at checkpoints with X-ray machine equipped and conduct manual check if any suspicion.

b) To conduct manual check at checkpoints without X-ray machine;

c) The order and action of manual check, X-ray check shall be specified in ASP of airport, aerodrome operators, AVSEC regulation of aviation service providers.

7. Procedure of security check of vehicles shall be as follows:

a) Request the vehicle driver and other passenger to leave the vehicle;

b) Check security permit of vehicle;

c) Observe, inspect the exterior of vehicle;

d) Use mirror to check beneath and above of the vehicle;

e) Visually check inside the cab of the vehicle;

f) Check the cab for persons and cargo of vehicle (except cases of cargo cab already sealed in accordance with regulation);

g) Check security seals of vehicle and cargo carried by the vehicle;

h) The order and action of manual check and mirror using at beneath and above the vehicle shall be specified in ASP of airport, aerodrome, AVSEC regulation of aviation service providers.

8. Regulation on security check of articles carried in and out of restricted areas:

a) The declaration form as specified at Annex XXVI of this circular must be kept at checkpoints;

b) Persons carried dangerous articles, specialized equipment, high value items access to restricted areas must fill in the form as specified at Annex XXVI of this circular, access and exit must be at the same gate;

c) Security personnel at checkpoint must collect declaration form, double check with articles carried in and out and record any changes in quantity if being used in restricted areas, except cases that AVSEC personnel bring supporting tools to perform their tasks at airport;

d) Record on articles carried in and out of restricted areas shall be managed and kept in accordance with regulations of document storage.

9. Procedures of security check and supervision at each restricted area must be prescribed in details in ASP, AVSEC regulation of each organization.

#### **Article 40. Signs Installed at Airport's Public Areas**

1. AVSEC control force shall coordinate with airport, aerodrome operators, aviation service providers and other police department to give instructions to persons and vehicles on traffic lanes; install appropriate traffic signs on public roads, at car parks, departure/arrival lobbies and other public areas at the airport.

2. Persons and movement and operation of vehicles at public areas shall be in line with stipulations of the Law on road traffic and regulations on aviation security and safety and police manners.

#### **Article 41. Security control and supervision at public areas of airport, aerodrome**

1. AVSEC control unit shall take the lead of responsibilities to cooperate with police department to establish guard posts and providing adequate security staff and appropriate equipment in order to give instructions on traffic to persons and vehicles; to maintain public order at the airport public areas; and coordinate with related airport authority, police and military forces and local authorities to ensure aviation security, maintain public order and handle violations.
2. The provision of patrolling forces, specialized equipment as well as security control procedures must ensure that unclaimed baggage; cargo and vehicle as well as violation acts at the public areas shall be detected, handled on a timely basis and specified in ASP, AVSEC regulation.
3. In case of enhanced security assurance or terminal, public areas do not meet operation requirements, AVSEC control force shall establish security guard points at public areas to limit, regulate number of persons, vehicles access in and operate in airport, aerodrome and inform Airport authority for supervision.
4. Items, baggage, property of passengers or their companion kept at depository place at public areas of passenger terminal shall be subject to security check before receiving in suitable method.

**Article 42. Security assurance at adjacent areas of airport, aerodrome**

1. The airport authorities shall coordinate with the airport operator, the Local People's Committees of adjacent areas to manage, educate and disseminate regulations on aviation safety and security for inhabitants in adjacent areas.
2. The airport authority together with the aviation security control force, shall coordinate with the Local People's Committees of adjacent areas to ensure the implementation of aviation regulation; prevent acts of law violations at adjacent areas of airport, aerodrome.
3. Airport authority, AVSEC control force shall coordinate with competent departments of defense, related local authorities to inspect, assess potential locations that the terrorist may attack aircrafts using MANPADS.
4. Airport authority, AVSEC control force shall coordinate with the Police authorities of all levels in adjacent areas in developing and implementing activities of preventing and deterring, the use of MANPADS and acts of attacking and plundering airports, aerodromes or aircraft when take off or landing.
5. The civil aviation security forces and guard forces of related agencies and units shall coordinate with the Ward- and commune-level police authorities in adjacent areas in patrolling adjacent areas outside airports and aerodromes at request in order to detect and promptly handle acts of violation.

**Section 3**  
**ENSURE PRE-FLIGHT SECURITY**  
**AND AIR TRANSPORT COMMERCIAL ACTIVITIES**

### **Article 43. Security seals**

1. Cargo container, parcels, unaccompanied baggage, mishandled baggage, unclaimed baggage, catering carts and stores, containers or bags of articles serving for aircrafts, except items used for aircraft maintenance and repair and cases specified in clause 5 article 56 of this circular shall be sealed after having undergone security screening; for fuelling vehicles and after loading the fuel, security seals shall be placed on delivery and dispensing nozzles; for aircraft which is parked overnight at airport or outside airport, all its doors shall be sealed
2. It is necessary to make sure that the security seals cannot be removed after being placed on, or they will be broken if they are removed. The security seal types and sizes must be used appropriately, according to subjects to be sealed.
3. The template of security seals, regulations on control, inventory, issuance and use of security seals shall be specified in related ASP, AVSEC regulation. Requirements on security seals shall be specified at Annex XII attached with this circular.

### **Article 44. Security check, supervision of departure passengers and baggage**

1. Air carrier shall only agree to transport and boarding when have ticket, boarding pass and personal document as regulated at Annex XIII of this circular and being security checked; their check baggage shall be proceed in separated procedures, not accept group handling. Before allowing passengers on board; aviation personnel shall check and compare personal documents with boarding pass to make sure same person to be on board.
2. Passengers with checked baggage except case specified in clause 3 this article must present at the check-in counter to perform check-in procedures. Check-in personnel shall be responsible to check, compare tickets with personal documents, interview passengers about their baggage; if any sin of suspicion, must inform to person in charge of security at checkpoint.
3. Passengers may authorize other person on their behalf to perform check-in procedures in following cases:
  - a) Group of Member of the Political Bureau, member of the Party Central Committee, ministers and equivalent positions or higher; Secretary and Deputy Secretary of Party Committee, Party Committee of central cities; Chairman of the People's Council, People's Committee presidents of provinces and cities under central authority; Deputy Minister of Transport; Vice Minister of Public Security; Deputy Minister of Defense, Deputy Chief, Director General of the General Staff combat, Chairman and Vice Chairman of the General Political Department of the Vietnam People's Army;
  - b) Emergency cases shall be decided and be in charge by Airport authority  
Director.

4. If passenger does not have checked baggage, the check-in procedures should be performed through online check-in systems, self-check-in counter allowed by airlines and competent authorities without presenting at check-in counter.
5. 100% passengers and their hand baggage shall be screened by the walkthrough metal detector, X-ray machine; passengers who refuse for security check shall be refused to transport.
6. At every security checkpoint, there shall be equipped with rooms for manual check; X-ray machine, walkthrough metal detector, hand-held metal detector, explosives detector, communication devices, other necessary devices.
7. Security staffs must be arranged at each security checkpoint to effectively carry out following duties:
  - a) Check and compare personal documents with tickets, boarding pass in paper or in electronic devices (mobile phone, computer, etc. ) and passengers.
  - b) Instruct passengers to place their baggage, personal items, articles

on the conveyor of X-ray machine;

- c) Check passengers by using hand-held metal detector, explosive detector, conduct manual check;
- d) Watch X-ray machine's display; they shall not be performed continuously this task for over than 30 minutes, and back to this task no less than 30 minutes;
- e) Receive baggage, items being subjected to re-check at request of staff watching X-ray machine's display and forward to the manual check staff
- f) Manual check baggage and items
- g) The head of shift be responsible to manage, monitor and supervise the entire work at the checkpoint; to rotate the tasks of their staffs; solve any arising problem or incident when reported by his/ her staffs; not directly conduct tasks specified in paragraph a, b, c, d, e and f of this clause.
8. Passengers shall have to follow all instructions and requirements of AVSEC personnel. Procedures for security screening of passengers and their hand baggage shall be as follow:
  - a) Passengers must remove and put their outer coats, hats, shoes, sandals, belts and other belongings in a tray for security screening before their passing through walk-through metal detector;
  - b) When passengers are passing through walk-through metal detector,

they will be subjected to hand-held metal detector and manual check by security personnel;

- c) Passenger put their baggage onto the conveyor of X-ray machine; if there are any suspicion, security personnel shall conduct manual check and security search.
9. Passengers and hand baggage having undergone screening shall be monitored continuously until boarding aircraft
  10. Manual checks or other appropriate control measures shall be conducted at a separate area with regard to disabled passengers, seriously wounded soldiers, passengers on wheelchair or stretchers and patients on them medical aids are implanted
  11. Manual check of passenger, baggage shall be conducted in body-check rooms. Passenger shall be checked by personnel being the same gender, if needed, female staffs can check male passenger. Manual check must be processed by the same gender and the second personnel being the same gender shall be there for supervision and making record.
  12. In case of dangerous items found which are prohibited to be carried on passenger's person or in their carry-on baggage, security personnel shall perform as specified in Article 65 of this circular.
  13. Random manual check shall be applied for passenger and hand baggage having undergone screening with the percentage of at least 10%. Such random check shall be performed at security checkpoints or at body-check room when required.

**Article 45. Security inspection and supervision of transit and transfer passengers having a domestic stop and their carry-on baggage**

1. In case that transit passengers are retained on board aircraft, that aircraft shall be put under the continuous supervision until departure, do not disembark passengers
2. Transit passengers and passengers having a domestic stop must bring along with them all personal items and hand carry baggage.
3. The aircraft operator shall be responsible for inspection to ensure that when passengers disembarking, they do not left any personnel items, hand baggage on board aircraft.
4. Transit passengers or passengers having a domestic stop and their hand baggage shall go through security check and screening as departure passengers; they shall be exempted from security check and screening if they are
  - a) Passenger is attached with transit/ transfer tag;
  - b) As from the time of being disembarked, Passenger who follow separately lane and do not mix with any other lane of passengers and be put under supervision from aircraft.

**Article 46. Security control of crewmembers**

1. Aircraft operators shall have to provide list of crewmembers to AVSEC control force before security check processing. Crewmembers shall have to wear company uniform according to the aircraft operator's regulations, pack

their baggage by themselves and are only permitted to bring baggage in compliance with the provisions of related law.

2. Crewmembers shall have to present their crewmember cards at security checkpoints. The security personnel shall have to check their badges, compare with the list of crewmembers provided by the aircraft operator.

3. The security screening, supervision, search of crewmembers and their baggage shall be carried out in the same manner as departure passengers and their baggage.
4. Airlines shall have to stipulate in details the security check of baggage and items of crewmembers in their ASP.

#### **Article 47. Security check of checked baggage**

1. Check-in personnel shall have to request passenger to identify their baggage prior proceed check-in procedures, do not proceed procedures in group (except cases specified in clause 3 article 44 of this circular); in case of any suspicion, they shall have to inform security personnel for additional check
2. Checked baggage of departure passengers, transit passengers shall be subjected to X-ray inspection; if any suspicion found, manual check, explosive detectors or other appropriate measures shall be applied. If any signs or information of threatening to security and safety of flight, security search must be applied to checked baggage.
3. Security staffs must be arranged enough at each security checkpoint to effectively carry out following duties:
  - a) Watch X-ray machine"s display; they shall not be performed continuously this task for over than 30 minutes, and back to this task no less than 30 minutes;
  - b) Manual check and security search;
  - c) The head of shift be responsible to manage, monitor and supervise the entire work at the checkpoint;
4. Procedures of security check, supervision for checked baggage shall be stipulated in details in ASP of airports, aerodromes.
5. Manual check of checked baggage must be performed with the presentation of its owner or his legal representative or airlines representatives except emergency cases.
6. Checked baggage of transit passengers or passengers having a domestic stop which are moved out of the aircraft, must be undergone by security check in the same manner with departure ones prior to boarding, unless satisfy following requirements:
  - a) Baggage which are kept remaining in the apron or being under continuous supervision as from being taken off from the aircraft until boarding;
  - b) Checked baggage attached with transit/domestic stop tag.

#### **Article 48. Monitoring of checked baggage**

1. After having undergone security screening, originating/transit/transfer passengers" checked baggage shall be continuously monitored until they are loaded onto aircraft and shall be protected from unauthorized access to.
2. Checked baggage conveyors, checked baggage handling areas shall be monitored and supervised continuously by the security personnel of airport operator, and ensure that unauthorized persons shall not access to these areas.

3. Providers of ground handling services are responsible for carrying out preventive measures to protect checked baggage from being stole and preventing checked baggage that has been denied transport from being taken on conveyor belt and trucks
4. In case that checked baggage is torn, broken and not intact before loading onto aircraft or having signs of being checked illegally, baggage handling personnel shall have to report to the security personnel of airport operator. The applied re-check measures must be recorded in minute. The procedures of monitor, supervision, handling for those kinds of baggage shall be specified in related ASP, AVSEC regulation.

**Article 49. Reconciliation of passengers and their baggage transport**

1. Passengers shall be carried together with their baggage on the same flight, except cases specified in clause 2 article 149 of Vietnam civil aviation law.
2. Air carrier or aircraft operator shall have to ensure that:
  - a) Every checked baggage shall be attached with baggage tag including information on flight number, date and code;
  - b) To make a list of checked baggage and compare with the pre-flight Passenger Manifest
  - c) Sign the list of checked baggage loaded onto aircraft.
3. Air carriers shall be responsible to ensure that the entire of passengers' baggage shall be disembarked before departure of aircraft in case that these passengers having boarding pass do not take the flight or continue their journey.
4. Except diplomatic pouches and consular bag, checked baggage which is not carried on the same aircraft with passengers as defined in Vietnam civil aviation law shall be subject to at least one of the following additional security measures and be recorded:
  - a) Security screening by X-ray machine in different positions
  - b) Security check by explosive detectors.

**Article 50. Storage of mishandled baggage, unclaimed baggage**

1. Airport/aerodrome operator shall be responsible for designating an area in which mishandled baggage, unclaimed baggage are hold until forwarded, or sent to its owners. These areas shall be protected in order to prevent the access of unauthorized persons.
2. Air carrier, ground handling services providers shall have to store and record mishandled baggage, unclaimed baggage including quantity, weight, destination, flight and handling measures. Mishandled baggage shall be subject to security screening and security seals before taken on storage area, or before loaded onto aircraft
3. If any signs or information of threatening related to security, safety of flights, unclaimed baggage must be applied security search.

**Article 51. Security control of diplomatic pouches and consular bag**

1. Diplomatic pouches and consular bags are exempt from X-ray screening, manual check, security search except cases specified in clause 6 this article.
2. Diplomatic pouches and consular bags shall be checked by security personnel as follows:
  - a) To check seals, visible external signs of Diplomatic pouches and consular bags according to the Diplomatic and Consular regulations;
  - b) To check passport, authorization letter to carry diplomatic and consular pouches and documents of diplomatic or consular agencies indicating the number of diplomatic and consular pouches.
3. If there are a strong ground to believe that diplomatic and consular pouches contain dangerous items prohibited to be carried according to the regulations, these pouches shall be denied to carry.
4. In case of denied carriage, it shall be made in record specifying reasons, with the confirmation of the diplomatic or consular liaison officers and airport authorities concerned. This record shall be sent to the diplomatic or consular agencies.
5. Diplomatic or consular liaison officers or representatives of the diplomatic, consular agencies and articles carried with them entering restricted areas to send or go along with Diplomatic pouches and consular bags must be checked prior to, in accordance with regulation in articles 39 and 44 of this circular.
6. Diplomatic pouches and consular bags shall be screened by X-ray machine in case the air carrier shall the official letter to the head of AVSEC control force at airport, aerodrome. Such X-ray screening must be confirmed in written by air carrier, diplomatic or consular liaison officers, security personnel and Airport authority concerned; this record shall be sent to the diplomatic agencies.

**Article 52. Security control of crewmembers, passengers, baggage, cargo of VIP flights**

1. The security check of crewmembers, passengers, baggage, cargos of VIP flights performed by AVSEC control force must comply with Article 44, 46, 47 and 48 of this circular, unless being specified other.
2. CAAV agreed with Honor guard command – Ministry of Public Security and other departments in concern to publish regulation on aviation security inspection and supervision in regard of crewmembers, passengers, baggage, cargos of charter flights.
3. Charter flight shall be exempted from security check in accordance with the provisions of law.

**Article 53. Security control of cargo, parcels carried in passenger flight at airport, aerodrome.**

1. Security staffs must be arranged enough at each security checkpoint for cargos, parcels to effectively and adequately carry out following tasks:

- a) Check documents (declaration form of sender, completed customs procedures for cargos carried on international flight), make record of all checked cargos;
  - b) Watch X-ray machine's display; they shall not be performed continuously this task for over than 30 minutes, and back to this task no less than 30 minutes;
  - c) Check by explosives detector;
  - d) Apply security seal, manual check, security search;
  - e) The head of shift responsible to manage monitor and supervise the entire work at the checkpoint.
2. The procedures of security inspection, supervision for cargo, mail, postal matters and parcels shall be specified in the ASP, AVSEC regulation concerned.
  3. Cargo, mail and postal matters and parcels shall be security screened 100% by the X-ray machine, except cases defined in clause 7 of this Article and exemption cases specified in article 55 of this circular. If any unusual signs are found, manual check or other appropriate measures shall be applied. Manual check shall be conducted with the present of the owner or their legal representatives or representative of air carrier concerned. If any signs of threatening to security, safety of flights, cargo, parcels must be subjected to security search.
  4. Cargo, mail and postal matters and parcels after being screened according to paragraph 3 of this Article shall be put under security surveillance until being loaded on the aircraft. In case of detecting that screened cargo, mail or postal matters and parcels are not intact or missing security seals, the handling personnel shall have to inform security personnel timely. Security personnel shall be responsible for security re-check by appropriate measures in order to detect and prevent dangerous articles.
  5. In case that cargo, mail and postal matters and parcels after being screened and be transported through public areas to aircraft, the transport means shall be put under security surveillance continuously in order to prevent the unauthorized introduction of dangerous items.
  6. Transit/ transfer cargo, mail and postal matters and parcels must be applied with security screening, supervision in the same manner as departure ones, except cases confirmed in written or with security seals as confirmation of being undergone security check at departure location.
  7. Cargo, mail and postal matters and parcels carried in passenger flight shall be exempted from security check if:
    - a) Transit/ transfer cargo, mail and postal matters and parcels retained on board aircraft and put under security surveillance continuously;
    - b) Transit/ transfer cargo, mail and postal matters and parcels moved to the cargo restricted areas; if cargo, mail and postal matters and parcels are carried through public areas to the cargo restricted areas and vice versa, they shall be sealed and put under security surveillance continuously in order to prevent the unauthorized introduction of dangerous items.

8. Measures of security check and supervision for cargos, mail and parcels must be stipulated in details in ASP, AVSEC regulation concerned.
9. Documents on the handling of cargo, parcels, weapons, explosive materials, supporting tools and minutes must be kept as regulated in law.

**Article 54. Security inspection, supervision of cargo, parcel at units outside of airport**

1. Only cargo handling units with huge cargo bulk by air which can satisfy requirements on facility and manpower to for aviation security assurance and have AVSEC regulation approved by the CAAV; are allowed to establish AVSEC security checkpoints for cargo and parcel at their facilities outside of airport.
2. The CAAV shall assign AVSEC control force at airport, aerodrome to provide AVSEC security checking service in term of cargo, parcel at facilities outside of airport in order to ensure aviation security and benefits of relevant parties.
3. Owner of cargo handling facility shall be responsible to ensure security and protect cargo handling facility in accordance with approved AVSEC regulation; implement appropriate measures to control and monitor cargo, parcels when receiving, storage and transport checked cargo, parcels to airport, aerodrome.
4. The CAAV shall stipulate detailed regulations on measures, procedures to for security control in term of cargo, parcels during entire chain of cargo handling to be suitable with nature of each cargo, parcel type. Enterprises related to cargo transport by air shall implement measures, procedures issued by the CAAV to avoid from carrying prohibited dangerous items.

**Article 55. Security check of special baggage, cargo**

1. The exemption of manual check and screening shall be applied to dead bodies transported by air which are placed in a closed aluminum coffin that is sealed. Process of packing and sealing shall be put under the supervision of the competent health agencies. Aluminum coffin shall have intact seals, attestation of death and other appropriate documentation of the competent health agencies.
2. The exemption of security check and screening shall be applied to the products made from blood, the viscera for transplantation, vaccines, pharmaceutical product being sealed. The containers shall have security seals attached to, and written confirmation of the competent health agencies.
3. The exemption of security check and screening shall be apply to dangerous goods that screening or security check will endanger the lives and health of security employees such as materials for nuclear research, radioactive materials. The containers shall have security seals attached to, and correspondence confirming the safety package of the competent state agencies and request correspondence of the competent state agencies.

4. Security control of human remains (including ashes) shall be conducted in the same manner as normal cargo, except cases requested by the state agencies concerned, foreign diplomatic agencies and approved by the head of AVSEC control force at airport, aerodrome.
5. Animal, animal products easily damaged which can be screened by X-ray machine confirmed by competent agencies shall be subjected to manual check or other appropriate security measures.
6. The transport of dangerous items must comply with regulations on dangerous item transport by air. Those dangerous items must be packed, labeled and declared before acceptance for carriage. Air carrier shall be responsible to inspect, define the regulation compliance before approval for transport. If dangerous items detected during security check, AVSEC control force shall have to inform to air carrier for final decision.
7. The carriage of medical articles and dangerous items on board in case of looking after patients and honor guards must be accepted by representative of air carrier and head of AVSEC control force at airport, aerodrome.
8. All special articles listed in clauses 1, 2, 4, 5 and 7 of this article shall be applied security check by explosive detector.

#### **Article 56. Security control and supervision of catering supplies**

1. All enterprises that manufacture, cook and supply catering (herein after refer as catering supplies) shall be responsible to conduct security assurance with catering supplies in accordance with their approved ASP.
2. Their facilities shall be protected and required internal security badge/ permit of the catering company. Vehicle to carry catering supplies to aircraft through public areas shall be escorted by their guarding personnel or under appropriate security.
3. Food samples must be kept for at least 24 hours since such food are taken onboard aircraft to serve.
4. Carts or bags of catering supplies taken on board must be attached with security seals after being checked. Only carts and bags of catering supplies with seals are accepted to access in restricted areas and taken on board aircraft by crewmembers.
5. Carts or bags without seals or damaged seals must be applied security check by X-ray machine or manual check before introduction to restricted areas to be loaded onto aircraft and be under continuous security supervision.

#### **Article 57. Security control and supervision of aircraft stores and supplies**

1. Objects serving on board must be packed in container or bad and being under security check by X-ray machine. Such bag and containers must be put security seal on after security inspection by X-ray machine and under continuous security supervision by appropriate security measures until being loaded onto aircraft, except cases specified in clause 3 this article.

2. Areas provided for storage of these items shall be protected, the access to these areas shall require internal security badges granted by enterprises concerned.
3. The aircraft operator, aircraft maintenance and repair enterprises shall be responsible to check and compare the quantity and category of aircraft spare parts when loaded or unloaded on board aircraft. The checking and comparison shall be made in written and presented to security personnel when access in and out of restricted areas.

**Article 58. Assurance of security of aircraft fuel**

1. Fuel supplies companies shall be responsible for security assurance implementation of air petrol according to their approved security regulations.
2. Fuel farms and vehicles shall be protected; the access to these areas shall require internal security badges granted by fuel supplies companies.
3. The refueling trucks" delivery/dispensing nozzles must be sealed after being refilled for aircraft fuelling. Refueling vehicles shall be escorted by the companies" guarding forces or put under appropriate security measures.
4. The airport operator shall be responsible to inspect and supervise refueling trucks before entering airport, to ensure that refueling trucks" delivery/dispensing nozzles are sealed and not damaged.

**Article 59. Security Control and Supervision of accused, defendants, prisoners, deportees, extradited persons or arrestees under pursuit warrants**

1. When check-in, escorting persons shall have to present escort order or decision of competent authorities.
2. The representative of air carrier coordinate with escorting persons to assess the risky of the transport of escorted person and decide appropriate security measures; inform to AVSEC control force and Airport authority of departure and arrival airport..
3. Persons who escort and persons under escort may be screened at designated points. The persons under escort and their baggage and belongings shall be subject to manual checks.
4. Airport security personnel shall be responsible to coordinate with escorting persons in monitoring and supervising during loading and unloading of the escorted person.
5. The air carrier shall have to inform aircraft pilot-in-command of the seats of the accused, defendants, prisoners, deportees, extradited persons or arrestees under pursuit warrants and the escorting persons and their supporting tools. The aircraft pilot-in-command shall have to inform AVSEC control force of estimated destination airport of the assistance request, if any.

**Article 60. Security control and supervision of passengers denied entry of country**

1. Air carrier shall be responsible for their passengers who are not accepted to enter Viet Nam, and shall have to:
  - a) To arrange the passengers' departure out of Vietnam at earliest;
  - b) To coordinate with the immigration police to keep the passengers' IDs on a temporary basis and get other appropriate documents/papers issued by immigration authority for the purpose of transporting such passengers in the case the passengers have no valid IDs;
  - c) To inform immigration police, airport authority of the list of passengers denied entry and their departure flight number from Vietnam;
  - d) To keep personal documents or other paperwork issued by immigration department and give back to passengers only after handing over to the competent authority of arrival country.
2. In the case an air carrier carry back to Viet Nam passengers who have not been accepted to enter a foreign country, the air carrier shall coordinate with competent authority of that country to obtain the passengers' IDs or other travel documents/papers issued by that country's competent authority for the purpose of transporting such passengers.
3. AVSEC control force at airport, aerodrome shall monitor passengers until boarding to flight departing from Vietnam. In case that the denied entry passengers are not voluntary to come back their originating country, the air carrier shall have to arrange security personnel to escort during flight, at least 1 guard per 1 passenger.
4. Air carrier shall bear all expenses relating to denied entry passenger.
5. The air carrier shall have to inform aircraft pilot-in-command of the seats of the denied entry passenger and the escorting persons and their supporting tools. The aircraft pilot-in-command shall have to inform operator of estimated destination airport of the assistance request, if any.

**Article 61. Security control and supervision of passengers who have lost their act control capacity**

1. Passengers who have lost their act control capacity shall include:
  - a) Persons who have lost their act control capacity due to mental illness;
  - b) Persons who have lost their act control capacity due to using drugs.
2. Persons who have lost their act control capacity due to using drugs shall be denied for carriage.
3. Agreement to carry the passengers who suffer from mental illness is at the air carrier's discretion. In case of carriage, the following requirement shall be performed:
  - a) Passengers suffering from mental illness shall be accompanied by their doctors or relatives who are able to control their abnormal acts. Where necessary, the passengers must be anaesthetized before embarking aircraft and the flight time to destination is no longer than efficacious time;
  - b) Passengers suffering from mental illness and their baggage shall be subject to manual check that may be conducted at designated area;

c) Where necessary, airport/aerodrome security staff shall escort passengers suffering mental illness to aircraft, or from aircraft to airport/aerodrome security restricted areas;

d) The air carrier shall have to inform aircraft pilot-in-command of the seats of the passengers suffering from mental illness. The aircraft pilot-in-command shall have to inform operator of estimated destination airport of the assistance request, if any.

## **Article 62. Procedures to deal with Disruptive passengers**

1. In the case the passengers do not embark aircraft : airport security staff shall prevent such passengers from boarding the aircraft, to obtain the passengers' IDs, make violation record in form as specified at Annex XXIV of this Circular and inform the airport authority and representative of air carrier concerned. The handling must ensure to minimize impacts on normal operations of air ports, aerodromes.

2. In the case the passengers are on board and aircraft is on the ground: captain shall take appropriate measures within his responsibility, to decide to suspend flight due to security and safety reason if required, inform representatives of air carrier, the representatives of air carrier shall inform security forces and authority at airport of departure for coordination;

3. In the event of aircraft in-flight, captain shall take appropriate measures within his responsibility; to decide to immediately land off for security and safety reason if necessary; inform representatives of air carrier if the airport of arrival is domestic airport; inform to competent authorities at airport of arrive if airport of arrival is foreign one; the crew shall make a record as specified at Annex XXIV of this circular and hand over these passengers to local competent authority for resolution in accordance with the local laws.

4. Once received the report from captain, AVSEC control force at Airport shall have to board aircraft immediately or immediately upon landing of aircraft, to coordinate with crew to escort, to implement coercing measures, to obtain the passengers' IDs and violation items; the crew shall be responsible to make administrative violation record, to hand these passengers to the airport authority for resolution; the air carrier's representative shall have to be present as witness and be responsible for cooperation;

5. The airport authorities' representative shall have to be present at the site to assess and handle the incident according to their authority; to supervise the entire of incident handling process, including on board that aircraft; to take the lead responsibilities to coordinate with airport operator, air carrier concerned in assessing incident, to decide to apply measure of security re-check, aircraft security inspection or other necessary security measures; to request crew to make report for handling in case that violation committed on board aircraft; to suspend or allow to continue that flight; to make administrative violation record; if not within its authorities, hand over to competent authorities for handling according to its authority.

**Article 63. Refusal to transport passengers for security reasons, implementation of mandatory manual check of passenger**

1. The air carrier shall reserve the rights to refuse to transport passengers for security reason in accordance with provisions of law.
2. Procedure of refusal to transport passengers for security reasons and authority of refusal shall be specified in the ASP of air carrier. The refusal to transport passengers shall be informed immediately the airport authorities concerned for supervision.
3. CAAV shall be responsible to issue the list of passengers committed to acts of of violations according to provisions of law to be prohibited from carriage by air transport temporarily or perpetually; depend on the level and characteristics of such violation, the CAAV shall be responsible to consider and decide to implement mandatory visual check to the holders of acts of violation holder or not.
4. The CAAV shall be responsible to update the list of passengers who shall be subject to manual check and passengers who are prohibited from carriage by air transport temporarily or perpetually and inform the airport authorities, air carriers and airport operators.
5. The air carrier must develop appropriate and effective measures to timely give warning and detect persons who are prohibited from carriage by air transport and those who are subject to manual check when processing procedures of air ticket booking, check-in for immediate and effective prevention.

**Article 64. Aviation security re-checks**

1. Screened passengers and their carry-on baggage which have left sterile areas shall be re-checked when coming back the areas.
2. In the event of mixing of screened passengers and their carry-on baggage and unscreened persons the airport security forces shall immediately take the following measures:
  - a) All passengers and their carry-on baggage shall be transferred to another temporary area and the sterile areas shall be fully re-checked;
  - b) Passengers and their carry-on baggage shall be re-checked before being allowed to board their aircraft;
  - c) In the case that there are any passengers have had access to an aircraft, all departing passengers, their carry-on baggage and the passenger cabins shall be re-checked.
3. In the case security seals are broken or checked baggage, cargo, parcels, mail, stores, catering carts are damaged, the re-checks of such checked baggage, cargo, parcels, mail, stores, catering carts shall be conducted before being loaded on aircraft.
4. The security re-check as specified in clause 2 and 3 of this article shall be made in record.

**Article 65. Measures to handle dangerous items detected during performing aviation security check of passenger, baggage, cargo, mail, parcel and postal package**

1. In the case any explosives, inflammable, radioactive, toxic, biological substances which may pose a risk are found, AVSEC control force shall immediately assess such risks for appropriate measures. In the event of bomb, mine, explosive materials are found with no knowledge of its explosion regime; those should be kept remained. The security control force shall immediately block that area, evacuate passengers to safe area and inform police and military force to disarm. The movement of inflammable materials, radioactive, toxic must be implemented in accordance with relevant regulations.
2. When detecting dangerous items without appropriate permits in accordance with applicable laws, airport security forces shall make a record of such items and these items shall be handed over to the competent authorities for resolution. Air carriers shall also be simultaneously informed so as to take their appropriate measures.
3. When it is found that dangerous items intended for carriage do not meet air transportation standards, airport security forces shall deny to complete security procedures and request air carriers, legal representative of shippers and passenger to follow terms of carriage.
4. Upon detection of weapons carried on person of passenger shall quickly by appropriate control measures to constrain for handling; Upon detection of weapons in the hand baggage of the passengers, immediately isolate passengers with baggage, to constrain for handling.

**Article 66. Security control and supervision at sterile areas**

1. Sterile areas shall be daily inspected before start service and subject to continuous monitor during operation.
2. When sterile areas are not in service, their doors must be locked or guarded by airport security personnel.
3. Officials, staff of airport, state regulatory organizations and enterprises operating at airport and other persons as well as articles carried by them shall be subject to security controls before entering sterile areas in the same manner as departing passengers, baggage.
4. Security control measures, procedures that apply to sterile areas shall be detailed in the ASP, AVSEC regulation concerned.

**Section 4**

**ENSURING SECURITY OF AIRCRAFT AND COMMERCIAL AIR TRANSPORT ACTIVITIES**

**Article 67. Protection of aircraft parking at apron**

1. Aircraft parking at apron must be protected by appropriate measures to detect, prevent from the illegal approach of person, vehicle for in/out carriage of items to aircraft.

2. When aircrafts are not in operation, it must be subject to measures as specified in clause 1 this article and meet the following requirements:

a) Passenger stairs, aero-bridges, conveyors shall be removed away from the aircraft;

b) Aircraft operators shall be responsible for closing and locking their aircraft's doors; security seal; aircraft parking at apron must be under lighting system during night time.

3. When aircrafts are in operation, it must be subject to measures as specified in clause 1 this article and meet the following requirements:

a) Being continuously supervised, its doors must be closed, locked, and sealed;

b) Aircraft operators shall be responsible for recording and keeping list of persons and vehicles which are authorized to access the aircraft and serve for flight operation.

#### **Article 68. Aircraft security check and search**

1. Before or after embarkation and disembarkation of passengers, baggage, cargo, parcels, courier and mail, air carriers shall carry out security check of the aircraft in order to detect dangerous items or any persons hidden in the aircraft. Air carriers shall have to provide for procedures and process of security check in their ASP.

2. The security check and search of aircraft shall be conducted according to security checklist. The checklist of security check and search and contents of security check must be regulated in ASP of the air carriers.

#### **Article 69. Cockpit Protection**

1. When aircraft is in flight, the aircraft cockpit door shall be locked from inside the cockpit and a discreet communication means between cabin attendants and cockpit crew shall be used when detecting any suspected or unusual signs related to security in the passenger cabins.

2. For the aircraft with maximum take-off weight of greater than 45, 500 kg or the aircraft with capacity of 60 or more passengers, the following requirements shall be met:

a) The aircraft cockpit door shall be designed to be protected from small-arms projectiles or the fragments or debris of a hand grenade and to prevent unauthorized and forcible entry;

b) There shall be equipped to allow cockpit crew to monitor entirely the area immediately adjacent to the cockpit door in order to be able to recognize the persons requesting entry into the cockpit and to detect suspected acts or potential threats.

3. Air carriers shall ensure that none is authorized to access the cockpit after closing all aircraft doors until being opened for passenger disembarkation unless the following subjects if being agreed by the pilot-in-command:

- a) Crewmember on duty;
- b) Persons authorized by air carriers;
- c) Persons authorized to access the cockpit in according to applicable law.

4. Crewmembers are not allowed to leave the cockpit until being approved by the pilot-in-command; there must be at least 2 pilots in the cockpit. In the event of only one, there must be one flight attendance in the cockpit with such pilot.

### **Article 70. In-Flight Security**

1. During boarding time, the air carrier shall be responsible to check and compare travel document and boarding pass of passenger to ensure that the passenger is boarding correct flight. The detailed method of checking shall be specified in ASP of air carrier.

2. Before the departure of aircraft, the pilot-in-command shall compare the number of passengers who have boarding passes with that of passengers who are already on board the aircraft by appropriate measure. In the case of inconsistency, the aircraft is only allowed to depart when relevant reasons are identified.

3. When aircraft is in flight, the pilot-in-command shall be responsible for ensuring security, maintaining public order on board the aircraft; authorize to apply measures to prevent, restrain and respond to acts of unlawful interference, acts in violation of regulations on aviation safety assurance, acts of disturbance violating social order and safety, non-compliance with requests and instructions of the flight crew in accordance with law; and hand those who have committed such acts to competent slate agencies when the aircraft lands at the next airport. The pilot-in-command shall be in charge of arranging security supervision and maintaining order on board during flight.

4. Cabin attendants shall be responsible to obey orders, commands and instructions of the pilot-in-command; to observe continuously passenger cabins in order to detect passengers' unusual acts and notify the pilot-in-command for dealing with; to coordinate with in-flight security officers to settle and handle cases of unlawful interference with the aircraft.

5. The CAAV is the communication point with other departments, units of Ministry of Police, authorities of foreign countries and air carriers in arrangement of in-flight security officers.

### **Article 71. Transport of Arrestees, Defendants, Criminals, Deportees and Extradited Persons**

1. Arrestees, defendants, criminals, deportees, extradited persons transported by aircraft shall be under escort. No more than 05 persons of those

can be transported on each flight. The arrestees, defendants, criminals, deportees, extradited persons cannot be served on VIP flights.

2. For flights from abroad to Viet Nam, in case that the provisions of the law of the local country contravene the provisions of paragraph 1 of this Article, the CAAV shall review and decide the transport limitations.

3. The seat locations of persons under escort are designated at the last row, far from emergency exits. Escorting person shall be seated by the aisle seat and person under escort seated inside. In case there are two persons who escort, person under escort shall be seated in between them.

4. Persons under escort shall be supervised throughout the flight by escorting persons, even when they are in toilet and meals may be served for them as requested by escorting persons. Escorting persons and persons under escort are not allowed to drink alcoholic beverages.

5. Persons under escort are not to be handcuffed to any part of the aircraft.

6. Air carrier shall take responsibilities to arrange for embarkation and disembarkation of person under escort and his escorting person before other passengers.

7. The transport of deported passengers who volunteer to return their countries in the quantity of more than those specified in paragraph 1 of this Article shall only be performed when all requirements are met to ensure security. The air carriers shall be responsible to make assessment and decision by themselves.

## **Article 72. Carriage of weapons, war tools, radioactive materials and dangerous items by air**

1. The list of dangerous items which are prohibited from being carried on person, in carry-on and checked baggage by passengers and crewmembers is stipulated by the CAAV.

2. Dangerous items are dangerous goods must be accepted for carriage by air carrier in line with the regulations on carriage of dangerous goods by air.

3. Airport, aerodrome operators shall display the list of dangerous items which are prohibited from being carried on person, carry-on and checked baggage at passenger screening checkpoints; inform in appropriate manner at airport terminal of dangerous item specified in paragraph 2 of this Article.

4. The air carrier shall display the list of dangerous items which are prohibited from being carried on person, carry-on and checked baggage at booking offices and check-in counters.

## **Article 73. Procedures for taking, returning, control, carriage of weapons, supporting tools**

1. When processing check-in procedures, staffs who are carrying weapons, supporting tools shall have to:

a) Present weapons, supporting tools and other relevant permits for check by the aviation staffs;

b) Those who carries guns on board shall have to fill and sign in an application as specified in Annex XV enclosed with this circular. In case of gun consignment, the form as specified in Annex XVI enclosed with this circular must be completed.

2. Check-in personnel shall have to inform AVSEC personnel to check the validity of concerned licenses. In case of guns, the AVSEC personnel shall have to check and sign in the application.

3. Procedures for taking, carriage of weapons and supporting tools shall be as follow:

a) Weapons must be unloaded and batteries must be removed from supporting tools, it shall be ensured that weapons, supporting tools in safe condition;

b) Bullets shall be packed and loaded according to regulation on carriage of dangerous items. Authorized staffs of air carrier shall have to sign in application specified in Annex XVI of this Circular;

c) Ground service staffs shall process the carriage of guns, bullets from check-in point to the aircraft for boarding under the escort of AVSEC staffs;

d) Guns and bullets shall be kept in place which is inaccessible to passengers during the flight.

đ) Representative of air carriers shall inform in appropriate manner to that air carrier's representative at airport of arrival for receiving and supervising.

4. The pilot-in-command shall be notified of quantity of guns and bullets carried in flight.

5. At the airports of arrival, procedures of handing over of weapons and supporting tools shall be as follow:

a) Ground service staffs shall be responsible to carry weapons and supporting tools from aircrafts to luggage delivery area; check and compare with personal documents, boarding pass with luggage tags; hand over weapons, bullets and supporting tools to passengers at checked baggage return area.

b) Security control force shall have be responsible for the supervision of the carriage, return, registration and the carriage of such weapons, supporting tools out of the restricted areas of airports, aerodrome.

6. Procedures for taking, returning, control, carriage of weapons, supporting tools shall be specified in the ASP of air carriers and airport, aerodrome operators.

**Article 74. Regulations on liquids, condensed materials, spraying liquids (liquids) taken on board aircraft in hand carry luggage in international flight**

1. When walking through security checkpoints to the international sterile area, each passenger, crewmember is allowed to carry the capacity of liquids not greater than 1 litre on his/her person, in his/her carry-on baggage. The capacity of each bottle, container, and jar of liquid shall be not more than 100 ml and being closed perfectly.

2. Clause 1 of this article shall not be applied for medications, baby milk/foods if meet following requirements:

a) Medications shall be accompanied by physician's prescription with his/her full name and address; full name of the person who use medicine on the prescription is the same as passenger's name on air ticket.

b) Baby milk/foods shall be accompanied by the baby.

3. Liquids which are purchased at airport duty-free shops, on board aircraft are allowed to be carried on person, in carry-on baggage without any limitations, provided that the liquids are packed in a sealed transparent plastic bag.

## **Section 5**

### **ENSURING SECURITY OF GENERAL AVIATION ACTIVITIES**

#### **Article 75. Protection of aircraft used for general aviation activities**

1. Protection of aircraft used for general aviation activities shall be implemented in the same procedures applied with aircraft used for commercial operation.

2. Protection of aircraft used for general aviation activities and being parked outside of airport shall be implemented as follows:

a) Aircraft operator shall be responsible to develop an aircraft protection plan in accordance with their operations; to coordinate with the local authorities to protect aircrafts; to provide appropriate supervision continuously in order to prevent unauthorized access of persons, vehicles to the aircraft; to establish fence and night lighting system at the areas where aircraft is parking;

b) Aircraft's door shall be locked or sealed.

3. Operator of aircraft used for general aviation activities shall be responsible for security check of aircraft before the boarding of persons and items, and ensure security in flight.

4. Aircrafts used for general aviation activities with maximum taking off weight of 5.700kg shall be subject to aviation security measures in the same manner with aircraft used for commercial air transport activities.

5. Air carrier which operates general aviation activities for commercial purpose must develop its ASP for their own operation. The content of such document must prescribe in detailed measures to assure aviation security, to protect an aircraft in and out of airport, aerodrome area; to establish, maintain its security department and assign persons to be in charge of entire aviation security activities of that air carrier in independent system, not combined.

#### **Article 76. Security check of persons and items boarding of a general aviation aircraft**

1. The security check of persons and items boarding of a general aviation aircraft shall be implemented in appropriate measures and specified in details in ASP of the air carrier.

2. The aircraft shall depart from an airport, the aircraft operator shall have to send a list of boarding persons and items to the airport operator for pre-flight security check and supervision.

3. In case that the location of departure is outside of airport, the aircraft operator shall have to conduct security check and supervision of boarding persons and items.

## **Section 6**

### **ENHANCED AVIATION SECURITY MEASURES**

#### **Article 77. Collection of information on threatening to aviation security information**

1. The CAAV shall coordinate with the Ministries of Public Security, National Defense and other ministries, departments in concerned to collect and assess all information on the situation of political security, society order; schemes, method and plan of terrorism and organization and other criminals, schemes of unlawful interference against civil aviation activities to decide to apply enhanced aviation security measures to each levels according to provisions of law.

2. The CAAV, airport, aerodrome operators, air carriers shall have responsibility to make public their hot-line phone number in order to receive all threat information related to acts of unlawful interference against civil aviation activities.

3. Decision on the application of enhanced aviation security measures must be informed immediately to related departments, units by appropriate method in shortest time for implementation. Simultaneously, such decision must be reported to Minister of Transport and Police Minister via fax number confirmed by Ministry of Transport and Ministry of Police.

#### **Article 78. Application scope of enhanced aviation security control**

Basing on information on the situation, threatening to aviation security, Head of CAAV shall decide the application and cancellation of enhanced aviation security levels should be applied at national level, at a certain airport.

#### **Article 79. Enhanced aviation security assurance measures**

1. Procedures of enhanced aviation security assurance measures in accordance with each level must be regulated in details in the ASP, AVSEC regulation of airport, aerodrome operators, Vietnamese air carriers, air traffic service provided basing on the contents of Annex XVII of this circular.

2. The CAAV shall be responsible to direct the implementation of enhanced AVSEC measures according to the level of threat. The airport operator, air carriers, air traffic control units and other related departments, units

shall have to apply immediately enhanced AVSEC measures under orders of the CAAV.

## **Section 7**

### **PROVISION, USE OF PASSENGER AND CARGO INFORMATION AND AVIATION SPECIALIZED INFORMATION SYSTEM SECURITY**

#### **Article 80. Principle of using, providing information of passenger, shipper and receiver's identity**

1. No any organizations, individuals other than air carrier relating to the carriage of passenger and cargo is permitted to operate and use information of passengers, shipper and receiver's identity, except cases prescribed in paragraph 2 of this Article.

2. Air carrier shall be responsible to keep secret information of passengers, shipper and receiver's identity, only provide to the competent state agencies as required for the purpose of state management in the field of aviation security and safety; political security, social order and safety; prevention of smuggling, trade fraud and other criminal.

#### **Article 81. Protection of aviation specialized information system**

1. The owner of aviation specialized information system shall have to develop and issue regulations on protection, management, use against acts of unlawful access, interference affecting safety of aviation security activities; steal and wrong information, data according to provisions of law.

2 The protection of aviation specialized information system must be implemented as from the period of supplier selection and during the period of design, installation, use of system. Protective measures shall include:

a) To manage system by issuing security standards and procedures; selecting and training officers especially system admin; assessing threats and risks to determine weak points of system and capabilities of being attacked; checking and testing; ensuring supply chain security;

b) To control by establishing fire wall; coding data; using system to detect internet access setting up antivirus system;

c) To protect system, especially host computer which must be kept in area of which access in and out shall be controlled and limited; only allow authorized persons to access in by biometric method, password; limited number of users; continuously control and supervise the access of system; use backup system in case of error political system; record all activities serving for purpose of inspection, assessment and alarms of abnormal activities.

3. ASP, AVSEC regulation, contingency plan, air traffic responsive plan of related enterprises in aviation field shall describe in detail the protection of database and information technology system; preventive plan, security plan and responsive plan in case of unlawful attack by electronic technical.

4. The owner of aviation specialized information system shall implement the assessment of security threats, aviation safety, damage levels if being subject to unlawful attack, interference against information device, system of its unit for appropriate protective measures. Such assessment shall be basing on following criteria:

- a) Level of threatening to operation of flight control and aircraft in-flight;
- b) Level of threatening to life of passengers, staffs at aircraft, aerodrome;
- c) Level of threatening to normal activities of air traffic control equipment, infrastructure; aviation security assurance device.

5. The owner of aviation specialized information system shall coordinate with aviation security departments of Ministry of Police to protect against acts of unlawful access, interference affecting safety of civil aviation activities and steal, incorrect information, database; compliance with provisions of law on information security.

## **Section 8**

### **INTERNAL SECURITY CONTROL**

#### **Article 82. Principles of internal security control**

1. Internal security control shall be processed via the establishment, maintenance of standards on working title; regulations of departments/units and coordination with functional agency in violation prevention and personal background investigation.

2. Internal security control must be included in procedures of recruitment, training, education, management, supervision, violation handling, evaluation, assessment, assignment and mobilization of each department/unit; and must be cooperated closely with internal political protection.

3. Units that recruit, manage and use aviation personnel shall have to check criminal records at justice agencies; verify personal background at their resident area and previous employer before recruitment; periodically assessing evaluate aviation personnel. If any abnormal sign of morals, living, finance, awareness to comply with discipline, regulations of units/departments; investigation must be conducted.

#### **Article 83. Responsibilities of department/unit in internal security control**

1. The CAAV shall be responsible to direct, guide and inspect the internal security control for agencies/units in the civil aviation sector; temporary suspend the operation of aviation personnel with sign of law violations threats to the safety of aviation, security; or at the request of the authorized security agencies under the Ministry of Public Security; direct the civil aviation enterprises in coordination with the relevant police agencies to carry out internal security control.

2. Enterprises that manage, use aviation personnel shall have to issue regulation on internal security control including:

- a) Investigate and periodically evaluate personal background of aviation staffs when recruits, to prepare dossier for security permit, qualification and supervision of its staffs" performance;
- b) Regularly inform, remind, educate for enhanced awareness of discipline, morals of staffs;
- c) Closely control the transport, introduction of items in and out of restricted areas and aircraft; staffs" task performance in restricted areas;
- d) Arrange person or department in charge to effectively perform internal security control, staff records; closely coordinate with police, local authority to exchange and share information related to its employee; be active in coordination to timely detect, handle cases of labor regulation violation, law violation and take corrective activities; conduct annual staff background check;
- e) Enterprises that manage use aviation personnel shall have to develop the criteria for recruitment, arrangement suitable with each type of aviation personnel; coordinate with competent authority under the Ministry of Public Security to check background information of foreign staffs.

## Chapter III

# AVIATION SECURITY VIOLATION HANDLING AND RESPONSE TO ACTS OF UNLAWFUL INTERFERENCE

## Section 1

### AVIATION SECURITY VIOLATION HANDLING

#### Article 84. Principle on sanctionne AVSEC violation

1. All administrative violations in AVSEC shall be sanctioned quickly, in order to minimize its affect and suspend acts of violation. The sanctioning shall be in accordance with the existing provisions of law, based on the nature, seriousness and consequences. The boarding aircraft of the security forces to suppress coerce and escort offenders shall be performed only by request of the aircraft commander, except for implementation of the plan to deal with acts of unlawful interference against civil aviation activities.

2. The airport operator shall have to designate areas for processing and handling violations; to handle violations rapidly, safety and conveniently and not to affect the normal operation of airports and flights.

3. The CAAV, airport authorities shall take the lead of responsibilities to coordinate with relevant agencies, units, organizations operating at airport to agree on specific matters in coordination in sanctioning violations in AVSEC, public order at airport and to handle difficulties arising in the process of coordination, in accordance with the provisions of law. Aviation service providers shall have to coordinate with local police and authorities to handle that case of violation at area under it authorities and outside of airport

4. The airport authorities, airport operators and other enterprises operating at airports and air traffic control service providers of which AVSEC control force is available shall have to assign staffs on duty 24/7 and public their direct phone number for receiving information and timely handling violations in aviation security, public order at the airport.

5. Dossiers, procedures, records and sanctioning decisions of violations shall be made and kept in accordance with the provisions of law

#### Article 85. Responsibilities and procedures of handling AVSEC violation

1. Aviation security forces of the airport operator shall be responsible for the initial dealing with violations in aviation security, public order occurred at areas of airport under the management of the airport operator. The procedure shall be as follow:

- a) to prevent acts of violations; seize people;
- b) to inspect, search and collect exhibits, proofs of violation;
- c) to escort persons and exhibits of violation to designated area for handling;

d) to inform immediately the airport authorities, police department (if any signs of criminal) and departments, units in concerned at airport, aerodrome;

đ) to protect occurrence place if required;

e) to make initial record (minute of violation, handover minute as specified in Annex XXIV of this Circular) and hand over documents, exhibits, proofs, acts of violation holder to competent state agency at request of Airport authority.

2. Related enterprises, units, individuals shall be responsible for close coordination with AVSEC control force dealing with cases of aviation security.

3. The pilot in command shall be responsible to deal with cases of aviation security violation against an aircraft in flight. In flight security in secret shall not take part in AVSEC violation case.

4. AVSEC control force of air traffic service provider, aircraft maintenance enterprises and guard forces of other aviation service providers shall be responsible for initial handling of aviation security violation occurs at the facility outside of the airport under their management; handling procedures shall be as stipulated in clause a, b, c and d of paragraph 1 of this Article; initial filing (violation minute, Handover minute in the form prescribed in Annex XXIV of this Circular), handing over documents, evidence and exhibits, the violators to local authorities and coordinate in subsequent handling for the violation of aviation security.

5. Upon receiving information of the violation as described in point d clause 1 of this article, the airport authorities shall have to assign its staffs to the site to supervise initial dealing, assess the nature, level of violation, the competence to handle violation and recommend the follow-up actions as follows:

a) In the case that violation is not serious to apply administrative sanction, the airport authorities shall receive the case, inform agencies having offenders in written to consider disciplinary action and report the handling results to the airport authorities;

b) In the case that violation is within the competence of the Director of airport authorities, Aviation inspectorate, CAAV, Inspectorate of MoT, the airport authorities shall take over the case and conduct follow-up actions according to the provisions of law for sanctioning administrative violations or hand over the case to the competent agencies/ persons;

c) In the case that violation is within the competence of the police authorities, the airport authorities shall request the security and guard force to hand over the case to the police authorities for investigation and sanctioning. Airport authority shall have to follow up, coordinate with police agency in handling to ensure the effective sanctioning;

d) In the case that violation is within the competence of the custom authorities or other competent authorities, the airport authorities shall request the security and guard forces to hand over the case to the competent authorities for

sanctioning; to follow and coordinate with sanctioning authorities in order to ensure the effective sanctioning;

e) In the case that administrative violation is within the competence of two or more agencies, the Director of airport authorities shall coordinate with the competent agencies in sanctioning according to the provisions of law.

6. When handing over the case to the airport authorities, police, customs authorities or other competent agencies, the security and guard forces shall have to make hand-over record as specified in Annex XXIV of this Circular and coordinate in lamenting measures to escort and seize people, vehicle and exhibit of violation when required.

7. The airport authorities, air carriers, air traffic control units, aircraft maintenance and repair enterprise and other aviation services providers shall have to equip their security and guard force with recorders, cameras, video-camera, binoculars and other supporting devices in order to prevent acts of violation timely and note the entire information of violation so as the sanction should be proceeded rapidly, satisfactorily and in accordance with the provisions of law.

8. The phone on duty, direct emergency hotline, provide information for passengers of airport authorities, airport operators, airlines, air traffic control units, aircraft maintenance and repair enterprise and other enterprises at airport shall be equipped with functions of display of phone number, saving outgoing and incoming calls and recording in at least 03 hours. These units shall have a contract with the postal authorities in order to look up quickly the dialed phone number in case of occurring violation; have to create mailbox for receiving information of unlawful interference and other violations.

#### **Article 86. Education, experience withdrawal of violation cases**

1. Cases of AVSEC violation shall be withdrew with experience, popularized for shortcoming overcome:

a) Basing on the nature and severity of each violation cases occurred at airports, Airport authority shall decide to assign suitable agencies, units to withdraw experience, educate at enterprise level or Airport authority shall chair departments or organizations to learn from experience at Airport authority level or propose the CAAV to chair;

b) Enterprise with facilities out of airport shall be chairman to organize to lectures to learn from experience of violation case occurred at its facilities;

c) The CAAV shall organize to withdraw experience at Ministry level for case of serious, complicated violation or at the request of Ministry of Transport, National Civil Aviation Security Committee.

2. Experience withdrawal shall be organized asap, no later than 05 working days at unit level, 07 working days at Airport authority level and 10 working day at Administration department level as from the occurred date of violation.

3. Contents of lecture shall at least included followings:

a) Measures, procedures were taken to deal with violation of organizations, individuals involved: correct, incorrect, reason;

b) Coordination activities for violation handling of organizations, units in concerned: correct, incorrect, reason;

c) Unsound points in provisions of law, programme, AVSEC regulation, regulation and other related documents which need to be amended, supplemented;

d) Weakness, shortcoming of each organization, individual involved and measure to overcome.

## **Section 2**

### **RESPONSE TO ACTS OF UNLAWFUL INTERFERENCE**

#### **Article 87. General provisions**

1. The dealing with acts of unlawful interference against civil aviation activities shall be performed according to provision of law and the Contingency Plan dealing with acts of unlawful interference to civil aviation activities promulgated by competent authority.

2. Upon receiving information on an act of unlawful interference against civil aviation activities; airport, aerodrome operators; air carriers, air traffic service providers in concerned shall make appropriate analysis and preliminary assessments on the nature of such information to consider the implementation of the appropriate contingency plan; and report results and propose recommended responsive plan to the CAAV. Persons and vehicles shall be mobilized for initial handling in accordance with regulation; If necessary, the CAAV shall take the lead of responsibilities to direct the implementation of initial contingency plan.

3. All measures taken to cope with acts of unlawful interference against civil aviation activities shall ensure aircraft safety and safeguard human life as the top priority. In case of aircraft is in flight, the air traffic control units concerned shall give the highest priority to ensure the safety of aircraft within airspace or FIR of Viet Nam.

4. When the dealing with acts of unlawful interference is completed, all organizations, agencies concerned shall have to take all necessary measures to ensure the normal operations of airport and arrange flights for passengers in shortest time if possible.

#### **Article 88. Contingency plan**

1. Contingency plan to initially deal with acts of violation of airport developed by airport, aerodrome operators to submit to the CAAV for approval

must be suitable with General contingency plan promulgated by the Prime Minister and Contingency plan of Emergency steering committee at province, city and island district level.

2. Enterprise owning flight service facility shall develop its emergency plan, air traffic service provide shall submit response plan to the CAAV for approval and implementation. Emergency plan, response plan shall be suitable with General contingency plan promulgated by the Prime Minister and Contingency plan of Emergency steering committee at province, city and island district level.

3. Contingency plan, response plan against unlawful interference shall be kept in secret mode.

4. Permanent office of National Civil Aviation Security committee shall take the lead responsibilities to coordinate with the CAAV to guide the development and implementation of contingency plan, air traffic response plan.

### **Article 89. Management of information and press conference**

The provision of information, speaking and organizing press conference relating to acts of unlawful interference and response actions shall be in compliance with the Master Plan dealing with acts of unlawful interference promulgated by the Prime Minister.

### **Article 90. Regime of report**

1. Airport operator, air carriers, air traffic control units and other organizations responsible for security restricted areas shall immediately report in written the CAAV of act of unlawful interference occurred within 24 hour of the occurrence, and shall make report two time per day during the handling process and a preliminary report within 24 hour since the time that the response process is completed.

2. The CAAV shall be responsible to report in written to the MoT within 24 hour since the time of receiving report on dealing with acts of unlawful interference.

### **Article 91. Reporting to Concerned States and ICAO**

1. The CAAV shall be responsible for transmitting all pertinent information on an aircraft being subject of unlawful interference and landing within Viet Nam territory to competent authorities of concerned country at the soonest. Information shall include: type of aircraft; flight number; planned routes; quantity of passenger and crew on board and request for assistance from all States concerned. This information shall be sent via FAX:

- a) the State of Registry of the aircraft concerned;
- b) the State of the Operator;
- c) States whose citizens were killed, injured or detained as a consequence of the occurrence; and;
- d) States whose citizens are known to be on board the aircraft;
- e)

ICAO.

2. The CAAV shall be responsible for report information on an act of unlawful interference to the ICAO:

a) Preliminary Report shall be forwarded to ICAO within 30 days of the occurrence as specified in Annex XXIII of this Circular;

b) Final Report shall be forwarded to ICAO within 60 days of the occurrence as specified in Annex XXIII of this Circular.

#### **Article 92. Exercises**

1. The CAAV shall take the lead responsibility to coordinate with relevant agencies in and out of aviation field in conducting exercises dealing with acts of unlawful interference at its level at least every 3 years at an airport or an air traffic control service provider.

2. The CAAV shall be responsible to direct airport operator, Vietnamese air carriers, air traffic control units and other agencies responsible for restricted areas outside of airport, in coordination with other agencies concerned, in conducting exercise at unit level dealing with acts of unlawful interference at an airport, an air traffic control service provider at least every 2 years.

3. Foreign organizations and agencies would be invited to participate or visit when conducting exercises dealing with acts of unlawful interference.

4. The CAAV shall inform to MoT on plan of exercise at field level.

### **Chapter IV**

#### **AVSEC ASSUARANCE SYSTEM OF CIVIL AVIATION SECTOR**

##### **Article 93. Organization in charge of aviation security assurance of Civil aviation sector**

1. AVSEC department under the CAAV shall be responsible to advice, inspect the implementation of organizations in civil aviation sector and perform their tasks in the field of aviation security.

2. AVSEC inspecting department under local Airport authority shall supervise the compliance with AVSEC regulations of organizations and individuals at airport/aerodrome.

3. Airport, aerodrome operators; air carriers of Việt Nam; air traffic service providers; aircraft maintenance enterprise; aviation enterprise shall establish its system to ensure aviation security which is independent in functions and duties and not duplicated with other tasks; head of organization satisfied ICAO standards and head of department under that organization shall be prescribed in AVSEC regulation for CAAV approval.

4. The head of AVSEC assurance organization and the head of departments under that organization as prescribed in clause 3 this article shall take direct responsibilities for AVSEC assurance activities and be fully authorized to conduct ASP, AVSEC regulation.

5. Air carriers of Vietnam with regular flights to foreign countries shall assign person in charge of AVSEC in that country and send written announcement to the CAAV.

6. Foreign air carriers with regular flight to Vietnam shall assign and announce in written to the CAAV its person in charge of AVSEC in Vietnam

7. Head of organization shall promulgate detailed functions and duties of that organization as stated in clause 1, 2, and 3 of this article.

**Article 94. AVSEC control force of Civil aviation sector and recruitment standards of AVSEC controller**

1. AVSEC control force shall include officers, staffs of AVSEC organizations of airport, aerodrome operators; air carriers of Vietnam; air traffic service providers; aircraft maintenance enterprise; general aviation enterprise as regulated in clause 4, 5 and 6 Article 93 of this article.

2. AVSEC control force is the force specialized in AVSEC assurance which performs functions of advisory, management, supervision and implementation of AVSEC assurance measures to prevent and respond with acts of illegal interference and AVSEC violation case in accordance with regulations.

3. Airport, aerodrome operators shall organize AVSEC control force to implement AVSEC assurance measures and provide AVSEC assurance services at airport and restricted areas of cargo handling units.

4. AVSEC control force shall receive training on professional work suitable with titles, duties according to regulations on AVSEC training of Minister of Transport.

5. Recruitment criteria of AVSEC controller:

a) Vietnamese resident from 18 years old with clear background, good health and above high school graduation;

b) No criminal records according to law, not drug addiction (take or got a positive result to prohibited drug or esthesiogen).

**Article 95. Standards, tasks of head of ASVEC organization of airport, aerodrome operators; air carrier of Vietnam; air traffic service providers; aircraft maintenance enterprise; general aviation enterprise**

1. Criteria for head of AVSEC organization (Post Holder)

a) Vietnamese resident with knowledge and experience on aviation, AVSEC and have at least 2 consecutive years working in AVSEC field;

b) Have qualification or certificate of domestic or international course on AVSEC control professional.

2. Duties of head of AVSEC organization of airport, aerodrome operators:

a) To advise to Director of Airport to perform responsibilities of airport, aerodrome operators as prescribed in this circular and other regulations of law. To develop ASP of airport, aerodrome operators; process to implement effectively approved ASP;

b) To direct the implementation of measures, procedures for ensuring AVSEC; internal security control of aviation personnel, professional

information system protection; implementation of approved emergency plan against illegal interference;

c) To maintain effective communication with internal departments/units, Airport authority, air carriers, aviation service providers and other functional agencies concerned at airport; to conduct suitable measures to enhance awareness in aviation and heighten vigilance of all staffs working at airports/aerodrome;

d) To be subject to direct supervise and guidance of the CAAV, Airport director in ensuring AVSEC and handling AVSEC violation;

e) To ensure capability to effectively respond to threats, AVSEC violation case; to perform corrective measures at request, AVSEC recommendations of authorized state authorities, individuals;

f) To qualify, approve dossier for AVSEC badge/permit within its authorities;

g) To participate in verifying AVSEC standards and requirements in planning, designing new construction and renovation, upgrade of infrastructure of airport/aerodrome; to take part in recruiting AVSEC controller, purchasing AVSEC equipment;

h) To conduct AVSEC quality control in accordance with regulation; to keep records, documents of AVSEC violation case and acts of unlawful interference occurred at airport, aerodrome.

### 3. Responsibilities of head of AVSEC organization of Vietnam carriers:

a) To advise to General Manager (CEO) of air carriers to perform tasks within its responsibilities as prescribed in this Circular and other provisions of law. To develop ASP of air carrier; effectively conduct its approved ASP;

b) To implement measures, procedures for ensuring AVSEC; internal security control of aviation personnel, professional information system protection and other duties within its responsibilities;

c) To maintain effective communication with internal departments/units, Airport authority, air carriers, aviation service providers and other functional agencies concerned at airport; to conduct suitable measures to enhance awareness in aviation of all staffs;

d) To be subject to direct supervise and guidance of the CAAV, General Manager (CEO) of air carrier in ensuring AVSEC and handling AVSEC violation;

e) To ensure capability to effectively respond to threats, AVSEC violation case;

f) To approve dossier for crew identity card within its authorities;

g) To participate in verifying AVSEC standards and requirements in aircraft operations, aviation equipment; information system of air carrier; to take part in recruiting AVSEC controller;

h) To conduct AVSEC quality control in accordance with regulation; to examine, evaluate AVSEC, corrective measures for weakness, shortcomings at request and recommendations of authorized agencies, individuals;

i) To request units/individuals of air carrier to perform tasks, responsibilities as specified in ASP of air carrier;

j) To conduct enhanced AVSEC control measures in designate flights or routes;

k) To do research, clearly understand law and other related regulations on AVSEC applied in regions, countries of which such air carrier regularly operates flights; to implement provisions of law of Vietnam in relationship with air transport for its aviation service providers in foreign countries;

4. Responsibilities of Head of AVSEC organization of aircraft maintenance enterprise; general aviation enterprise:

a) To advise to General Manager (Director) of air carriers to perform tasks within its responsibilities as prescribed in this Circular and other provisions of law. To develop ASP of air carrier; effectively conduct its approved ASP;

b) To implement measures, procedures for ensuring AVSEC; internal security control of aviation personnel, professional information system protection and other duties within enterprises' responsibilities;

c) To conduct internal AVSEC quality control in scope of enterprise; to be subject to quality control measures of agencies, units as specified in this circular; to take corrective measures for weakness, shortcomings at request and recommendations of authorized agencies, individuals;

d) To be subject to direct supervise and guidance of the CAAV, General Manager (Director) of enterprise in ensuring AVSEC and handling AVSEC violation;

5. Head of AVSEC organization of air traffic service providers shall take following responsibilities:

a) To advise to General Manager (Director) of enterprise to perform tasks within its responsibilities as prescribed in this Circular and other provisions of law. To develop AVSEC regulation and effectively conduct when approved;

b) To direct and guide the implementation of measures, procedures for ensuring AVSEC; internal security control of aviation personnel, professional information system protection and other tasks within its responsibilities;

c) To conduct internal AVSEC quality control in scope of enterprise; to evaluate threats and risks that may jeopardize aviation activity assurance facilities; to be subject to quality control measures of agencies, units as specified in this circular; to take corrective measures for weakness, shortcomings at request and recommendations of authorized agencies, individuals;

d) To be subject to direct supervise and guidance of the CAAV, General Manager (Director) of enterprise in ensuring AVSEC and handling AVSEC violation;

e) To keep records, documents of all cases of AVSEC violation and unlawful interference occurred at enterprise facilities;

f) To evaluate, propose for issuance of internal security badge/permit;

g) To participate in verifying AVSEC standards and requirements in planning, designing new construction and renovation, upgrade of infrastructure of airport/aerodrome; to take part in recruiting AVSEC controller;

6. Person who is assigned to be in charge of AVSEC of foreign air carrier in Vietnam shall be responsible:

a) To submit air carrier's ASP to the CAAV and implement when approved;

b) To maintain effective communication with related departments in ensuring AVSEC and handling AVSEC incidents; to carry out suitable measures in order to enhance awareness on AVSEC of all staffs;

c) To request organizations, individuals of air carrier to fully implement responsibilities and duties as specified in its ASP.

**Article 96. Issuance, extension, addition, renewal qualification for AVSEC controller**

1. AVSEC controller is the person who himself perform inspection, screening, supervision and search including controller, screening staffs and mobile staffs who are required to hold a valid qualification issued by the CAAV when working.

2. AVSEC controller's permit must be valid for at least 07 years. The qualification validity of screening staffs is 12 months, mobile staffs and controllers are 24 months. If the holders do not work in professional as qualified within 06 consecutive months, its qualification will be no more valid and have to apply for reissuance when come back to work.

3. AVSEC controller shall not apply for qualification issuance when satisfy following conditions:

a) Meet all requirements as specified in regulated by Minister of Transport on requirements for AVSEC personnel and AVSEC controller; possess suitable professional certificates; be internship at suitable professional position for at least 01 month confirmed by employer;

b) Attend exam for permit issuance and suitable professional qualification on AVSEC organized by Test Committee for permit issuance and AVSEC controller qualification of the CAAV; obtain result of more than 85 and without any 0 (zero).

4. A dossier for 1<sup>st</sup> issuance shall include:

a) An application for issuance and qualification for enterprise's staffs in form as specified at Annex V of this Circular;

b) True copy or copy with original of certificate, qualification for comparison;

c) 02 front view color photos, straight looking eyes, clear view of ears, dimension of 03 x 04 cm (taken with white background, less than 06 months as from the taken date to the date of submission).

5. A dossiers for renewal of expiry, loss and damage permit shall include:

a) An application for re-issuance for and qualification enterprise's staffs in form as specified at Annex V of this Circular;

b) Original of permit in case of expiry or loss. It is required to submit the written confirmation of head of units in case of loss permits.

c) A Copy of suitable training result (in case of expiry permit);

d) 02 front view color photos, straight looking eyes, clear view of ears, dimension of 03 x 04 cm (taken with white background, less than 06 months as from the taken date to the date of submission).

6. A dossier for extension, addition, renewal qualification shall include:

a) An application for extension, addition and renewal qualification of units/agencies staffs as specified at Annex V of this circular;

b) A copy of training result suitable with qualification for extension, renewal;

c) A true copy or a copy with original of suitable qualification, certificate for comparison in case of qualification addition;

d) Original of AVSEC controller permit.

7. Procedures of permit, qualification issuance:

a) A dossier for 1<sup>st</sup> issuance and renewal of permit; extension and addition of qualification for security controller which shall be sent directly or via post or any suitable methods to the CAAV;

b) The CAAV shall be responsible to review dossiers, to inspect and issue, re-issue permit; to extend, add or renew qualification for AVSEC controller in the period of maximum 30 days for 1<sup>st</sup> issuance, re-issuance of expiry permit; extension, addition, renewal of qualification; maximum 10 days for reissuance of loss permit, damage permit as from the submission date;

c) If a dossier is inadequate according to regulations, within 02 working days, the CAAV shall inform in written about inadequate content and request for supplement or deny to issue with reasons.

8. AVSEC permit of security personnel shall be revoked by the CAAV in following cases:

a) To revoke when permit holder no more satisfy requirements for issuance as stipulated in clause 3 of this article;

b) To revoke permit in the period of maximum 1 month in following case: be under warning; professional violation but not impact security, safety; taking alcohol while on duty;

c) To revoke permit in the period of maximum 3 months if being complained for the 02 times;

d) To revoke permit in the period of maximum 3 months if perform professional work different with professional which is permitted, qualified;

e) To permanently revoke in cases such as: use or hold positive result with prohibited drug or esthesiogen; violation or make mistakes on professional work affecting to security and safety at airports, aerodrome; hide acts of violation against regulations on aviation safety, security.

9. Persons whose AVSEC control permits are revoked as specified in points b, c and d clause 8 of this article shall have to pass an exam for permit re-issuance when come back to work.

### **Article 97. Quality evaluation of AVSEC controller**

1. Annually, head of employer of AVSEC controller shall evaluate their AVSEC controllers in following contents:

- a) Professional qualification;
- b) Compliance with discipline, regulations of departments, units;
- c) Responsibilities, attitude in working.

2. Evaluation as specified in clause 1 of this article is the foundation for AVSEC controller rating in 4 levels: excellent, good, average, bad. The rating result is the basis for arrangement, training, supplement of AVSEC controllers. If being rated as bad, the corrective measures and deadline or dispel from AVSEC control force.

3. The evaluation documents of AVSEC controller must be kept at their employer's office.

**Chapter V**  
**CONSTRUCTION WORK, EQUIPMENT, DEVICE, VEHICLE AND WEAPON, SUPPORTING TOOLS FOR AVIATION SECURITY ASSURANCE**

**Article 98. Security requirements on design, construction of airport, aerodrome and aviation construction work**

1. Enterprises invest in construction, upgrading and repair of aviation projects, infrastructure of airports shall comply with requirements, and criteria on aviation security regulated in this circular when prepare plans, do survey and design.

2. Competent agencies in charge of evaluation and approval of engineering designs, construction drawing and cost estimates of construction, renovation, upgrading and repair of aviation work, infrastructure airport, airport shall evaluate requirements, criteria on AVSEC to ensure compliance of the provisions of this Circular.

**Article 99. Construction work for AVSEC assurance**

1. Construction work for AVSEC assurance at airport, aerodrome shall include:

a) Construction work to ensure security at belt area of airport including: fence; access warning system; lighting system; guard point, gate, door, security checkpoint, lighting system at night in apron;

b) Gate, door, security checkpoints at entrance door of apron and gate, door, way from public areas to restricted areas;

c) Coordination command center; isolated parking area for aircraft; bomb and dangerous items handling trench; assembly area for passengers, cargo, baggage in case of unlawful violation to aircraft;

d) Camera system in terminal, apron, traffic way in adjacent areas of terminal and camera control office;

e) AVSEC checkpoints of passengers, cargo, and baggage including designate area for security search, manual check at terminal;

f) Duty room of AVSEC control force, Airport authority at airport; office to control denial passengers at international terminal.

2. Construction work for AVSEC assurance outside of airport, aerodrome shall include:

a) Fence, belt lighting system; camera system for internal security supervision in restricted areas; fence between restricted areas and public areas;

b) Guard point, gate, door and security checkpoints at entrance door of apron and gate, door, way from public areas to restricted areas.

3. Requirements on construction work serving for AVSEC assurance:

a) Construction work for purpose of AVSEC assurance shall be inspected, maintained and repaired in accordance with criteria; technical standards, provisions of law and must obtain enough documents, background record and being timely repaired when damage occurred;

b) Security fence between restricted areas and public areas shall be capable of preventing and warning unlawful access via fence;

c) Number of gates, doors to restricted areas from public areas shall be limited at minimum level as required;

d) Ensure the separation between passengers, baggage, cargo and parcel after being screened with un-screened passengers, baggage, cargo and parcel;

e) Location of Emergency center; isolated parking area for aircrafts; trench for bomb and dangerous items handling; assembly area of passengers, baggage, cargo in case of aircraft under illegal interference must be convenient for emergency cases and emergency plan implementation;

f) Ensure the separation between departure passengers, arrival passengers, transfer passengers and transit passengers; between domestic and international passengers, cargo;

g) Security checkpoint area of passengers, baggage shall have adequate space to avoid jam and ensure favorable conditions for inspection, screening of passengers and cargo;

h) Sterile area shall be isolated completely with public areas or other restricted areas by durable materials;

i) Use durable materials to minimize loss, damage of human, equipment of terminal, airport when fire occurs;

k) By year of 2020, airport, aerodrome without construction work for AVSEC assurance shall satisfy all requirements as stipulated in this article.

4. Requirements, criteria on fence, gate, door, fence, lighting system, camera system, watch tower, patrol way shall be regulated at Annex XI of this Circular.

#### **Article 100. Equipment, vehicle for aviation security assurance**

1. Equipment, vehicle for aviation security assurance shall include:

a) X-ray machine, walk through gate, hand held metal detector; specialized equipment, tools to detect explosive materials, weapons and dangerous items;

b) Vehicle servicing for patrol; specialized equipment using for audio/video recording, observing, identifying, detecting fake documents, paper works; device using for issuance of aviation security badge/permit;

c) Vehicle, communication device servicing command, control and responding to acts of unlawful violation; protection hat, armor and other specialized equipment, device specialized for illegal interference response measures; trench and equipment using for handling of bomb, mine and dangerous items;

d) Tools, devices using for aviation security testing, educating, training; weapons, supporting tools.

2. Requirements on equipment, vehicles for AVSEC assurance shall be as follows:

a) Equipment, vehicles as stated in clause 1 of this article shall meet standards, criteria in accordance with provisions of law;

b) X-ray machine system shall be accompanied with sampling kit of manufacturer; walk through gate; hand held metal detector, explosive detector shall have sampling kit of manufacturer or operating units;

c) Equipment system using for AVSEC control badge/permit shall be ensured the uniformity, consistency across the sector;

d) Equipment, vehicles as stated in clause 1 of this article shall have full documents; X-ray system shall be licensed for radiation safety by authorized agency;

e) When investing in new aviation security equipment, equipment shall be ensured to meet the advanced technology in the world.

### **Article 101. Regulations on operations, maintenance of aviation security equipment, vehicle**

1. The operation, management, maintenance of equipment, vehicles for AVSEC assurance shall comply with regulations of manufacturers and operating units of equipment, vehicles; all defects and repair, maintenance of equipment and vehicles shall be recorded.

2. Screening data of X-ray machine, video of security camera shall be kept for at least 90 days. Screening data of X-ray machine, video of security camera related to acts of unlawful violation, violation cases shall be kept for at least 5 years.

3. X-ray machine, walk through gate, hand held metal detector shall be tested by sampling kit prior to daily use, weekly use or temporary shut down when power off.

a) For X-ray machine: checking requirements, checking procedures, result recording shall be in form as specified at Annex XVIII of this Circular.

b) For walkthrough gate: checking requirements, checking procedures, result recording shall be in form as specified at Annex XIX of this Circular.

c) For hand held metal detector: checking requirements, checking procedures, result recording shall be in form as specified at Annex XIX of this Circular.

4. X-ray machine, walkthrough gate, hand held metal detector, explosive detector, security camera system, access warning system shall be maintained periodically in schedule regulated by manufacturer to ensure stable operation. Un-qualified AVSEC equipment shall be suspended from operations. Log book of periodic and sudden check, maintenance shall be recorded clearly, correctly with following information:

a) Equipment name, location, person and time of installation;

b) Date of inspection, maintenance; content, result of inspection, maintenance; name of technical staffs.

5. Every 12 years, departments, units operating security equipment shall submit writing report on AVSEC equipment management, classification in quantity, quality, and equipment type; latest update on new addition, broken and destroyed equipment to the CAAV.

6. AVSEC equipment operating units shall be responsible for issuing procedures of management, operation, inspection, maintenance.

### **Article 102. Control and use of Weapons, Supporting Tools**

1. Airport, aerodrome operators; air carrier of Vietnam, air traffic service providers; aircraft maintenance enterprises, aviation service providers shall perform procedures for permit issuance of using, equipped with weapons, supporting tools in accordance with provisions of law.

2. AVSEC controller shall be equipped with weapons, supporting tools when on duty must obtain license and present to competent authorities; when in business out of enterprises, units area carrying weapons, supporting tools must bring on body license, business decision signed by Head of Unit and personal documents to present to competent authorities. Use of weapons, supporting tools shall be according to provisions of law.

3. Persons who is furnished with weapons and supporting tools include:

a) Persons specified in point a, b; d and e clause 4 of this Article shall be equipped with: bulletproof hat, vest; shield, electric gloves; tear-gas grenade; poison-gas guns; rubber and plastic bullet gun; poison-gas sprayers; anesthetic device; electric and rubber rods; handcuffs;

b) Head, deputy of Center (Team); Security controller when on duty of patrol; guard at guard points at areas of runway, gate, door to airports, restricted areas, public areas (terminal, parking area) shall be furnished with poison-gas guns; rubber and plastic bullet guns, electric and rubber rods; handcuffs;

c) Shift leader when performs tasks at security checkpoints of passengers, baggage, cargo shall be furnished with poison-gas guns; electric rods, rubber rod;

d) Head, deputy of Center (Team); Security controller when performs tasks of inspection, supervision, escort cargo out of airport shall be furnished with electric rods, electric and rubber club.

4. Objects defined below are furnished with professional weapons when on duty:

a) AVSEC controller when deals with acts of unlawful interference occurred at airport, aerodrome, on board aircraft;

b) AVSEC controller when performs tasks during the period of enhanced AVSEC assurance measures at level 2 and level 3;

c) Head, deputy of Center (Team); mobile security personnel, ASVEC control when on duty of night patrol, guard;

d) In-flight security personnel when on duty shall be furnished with guns and bullets which are suitable for use on board aircraft.

5. Maintenance of weapons and supporting tools:

a) Head, deputy of Center (Team); AVSEC controller furnished with weapons, supporting tools shall strictly follow regulations on inspection, maintenance of weapons and supporting tools when on duty. After finishing duties or at the end of shift, weapons and supporting tools shall be handed over

to person in charge of next shift. Such hand over must ensure the accuracy and update of shift book with signature of both sides;

b) Weapons, supporting tools which are used regularly shall be kept in separate container and put under daily maintenance and being checked at the end of week.

c) Weapons, supporting tools which are not used regularly shall be stored and taken care by one person in charge in separate store, container. Warehouse of weapons and supporting tools shall meet all technical requirements on fire safety and have regulations for access in and out; weapons, supporting tools stored in warehouses must be filled with oil, fat regularly and arranged reasonably in categories and brands. Annually, agencies and units shall carry out technical inspections, maintenance in accordance with maintenance routine and maintenance procedures by the manufacturer;

d) Persons assigned to preserve weapons, supporting tools must have good moral qualities; responsible; receive training course, basic training on preservation and use of weapons, supporting tools; strictly comply with regulations on inspection, storage and record on preservation of weapons, supporting tools.

6. Head, deputy of Center (team), AVSEC controller have been certified basic training on preservation and use of weapons, supporting tools by Ministry of Police, National defense or authorized units in accordance with provisions of law, are adequate to be furnished with weapons, supporting tools.

7. Every December, agencies and units are equipped with weapons, supporting tools shall report in writing to the CAAV on management of weapons, supporting tools and training on preservation and use of weapons, supporting tools; classification in quantity, quality; license validity; new, damaged and destroyed weapons, supporting tools.

8. Units using weapons, supporting tools shall be responsible for issuing regulations on management, using, preservation, inspection, maintenance.

## **Chapter VI**

### **AVIATION SECURITY QUALITY CONTROL**

#### **Article 103. Activities of inspection, survey, test, evaluation, investigation on aviation security**

1. The CAAV shall conduct inspection, examination, public test, secret test, investigations at all airports, airfields, aviation service providers, air carriers and other civil aviation device and equipment in the country. Airport authority shall conduct inspection, examination, public test, secret test, investigations at all airports, airfields, aviation service providers, air carriers and other civil aviation device and equipment under its management. Enterprises with ist ASP shall conduct inspection, examination, public test, secret test, internal investigations and evaluation as prescribed.

2. Aviation security inspection, examination, test, evaluation, investigation shall be performed according to annual or sudden aviation security quality control plan when necessary. VIP flights or aircraft in flight shall not be subject to test.

3. Annual aviation security quality control plan including inspection, test and evaluation activities shall be developed basing on factors of risk, human resources, funds and other relevant factors and must be agreed between sections, secret test must be kept secret. The development of plan shall be as follows:

a) Annually, before October 15<sup>th</sup>, Airport authority shall develop aviation security quality control plan for the coming year and submit to the CAAV;

b) Annually, before October 30<sup>th</sup>, the CAAV shall publish aviation security quality control plan for the coming year of the CAAV and Airport Authority and delivery to enterprises and units with ASP and AVSEC regulation;

c) Annually, basing on aviation security quality control plan of the CAAV, Airport authority, airport/aerodrome operators, before November 30<sup>th</sup> air carriers and enterprises with ASP and AVSEC regulation shall develop and publish their internal aviation security quality control plan and report to the CAAV and Airport authority in concerned for supervision.

4. Sudden activities of inspection, examination, test and evaluation shall be decided by authorized person when necessary.

5. The CAAV shall issue AVSEC quality manual to conduct effectively and thoroughly.

#### **Article 104. Requirements on AVSEC inspection, check, survey, test, investigation and evaluation**

1. Requirements on AVSEC inspection, check, survey, test, evaluation and investigation of the CAAV and Airport authority:

a) To have decision on delegation establishment signed by authorized person who shall be responsible for approving plan of test, survey, inspection;

b) Delegation leader shall be in charge of making plan on inspection, test, survey, investigation and reporting result to person who decide the delegation establishment no later than 10 working days as from the last day of inspection, test, survey and investigation;

c) Delegation leader within his authorities shall decide to suspend or propose authorized person to suspend activities of those who commit acts of violations; equipment does not meet aviation security standards while conducting inspection, test, survey, investigation;

d) Within 15 working days as from the end date of inspection, test, survey, investigation; decision maker of delegation establishment shall compose a written conclusion which specifies clearly weakness, shortcomings and requirements, recommended corrective actions, if any;

e) After 10 working days from receipt date of the conclusions of inspection, test, surveys, investigations; units subject to the inspection, test,

surveys, investigations shall submit plans to overcome weakness and shortcomings in which the corrective measures, individuals and organizations in charge and time to complete the fix shall be described in details;

f) After 05 working days from receipt of the recovery plan, the decision maker of delegation establishment shall send a letter in response to the plan to overcome weakness and shortcomings to unit and clearly inform his approval or not approval content. In term of approved content, he shall discuss for final agreement with unit; if not agree, he shall be the one who make final decision.

2. Requirements on inspection, survey, test, investigation, evaluation of airport, aerodrome operators, air carriers and other enterprises which have ASP and AVSEC regulation shall:

a) Have plan on inspection, survey, test, investigation, evaluation approved by the head of AVSEC assurance organization;

b) After 10 working days as from the last day of inspection, survey, internal test, investigation, evaluation, the conclusion and plan to overcome weakness and shortcomings after inspection, survey, test, investigation, evaluation shall be published, in which corrective measures, person and organization in charge and finish time are stated clearly, if any;

c) After 15 days, conclusion of inspection, survey, investigations, test and plans to overcome weakness and shortcomings shall be submit to the CAAV and Airport authority concerned. The conclusion of the assessment shall be sent to the units subject to the assessment, the airport authority concerned and the CAAV;

d) Assessment activities of Vietnam air carriers at foreign airports of which such air carrier shall bear costs, there shall be the participation of the CAAV. Assessment activities of the authorities, foreign airlines in Vietnam must be allowed by the CAAV.

e) Airport authority, airport, aerodrome operators, air carriers and enterprises which have ASP, Security regulation shall submit reports on results of AVSEC quality control to the CAAV by December 10th, yearly.

f) Records, documentation of inspection, tests, surveys, evaluation, and investigation activities shall be managed and stored in accordance with law on document archives.

### **Article 105. Aviation security test**

1. Secret security test must be kept secret in terms of contents, time, location, plan and entire test schedule and only disclosed to members of team. All information on contents, time, location shall be informed to object of test if public test. Basing on the approved test plan, the leader shall be responsible for development of implementation plan for each specific test.

2. Security and safety of Person, property, activities of person, object during test must be ensured. When secret test detected, tester shall have to immediately present test decision with his aviation security supervisor or personal documents attached with his photo for recognition of the tested

person/object, person under test shall have to cooperate and ensure security and safety for people, vehicles and objects in the experiment.

3. Upon finish of test, tester shall have to make a written record of the test results and ask tested subjects to sign the record. After finishing the test, team leader shall organize a meeting with all relevant departments at department subjected to test for experience, comment and announce preliminary results to the head or authorized representative of unit that is tested.

4. It is allowed to use person in police, national defense force or passenger with good background and reliable enough to keep secret and effective test.

#### **Article 106. Overcome of weakness, shortcomings by inspection, survey, test, evaluation and investigation**

1. During the inspection, survey, testing, investigation, it is found that weakness and shortcomings need to be addressed immediately otherwise would cause insecurity, unsafe; delegation leaders shall make records and request to immediately correct or hand over to authorized person for operations suspension to ensure security and safety.

2. The evaluated units shall prepare its own plan to correct and submit to the CAAV after receiving evaluation conclusion with recommendations for overcoming weakness and shortcomings; in case of inaccurate conclusion, recommendations, a written response shall be sent to the evaluate organization and the CAAV.

3. AVSEC quality control department of unit which sends the written feedback on the plan to overcome weakness and shortcomings shall be responsible for monitoring and checking the actual implementation of recovery plans, and submitting results to the heads of agencies and units.

4. In case of which weakness and shortcomings are not corrected as stated in approved plan, quality control department of enterprises which composed written feedback shall review and recommend the necessary sanctions to ensure the remedy, if necessary.

#### **Article 107. Provisions on aviation security supervisor, internal security supervisor and security badge/permit holder of National Civil Aviation Security Committee**

1. AVSEC Supervisor under Airport authority and CAAV shall perform quality control activities and monitoring activities assigned by the CAAV and granted with AVSEC supervisor card. Template of AVSEC supervisor card shall be in the form prescribed in Annex XXI of this Circular.

2. AVSEC supervisor when on duty shall have following authorities:

a) To be allowed to approach, boarding an aircraft, enter any restricted areas of airport, aerodrome, aviation service providers, construction work, equipment, vehicle;

b) Be authorized to request organizations, individuals to provide documents or items concerned; revoke AVSEC badge/permit of staffs

committed to acts of violations; suspend operation of equipment, vehicles threaten aviation security;

c) Request person in charge to implement possible corrective measures; make minute, transfer to competent person for handling in accordance with provisions of law.

3. Internal security supervisor of enterprises having ASP, AVSEC regulation, shall be assigned, granted badge and regulated on authorities and responsibilities when performing tasks. Template of internal security supervisor shall be informed to the CAAV and Airport authority concerned.

4. Members of National Civil Aviation Security Committee and officers of permanent office shall be granted badges; vehicles of units providing service for members of National Civil Aviation Security Committee shall have authorities and tasks as follow:

a) To perform the inspection, monitoring and evaluation of compliance with the regulations on aviation security at aviation service providers;

b) To approach and enter all restricted areas, facilities, equipment, aircraft under aviation security supervision as stipulated in the Vietnam Civil ASP and AVSEC quality control; access in and out emergency command center, field of illegal interference against civil aviation activities;

c) To use badge, permit for permitted purpose, tasks in relation with aviation security activities; to present valid badge when performing tasks at restricted areas of civil aviation sector;

d) Vehicles granted permits by National Aviation Security Committee shall be exemption from any fee when access in and out public areas of airport, aerodrome to perform tasks.

5. AVSEC supervisor, Internal security supervisor, person granted badges of National Aviation Security Committee shall be responsible for their activities when performing tasks; to use badge for purpose and tasks as stipulated in law.

6. Requirements for AVSEC supervisor:

a) Have knowledge, experience in assigned field;

b) Have working experience in field of aviation security for at least 03 years or at least 02 years in cases of having working period in police or national defense force;

c) Complete professional training course on AVSEC supervisor and be granted qualification or certified.

7. Requirements for Internal security supervisor:

a) Have working experience in field of aviation security for at least 02 years or at least 01 years in cases of having working period in police or national defense force;

b) Complete professional training course on Internal security supervisor and be granted qualification or certified.

### **Article 108. AVSEC database development**

1. The CAAV shall prepare statistic of aviation security databases unified throughout the civil aviation. Civil aviation database must be protected from

unauthorized access; only those organizations and individuals who are allowed by the CAAV are able to access and use. Civil aviation database shall include:

- a) Acts of unlawful violations and cases of AVSEC violations;
  - b) Objects subject to mandatory visual check; refusal for transport due to security reason; prohibited to be transport by air;
  - c) Weakness, shortcomings from supervision activities and AVSEC inspection, test, survey, evaluation and investigation;
  - d) AVSEC badge/permit;
  - đ) Infrastructure, equipment, device, weapons, supporting tools;
  - e) Organizations, AVSEC control force, AVSEC control license.
2. The CAAV shall administrate AVSEC database; Airport authority, enterprises which have ASP, AVSEC regulation shall regularly input, update contents as stated in clause 1 of this article to database.
3. The CAAV shall instruct on recording, reporting, updating, using and controlling AVSEC database.

### **Article 109. AVSEC risk management**

1. Aviation security risk is the potential threat of a certain phase of AVSEC assurance activities, including: threats from crime; weakness and shortcomings in aviation security system; acts of unlawful interference, aviation security breach occurred.

2. Risk management on aviation security is to collect, evaluate and determine the extent of the potential threat to propose appropriate AVSEC control measures which are compatible with the level of determined threats.

3. The CAAV shall establish a voluntary reporting system for confidential report in order to collect aviation security information from passengers, crew, staff in the civil aviation sector and other sources suitable for the purposes of quality control and aviation security risk management.

4. The CAAV shall coordinate with agencies and related units to evaluate and determine the extent of the potential threats to aviation security once a year; evaluate and determine the extent of the potential threat to aviation security assurance activities of airports, aerodrome, air carriers of Vietnam and aviation service providers.

5. Airport authority shall, in coordination with agencies and related units evaluate and determine the extent of the potential threats aviation security assurance activities of airports, aerodrome every 6 months.

6. Vietnam air carriers, air traffic service providers shall evaluate and determine the extent of the potential threats to its aviation security assurance activities every 6 months.

7. The results of evaluation and determination the extent of the potential threat shall be popularized to all agencies and units concerned for amendments and supplements to the standards and control measures in ASP, AVSEC regulation and in other relevant provisions.

8. The agencies and units specified in paragraphs 4, 5 and 6 of this Article shall establish risk assessment council and regulated tasks and operation

mechanisms to carry out assigned tasks. Members of Council shall be under part-time basis.

## **Chapter VII**

### **RESPONSIBILITIES OF ORGANIZATIONS AND INDIVIDUALS FOR ENSURING AVIATION SECURITY**

#### **Article 110. Responsibilities of CAAV**

1. The CAAV with its duties and authorities shall act as aviation security authority to ensure aviation security in accordance with provisions of law and be advisory body to the Minister of Transport to perform state administration functions in ensuring security of civil aviation activities.

2. To develop, policy, law documents, the National AVSEC Program of Viet Nam, aviation security training program and aviation security quality control program; technical standards for submission to the Minister of Transport or competent authorities for promulgation.

3. To approve, evaluate and supervise the compliance with provisions of ASP and AVSEC regulation of airports, aerodrome operators, air carriers, air traffic control service provider; maintenance units, aviation service providers at airport; cargo handling unit for cargo and parcel loading to aircrafts.

4. To publish, confirm and supervise the compliance of:

a) Standards, procedures, directs, instruction, professional documents, recommendations on aviation security;

b) Instruction, emergency measures including suspend flight operations at airports, flights and operations of vehicles, devices, aviation personnel, aircraft operators, air traffic control service providers, maintenance units at airports, aviation service providers at airport; cargo handling unit for cargo and parcel loading to aircrafts.

c) Template of aviation security badge/permit; aviation inspector badge; certificate, qualification of aviation personnel, aviation security controller;

d) List of dangerous items which are prohibited or restricted to carry on body or in baggage when boarding in compliance with technical instructions and requirements of ICAO.

5. To establish and administer the issuance of aviation security badges/permits. To request departments, units to change the templates, contents of aviation security badges/permits when assessing aviation security risks.

6. To evaluate standards and requirements for aviation security in designing, construction, renovation of airports/ aerodromes.

7. To investigate, verify and give instruction to handle cases of violation, threats to aviation security; to supervise the implementation of emergency measures including suspending activities of vehicles, devices, aviation personnel for aviation security assurance.

8. To direct departments/units in the field of civil aviation to conduct measures in respond to acts of unlawful violations against civil aviation activities; to re-evaluate security measures and procedures after the occurrence of an unlawful interference act and recommend corrective actions in order to prevent recurrence.

9. To direct civil aviation units in implementing aviation security assurances, including:

a) Implementation of preventive security measures in respond with acts of unlawful interference against civil aviation activities; corrective measures serving for security, national defense;

b) exercises of contingency plan on aviation security quality control;

c) system of civil aviation security force in order to meet requirements of ICAO;

d) control of internal security, security information; deal and experience withdrawal from the incidents of aviation security violation.

10. To direct Airports Authorities to inspect and supervise the compliance with provisions on civil aviation security at airports/ aerodromes;

11. To inspect, examine, issue, suspend, revoke security permits and re-qualify professional knowledge of aviation security personnel; to issue, revoke airport security badge/permit in compliance with provisions of this circular; to assign, suspend and issue, re-collect ID card of aviation security inspector.

12. To inspect, examine, test, investigate, survey the compliance with law on aviation security in terms of agencies, organizations, individuals participating in civil aviation activities; to promulgate recommendations, directs in order to prevent aviation security incidents; to punish administrative violation; to inspect, supervise the handling, recover and experience withdrawal of civil aviation violation case.

13. To develop reporting system, collect, analyze and assess information on risks of threats to aviation security; to decide to apply measures, procedures on preventive measures against threatening risks.

14. To assess and decide to prohibit civil flight in following cases:

a) At airports, aerodrome of Vietnam which do not comply with provisions of law on aviation security assurance;

b) Flight operated by air carrier which does not comply with provisions of law on aviation security assurance;

c) Flight departing from foreign airports, aerodromes which do not meet ICAO standards on aviation security.

15. To act as contact point for international cooperation in aviation security between Vietnam and ICAO, international organizations, countries in concerned, and take responsibilities to:

a) To take the lead of responsibilities to coordinate with related organizations/ agencies of Vietnam in internal coordination activities in aviation security;

b) To receive, provide, share information, documents, experience in tasks of aviation security with ICAO, foreign countries, organizations, air carriers;

c) To decide to conduct aviation security assurance measures at the request of foreign countries, air carrier including inspection, assessment of aviation security;

d) To review and inform ICAO of differences between the provisions on AVSEC of Viet Nam law and ICAO standards.

16. To control prices of aviation services provided by airport/ aerodrome operator in order to ensure that these prices comply with law and suitable with real situation.

17. To give exemption of screening for passengers, baggage, cargo and otherwise at the request of the Central Communist Party Office, President Office, Parliament Office, Government Office, Ministry of Foreign Affairs, Ministry of Public Security, Ministry of National Defense;

### **Article 111. Coordination responsibilities of CAAV**

1. In coordination departments under Ministry of Public Security and Ministry of National Defense:

a) To organize training and give professional instructions to AVSEC control force;

b) To receive, exchange and handle information on the political and security situation, public order and social safety; information on the plot, methods and practice of terrorist and crimes activities; conspiracy of unlawful interference; assess the risks and threats to civil aviation activities;

c) To ensure the security of commercial flights with the present of VIP individuals in accordance with regulations on VIP flights;

d) To coordinate with related competent authorities of Ministry of Public Security, Ministry of National defense in order to comply with provisions of law on national security, national defense, police to prevent and fight against terrorists and other laws in relation with aviation security assurance;

đ) To sign and conduct the implementation of regulation in coordination with competent authorities of Ministry of Public Security, Ministry of National Defense to ensure aviation security;

e) To coordinate with competent security of Ministry of Public Security to control background information of aviation personnel to timely detect acts of violation against law threatening to security, aviation safety.

2. In coordination with Ministry of Foreign Affairs:

a) To solve problems concerned in case Vietnamese aircrafts are subjected to acts of unlawful interference within foreign territory and foreign aircrafts are subjected to acts of unlawful interference within Vietnam territory;

b) To exchange and handle information containing foreign elements, which relates to acts of unlawful violation against civil aviation activities;

3. To coordinate with the People's committees of cities/provinces, island districts having airport/ aerodrome and to conduct exercise and implement emergency plan dealing with acts of unlawful interference against civil aviation activities in accordance with regulations.

4. To coordinate with the General Directorate of Customs in the implementation of aviation security and the prevention of smuggling, illegal carriage in international flights; to direct the arrangement of shared screening machine of AVSEC control force and customs.

#### **Article 112. Responsibilities of Airport Authorities**

1. To inspect and supervise the compliance of law provisions on AVSEC assurance, ASP, AVSEC regulations, the implementation of AVSEC measures and provision of AVSEC services at airport; handling case of violation to aviation security, public order at airport. To take part in conducting responsive measures to acts of unlawful violation at airports, aerodrome.

2. To suspend flight and require aircraft to land in case the flight violates regulations on aviation security or a sign of threat to safety and security of the flight is found; allow the aircraft involved to resume its flight; to temporarily block an aircraft which fails to implement corrective actions to recover the acts of violation against AVSEC, to dismiss duties, seize security badge and aviation personnel license of aviation personnel who violates regulations on AVSEC assurance.

3. To receive, sanction administrative violations occurring at airports according to its authority in the field of civil aviation security; to hand over violations not being under its authority to the relevant competent authorities.

4. To issue and control aviation security badges and permits according to its authority.

5. To coordinate with the state administration agencies at airport to solve problems arising according to its authority in order to ensure security, public order and normal operation of airport; to review and assess problems relating to security assurance at airport at regular or unscheduled inter-agencies meetings between the state administration agencies and organizations, units operating at airport. The Director of airport authorities shall be responsible to decide and be in charge of handling problems arisen in case concerned agencies cannot agree on the resolution, and report to the CAAV.

6. To coordinate with relevant agencies, units to exchange and collect information on security, public order, crimes and other violations related to airport.

8. To receive, forward, handle, use API (Advanced Passenger Information) according to provisions. To inform air carriers or flight operator to provide API information in accordance with law.

#### **Article 113. Responsibilities of airport/aerodrome operators**

1. To organize system to ensure aviation security as regulated in this Circular, to ensure AVSEC forces, infrastructure, equipment, fund for the implementation of airport ASP. To provide services for the assurance of aviation security at airport, aerodrome.

2. To coordinate with Airport authorities, units, agencies in concerned at airport, aerodrome to develop airport ASP and to organize the implementation of approved programs and procedures. To provide approved ASP for relevant airport authorities, provide certain parts of ASP for air carriers and other relevant agencies/enterprises operating at airport, at their request; to be subject to the inspection, testing, supervision, investigation, audit, and survey, security verification performed by the competent authorities or persons.

3. To construct infrastructure, arrange vehicles, equipment, AVSEC devices and other necessary conditions to ensure AVSEC in order to protect airport, aerodrome and maintain public order at airport, aerodrome.

4. To take the lead responsibilities in coordination with Airport authority to determine the boundary between restricted areas at airport. To issue, control internal security badge/permit in accordance with law.

5. To coordinate with competent agencies to monitor, assess threats that may jeopardize AVSEC at airport; to advise the CAAV, People's Committees of cities/provinces under the central government on the additional application of appropriate preventive measures dealing with acts of unlawful interference.

6 To develop and establish the Airport Emergency Center to command in response to acts of unlawful interference at airport; to develop emergency plan for initial dealing with acts of unlawful interference at airport; to command and monitor the cooperation between units operating at airport in implementing emergency plan for initial dealing with acts of unlawful interference at airport; to hand over the lead of responsibilities to the police or military forces according to the provisions of law; be under the command of the commander; to perform exercise dealing with acts of unlawful interference at enterprise level, section level, national level according to regulations.

7. To ensure the compliance of aviation security standards and requirements in designing, construction, improvement and operation of airport.

8. To develop and maintain requirements, procedures and processes for the inspection and supervision activities, in order to fulfill provisions of the approved airport ASP. To organize internal inspection and supervision system, to inspect and supervise the implementation of AVSEC procedures, requirements and processes by enterprises, individuals operating at airport, in order to remedy the deficiencies in the aviation security.

9. To sign the cooperation regulation on ensuring AVSEC, public order, social safety with local authorities, policing and military forces at airport and other relevant departments/units.

10. To conduct training, refresh training and give professional instructions to relevant staffs according to provisions on AVSEC training.

11. To coordinate with the relevant airport authorities, police and military forces, local authorities in sanctioning violations in the field of AVSEC and public order at airport.

12. To issue and control aviation security badges and permits according to its authority.

13. To develop regulations on internal security control and implementation of recruitment, training, management, supervision, violation handling, assessment, comment, assignment, mobilization; to apply for permit issuance, professional qualification and to perform periodic aviation personnel assessment.

14. To develop regulations on protection of information system and aviation technology system used in civil aviation activities against acts of unlawful access and interference leading to unsafe aviation activities or secret information steals.

15. To propagate, popularize, and educate personnel on awareness to comply with AVSEC regulations; to propagate AVSEC regulations excluded restricted documents in mass media.

16. To be directed and instructed by the CAAV on AVSEC professional works

**Article 114. Responsibilities of aviation services provider at airport**

1. To develop AVSEC regulation including contingency plan against acts of unlawful interference, to implement after being approve; to provide approved ASP for relevant airport authorities and airport, aerodrome operators. To be subject to inspection, supervision, assessment, test, survey on aviation security or competent authorities according to provisions of law and this circular.

2. To organize system to ensure AVSEC in accordance with this circular; air traffic control service providers establish its AVSEC control force to implement AVSEC assurance measures at restricted areas under its management; maintenance enterprises establish AVSEC control force to ensure aviation security at their facilities.

3. To perform its authorities, responsibilities to initial deal with acts of unlawful interference against civil aviation activities at service providers outside of airports in accordance with law.

4. To coordinate with relevant Airport authority, AVSEC control force, police department, national defense force, local authorities in dealing with cases of aviation security violations at restricted area.

5. To collect information, assess and determine levels of threats that may jeopardize AVSEC; to advise the CAAV, Steering committee of Emergency center at province, city, and island district on appropriate enhanced aviation security control measures.

6. To be subject to AVSEC inspection, investigation, supervision of the CAAV and Airport authority in accordance with provisions of law and this circular.

7. Within its scope of managements and responsibilities:

a) To identify the boundary of restricted area outside airport/aerodrome which are under its supervision. To issue, control internal security badge/permit according to regulations;

b) To identify the boundary of restricted area outside airport/aerodrome which are under their supervision. To issue, control internal security badge/permit according to regulation;

c) To control internal security in term of aviation personnel. To establish internal supervision, inspection system.

d) To protect information and information technology system against unlawful access, violation for safety of civil aviation activities and confidential information in accordance with provisions of law;

e) To conduct internal security quality control according to regulation:

f) To conduct training, refresh training and give professional instructions to relevant staffs according to provisions on AVSEC training.

g) To propagate, popularize, and educate personnel on awareness to comply with AVSEC regulations; to propagate AVSEC regulations excluded restricted documents in mass media.

8. To sign the cooperation regulation on ensuring AVSEC, public order, social safety with local authorities, policing and military forces in concentered where its facilities are located.

9. To organize exercises on implementation of AVSEC plan in respond with acts of unlawful violation at enterprise level, to take part in exercise at section and national level.

10. To be directed and instructed by the CAAV on AVSEC professional works.

### **Article 115. Responsibilities of Air Carriers**

1. To develop its ASP to submit to the CAAV for approval and implement the approved ASP; to provide the entire of approved ASP to the airport authorities for supervision of the compliance and provide to the airport operator for cooperation.

2. To conduct training, refresh training and give professional instructions on aviation security to relevant staffs according to provisions on AVSEC training.

3. To coordinate with the relevant airport authorities, airport corporation, airport operators in sanctioning violations in the field of AVSEC and other violations during the operation or non-operation of aircraft.

4. To carry out pre-flight security checks of aircraft, to check aircraft in case of a threat according to the provisions of law. To ensure AVSEC and maintain order for an aircraft in flight.

5. For Vietnamese air carriers:

- a) To organize AVSEC control force to conduct AVSEC measures, maintain security, public order on board an aircraft and ensure security of aircraft operation activities outside of airport/aerodrome;
- b) To establish independent security system with one leader to be in charge of AVSEC assurance of air carriers as approved;
- c) To conduct survey and evaluation of AVSEC assurance at domestic and foreign airports where it operates to/ from in order to implement appropriate AVSEC measures; to allocate finance resources for the implementation of AVSEC survey and evaluation by the CAAV at foreign airports;
- d) To coordinate in the implementation of emergency plan dealing with acts of unlawful interference against civil aviation activities, within its responsibilities. To conduct exercise and implement emergency plan dealing with acts of unlawful interference as planned at enterprise level; section and national level according to regulations
- e) To identify the boundary of restricted area outside airport/aerodrome which are under their supervision. To issue, control internal security badge/permit and crew identity card;
- f) To allocate seats for security personnel performing their duties at the request of competent authorities;
- g) To perform internal security control with security personnel as regulated;
- h) To protect information and information technology system against unlawful access, violation for safety of civil aviation activities and passengers' personal information;
- i) To propagate, popularize, and educate passengers on awareness to comply with AVSEC regulations; to propagate AVSEC regulations excluded restricted documents in appropriate method;
- k) To be directed and instructed by the CAAV on AVSEC professional works.

6. Foreign Airlines must fully comply with the provisions of law of Vietnam on aviation security in its mining activities in Vietnam; designate and inform the CAAV about the person who directly take comprehensive responsibilities to ensure aviation security of its operation within Vietnam.

7. In the event of which foreign airports/aerodromes do not comply with the standards of ICAO on aviation security, the CAAV shall evaluate and decide not to allow the operation of civil flights departing from those airports to Vietnam.

### **Article 116. Responsibilities of Other Organizations and Individuals**

1. To comply with the provisions this circular, ASP of airport operators where having its operation. To be subject to the security inspection, testing, supervision, audit, survey, verification by the CAAV, airport authorities and AVSEC forces in concerned.

2. Organizations/ individuals having non-aviation business activities at airport shall have:

a) To protect facilities, property, infrastructure, to ensure AVSEC, public order of its operation by signing security services contract with the airport operator;

b) To coordinate with the relevant airport authorities, AVSEC control force and other department/agency in sanctioning violations in the field of security and public order which are under their supervision;

c) To conduct training, refresh training and give professional instructions to relevant staffs according to provisions on AVSEC training;

d) To propagate, popularize, and educate personnel on awareness to comply with AVSEC regulations;

3. Passengers and consigners must observe the provisions on aviation security specified in this Circular and other AVSEC provisions. Passengers on board shall have to comply with orders and instructions on security and safety of the crew. If passengers do not comply with AVSEC regulations, they will be subject to penalty according to the law, basing on the level and characteristics of such violation.

4. Airline personnel must comply with the regulations on aviation security in accordance with the provisions of this Circular and law on aviation security; while performing duties they are not allowed to drink wine or beer; if violation, they will be suspended from performing the tasks, their aviation security badge and aviation personnel licenses shall be revoked or temporarily seized.

#### **Article 117. Financial resources for ensuring civil AVSEC**

1. The CAAV and Standing Office of National Civil Aviation Security Committee of Viet Nam shall be responsible to develop and submit to the Ministry of Transport for approval and implement the annual budget plan from state fund when approved.

2. Enterprises shall be responsible to cover all expenditure for its AVSEC activities in accordance with this circular and other regulation of law, including investment expenditure on infrastructure, device, and equipment to ensure AVSEC.

### **Chapter VIII IMPLEMENTATION CLAUSE**

#### **Article 118. Annexes promulgated as attachment to this circular**

1. Annex I: The draft ASP of Airport/ Aerodrome Operators.
2. Annex II: The draft ASP of air carriers and aircraft operators.
3. Annex III: The draft ASP of Air Traffic Control Units.
4. Annex IV: The draft ASP of Aviation Services Providers.
5. Annex V: Form of application.

6. Annex VI: List of staffs, employees or vehicles granted security badges or permits.
7. Annex VII: Form of application for issuing security badges with multiple-use at airports/aerodromes of Viet Nam (for individuals).
8. Annex VIII: Form of application for issuing security with multiple-use at airports/aerodromes of Viet Nam (for vehicles).
9. Annex IX: Form of the list of persons who apply for issuing security badges at airports/aerodromes of Viet Nam.
10. Annex X: Report of lost badges, permits.
11. Annex XI: Requirements for fences, gates, barriers, lighting systems at airport/ aerodrome, air traffic services units.
12. Annex XII: Security seals.
13. Annex XIII: List of passenger travel documents.
14. Annex XIV: Passenger interviewed questionnaire.
15. Annex XV: List of dangerous items.
16. Annex XVI: Application on carriage of gun on person onboard.
17. Annex XVII: Application on consigning guns, ammunition.
18. Annex XVIII: Enhanced security measures for each level.
19. Annex XIX: Use of X-ray machine.
20. Annex XX: Use of Walkthrough Metal-detector.
21. Annex XXI: Use of Hand-held Metal-detector.
22. Annex XXII: Template of AVSEC supervision cards.
23. Annex XXIII: Initial report on acts of unlawful interference.
24. Annex XXIV: Official report on acts of unlawful interference.
25. Annex XXV: Templates of violation record, hand-over record, Initial report, Report on sanctioning AVSEC violation at airport/ aerodrome.
26. Annex XXVI: Liquid plastic bags carried on person, hand baggage.

**Article 117. Entry into force**

1. This Circular shall enter into force on May 1st, 2016.
2. This circular shall supersede Circular No.30/2012/TT-BGTVT dated August 1st, 2012 of the Minister of Transport on promulgating in detailed ASP of Vietnam and aviation security quality control.
3. The Chief of Ministerial Office, Chief of Ministerial Inspectorate, Directors General of Departments of MoT, Director General of Civil Aviation Authority of Viet Nam, Heads of Organizations and Individuals concerned shall have responsibility to implement this Circular./.

**MINISTER OF TRANSPORT**

**Đinh            La            Thăng**

## ANNEX I

### **OUTLINE OF CIVIL AVIATION SECURITY PROGRAM BY AIRPORT AND AIRFIELD OPERATOR**

*(Enclosed with to the Circular No. 01/2016/TT-BGTVT on February, 01<sup>st</sup> 2016 by the Minister of Transport)*

**ASP** ..... *(Name of airport, airfield)*

#### **CHAPTER I. GENERAL PROVISIONS**

1. Purpose, scope and object of application
2. A basis for the program
3. Definitions and abbreviations
4. Management and usage of ASP and restricted aviation security documents

#### **CHAPTER II. INFRASTRUCTURE AND OPERATIONS AT AIR FIELD**

*(General information on airport, characteristics, functions, boundary between areas and its activities in connection with aviation security issues).*

1. Infrastructure of function area
  - General drawings and each area drawing
  - Apron (square area, number of parking points, signs of parking, lighting at parking area).
  - Runway and rolling path (quantity, length, signs, night lighting system).
  - Boundary fences, flight area fences (Length, height, type of fences, characteristics and features of fences, lighting for fence system and other equipment attached with fences)
  - Belt patrol road (length, width, type of road, characteristics: soil, concrete...).
  - Isolated parking area
  - Bomb handing trench
  - Passengers, luggage assembly points in emergency cases
  - Passengers Terminal (with general description on square area; restricted areas; public areas and number of counters for check-in, immigration; number of gate, entrance door from terminal to apron, from public area to restricted area of terminal; number of security checkpoint; number of lanes for Passengers boarding, internal staffs).
  - Cargo terminal (same description as customer terminal)
  - Parking area (square area, capacity, number of car, motorbike, checkpoints at public area).
  - Transport system (general description on transport system at airport area).
  - Cargo handling units, cooking oil manufacturing units, gasoline suppliers, maintenance unit, air traffic control units (list down and describe in general on functions and duty of these units).

- Office area of relevant agencies, units (list of state management units, airlines operating at airports)
- 2. Aviation operations
  - Period of operations, quantity of passengers, cargo, air carriers, flights, rush hour and low hour...

### **CHAPTER III. RESPONSIBILITIES OF RELEVANT AGENCIES**

Regulations on responsibilities and duties of each agency, department, and unit in concerned in coordination and operations of Airport ASP.

### **CHAPTER IV. AVIATION SECURITY CONTROL FORCE**

1. Organization chart of aviation security force of airport, aerodrome operators with functions and duties.
2. Head of aviation security control organizations; responsibilities, authorities, relationship with manager and each department of airport, aerodrome operators, the CAAV, Airport authorities and other functional departments at airport.
3. List of head of each department in aviation security organizations, duties and authorities.

### **CHAPTER V. PREVENTIVE AVIATION SECURITY MEASURES**

1. System of aviation security badges and permits
  - 1.1 Types of aviation security badges and permits which is valid for use at airport..... (name of airport)
  - 1.2 Regulations on internal aviation security badges and permits and aviation security badges and permits at airport, airfield authorized for issuance by CAAV
2. Security assurance measures for public area including public area in terminal; coordinate to ensure security at vicinity area.
  - 2.1 Organization on security patrol at public areas of air field (method, frequency, area, detailed duties during patrol period; handling procedures if abnormal issues found).
  - 2.2 Security checkpoints at public areas of airfield.
    - Period of activities, locations, quantity, detailed duties of security personnel at checkpoints; handling procedures if abnormal issues found.
  - 2.3 Camera system (quantity of camera, period and area of supervision; professional procedures when abnormal issue found).
  - 2.4 Coordinate to ensure security at adjacent areas.
3. Security control at surrounding areas of airport and flight area.

3.1 Organization on security patrol at belt areas (method, frequency, area, detailed duties during patrol period; handling procedures if abnormal issues found).

3.2 Guard points, booths, gates, doors, checkpoints, security checkpoints at belt areas and flight area (runway, rolling path, working time, locations, quantity, duties of security personnel at guard points, security checkpoints; procedures of inspection at each guard point, gate, door, security checkpoints).

3.3 Camera system (quantity of camera, period and area of supervision; professional procedures when abnormal issue found).

#### 4. Security control at apron area

4.1 Organization on security patrol at apron area (method, frequency, area, detailed duties during patrol period; handling procedures if abnormal issues found).

4.2 Guard points, booths, gates, doors, checkpoints, security checkpoints at apron area (runway, rolling path, working time, locations, quantity, duties of security personnel at guard points, security checkpoints; procedures of inspection at each guard point, gate, door, security checkpoints).

4.3 Camera system of apron area (quantity of camera, period and area of supervision; professional procedures when abnormal issue found).

#### 5. Security control at restricted areas in passenger and cargo terminal.

##### 5.1 List of restricted area

5.2 Description of Guard points, booths, gates, doors, checkpoints, security checkpoints at apron area restricted area (locations; time; quantity of security personnel, inspection procedures of persons, vehicles, items carried in and out).

5.3 Maintain security inspection in term of each restricted areas (method, frequency, time, duties, quantity of security personnel; professional procedures of aviation security personnel; handling procedures if abnormal issue found; quantity of camera, period of supervision; area of supervision professional procedures if abnormal issue found).

#### 6. Security control of passengers, cabin crew, hand carry luggage and other subjects at security checkpoints.

6.1 Location, time, quantity of magnetic gate, x-ray machine, other equipment, security personnel, types of documents must be available at security checkpoints.

##### 6.2 Procedures of security check, screening and search.

6.2.1 Passengers and hand luggage at departure

6.2.2 Transit and transfer Passengers and hand luggage

6.2.3 Staffs (flight crew, police, border customs, aviation personnel...)

6.2.4 Special passengers (defendants, prisoners, deportees, handicaps .....);

6.2.5 Suspected passengers and luggage

6.2.6 Cases in denial of screening and visual inspection

- 6.2.7 Handling procedures when dangerous items found
- 6.2.8 Handling procedures for revoked items, left items.
- 6.2.9 Electric, electronic and liquid.
- 6.2.10 Weapon, guns
- 6.2.11 Diplomatic bags, consular bags
- 6.2.12 Passengers, crews of joint flights
- 6.2.13 Cargos, items for sale and used at isolated area.
- 7. Security control of checked baggage
  - 7.1 Location, time, quantity of magnetic gate, x-ray machine, other equipment, security personnel, types of documents must be available at security checkpoints.
  - 7.2 Procedures of security check, screening and search.
  - 7.3 Deal with suspicious items detected
  - 7.4 Protecting and monitoring post-screening baggage after being screened.
- 8. Security control of cargos, parcel
  - 8.1 Location, time, quantity of magnetic gate, x-ray machine, other equipment, security personnel, types of documents must be available at security checkpoints.
  - 8.2 Procedures of checking, screening and searching
    - 8.2.1 Normal cargo
    - 8.2.2 Special cargo (high value, fresh, oversize, dangerous, weapons..)
    - 8.2.3 Parcel
  - 8.3 Handling procedures when suspicious point found
  - 8.4 Protecting and monitoring post-screening baggage after being screened.
- 9. Security control in term of catering supply, aircraft fuel, stores serving in – flight.
  - 9.1 Location, time, number of X-ray machine, other equipment, AVSEC controller, required documents at each security checkpoint.
  - 9.2 Procedures of inspection, screening, search.
    - 9.2.1 Catering supplies.
    - 9.2.2 Aircraft fuel.
    - 9.2.3 Stores for using in-flight.
  - 9.3 Dealing when suspicion found.
  - 9.4 Protection and inspection after inspection, screening.
- 10. Security control for aircraft at site.
- 11. Handling procedures of un-identified baggage, items; un-claimed baggage, items.
- 12. Protective measures for aviation specialized information system.
  - 12.1 List of aviation specialized information system.
  - 12.2 List of protective measures against acts of unlawful violation.
- 13. Internal security control for aviation personnel.
  - 13.1 Responsibilities, authorities.
  - 13.2 Internal security control measures

14. Aviation Security control for VIP flights.
  - 14.1 Control VIP terminal when not in service.
  - 14.2 Control VIP terminal when in service.
  - 14.3 Security screening for passengers, baggage of VIP flights and serving staffs.
    - 14.3.1 Security checkpoint, time, quantity of X-ray machine, walkthrough gate, security device, number of security personnel, duties, authorities, responsibilities, professional procedure, required documents at AVSEC checkpoint.
    - 14.3.2. Security patrol at restricted areas of cargo terminal (frequency, location, number of staffs, duties, authorities, responsibilities, handling procedures of incidents which may occur when patrolling).
    - 14.3.3. Security supervision (supervision method, quantity of camera, supervisor, time of supervision, location of supervision, handling procedures when abnormal signs found).
    - 14.3.4 Protect air crafts of VIP flight at apron.
15. Enhanced aviation security control.
16. Propaganda for aviation security assurance.

## **CHAPTER VI. VIOLATION HANDLING AND RESPOND TO ACTS OF UNLAWFUL VIOLATION**

1. Dealing with aviation security violation.
2. Responding to acts of unlawful violation against civil aviation operations.
  - 2.1 Responsibilities of enterprises, units.
  - 2.2 Emergency command center of airport, aerodrome.
  - 2.3 Advisory agency of emergency command center of airport, aerodrome.
  - 2.4 Emergency plan for initial dealing with acts of unlawful violation against civil aviation operations of airport, aerodrome.
  - 2.5 Infrastructure, equipment, vehicles servicing emergency actions in response to acts of unlawful violation against civil aviation operations at airport, aerodrome.

## **CHAPTER VII. REGULATING ACTIVITIES, COORDINATION IN AVIATION SECURITY ASSURANCE**

1. Inter-sector briefing
  - 1.1 Sponsored agency, tasks, and authorities.
  - 1.2 Time, location of briefing.
  - 1.3 Participants.
  - 1.4 Contents of briefing.
  - 1.5 Conclusion.
2. Establishment of coordination regulation.

3. To coordinate in exchanging and sharing information and deal with aviation security violation between agencies, units at airport (situation, case of violation, arising issues, method of exchanging, using and preserving information etc.)

## **CHAPTER VIII. AVIATION SECURITY EQUIPMENT, DEVICE, VEHICLE, WEAPONS AND SUPPORTING TOOLS**

1. List of aviation security equipment, device, vehicle, weapons and supporting tools.
2. Layout of AVSEC equipment, device and vehicle arrangement. Weapons and supporting tool plan.
3. Management, mobilization, maintenance, repair of AVSEC equipment, device and vehicles.
4. Management, storage of documents, dossiers.

## **CHAPTER IX. TRAINING AND EDUCATION ON AVIATION SECURITY**

1. Training on aviation security awareness.
2. Training of aviation security control staff.
3. Educate, coach on professional for internal security manager, supervisor.

## **CHAPTER X. AVIATION SECURITY QUALITY CONTROL**

1. Responsibilities and organization of AVSEC quality control department. Standards and appointment of internal security supervisor.
2. Inspection, survey, public or secret test, internal investigation activities at airport, aerodrome under its management.
3. Establishment of quality control plan.
4. AVSEC database update.
5. AVSEC risk management.
6. Storage of quality control document.

## **CHAPTER XI. EXPENSES TO ENSURE THE APPLICATION OF SECURITY PROGRAMME**

1. Principle on expenses mobilization.
2. Development, approval and implementation of annual expense plan

## **CHAPTER XII. LIST OF ANNEXES**

## **ANNEX II**

### **OUTLINE OF CIVIL AVIATION SECURITY PROGRAM OF AIRLINES AND AIRCRAFT OPERATORS**

*(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016 by the Minister of Transport)*

#### **I. GENERAL PROVISIONS**

1. Purpose and scope of application
2. Legal documents as a basis for the program
3. Definitions and abbreviations.
4. Classification, management and distribution of aviation security documents:
  - a. Civil Aviation security program
  - b. Security Program and Regulations of Airlines, aviation service providers;
  - c. Directive and written guidance on aviation security;
  - d. The conclusions and records of tests, meetings on aviation security;
  - .....

#### **II. DESCRIPTION OF AIRLINES' ACTIVITIES**

The information is provided in order to give the readers an overview activities of airlines, characteristics, head offices, representative offices, the number of aircrafts, flight routes, passengers ... and their activities to relate to aviation security issues)

#### **III. ORGANIZATION AND RESPONSIBILITIES**

1. Person directly in charge of security guarantee
2. Department/ Division of aviation security
3. Flight crew
  - Aircraft commander
  - Other crew members
4. Airlines „representatives at the airport
5. Agencies and other relevant units

#### **IV. PLAN ON ORGANIZING AVIATION SECURITY FORCES**

1. Organization chart, duties, functions, and list of Heads of each department, including both full-time and part-time forces
2. Layout of the security forces in the restricted areas under the management of the Airline.

#### **V. AIRCRAFT SECURITY**

1. General provisions

2. Access control to aircraft
3. Patrol and surveillance of aircraft
4. Precautions prior to the flight
5. Check and search of aircraft
6. Security measures in high level of threat
7. Security measures for flights under threat
8. Notices of the flight crew to passengers concerning aviation security on aircraft
9. Flight crew ID badge system

## **VI. PROTECTION OF MATERIALS**

## **VII. SECURITY FOR PASSENGERS, CABIN BAGGAGE**

1. General provisions
2. Control of weapons and guns on aircraft
3. Diplomatic bags, consular bags, and materials on aircraft
4. Special passengers

## **VIII. SECURITY FOR CHECKED BAGGAGE**

## **IX. SYNCHRONIZATION OF PASSENGERS AND BAGGAGE**

## **X. SECURITY FOR FOOD AND SERVICES ON AIRCRAFT**

## **XI. AIRCRAFT CLEANING**

## **XII. SECURITY FOR CARGO, MAIL, POSTAL PARCELS**

1. General provisions
2. Cargo transferred to another aircraft
3. High-value cargo
4. Unidentified luggage, personal properties
5. Diplomatic bags, consular bags
6. Protection of cargo, mails and postal parcels
7. Dangerous cargo

## **XIII. PROTECTION OF AIRCRAFT MAINTENANCE AND REPAIR AREA**

## **XIV. CODE SHARE**

## **XV. SECURITY TRAINING**

1. Educating security awareness

2. Security training
3. Recruitment and Staff's background check
4. Security training program

## **XVI. EMERGENCY PLAN**

## **XVII. INCIDENT REPORT**

## **XVIII. QUALITY CONTROL**

1. Organization structure of quality control department.
2. Responsibilities, authorities, regulations on standards and appointment of internal supervisor.
3. Contents and measures to control quality and fund of operations.
  - a. Inspection.
  - b. Assessment.
  - c. Survey.
  - d. Public, secret test
  - e. Internal investigation.
4. Quality control plan.
  - a. Internal control of air carrier.
  - b. Domestic airport, aerodrome.
  - c. Foreign airport, aerodrome.
  - d. Aviation service providers.
  - e. Non-aviation organizations, enterprises.
5. AVSEC database management, AVSEC risk management.
6. Storage of records.

## **XIX. FLIGHT CREW AND EXECUTIVES PROTECTION**

## **XX. INTERNAL SECURITY PROTECTION PROCESS FOR AVIATION STAFFS**

1. Checking background of officers and staffs before recruitment.
2. Internal security control of staff arrangement, organization, using management, appointment.
3. Annual internal security control; request for licensing, professional qualification for staffs.
4. Comment and evaluation.

## **XXII.**

**ANNEXES**

## ANNEX III

### OUTLINE OF CIVIL AVIATION SECURITY REGULATIONS OF AIR TRAFFIC SERVICE PROVIDERS

*(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016 by the Minister of Transport)*

#### **1. General Provisions**

1. 1. Objectives, scope and subject of application
1. 2. Legal documents as a basis for the program
1. 3. Definitions and abbreviations
1. 4. Brief description of organizational structure and operations of enterprise

#### **2. Organization system in aviation security guarantee**

- 2.1. Diagram of organization system in aviation security guarantee
- 2.2. Responsibilities of agencies, units and individuals
- 2.3 Responsibilities for cooperation to guarantee aviation security

#### **3. Preventive security measures**

##### **3.1 General provisions**

###### 3.1.1 Badge and permit aviation security

- a) Types of badges and permits
- b) Procedures for issuance of badges and permits
- c) Management and use of badges and permits

###### 3.1.2 Control of people, vehicles, objects into or out from restricted areas

###### 3.1.3 Inspection and checking security restricted areas

###### 3.1.4 Control of dangerous articles in restricted areas

###### 3.1.5 Control of internal aviation security document

###### 3.1.6 Internal security regime

- Background check of staffs before recruiting
- Internal security control in arrangement, organization, management, mobilization and assignment of personnel.
- Annual internal security check, proposal for certification, qualification professional capability of personnel
- Assessment and comments

###### 3.1.7 Ensure security of professional information system against acts of illegal violation to flight operations.

###### 3.1.8 Enhanced level of security guarantee

##### **3.2 For a particular unit**

Write specifically for each unit where works and equipment serve flight operations, including:

- 3.2.1 Description of organizational structure, operation of each unit
- 3.2.2 Establish the restricted areas
- 3.2.3 Fences, gates, doors, aviation security equipment
  - a) Fence around the business area
  - b) Gates out and into business area
  - c) Illuminating system
  - d) Monitoring camera system and intrusion detection system
  - e) System of signs and warning
  - f) Layout of fences, lighting, and monitoring and gates
- 3.2.4 Patrolling and guarding
- 3.2.5 Control of public areas (if any), neighborhood of the works, equipment for flight operations outside the restricted areas of airdrome and airport
- 3.2.6 Organizing aviation security force at each establishment
  - Diagram of organization, duties and functions of the heads and the list of department from team level or equivalent level upwards;
  - Layout of force at checkpoints, screening and security surveillance and patrols;
  - Duty arrangement

#### **4. Uniform and support tools of aviation security force**

#### **5. Reporting**

#### **6. Aviation security quality control**

- 6.1 Organization of quality control department
  - Responsibilities, authorities, regulations on standards and assignment of internal inspector.
- 6.2 Quality control measures, fund for operations
  - a) Inspection
  - b) Assessment
  - c) Survey
  - d) Public, secret test
  - e) Internal investigation
- 6.3. Quality control plan: within enterprise organization
- 6.4. Management of aviation security database; risky management on aviation security.
- 6.5. Storage of documents.

#### **7. Recruitment, training, security training, rehearsal of fighting against illegal violation**

- 7.1 Recruitment
- 7.2 Initial training
  - a)

Responsibilities

- b) Subjects
- c) Training facilities
- 7.3 Training program for new staffs
- 7.4 Training and periodic training
  - a) Responsibilities
  - b) Subjects
  - c) Facilities to ensure training, periodic training
    - Lecturer
    - Documents
    - Classrooms and equipment
- 7.5 Training courses, coaching, other training
- 7.6 Rehearsal

## **8. Emergency plan (basic emergency plan)**

- 8.1 General provisions
  - a) Guidelines
  - b) Classification of emergency situations
  - c) Command system
  - d) Responsibilities of associated agencies, organizations and individuals
  - e) Involved forces
  - e) Coordination responsibilities
  - g) Regime of informing, reporting emergency arrangement
  - h) Vehicles, equipment and facilities for emergency plan
  - i) Funding
  - k) Training, and rehearsal
- 8.2 Management Plan of aircraft under acts of illegal violation

**9.**

**Annexes**

## ANNEX IV

### **OUTLINE OF CIVIL AVIATION SECURITY REGULATIONS OF AVIATION SERVICE PROVIDERS AT AIRPORTS & AIRFIELD; AIRCRAFT MAINTENANCE UNITS; CARGO AND PARCEL HANDLING UNITS**

*(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016 by the Minister of Transport)*

#### **CHAPTER I. GENERAL PROVISIONS**

1. Aims of the Regulation.
2. Scope and subject of application
3. Definition and abbreviation
  - 3.1 In this regulation, below terms shall be understood as follow:
  - 3.2 Abbreviations
4. Legal documents for reference: make a list in order Law –Decree – Circular – Document

#### **CHAPTER 2. DISTRIBUTION, CONTROL, MANAGEMENT AND AMENDMENT, UPDATE OF REGULATION**

1. Distribution of regulation.
2. Management and control of regulation.
3. Amendment and update of regulation.
4. Cancellation of regulation
5. List of effective page
6. Brief description of latest amendment
7. List of amendment

#### **CHAPTER 3. ORGANIZATION, RESPONSIBILITIES OF AVIATION SECURITY ASSURANCE**

1. General introduction of enterprise"s operation:
  - 1.1 General introduction.
  - 1.2 General introduction of enterprise"s operation.
2. AVSEC assurance organization.
3. Responsibilities of AVSEC assurance.  
*(This part shall describe in details responsibilities of organizations, individuals involved in ensuring aviation security in enterprise).*
4. Mode of reporting on security assurance.
  - 4.1 Sudden report;
  - 4.2 Periodic report;
    - a) Monthly, quarterly report;

- b) Every 6 months, annually report.
- 5. Fund for security assurance activities.
- 6. Scope of management and restricted areas of enterprise:
  - 6.1 Scope of management.
  - 6.2 Restricted areas and sterile areas.
  - 6.3 Layout of restricted areas and sterile areas.

## **CHAPTER 4. BOUNDARY OF RESTRICTED AREAS OF ENTERPRISE AND SECURITY ASSURANCE MEASURES**

### **A. FOR CARGO, PARCEL HANDLING ENTERPRISE**

1. Scope of management, restricted areas and sterile areas of enterprises.
2. System of door, security fence, protective device and supporting tools:
  - 2.1 Fence system surrounding enterprises;
  - 2.2 Door and gate between public areas and restricted areas of enterprises.
  - 2.3 Lighting system;
  - 2.4 Camera system and access warning system
  - 2.5 System of sign, warning signs at restricted areas, sterile area;
  - 2.6 Communication system;
  - 2.7 Supporting tools;
  - 2.8 Layout of fence, lighting system, camera system, gate and door.
3. Organize specialized guard and patrolling, guarding activities at enterprise.
4. General provisions on entry, exit and operation in restricted areas, cargo separated areas.
5. Control of entry, exit of persons and vehicles at enterprise gate.
6. Inspection, supervision of cargo, parcel.
7. AVSEC inspection, supervision of transit, transfer cargo, parcel.
8. AVSEC inspection, supervision of import cargo, parcel.
9. AVSEC inspection, supervision of special cargo.
10. AVSEC inspection, supervision of cargo which is diplomatic pouches and consular bags.
11. AVSEC inspection, supervision of cargo which is weapons, bullet licensed by authorized agency.
12. AVSEC inspection, supervision of dead body, bones.
13. AVSEC re-check.
14. Management of dangerous items, equipment in restricted areas, sterile areas.
15. Violation handling
16. Coordinating with agencies and units involved in security assurance activities.

### **B. AIRCRAFT MAINTENANCE ENTERPRISE**

1. Scope of management, restricted areas and sterile areas of enterprises.

2. System of door, security fence, protective device and supporting tools:
  - 2.1 Fence system surrounding enterprises;
  - 2.2 Door and gate between public areas and restricted areas of enterprises.
  - 2.3 Lighting system;
  - 2.4 Camera system and access warning system
  - 2.5 System of sign, warning signs at restricted areas, sterile area;
  - 2.6 Communication system;
  - 2.7 Supporting tools;
  - 2.8 Layout of fence, lighting system, camera system, gate and door.
3. Plan on aviation security force arrangement at security checkpoints and patrolling, guarding activities.
4. Control of entry, exit and aviation security assurance in restricted areas.
5. Control of entry, exit and aviation security assurance in aircraft maintenance areas
6. Security inspection, supervision of aircraft parts.
7. Aviation security inspection, supervision of aircraft line maintenance.
8. Inspection, supervision of aircrafts.
9. Management of dangerous items in restricted areas.
10. Violation handling
11. Coordinating with agencies and units involved in security assurance activities.

### **FOR AVIATION CATERING SUPPLY ENTERPRISE**

1. Scope of management, restricted areas and sterile areas of enterprises.
2. System of door, security fence, protective device and supporting tools:
  - 2.1 Fence system surrounding enterprises;
  - 2.2 Door and gate between public areas and restricted areas of enterprises.
  - 2.3 Lighting system;
  - 2.4 Camera system and access warning system
  - 2.5 System of sign, warning signs at restricted areas, sterile area;
  - 2.6 Communication system;
  - 2.7 Supporting tools;
  - 2.8 Layout of fence, lighting system, camera system, gate and door.
3. Organize specialized guard and patrolling, guarding in enterprise.
4. Inspection, supervision of persons, vehicles access in, out and operate in restricted areas.
5. Inspection, supervision of persons, vehicles access in, out and operate in cooking areas.
6. Inspection, supervision of input materials.
7. Aviation security inspection, supervision during manufacturing.

8. Aviation security inspection, supervision of catering supplies, foodstuffs and materials during storage.
9. Aviation security inspection, supervision at loading area.
10. Aviation security inspection, supervision when transporting and supplying catering on board aircrafts.
11. Security inspection, supervision of items which shall be collected after flights.
12. Management of dangerous items, equipment in restricted areas.
13. Aviation security inspection, supervision of catering supplies for VIP flights.
14. Aviation security inspection, supervision of items serving on board (if any).
15. Violation handling
16. Coordinating with agencies and units involved in security assurance activities.

#### **D. FOR AVIATION FUEL SUPPLY ENTERPRISES**

1. Management scope and restricted areas of enterprises.
2. System of door, security fence, protective device and supporting tools at fuel warehouse, airport warehouse:
  - 2.1 Fence system surrounding enterprises;
  - 2.2 Door and gate between public areas and restricted areas of enterprises.
  - 2.3 Lighting system;
  - 2.4 Camera system and access warning system;
  - 2.5 System of sign, warning signs at restricted areas, sterile area;
  - 2.6 Communication system;
  - 2.7 Supporting tools;
  - 2.8 Layout of fence, lighting system, camera system, gate and door.
3. Organize specialized guard and patrolling, guarding in jet fuel depots, airport warehouse.
4. General provisions on entry, exit and operation at restricted areas.
5. Inspection and supervisions of person, vehicle access in and out of restricted areas in jet fuel depots, airport warehouse.
6. Security inspection and monitoring of fuel storage, airport warehouse.
7. Security inspection and monitoring of person, vehicle when transporting petroleum in public areas.
8. Inspection and supervision of aviation security during aviation petroleum refueling.
9. Inspection and supervision of aviation security during aviation petroleum defueling.
10. Ensuring security for fueller on duties of aircraft fueling.
11. Security inspection, monitoring in place for aircraft fueling.

12. Management of hazardous materials, security equipment in restricted area.
13. AVSEC inspection and supervision of aviation fuel for VIP flights.
14. Violation handling
15. Coordinating with agencies and units involved in security assurance activities.

#### **D. FOR GROUND SERVICE ENTERPRISES**

1. Scope of operations in restricted areas and sterile areas.
2. System of Aviation security equipment :
  - 2.1 Communication system.
  - 2.2 Camera system.
  - 2.3 Installation layout of camera system.
3. Regulations on access and operations in restricted areas and sterile areas.
4. Regulations on introduction of dangerous items into restricted areas.
5. Security inspection, supervision of passengers and their hand carry baggage at departure.
6. Disruptive passengers, potential disruptive passengers, passengers who lost their act control capacity.
  - 6.1 Handling procedures of disruptive passengers
  - 6.2 Handling procedures of passengers who have lost their act control capacity.
7. Security Control and Supervision of accused, defendants, prisoners, deportees, extradited persons or arrestees under pursuit warrants
8. AVSEC inspection, supervision in term of passengers denied for entry.
9. Regulation on liquid to be carried on body and in hand-carry baggage on board.
10. AVSEC inspection of weapons, bullets and supporting tools.
11. Security inspection and supervision of transit, transfer, temporary stop passengers and their luggage.
12. Procedures for group check-in.
13. Aviation security of checked baggage.
14. Security supervision of checked baggage.
15. Reconciliation transport of passengers and baggage.
16. Dealing with suspected baggage, items, un-claimed baggage, items.
17. Prohibited items in checked baggage.
18. Unaccompanied luggage (lost or mishandled)
19. Handling of checked baggage if passengers do not boarding.
20. Receipt, handover and use of security box in aircraft (if any).
21. Control of flight information, document.
22. Security control of person on duty in-flight.
23. Security control of vehicles operating at apron.
24. Controls of supplies and stores loaded into aircraft.

25. Security control of information on check-in system and supporting cards.
26. Regulations on coordination in serving VIP flights.
27. Handling of violation case.
28. Coordination with departments, units in concerned for security assurance activities.

### **E. FOR OTHER ENTERPRISES**

Basing on activities of each enterprise to establish suitable measures of aviation security.

### **CHAPTER 5. SYSTEM OF INTERNAL SECURITY BADGE, PERMIT AND SEAL**

1. Internal security badge, permit.
2. Issue, repossess, re-issue, exchange internal security badge /permit.
3. Dossiers and procedures of internal security badge/permit issuance, renewal.
4. Management, use of airport security badge/permit and internal security badge/permit.
5. Security seal.

### **CHAPTER 6. INTERNAL SECURITY QUALITY CONTROL**

1. General regulations on internal security quality control.
2. Responsibilities of public or secret inspection, survey and test; investigation and assessment on internal security.
3. Regulation on internal security inspector.
4. Plan on internal security quality control.
5. Scope and objects of inspection, assessment.
6. Methods of inspection, assessment.
7. Procedures of public or secret inspection, survey and test; investigation and assessment on internal security.
8. Measures to overcome shortages detected via activities of quality control.
9. Storage of dossiers.

### **CHAPTER 7. AVIATION SECURITY TRAINING**

1. Training target.
2. Training object.
3. Training schedule:
  - 3.1 Initial training;
  - 3.2 Periodic training.
4. Contents of training.

5. Documents related to aviation security training.

## **CHAPTER 8. PROTECTION OF SPECIALIZED COMMUNICATION SYSTEM**

1. List of specialized information system.
2. Measures against acts of illegal violation.

## **CHAPTER 9. CONTINGENCY PLAN**

1. General principles
2. Bomb threats:
  - 2.1 Procedures of receiving and handling information.
  - 2.2 Handling procedures.
  - 2.3 Bomb search and detection.
3. Suspected item detection:
  - 3.1 Procedures of receiving and handling information.
  - 3.2 Handling procedures.
4. Procedures dealing with fire.
5. Illegal trespass into the restricted areas and sterile areas
6. Broken access control system.
7. Broken electric system.
8. Procedure and plan for handling in case of broken camera system
8. Procedure and plan for handling in case of broken communication system
9. Demonstration, public disorder, property destruction.
10. Levels of enhanced security measures.

## **CHAPTER 10. INTERNAL SECURITY CONTROL**

1. Internal security control.
2. Procedures of internal security control.
3. Inspection, verification background information of personels and staffs prior to recruitment.
4. Recruitment.
5. Assessment.
6. Arrangement.
7. Management.
8. Selection.

## **CHAPTER 11. IMPLEMENTATION**

1. Implementation
2. Award and discipline
3. Validity time

**Annex V OFFICIAL  
LETTER FORM**

*(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016  
by the Minister of Transport)*

Name of organization ... **SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness**

Number:...../.....

... Location, date.... month ... year ....

Attn: [Name of organization will receive this official letter]

In accordance with legal provisions regarding the issue/subject ... [briefly describe the request: submit the Aviation Security Program (ASP) for approval, issuance security permit, licenses for security control staff], we [name of organization who sent this official letter] would like to request/discuss the issue/subject as follows:

Details of issue and subject and its justification<sup>1</sup>.....

Details of proposal.....

Contact details (address, telephone number, fax, email, etc.) of the designated person to liaise with the organization received this official letter.

Yours sincerely,

**Recipients:**

As above;  
Luu/ Storage ....

**HEAD OF ORGANIZATION/UNIT**

*(Signature and stamp)*

*Note: should the official letter bearing 2 pages or more, the joint-page-seal mark must be attached*

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<sup>1</sup>Regarding submitting the ASP for approval, justification is how the ASP complied with this NCASP and relevant regulations and the feasibility of the ASP. Regarding the request of security permit, justification is the details of the need to have security permit.

**ANNEX VI**

**BRIEF LIST OF EMPLOYEES AND  
VEHICLES RECEIVING LONG VALIDITY SECURITY CONTROL BADGE /PERMITS**

*(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016  
by the Minister of Transport)*

Name of agency/organization  
.....

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence-Freedom -Happiness**

-----  
Date, ...../ ...../.....

**BRIEF LIST OF EMPLOYEES RECEIVING SECURITY CONTROL BADGES**

To: .....

No.	Full name	Title	Company / Unit	ID card No.	Badge No.	Valid date	Place of issue						Notes
							1	2	3	4	5	6	

**HEAD OF OFFICE**

*(Signature and Seal)*

Note: If the list contains of 02 pages or more must be sealed.

**ANNEX VII**

**APPLICATION FORM FOR AIRPORT SECURITY CONTROL BADGE WITH LONG-TERM USE**

*(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016 by the Minister of Transport)*

Color photos  
4x6 cm  
(the joint page seal attached)

**SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom-Happiness**

.....,date.....month.....year.....

To: .....

**Personal Statement Form No.:** .....

- 1. Full Name: .....
- 2. Gender.....
- 3. Date of birth: .....
- 4. Ethnic group.....
- 5. Hometown: .....
- 6. Religion.....
- 7. Nationality: .....
- 8. Position:.....
- 9. Tel:.....
- 10. Present address.....

11. National ID card/Passport No.: .....

12. Date of issue: .....Place of issue.....

13. Working place: .....

14. Length of work:

14.1 Permanent

14.2 Undefined-term contract

14.3 Definite-term contract

Contract from date ..... month ... year..... to date ..... month ... year.....

14.4 Seasonal contract

Contract from date ..... month ... year..... to date ..... month ... year.....

15. Identity: .....

(provide identity characteristics based on the national ID cards)

16. Brief personal background for the last five years:

Time	Working place	Positions and duties

17. Discipline: .....
18. Previous convictions: .....
19. Security permit number (if any): .....
20. Description of activities and duties at the airport/aerodrome restricted areas:

20.1 Levels of activities in restricted areas

- Regular
- Irregular

20.2 Activities in restricted areas

Passenger, baggage and cargo handling	<input type="checkbox"/>
Aircraft maintenance, repair and cleaning	<input type="checkbox"/>
Aircraft catering, refueling...	<input type="checkbox"/>
Aviation security patrol, guard and control at the terminal/ airport	<input type="checkbox"/>
Security, safety and operation inspection, monitoring and supervision at the terminal/airport	<input type="checkbox"/>
Airport/ terminal equipment maintenance	<input type="checkbox"/>
Providing business and services at the terminal	<input type="checkbox"/>
Providing other services for flights	<input type="checkbox"/>
VVIP flights	<input type="checkbox"/>
Assisting visa for tourists	<input type="checkbox"/>
Welcoming and seeing off company's visitor	<input type="checkbox"/>
Performing duties of the police, army and customs	<input type="checkbox"/>
Professional tasks of competent authorities	<input type="checkbox"/>
Terminal facilities construction and repair	<input type="checkbox"/>
Airport facilities construction and repair	<input type="checkbox"/>
Other activities	<input type="checkbox"/>

20.3 Detailed description of the activities selected at sub-paragraph 20.2 above .....

20.4 Which area(s) do you apply for?

Area from the passenger security check point to the boarding gate (sterile area)	<input type="checkbox"/>
Aircraft parking area	<input type="checkbox"/>
Runways and taxiways	<input type="checkbox"/>
Baggage sorting and loading area	<input type="checkbox"/>

Transit/transfer area	<input type="checkbox"/>
Cargo and mail sorting loading area	<input type="checkbox"/>
VVIP Flight Lounges	<input type="checkbox"/>
Baggage reclaim area at Arrival Terminal	<input type="checkbox"/>
Passenger check-in area	<input type="checkbox"/>
Cargo and mail accepting and holding area	<input type="checkbox"/>
Airport/aerodrome water and electricity supply area	<input type="checkbox"/>
Other areas	<input type="checkbox"/>

20.5. Which airports do you apply for?  
(Specify the name of each airport):

Nội Bài	<input type="checkbox"/>	Điện Biên	<input type="checkbox"/>	Cát Bi	<input type="checkbox"/>	Thọ Xuân	<input type="checkbox"/>
Vinh	<input type="checkbox"/>	Đồng Hới	<input type="checkbox"/>	Đà Nẵng	<input type="checkbox"/>	Phú Bài	<input type="checkbox"/>
Chu Lai	<input type="checkbox"/>	Pleiku	<input type="checkbox"/>	Phù Cát	<input type="checkbox"/>	Tuy Hoà	<input type="checkbox"/>
Cam Ranh	<input type="checkbox"/>	Buôn Ma Thuột	<input type="checkbox"/>	Liên Khương	<input type="checkbox"/>	Côn Sơn	<input type="checkbox"/>
Cần Thơ	<input type="checkbox"/>	Rạch Giá	<input type="checkbox"/>	Cà Mau	<input type="checkbox"/>	Phú Quốc	<input type="checkbox"/>
Tân Sơn Nhất	<input type="checkbox"/>						

21. Applicant's declaration:

21.1 I hereby declare that the above statements are true; otherwise, I would take full responsibility and bear all forms of punishment.

21.2. I have read and understood the regulations on the use of aviation security control badge. When granted the badge, I am committed to complying with the provisions and subject to sanctions for violations.

Signature and full name of applicant

22. Certify by the Head of the Applicant's Organization/Unit.

22.1 I hereby certify that Mr./Mrs ... .. is our employee who is assigned with the duties as described at paragraph 20 above

22.2 I confirm that the Applicant's criminal record has been verified at the Justice Agency and that Mr./Mrs ... .. has no previous convictions or offences (Criminal Record No. ... dated ... issued by the Justice Department); Statements in paragraphs from 01 to 21 are true and correct.

22.3 I certify that all information provided in this application are true and correct, otherwise I would take full responsibility

.....,date .....month..... year.....

**HEAD OF ORGANIZATION/UNIT**

*(Signature and seal)*

Note:

- All fields in paragraph 22 must be filled, otherwise the application will be rejected)
- (The Criminal Record evidence is not required for applicants who are Vietnamese government officials and diplomats).

**ANNEX VIII**

**FORM FOR VEHICLE TO REQUEST FOR SECURITY CONTROL PERMIT ISSUANCE AT  
AIRPORT/AIR FIELD FOR LONG-TERM/SHORT-TERM USE**

*(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016*

*by the Minister of Transport)*

Unit .....  
No.....

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence-Freedom –Happiness**

...../...../.....

Mm/dd/yyyy

**LIST OF VEHICLES**

(Enclosed with official letter No.....date.....month.....year..... issued by (name of request agency/unit).....)

No.	Name of vehicles	License plate	Vehicle registration No. <sup>(1)</sup> / aviation vehicle operation permit No. <sup>(2)</sup>	Technical safety and transport environment certificate No. <sup>(1)</sup> / Operation, technical, environment qualification No. <sup>(2)</sup>	Valid date	Place of issue	Gate-in	Gate -out
1								
2								
3								
...								
...								

**HEAD OF OFFICE**

(Signature and seal)

Note:

(1) For means of transport outside the airport area, airfield.

(2) For specialized means in the airfield

Requirement: Submit enclosed with declared copies. If the list is 02 pages or more must be sealed.

**ANNE19 19**

**APPLICATION FORM FOR AIRPORT SECURITY CONTROL BADGE WITH SHORT-TERM USE**

*(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016 by the Minister of Transport)*

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independent – Freedom – Happiness**

---

....., date ..... month ..... year.....

**LIST OF PERSONS TO REQUEST FOR ISSUANCE OF AIRPORT/AIR FIEL SECURITY BADGE WITH SHORT-TERM USE**

(Enclosed with official letter No.....date.....month.....year..... issued by (name of request agency/unit).....)

No.	Full name	Male / Female	ID Card No. / Passport No.	Position	Restricted area	Valid date	Notes
1							
2							
3							
...							
...							
TỔNG CỘNG							

**HEAD OF ORGANIZATION / UNIT**

(Sign and stamp)

Note:

- If the list is 02 pages or more must be sealed.

- ID card: National identification card

**ANNE20**

**BADGE AND PERMIT LOSS NOTICE**

*(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016  
by the Minister of Transport)*

*(Issuance Authority)*

-----

No.: /

**SOCIALIST REPUBLIC OF  
VIETNAM**

**Independence-Freedom –Happiness**

-----

*(Location)*, dd/mm/yyyy

Subject: Badge and permit loss notice

To: - (Name of recipients)

*(Issuance Authority)* notifies the loss of the granted badge /permit issued by  
*(Issuance Authority)*, as follows:

No.	Full name	Position	Units	Lost badge/permit No.	Date of Re-issued badge/permit No.

*(Issuance Authority)* kindly requests:

1. Aviation security forces of all airports, in the process of checking and supervising, to pay attention to and stop from using lost badges and permits to enter the restricted are at the airport
2. In such cases, revoke the badge and permit, then notify (issuer) by telephone number:.....and punish the offenders under the current regulations./.

**HEAD OF OFFICE**

(Signature and stamp)

**Recipients**

- As mentioned above
- Archives: ...

## ANNE21

### **REQUIREMENTS FOR FENCE, GATE, DOOR, BARRICADE, LIGHTING SYSTEM, WATCHTOWER, PATROL ROAD AT AIRPORT, AIRFIELD, FLIGHT OPERATIONS SERVICE PROVIDER**

*(Enclosed with to the Circular No. 30/2012/TT-BGTVT on 01 August, 2012  
by the Minister of Transport)*

#### **1. General requirements for fences**

1.1 Surrounding fence of airport, aerodrome, flight operation service enterprise; surrounding fence of flight area and other restricted areas except restricted areas of terminal shall be constructed in accordance with the overall planning of airports, aerodromes, flight operation service providers.

1.2 Fence must meet the following general requirements:

- a) Be difficult to climb up; be not easy to be bent and broken; prevent people and cattle from penetrating through the fences; don't disturb flight signals of radios and flight operations service stations at the airport and airfield.
- b) The height of the fence including the body and the top from the ground is minimally 2.45 meters. In particular, the minimal height of the fence's body is 2.15 meters and the minimal height of the fence's top is 0,30 meter. In case the fence's height can influence on the flight safety, it may be built lower in order to be suitable with security requirements.
- c) Surrounding fence of airport, aerodrome; air traffic service providers; aircraft maintenance enterprise shall be equipped with sensor for access alarm and detection; camera system and lighting system;
- d) For the ditches and drains through the fences: install metal mesh, ensure the drainage and prevent people and cattle from entering the airfield.
- e) Inside the perimeter fence of the airport and airfield, there have at least 3 meters to be used for patrol road, except the force majeure circumstances.
- f) Based on the requirements of security and beauty of airport, airfield or areas in need of protection, it is possible to use one type or combination of many types, one or many layers of various fences as appropriate.
- g) Unobstructed views by any kinds of obstacles.

#### **2. Types of fences**

2.1. Metal wire fence consists of barbed wire fence and smooth wire fence (B40 mesh).

2.2. Wall fence which is constructed with materials like brick, stone, concrete is used for airports and airfields that are adjacent to residential areas and workshops.

2.3. Iron bar fence is applied to beautiful areas; the part contacting with ground is built by brick, concrete or stone and the upper part is iron bar.

### **3. Technical requirements for fences**

#### 3.1. Metal wire fence:

3.1.1. Metal wire has minimal diameter of 2,5mm. The wires are knitted in shape of square or lattice; the maximum size of fence's holes does not exceed 12cm x 12cm.

3.1.2. The bottom of the fence is made of brick, concrete or stone. The pillar is made of iron or reinforced concrete and the distance between two pillars must not exceed 3m. The fence's body is the combination of meshes knitted to pillars. The top of the fence is made of single barbed wire, barbed wire mesh or barbed-wire coil, leaning outward at 45 degrees.

#### 3.2. Wall fence:

3.2.1. The fence's body is at least 20cm wide and 2,15m high. The fence's top which is maximally 1,3m high is single barbed wire or barbed-wire coil, leaning outward at 45 degrees.

3.2.2. The top of the fence is single barbed wire, net or coil with minimal wire diameter of 2.5mm.

#### 3.3. Iron bar fence:

3.3.1. The maximal distance between two iron bars must not exceed 15cm. The minimal height of the body is 2,15m. The maximal height of the top of the lance late iron bar is 0,30m, leaning outward at 45 degrees.

#### 3.3.2. The size of iron bar:

- a) Solid round iron: Minimal diameter of 14mm.
- b) Solid square iron: Minimal size of 14mm x 14mm.
- c) Box iron: Minimal size of 20mm x 20mm.

3.4. Fences used to bar ditches and drains: the maximal distance between two iron bars must not exceed 15cm; the minimal diameter of iron bar is 14mm.

### **4. Watchtowers and petrol roads**

#### 4.1. Watchtowers:

4.1.1. Watchtowers are arranged at the entrance gates and along the perimeter fence of the airport, airfield, flight operations facilities and other restricted areas, except restricted areas in the terminal. The distance between two adjacent watchtowers must ensure that staffs at two watchtowers can closely observe and control situations at the directional-change fence lines.

4.1.2. When designing and constructing watchtowers, it is essential to restrict bad effects of the weather on health of staffs who are guarding there.

4.1.3. People in the watchtower can observe all directions and we may install transparent glasses to prevent rain and wind. Watchtower is located low or high depending on topography of airport and airfield, flight operations foundations, other restricted areas and areas in need of protection.

- a) Low watchtower: the maximal height of watchtower's floor is 50cm compared to the ground.

b) High watchtower: the maximal height of watchtower's floor is 2,13m compared to the ground.

4.2. Patrol road: The width of the road patrol is at least 3m and it is adjacent to the inner side of the fence (applicable to airport perimeter, except the force majeure circumstances).

## **5. Gates, barricades and doors**

5.1. Maximally restrict access through gates and doors used for means or people in/out of restricted areas of airports, airfields, flight operations service providers and other restricted areas.

5.2. Entrance gate of restricted areas must ensure the following requirements:

5.2.1. Gate used for means: the gate's pillars must ensure firmly; the gate is made of metal or other solid materials and it can prevent the users of vehicle from entering the gate; the gate's minimal height is equal to the fences.

5.2.2. Entrance gate of restricted areas: organize the system for test equipment, lighting (apply for international airport).

5.2.3. There should be supervision of aviation security personnel, agency's guardians, enterprises or equipment.

5.3. Barricades: There should be barricades in case there is no gate in the restricted areas for vehicles. The pillars of barricade must be built solidly. The barricade must be made of metal tubing with a minimal diameter of 60mm. The height from the ground to the top edge of the barricade is 01m.

5.4. Entrance door of the restricted areas shall satisfy the following requirements:

5.4.1. Doors from station to aircraft landing area: The pillars and the door must be steady, with safe locks ensuring tightness and fit; ensure that without supporting tools, it is not broken down.

5.4.2. Doors used for internal staff move in or out from the restricted areas of the terminal: arrange the equipment system of checking and screening (applied for the international airport).

5.5 Gate, entry from public areas to restricted areas must be equipped with lighting system and camera system.

## **6. Lighting and monitoring system**

6.1. The lighting systems for fences and entrance gates must be organized appropriately; the lighting level must be satisfy the demand for checking, controlling people and vehicles and detecting the intrusion at night, but it should not cause the blinding light which makes difficult for the observation on patrol and other activities.

6.2. The minimal illumination on the ground:

6.2.1. 10 lux outside the important foundations and key points; 4 lux in the fence near the operating areas and 2 lux in the separated areas from operating areas

6.2.2. 10 lux for the gates used for vehicles and 20 lux for the gates used for people

6.3. The lighting system for fences, gates and doors must have reserve power in case of power-cut.

6.4 Camera system shall satisfy following requirements:

- a) Be able to observe in day time, night time and bad weather.
- b) Record and save clear images;
- c) Be able to immediately observe when alarms of access, violation;
- d) Not covered of view by any obstacles..

6.5. The observation camera or electronic alarm system must be installed at fences, some important areas at the airport, airfield, flight operations service foundations and other restricted areas.

6.6. Air traffic service providers, aircraft maintenance enterprises, catering supply enterprise, fuelling units, cargo handling unit shall equip with camera system which is able to observe all aviation security checkpoints and restricted areas.

## ANNEX XII

### AVIATION SECURITY SEALS

*(Enclosed with to the Circular No. 30/2012/TT-BGTVT on 01 August, 2012  
by the Minister of Transport)*

#### **I. Aviation security seals include:**

1. Aviation security sealing stamp
2. Aviation security sealing tape

#### **II. Size, content written on aviation security sealing stamp and tape**

1. Aviation security sealing stamp is applied for aircraft.
  - a) Size: 2,5cm x 8,5cm.
  - b) Contents written on the stamp:
    - Symbol of Vietnamese airlines;
    - Name of user;
    - The line “AIRCRAFT SECURITY CHECKED” written in English and “Đã kiểm tra an ninh tàu bay” in Vietnamese.
    - Code on the stamp.
2. Aviation security sealing stamp is not applied to catering.
  - a) Size: 4cm x 16cm
  - b) Contents written on the stamp:
    - Symbol of Vietnamese airlines or catering facilities;
    - Name of user;
    - The line “catering SECURITY CHECKED” written in English and “Đã kiểm tra an ninh suất ăn” in Vietnamese.
    - Code on the stamp.
3. Aviation security sealing tape
  - a) Size: 2.9 cm in diameter and 145cm in length.
  - b) Contents written on the sealing tape:
    - Symbol of the Civil Aviation Authority of Viet Nam;
    - Name of user;
    - Code on the sealing tape.

#### **III. Standards of Aviation security sealing stamp and tape**

1. Aviation security sealing stamp is made of paper or other durable materials and it is only used once; there is an adhesive chemical layer on the back of the stamp; therefore, the stamp will not be torn when removed the protective paper from the stamp. When sealed, the stamp will be of no validity or identification signal when the seal is removed.

2. Aviation security sealing tape is made of plastic or durable materials, used once; an end of the sealing tape has a hole to thread wire one-way. When threading one end of the tape through the hole, it cannot be pulled out.

#### **IV. Management and usage of Aviation security sealing stamp and tape**

1. Based on annual demand, the head of agency makes plan to purchase aviation security sealing stamps and tapes.

2. When aviation security sealing stamps and tapes are delivered from the provider, the agency must establish records to monitor, manage, and store strictly, scientifically and ensure to avoid any loss or damage.

3. Delivering, receiving and distributing the aviation security sealing stamps and tapes must be recorded in the books and documents.

4. When bringing aviation security sealing stamps and tapes to staff for use, the officers in units must make records to write contents of delivering and receiving clearly such as quantity, serial number from the start to the end when delivering to each individual.

5. Only staffs who are assigned to put on the seals at the positions in each shift are authorized to seal off; it is forbidden to have other person or other officers (who are in his/her shift) put on the seals.

6. At the end of each shift or shift change, the officer who is assigned to put on security seals at his position must bring all the remaining aviation security sealing stamps and tapes to next team officers, sign in the records and write clearly the reason for return, the used quantity from the delivered quantity, the remaining quantity and the unused quantity due to damage. The serial number written on used aviation security sealing stamps and tapes must be identical to both the remaining unused serial numbers and the initial quantity that has been issued.

## ANNEX XIII

### TRAVEL DOCUMENTS OF AIR PASSENGERS

*(Enclosed with to the Circular No. 30/2012/TT-BGTVT on 01 August, 2012  
by the Minister of Transport)*

#### **I. Personal Documents**

1. When passengers check in for international flights, they must show their passport or Laissez-Passer or other documents of validity in entrance and exit under the provisions of the law such as exit visa, permanent visa, temporary visa (hereinafter referred to passport); In case a child does not have his/her own passport, his/her date of birth and photograph is written and attached onto the passport of his/her legal representative including father, mother, adoptive father, adoptive mother or guardian.

2. For over-14 year-old passengers, when checking in for domestic flights, they must present:

- a) For passengers having foreign citizenship: foreign passport or travel document, separated visa, residence card, motor or car driving license, security control badge issue by Vietnam, identity card issued by air carrier of Vietnam. In case of passport loss, such passenger shall obtain diplomatic note of diplomatic agency, background and passport loss confirmation by consul of passenger with photos and joint-seal. Diplomatic note shall be valid for 30 days as from the date of confirmation.
- b) For passengers having Vietnamese citizenship: They must present one of the following documents: passport or travel document; separated visa, identity card; temporary residence card, permanent residence card; written confirmation of armed forces; National Assembly membership card; Party membership card; Journalist card; motorcycle/ car driving license; Aviation Security Identity card; identity card of Vietnamese airlines; identity certificate confirmed by local police where the passengers reside, document confirmed by authorized agency for judgment completion this document shall be made with photo, joint-seal and be valid for 30 days as from the date of confirmation. Form of background confirmation shall be as specified at Annex XIV of this circular.

3. Passengers under 14 years old with no passports or share passport with their parents must show one of the following documents when checking in for domestic flights:

- a) Certificate of Birth; in case of under-1-year old passenger without Birth Certificate, there should have Birth Document;

b) Certificate of charity organization for children who are brought up by charity organizations, only valid within 6 months from the date of confirmation.

4. For passengers such as criminals, internees, deportees, or passengers who are transferred to another place for further judgment: When checking in, they just need present documents granted by competent authorities as a proof, the escorts must show documents defined at Paragraphs 1 and 2 of this Annex.

5. The documents of aircraft passengers which are required at Paragraphs 1, 2, 3 and 4 of this annex must satisfy the following conditions:

a) Valid originals;

b) Authorized copy or original of the birth certificate and birth document in accordance with provisions of law.

6. At the ticket boots and check-in counters and airlines website, there must official announcement on requirements of passenger's documents when travelling by aircraft.

## **II. Ticket, boarding pass**

1. Passenger when process check-in procedures for flights must present tickets, boarding passes issued by airlines.

2. Tickets and boarding passes must contain following information:

A) Ticket No;

B) Passenger name

C) Flight No.

D) Flight route

E)

Passenger

code

**ANNE24**

**PERSONAL BACKGROUND VERIFICATION**

(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016  
by the Minister of Transport)

Color photos  
4x6 cm  
(the joint page seal attached)

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom-Happiness**

-----

**PERSONAL BACKGROUND VERIFICATION**

To: Police.....  
Full Name: ..... Date  
of birth: ..... Home  
town: ..... Permanent  
address: ..... Current  
address: ..... Father's  
name: ..... Mother's  
name: ..... Reason for  
verification request: to buy ticket and be on board without Identification  
card.  
.....date ..... month ..... year .....

**Requester**

**Verification of Police**

Police of Ward (commune) ..... District.....Province (City) .....

Confirm that Mr (Ms) .....

With permanent address at .....; current address at .....

Have no identification card on hand due to: .....<sup>3</sup>

I hereby declare that all information provided above are true and correct, otherwise I  
would take full responsibility in accordance with provisions of law.

**HEAD OF WARD (COMMUNE) POLICE**

(Sign, position and stamp)

**ANNE25 25**

**DECLARATION FOR CARRYING FIREARMS ON AIRCRAFT**  
*(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016  
by the Minister of Transport)*

Full name of passenger:

Seat no.:

Flight:

From:

To:

Handgun License no.:

Place of issue:

Handgun Carry Permits no.:

Passenger entitled to carry guns on the aircraft under the provisions of Vietnam Civil Aviation Security Program is:

- Officers and guard soldiers under mission of protecting leaders of the Party, State, and international visitors;
- Aerial security personnel performing inflight security tasks.

IN THE BOARDING PROCEDURES AND DURING THE FLIGHT, I COMMIT:

1. Not to show my gun for others.
2. Not to request alcoholic beverages during the flight.
3. To comply with the requirements of the aircraft commander when in the aircraft.

I HAVE PRESENTED PAPERS PROVING MY ELIGIBILITY TO CARRY WEAPON AND ONGOING SERVING TO THE AGENCY A FORE MENTIONED.

-----  
Signature of passengers

INSPECTOR

I, \_\_\_\_\_, of the unit

I have checked Handgun License and papers of Mr. (Ms.) \_\_\_\_\_ proving that he/she is eligible to carry weapons on aircraft, which is comply with the provisions of the law.

Signature

-----  
**Ground staff:** Attaching the original copy to boarding card, 01 copy to the flight document, and 01 copy for passengers.

**Steward/stewardess:** Collecting the original, secretly informing the seat of passenger with firearm to the aircraft commander and other passengers with firearm on the flight.

## ANNEX XVII

### DECLARATION FOR CONSIGNING FIREARMS, AMMUNITION ON THE FLIGHT

*(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016 by the Minister of Transport)*

1. Full name of passenger: \_\_\_\_\_ Seat no.: \_\_\_\_\_  
Flight no.: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Proposes to allow the transport of firearms (Specific gun type) .....  
Gun no.: .....  
Handgun License no.: ..... date of issue..... place of issue.....
2. I commit that the following conditions have been made:  
a) I have declared and presented papers related to weapons to the carrier when carrying out procedures;  
b) The gun is unloaded.

Date

-----  
Signature of passengers

3. Full name of inspector \_\_\_\_\_  
Unit \_\_\_\_\_  
I have examined:  
- Passenger has full permits to use a gun in accordance with the law  
- The gun is unloaded.  
 Ammunition was removed and assigned to the carrier  
 Passenger's gun has no ammunition in it

Date

-----  
Signature of inspector

4. Airline representatives  
Full name: \_\_\_\_\_  
Unit: \_\_\_\_\_

Certifies that:

- Passenger's gun was left in the checked baggage
  - Passenger's gun was separately consigned for transportation in the cargo hold
- (Mark ✓ if the answer is correct; otherwise, mark X)

- Ammunition was packed and classified according to the transportation of dangerous goods.
- The gun is unloaded.

(Mark ✓ if the answer is correct; otherwise, mark X)

Signature of airline representatives

-----

- Sending the original copy to the place carrying out the boarding procedures for the passenger
- Attaching the first copy to the flight document
- Assigning the second copy to the passenger.

## ANNEX XVII

### ENHANCED SECURITY MEASURES CORRESPONDING TO EACH LEVEL

*(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016  
by the Minister of Transport)*

No.	Applied areas	Level 1	Level 2	Level 3	Operated by
1	Restricted areas	1.1. Increasing the number of security personnel and guards for inspecting and supervising the restricted areas.	2.1. Complying with Point 1.1 and 1.3.	3.1. Providing another 10% of security personnel and guards for inspection and supervision.	Enterprises that have restricted areas AVSEC control force Guard force
		1.2. Using the hand-held metal detectors for checking persons and carrying out 07% manual check over persons and objects (except for passengers and luggage made as Category 2), and means into restricted areas.	2.2 Using the hand-held metal detectors for checking persons and carrying out 20% manual check over persons and objects (except for passengers and luggage made as Category 2), and means into restricted areas.	3.2. Using the hand-held metal detectors for checking persons and carrying out 100% manual check over persons and objects (except for passengers and luggage made as Category 2), and means into restricted areas.	Enterprises that have restricted areas AVSEC control force Guard force
		1.3. Not allowing people into restricted areas for picking up and dropping off passengers.	2.3. Implementing as Point 1.3.	3.3. Only regular employees of the airport are allowed to be into restricted areas (excluding passengers).	AVSEC control force Relevant airport authority
2	Checkin g and screenin g passengers and carry-on baggage	1.4. Conducting further passenger interviews during the procedures. Passengers must remove shoes and coats and pass them through scanners.	2.4. Implementing as Point 1.4.	3.4. Implementing as Point 1.4.	Check-in staff AVSEC control force
		1.5. Carrying out random 10% manual check over passengers passing through security gate without alarming; 10% manual check	2.5. Carrying out random 30% manual check over passengers passing through security gate and scanner without alarming; using	3.5. Carrying out 100% manual check over passengers and carry-on baggage prior to passengers boarding the aircraft (at the boarding	AVSEC control force

No.	Applied areas	Level 1	Level 2	Level 3	Operated by
		over checked and carry-on baggage passing through scanners without questionable pictures.	police dogs to detect explosives in luggage checked baggage passing through scanners.	gate); using police dogs to detect explosives in luggage checked baggage passing through scanners before loading on the aircraft.	
3	Checking, screening cargo, mails, parcels, letters	1.6. Conducting further passenger interviews during the acceptance procedures. Carrying out 100% manual check over screened goods.	2.6. Conducting further passenger interviews during the acceptance procedures. Carrying out 10% physical check. Cargo, mails, parcels, letters must be stored at least 24 hours before loading on the aircraft. Carrying out 10% random inspection by explosives detector or police dogs.	3.6. Implementing as Point 1.6. Carrying out 10% manual check over cargo, mails, parcels, and letters by explosives detector or police dogs.	Check-in staff AVSEC control force
				3.7. Security personnel escort cargo, mails, parcels, and letters in transit from warehouse to aircraft.	AVSEC control force
4	Protection of aircraft at apron	1.7. A parked aircraft at night in the lighting areas. Continuously monitored by camera.	2.7. Implementing as Point 1.7 and each aircraft must have at least one security personnel guarding.	3.8. Implementing as Point 1.7 and each aircraft must have at least two security personnel guarding.	AVSEC control force Aircraft maintenance enterprise Air carrier concerned
		1.8. When the aircraft is operating, at each boarding gate door to the aircraft there should be security personnel performing guarding and supervision.	2.8. Implementing as Point 1.8 and all the persons and objects put in service on the aircraft must be manually inspected (except for passengers, baggage, cargo, and catering).	3.9. Implementing as Point 2.8	AVSEC control force Aircraft maintenance enterprise Air carrier concerned
5	Unidentified	1.9. Carrying out manual check	2.9. Do not transport unidentified checked	3.10. Implementing as Point 2.9	AVSEC control force

No.	Applied areas	Level 1	Level 2	Level 3	Operated by
	checked baggage	scanned baggage before loading on the aircraft.	baggage on aircraft.		Air carrier concerned
6	Protecting checked baggage	1.10. Checked baggage is supervised by camera or security personnel from receiving to loading on the aircraft.	2.10. Implementing as Point 1.10.	3.11. Implementing as Point 1.10 and cargo should be transported in sealed containers.	AVSEC control force Air carrier concerned Ground service enterprise concerned
7	Catering and reserve goods of aircraft	1.11. Carrying out 2% manual check over catering and reserve goods at the security checkpoint before entering the airport.	2.11.2 1.11 and catering and reserve goods should be transported in sealed containers with security personnel escorting the aircraft.	3.12. All catering and reserve goods of the aircraft must be prepared under the direct supervision of the security staff of the airports and implemented as specified in 2.11.	AVSEC control force Catering supply enterprise
8	Public areas	1.12. Increasing the frequency of public area patrol, increasing the frequency of radio broadcasting system for requirements that passengers should not leave the luggage,	2.12. Implementing as Point 1.12 and 1.13	2.13. Implementing as Point 1.12, 1.13, and 2.13, 2.14	Airport, aerodrome operator AVSEC control force
		1.13. Monitoring public areas of the station with the camera and enhancing monitoring security personnel.	2.13. Do not allow shuttles to stop in front of the station		AVSEC control force
		1.14. Restrict persons and vehicles operating in public areas of passenger terminals	2.14. Regularly checking trashes, sanitary areas, bushes, and hidden places.	3.14. Considering the closure of the public areas near the operational area of aircraft and other areas. Limiting means at airports.	AVSEC control force
9	Information report	1.14. Enhancing internal reporting. Performing quick report through daily hotline from the units to the Civil Aviation	2.15. Units of the field have to be on duty 24/24 and perform the report mode every 12 hours and report	3.15. Units of the field have to be on duty 24/24 and perform the report mode every 04 hours and report	Relevant agencies, units

No.	Applied areas	Level 1	Level 2	Level 3	Operated by
		<p>Authority of Viet Nam. Security forces and guard must have 40% of the troops to be on duty.</p>	<p>immediately when needing the guidance of Civil Aviation Authority of Viet Nam. Security forces and guard must have 70% of the troops to be on duty.</p>	<p>immediately when needing the guidance of Civil Aviation Authority of Viet Nam. Security forces and guard must have 100% of the troops to be on duty.</p>	

## ANNEX XVIII

### CHECKING X-RAY SCANNERS

*(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016  
by the Minister of Transport)*

#### I. Requirements

1. Each type of scanners used at each airport and airdrome must have at least one Combined Test Piece - CTP of the manufacturer or vendor to test the X-ray scanners
2. The CTP includes the matters of organic and inorganic material and samples to test the resolution and penetration of scanners
3. Once a day and when there is a power failure, using the Combined Test Piece to test 1a (Resolution) and 1b (Useful penetration) before using scanner for scanning baggage and goods. Team leader is responsible for testing and recording the results in the tracking book. After being tested, if the requirements are met, the machine may be used for screening; otherwise, have the technical department recheck.
4. Once a week, using the Combined Test Piece the sample examined 1a (Resolution), 1b (Useful penetration), 2 (Material distinction), 3 (Single penetration), 4 (Spatial resolution), and 5 (Thin metal imaging) to recognize all of the features available on the scanner. Team leader shall be responsible for testing and recording the results in the Log sheet in Section III. After being tested, if there is any fault on any Combined Test Piece or on all of the Combined Test Piece, it means that the screen, image signal or X-ray part may be damaged, it needs to have the technical department repair and records the incident.
5. After the test, if there is any signal showing that the quality of the scanner is lower than the previous test or some unqualified function, immediately notify the technician and record the incident in the tracking book with the taken steps to strengthen the capacity of the machine.
6. The operator must store the tracking book and Log sheet for 2 years from the submit date and present them when the Civil Aviation Authority of Viet Nam requires.
7. When placing the Combined Test Piece on the conveyor belt to pass through the scanners, it must be in place to ensure the best image (depending on the arrangement of the X-ray source of the scanner).

#### II. Procedure for Testing Scanner

##### 1. Test 1a: Resolution

REQUIREMENTS: Image of 33-gauge wire must be shown clearly

The test is to determine the ability of the system to display a 33 SWG single thin wire (standard wire size, 0.254 mm). The composition of the wire should be

non-insulated tinned copper wire. The CTP has the wires with various sizes of 25 SWG (0.508 mm), 33 SWG (0.254 mm), 36 SWG (0.193 mm), and 40 SWG (0.122 mm) to check whether the single wire resolution capabilities of the X-ray scanner meet the requirements or the capacity of the scanner has declined over time. The wire is bent in an "S" shape.

2. Test 1b: Useful penetration

REQUIREMENTS: Image of 25-gauge wire must be displayed and visible under the 2nd insert level (5/16").

The test is to determine how the level of detail should be observed behind a thickness of a known material. The CTP has different wire sizes behind various thicknesses of aluminum.

3. Test 2: Material distinction

REQUIREMENTS: Must see that the organic and inorganic samples display different colors.

The test is to ensure that the machine could distinguish organic and inorganic materials. The use of sugar and salt packaging samples in the Combined Test Piece as well as many other materials used in the construction of the CTP will test the function of material distinction. The different colors will be assigned to the different types of materials. This test can only be applied to those with function distinguishing inorganic and organic materials.

4. Test 3: Single penetration

REQUIREMENTS: Image of lead plate must be displayed and visible under the 14mm thick steel plate.

The test is to determine the ability of the machine to penetrate the thickness of the steel. The steel plates on the CIT begin with a thickness of 12mm, with increasing levels of 02 mm up to 24 mm. A lead plate runs under the length of the steel plate to test the ability of the machine.

5. Test 4: Spatial resolution

REQUEST: Image of the slit on the copper plate must be display and visible in both vertical and horizontal orientations.

The test is to determine the ability of the machine to distinguish and display the close objects with distance of 01mm and 1.5 mm. The CTP testing the ability uses the copper plate with 16 parallel slits in 04 windows with 04 slits per.

6. Test 5: Thin metal imaging

REQUIREMENTS: Image of steel foil with a thickness of 0.1mm must be displayed and visible.

The test is to determine the ability to create images of the thin metal of the machine.

### III. Log sheet

(Test results: Mark ✓ if the answer is correct; otherwise, mark X)

Full name of tester:

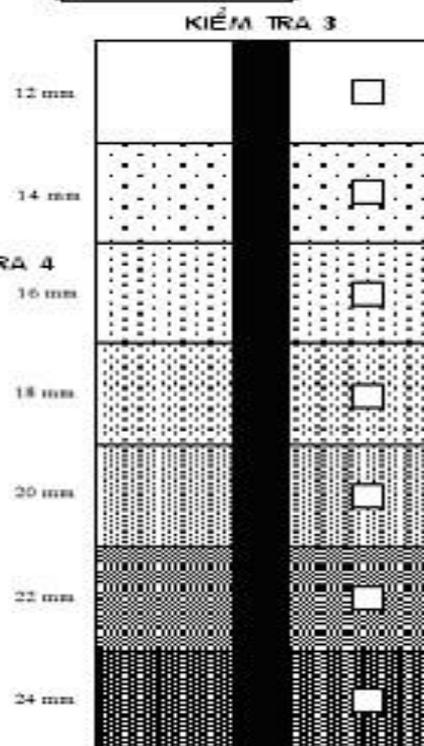
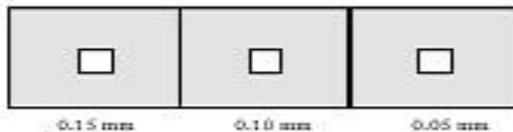
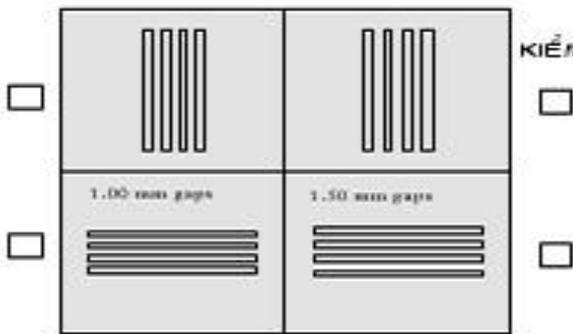
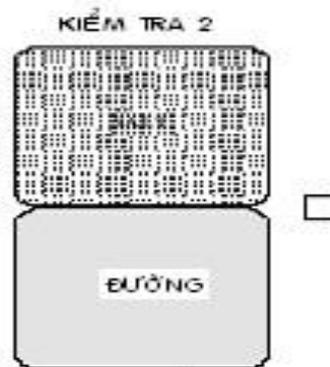
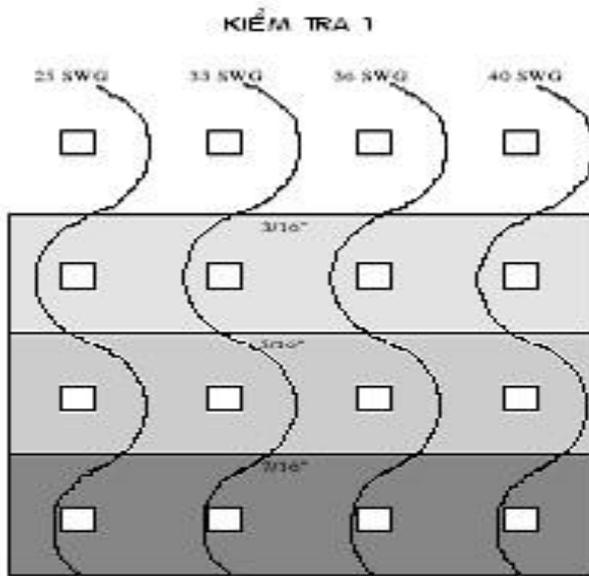
Signature:

Time of test:

date

Type of machine:  
 Machine no.:  
 Machine location:

Number of tests:	Notes
1	
2	
3	
4	
5	



**KIỂM TRA 5**

## ANNEX XIX

### **CHECKING THE WALK-THROUGH METAL DETECTOR** (*Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016 by the Minister of Transport*)

1. The operator should conduct the location survey before installing Walk-through metal detectors (WTMD). The WTMD should be installed only in the locations without the magnetic field source disturbing and affecting the sensitivity of the WTMDs. After new installing or reinstalling a security gate, the operator must monitor the gate in the first commission, which should be recorded, stored, and submitted to the Civil Aviation Authority of Viet Nam when requested.

2. Each screening checkpoint must have at least one of the Operational Test Pieces – OTP of the provider. After the installation of WTMD, install the sensitivity index according to recommendations of the manufacturer for each type of WTMD and use the Operational Test Pieces to test the first commission under the manner mentioned in the following paragraph 3.

3. Test method:

a) Placing the Operational Test Pieces in the following 4 positions on the body with the barrel pointing downward:

- Right armpit
- Right hip
- Center back of waist
- Inside the right ankle

b) At each location of the Operational Test Pieces, the tester must pass through the WTMD at least 10 times, 5 times walk-through and 5 times via versa. The tester must remove all metal articles in his/her body. During testing time, do not adjust the set sensitivity.

c) There must be at least 8 alarms of 10 times pass through (at recommended sensitivity indicator) at each part of body. If the ability to detect is unsatisfying, increase the sensitivity to meet the requirements.

4. In the first commission, if there is the case of the extremely high rate of alarmed passengers, the sensitivity should be reduced gradually, but not lower than the minimum level determined for the WTMD and use the Operational Test Pieces to test after reducing the sensitivity. In case the sensitivity is reduced, but the alarm rate is still highly unacceptable, immediately inform the technical department to handle the situation. The operator records, stores, and submits the results to the Civil Aviation Authority of Viet Nam when requested.

5. In case of setting the sensitivity higher than the recommended sensitivity to meet to the requirements of Operational Test Pieces detection, but the alarm rate is highly unacceptable, the operator should not reduce the sensitivity, but inform the technical department to handle the situation. The operator records,

stores, and submits the results to the Civil Aviation Authority of Viet Nam when requested.

6. All aspects of each WTMD in the first commission must be recorded, including the sensitivity indicators of installation testing, the finding recorded respectively, and the detection rate of the Operational Test Pieces at each location. The operator records, stores, and submits the results to the Civil Aviation Authority of Viet Nam when requested.

7. Recording the rate of alarmed passengers when passing through the WTMD, which is the useful index expressing the operational capability of the WTMD. The operator must record this number once a week.

8. Team leader is responsible for testing when being reused after a period of non-use. In case continuously operates (without powering off), it must be tested at least once each day before using to check the passengers of the first shift of the day. The test procedure is as follows:

a) The tester must remove all of the metal articles on his/her body and pass through, then place the Operational Test Pieces in the waist with the barrel pointing downward,

b) The tester must hold the upright position and pass through the at least 5 times. The WTMD must give the alarm at least 4 times before they are put into use for testing passengers.

c) If the WTMD gives the alarm less than 4 times or less than before, the team leader has to increase the sensitivity until the detection capabilities of the WTMD meets the request, otherwise, discontinue using it and have the technical department repair it.

d) Recording the test results in the Test Result Table specified in Section 10; storing and submitting to the Civil Aviation Authority of Viet Nam when requested.

9. Once a week, the operator should test the Operational Test Pieces at 4 locations on the body as defined in clause 3. At each of the Operational Test Pieces placement, the tester must walk through the WTMD 5 times. Recording the test results in the Test Result Table specified in Section 11; storing and submitting to the Civil Aviation Authority of Viet Nam when requested.



11. Weekly WTMD Test Result Table

TYPE		SERIAL NO.					LOCATION	
SPECIFIC SETTINGS FOR WTMD		RECOMMENDATION		MINIMUM		REALITY TESTING		
		LIMITATION	SENSITIVITY	LIMITATION	SENSITIVITY	LIMITATION	SENSITIVITY	
OPT LOCATION	DIRECTION	OPTRESULTS ✓ = ALARM, X = NONE					CORRECTION RECOMMENDATIONS	
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
FULL NAME OF ISNPECTOR				SIGNATURE OF INSPECTOR			DATE:	

## **ANNE30**

### **TESTING HAND-HELD METAL DETECTOR**

*(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016  
by the Minister of Transport)*

1. Testing hand-held metal detector (HHMD) must be taken daily between shifts in order to maintain the detection ability at a standard level.
2. The screening employee tests the hand-held metal detectors and records the results in the test book. The test book is kept for at least 01 years.
3. The Operational Test Pieces are the metal coin placed in the plastic box with a depth of 03cm.
4. The testing process is as follows:

Step 1: Turning the switch to test the power supply and ensure that the power of hand-held metal detectors is stable and sufficient.

Step 2: Moving the hand-held metal detector to the top cover of the plastic box containing Operational Test Pieces:

\* If the HHMD alarms, adjust the sensitivity and the alarm signal accordingly and it can be use it to screen passengers.

\* If the hand-held metal detector does not sound the alarm, stop using it.

Step 3: Recording the test results of the hand-held metal detector.

## ANNE31

### AVIATION SECURITY INSPECTOR CARD

(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016  
by the Minister of Transport)

1. Aviation security inspector card (AIC) has the size of 8.5 cm x 5.3 cm, the card background with white and green pattern, the symbol of the Civil Aviation Authority of Viet Nam in the middle, and top header in blue.
2. The front of the AIC has photo, full name, date of birth, work unit of inspector, card number, time of validity, and signature of holder (in Vietnamese and English).
3. The back of the AIC writes authority and powers of the bearer (in Vietnamese and English); marked and signed by the Head of the card provider.

#### A. The front side of the AIC

CỤC HÀNG KHÔNG VIỆT NAM CIVIL AVIATION AUTHORITY OF VIETNAM		THẺ GIÁM SÁT AN NINH HÀNG KHÔNG AVIATION SECURITY INSPECTOR CARD	
 Ảnh mẫu cỡ 2x3	Họ/Surname	Tên/Given name	
	Giới tính/Sex	Quốc tịch/Nationality	Ngày sinh/Date of Birth
	NAM/MALE	VN/Vietnamese	...../19....
	Đơn vị/Employed by	Lĩnh vực giám sát/Occupation	
	Số thẻ/No.	Ngày hết hạn/Date of Expiry	...../...../20....
	CAAV.GSAN.....		
Chữ ký của người được cấp thẻ Signature of holder			

#### B. The rear side of the AIC:

QUYỀN HẠN
Người mang thẻ này được quyền: 1) Được phép tiếp cận, lên tàu bay, vào bãi đỗ khu vực hạn chế nào tại cảng hàng không, sân bay, cơ sở cung cấp dịch vụ hàng không, công trình, trang thiết bị, phương tiện. 2) Được quyền yêu cầu tổ chức, cá nhân cung cấp giấy tờ, tài liệu hoặc đồ vật có liên quan; thu giữ giấy phép, thẻ kiểm soát ANHK có liên quan của nhân viên vi phạm; đình chỉ hoạt động của trang thiết bị, phương tiện vi phạm gây nguy hiểm ANHK. 3) Yêu cầu người có trách nhiệm thực hiện ngay các biện pháp khắc phục có thể; lập biên bản vi phạm, chuyển cho người có thẩm quyền để xử lý theo quy định của pháp luật.
AUTHORITY AND POWERS
The Aviation Security Inspector who is the bearer of this card has the power as delegated by the Authority to (1) Approach and access to aircraft, restricted areas of airports, aerodromes, aviation services facilities, constructions, building, facilities and vehicles; (2) request organizations and individual to provide relevant documents, materials or items, confiscate relevant security permits, license of violated individuals; suspend the operations of equipment, vehicle violated and posed the threat to aviation security; (3) Request the person-in-charge implement immediately practicable corrective actions; make records of the violation, hand-over the dossier to authorized person to sanction in accordance to legislation.
<b>KI CỤC TRƯỞNG PHÓ CỤC TRƯỞNG</b>

## ANNEX XXII

### PRELIMINARY REPORT ON AN ACT OF UNLAWFUL INTERFERENCE

(Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016  
by the Minister of Transport)

*The information provided in this report is restricted and disseminated only to those who have authority*



### PRELIMINARY REPORT on an Act of Unlawful Intervention

File number: .....

Date of report: .....

(Date) .....

- a) Act of unlawful seizure of an aircraft
- b) Attempted act of unlawful seizure of an aircraft
- c) Unlawful act against the safety of civil aviation
- d) Attempted unlawful acts against the safety of civil aviation
- e) Any other act of unlawful interference

#### A. General information

1. State providing the report.....
2. Date of the occurrence: .....
- (Date/month/year)
3. Time of the occurrence: .....
- (Local time – 24 hour clock)
4. Duration of the occurrence: .....

#### B. Particulars of the occurrence

1. Flight information .....
- Flight departure date: .....
- (Date/month/year)
- Flight departure time:.....
- (Local time – 24 hour clock)
- Flight identification:.....
- Operator: .....
- Number of passengers:.....
- Number of crew: .....
- In-flight security guards (if any):
- Number of perpetrator(s): .....
- Type of operation (scheduled, chartered, etc.):.....
- Airport of departure:
- Name: .....Country .....
- Intended destination:
- Name: .....Country .....

Diversion place:

Name: .....Country .....

Name: .....Country .....

Name: .....Country .....

Name: .....Country .....

2. Airport where the sabotage device/substance was (believed) loaded on the aircraft:

.....

3. Airport buildings or facilities affected:

.....

.....

4. Summary of the incident (including location, date, and time of the incident time)

.....

.....

5. Actions to ensure the release of the passengers and crew, including measures to facilitate the continuation of their journey, if any.

.....

.....

6. Action to return the aircraft and goods for those who have legal ownership, if any.

.....

.....

7. How criminals broke the security measures in place, by using:

Force  Other method

Brief description: .....

.....

.....

8. Measures and new procedures shall be implemented to prevent the repetition of similar incidents.

.....

.....

9. Actions of the authorities made to arrest the criminals and the measures taken to ensure their presence.

.....

.....

**C. Additional information**

.....

.....

.....

Full name

.....

Position

.....

Agency

- Reporting requirements under Annex 17, Article 11 of The Hague Convention (Doc 8920) or Article 13 of the Montreal Convention (Doc 8966)

- The preliminary report was completed and forwarded to ICAO within thirty days of the occurrence with the appropriate information.

## ANNEX XXII

### **FINAL REPORT ON AN ACT OF UNLAWFUL INTERFERENCE** (Enclosed with to the Circular No. 01/2016/TT-BGTVT on 01 February, 2016 by the Minister of Transport)

*The information provided in this report is restricted and disseminated only to those who have authority*



#### **FINAL REPORT on an Act of Unlawful Intervention**

File number: .....  
Date of report: .....  
(Date/month/year)

Mark

- |   |                          |
|---|--------------------------|
| f) Act of unlawful seizure of an aircraft                       | <input type="checkbox"/> |
| g) Attempted act of unlawful seizure of an aircraft             | <input type="checkbox"/> |
| h) Unlawful act against the safety of civil aviation            | <input type="checkbox"/> |
| i) Attempted unlawful acts against the safety of civil aviation | <input type="checkbox"/> |
| j) Any other act of unlawful interference                       | <input type="checkbox"/> |

#### **PART I: INFORMATION CONCERNING THE OCCURRENCE**

##### **A. GENERAL INFORMATION**

1. State providing the report: .....
2. Date of the occurrence: .....  
[Day/month/year]
3. Time of the occurrence: .....  
[Local time - 24-hour clock]
4. Duration of the occurrence: .....

##### **B. PARTICULARS OF THE OCCURRENCE**

###### 1. Flight information

Flight departure date: .....  
[Day/month/year]

Flight departure time: .....  
[Local time - 24-hour clock]

Flight identification: .....

Type of aircraft: .....

Operator: .....

Number of passengers: .....

Number of crew: .....

In-flight security guards (if any): .....

Number of perpetrator(s): .....

Type of operation (scheduled, chartered, etc.): .....

Airport of departure:

Name: .....State: .....

Intended destination: .....

Name: .....State: .....

2. Aircraft

State of Registry:.....

Registration number: .....

Aircraft type:.....

Airport where the sabotage device/substance was (believed) loaded on the aircraft:

.....

3. Airport buildings or facilities affected:

.....

.....

**C. THE OCCURRENCE**

1. Location of the aircraft:

On the ground

During flight

2. Ground facility:

On airport

Off airport

2. **Weapons/devices**

Describe

Real

Fake

Weapon No. 1: .....

Weapon No. 2: .....

Weapon No. 3: .....

Weapon No. 4: .....

Weapon No. 5: .....

Explosives: .....

Incendiary: .....

Other (describe): .....

.....

.....

3. Communications

3.1 Source of threat:

Written message

Telephone call

Other (describe): .....

.....

.....

3.2 Who received the threat:

Flight crew

Cabin crew

Aircraft operator ground staff

Passenger

Other (describe): .....

.....

.....

3.3 Were there specific demands made?

Yes

No

.....

.....

3.4 Who transmitted the demands to authorities on the ground?

Yes

No

The pilot .....

The perpetrator.....

Other (describe) .....

.....

.....

4. Countermeasures

Yes

No

4.1 Was there any attempt to stop the action of the perpetrator(s)?    
 4.2 If \_\_\_\_\_, so, \_\_\_\_\_ by \_\_\_\_\_ what \_\_\_\_\_ means?  
 Negotiations  Force  Other

4.3 Results  
 Successful  Unsuccessful   
 Yes

No  
 4.4 Did the perpetrator(s) enter the cockpit?    
 If yes, describe .....  
 .....  
 .....  
 Yes

No  
 4.5 Were crew members in possession of a bomb threat search list?    
 4.6 Were crew members familiar with least risk bomb location?

4.7 Did the perpetrator(s) have:  
 - Technical knowledge of the aircraft's operation?    
 - Familiarity with the design of the aircraft?    
 - Knowledge of the airport or essential navigation facilities?    
 If yes, please explain:.....  
 .....

5. Diversion of the aircraft (please answer *only* if aircraft was diverted)

5.1 List airports in chronological order:

Airport	State	Arrival date and time	Departure date and time	Landing permitted
				Yes
a. ....	.....	.....	.....	<input type="checkbox"/>
b. ....	.....	.....	.....	<input type="checkbox"/>
c. ....	.....	.....	.....	<input type="checkbox"/>
d. ....	.....	.....	.....	<input type="checkbox"/>
e. ....	.....	.....	.....	<input type="checkbox"/>

5.2 Was there sufficient fuel to reach all of the destinations ordered?  
 List below: Yes  
 No  
 a. ....    
 b. ....    
 c. ....    
 d. ....    
 e. ....    
 If yes, describe: .....  
 .....  
 .....

5.3 Did the crew have the necessary charts available for the destinations?  
 List below: Yes  
 No  
 a. ....    
 b. ....    
 c. ....    
 d. ....

e. ....    
 If yes, describe: .....  
 .....

5.4 Were any of the passengers allowed to leave the aircraft at any of the airports?  
 List airports in chronological order:

No	Airport	Yes
a. ....	<input type="checkbox"/>	<input type="checkbox"/>
b. ....	<input type="checkbox"/>	<input type="checkbox"/>
c. ....	<input type="checkbox"/>	<input type="checkbox"/>
d. ....	<input type="checkbox"/>	<input type="checkbox"/>
e. ....	<input type="checkbox"/>	<input type="checkbox"/>

If yes, describe: .....  
 .....

5.5 Was action taken at any of the airports to resolve the occurrence?  
 List below:

No	Airport	Yes
a. ....	<input type="checkbox"/>	<input type="checkbox"/>
b. ....	<input type="checkbox"/>	<input type="checkbox"/>
c. ....	<input type="checkbox"/>	<input type="checkbox"/>
d. ....	<input type="checkbox"/>	<input type="checkbox"/>
e. ....	<input type="checkbox"/>	<input type="checkbox"/>

If yes, describe: .....  
 .....

5.6 Was maintenance undertaken at any of the airports? List below.

	Airport	Yes	No
a. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If yes, describe: .....  
 .....

**D. THE PERPETRATOR**

Total number of perpetrators: .....  
 1. Name: ..... (Male/Female)  
 Alias: .....  
 Date of birth: ..... Place of birth: ..... Nationality: .....  
 (Day/month/year)  
 Airport of embarkation: .....  
 Name State

How did the perpetrator(s) gain access to the aircraft/building facility?  
 .....  
 .....  
 2. Name: ..... (Male/Female)

Alias: .....  
 Date of birth: ..... Place of birth: ..... Nationality: .....  
 (Day/month/year)

Airport of embarkation: .....  
 Name State

How did the perpetrator(s) gain access to the aircraft/building facility?  
 .....  
 .....

3. Name: ..... (Male/Female)

Alias: .....  
 Date of birth: ..... Place of birth: ..... Nationality: .....  
 (Day/month/year)

Airport of embarkation: ..... State

How did the perpetrator(s) gain access to the aircraft/building facility?  
 .....  
 .....

**E. AIRPORT SECURITY**

	Yes	No
1. Is there an airport security programme where the perpetrator(s) boarded the aircraft?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the security programme provide for protection of the airside (fences, guards, locked gates, patrols, identification system, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the identification cards issued to ground personnel and auxiliary services reviewed regularly?	<input type="checkbox"/>	<input type="checkbox"/>
4. Inspection/screening of passengers, crew and cabin baggage:		
a) Are all passengers and cabin baggage subjected to inspection/screening for all international flights?	<input type="checkbox"/>	<input type="checkbox"/>
b) Are all passengers and cabin baggage subjected to inspection/screening for all domestic flights?	<input type="checkbox"/>	<input type="checkbox"/>
c) Are all crew members subjected to security control?	<input type="checkbox"/>	<input type="checkbox"/>
d) Are all passengers and their cabin baggage which have been subjected to inspection/screening rescreened before boarding the aircraft if they mix or have contact with persons who have not been subjected to inspection/screening?	<input type="checkbox"/>	<input type="checkbox"/>
5. Inspection/screening system used:		
Gate plan (direct access to aircraft)	<input type="checkbox"/>	<input type="checkbox"/>
Sterile hold area plan (pre-boarding lounge)	<input type="checkbox"/>	<input type="checkbox"/>
Sterile concourse plan	<input type="checkbox"/>	<input type="checkbox"/>
6. System of security control in use:		
Metal detection device:		
Walk-through	<input type="checkbox"/>	<input type="checkbox"/>
Hand-held	<input type="checkbox"/>	<input type="checkbox"/>
X-ray unit	<input type="checkbox"/>	<input type="checkbox"/>
Physical inspection	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
7. Was the operation of the metal detection devices and X-ray units recently examined using test objects?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has training been provided regularly to security personnel who operate metal detectors and X-ray units?	<input type="checkbox"/>	<input type="checkbox"/>
9. Matching baggage:		

a. Is a reconciliation made of the number of checked-in passengers with the pieces of baggage loaded on the aircraft?

b. Does the procedure in a. above include transfer passengers and their inter-line checked baggage?

10. Did the perpetrator(s) circumvent the security measures in place by use of:  
Force

Other

Describe briefly:.....  
.....

11. What new measures and procedures have been taken or are being contemplated to prevent recurrence of a similar event?

.....  
.....

**F. TERMINATION OF THE OCCURRENCE**

1. Position of the negotiator (explain if the negotiator had decision-making authority or acted only as an intermediary)

.....  
.....

2. Airport/aircraft

Number of persons affected:

	Killed	Injured
Crew	.....	.....
Passengers	.....	.....
Perpetrator(s)	.....	.....
Others	.....	.....

3. Circumstances surrounding death or injuries:

.....  
.....

4. Damage to the aircraft/airport facilities (short description to include cost of damage, time loss and flights affected):

.....  
.....

5. Furnish any additional information relevant to circumvention of security procedures during this occurrence:

.....  
.....

**Part II: Information concerning the action taken for the release of passengers and crew and the return of the aircraft, if applicable**

1. Action taken for the release of passengers and crew:

.....  
.....

2. Action taken to facilitate the continuation of the journey of the passengers and crew as soon as practicable:

.....  
.....

3. Action taken to return the aircraft and its cargo, without delay, to the persons lawfully entitled to possession:

.....  
.....

**Part III: Information concerning the measures taken in relation to the perpetrator(s)**

1. Action by the competent authorities to take the perpetrator(s) into custody or other measures taken to ensure his/her/their presence:

.....  
.....

2. Action taken to institute extradition proceedings or to submit the case to the competent authorities for the purpose of prosecution; advise of the results of such proceedings, if available (otherwise provide such information separately as soon as practicable):

.....  
.....

**Part IV: Any additional relevant information**

.....  
.....  
.....

Name

.....

Title

.....

Department

- Reporting requirements under Annex 17, Article 11 of The Hague Convention (Doc 8920) or Article 13 of the Montreal Convention (Doc 8966)
- The final report was be completed and forwarded to ICAO within sixty days of the occurrence with the relevant information.

**ANNEX XXIV**

**A. VIOLATION REPORT FORM**

*(Enclosed with to the Circular No. 30/2012/TT-BGTVT on 01 August, 2012  
by the Minister of Transport)*

NAME MANAGING AGENCY <b>NAME OF AGENCY MAKING REPORT</b> ----- No. /.....	<b>SOCIALIST REPUBLIC OF VIETNAM</b> <b>Independence – Freedom – Happiness</b> ----- <i>(Place), date/month/year</i>
--	---

**VIOLATION REPORT**

on .....

Today, at ....., ...../...../.....

**I. We are:**

- 1. Full name: ..... Position: .....
- 2. Full name: ..... Position: .....

**II. With the presence of:**

- 1. Mr. (Ms.) ..... Occupation/Position .....
- Permanent address (temporary residence): .....
- ID no.: ..... Date of issue: ..... Place of issue: .....
- 2. Mr. (Ms.) ..... Occupation/Position .....
- Permanent address (temporary residence): .....
- ID no.: ..... Date of issue: ..... Place of issue: .....

**III. Making a violation report to:**

- 1. Mr. (Ms.) ..... Occupation ..... Gender: .....
- Permanent address (temporary residence): .....
- Working unit: .....
- Date of birth: .....
- ID (Passport) no.: ..... Date of issue: ..... Place of issue: .....
- Nationality: .....

**IV. The content violation:**

- Specifying the content violations, violations, and happenings of the violations;
- Specifying the damages caused by the violations, the damaged agencies, the victims, their name, and their address;
- Listing sequestered exhibits, facilities, violations, relevant documents and papers.

**V. At the request of the Airport authority..... to handle violations in according to the law, decide to transfer means of violations, material evidence to . to handle the violations within the competence.**

The report includes ..... pages, made in ..... copies of the same content and

equal legal force; one is stored by ....<sup>1</sup>, one to the offender, one to the airport authority .....,  
one to.....<sup>2</sup>.

The report was read to the offender and the witness to listen and agree, without any other comments, and sign the certification (note: sign on each page of the report, if any other comments, write down at the comment part at the end of this minute).

**Offender**  
**(signature and full name)**

**Witness**  
**(signature and full name)**

- The offender does not sign the report because.....  
.....
- The witness does not sign the report because .....  
.....
- Comment .....

Record maker  
**(signature and full name)**

---

<sup>1</sup> Writing the name of Aviation Security Services Company if the report is made by security forces of the Airport; writing the name of Department, Team, or Guard team in accordance with the actual Force Protection organizations of the enterprise if the report is made by the others.

<sup>2</sup>The unit receives the report is rather than the Airport Authority, such as Police ....., Custom .....,border-gate, Police of ... Ward.

**B. HANDOVER MINUTES FORM**

NAME MANAGING AGENCY  
NAME OF AGENCY MAKING REPORT

SOCIALIST REPUBLIC OF VIETNAM  
Independence – Freedom – Happiness

-----  
No. /BBBG

-----  
(Place), date/month/year

**HANDOVER MINUTES**

on .....

Today, at ....., ...../...../.....

At....., at the request of Airport Authority .....

**3. Representative of the handover party:**

Mr. (Ms.):..... Position:.....

Working unit: .....

**4. Representative of the receiving party:**

Mr. (Ms.):..... Position:.....

Working unit: .....

The two parties perform the handover together as follows:

**2. Hand over the offender:**

1. Mr. (Ms.) .....Occupation .....Gender:.....;

- Permanent address (temporary residence): .....

- Working unit: .....

- Date of birth: .....

- ID (Passport) no.: .....Date of issue:.....Place of issue: .....

- Nationality: .....

- Health status .....

2. Mr. (Ms.) .....Occupation .....Gender:.....;

- Permanent address (temporary residence): .....

- Working unit: .....

- Date of birth: .....

- ID (Passport) no.: .....Date of issue:.....Place of issue: .....

- Nationality: .....

- Health status .....

3. ....

**II. Hand over the means, exhibits, and assets:**

Listing in order the means, exhibits, assets, documents, etc.:

.....  
.....  
.....  
.....  
.....

The report consists of ..... pages and is finished at ..... of the same day.

The report is made into .....copies of the same content and equal legal force, one to the airport authority.....<sup>3</sup>, one to .....<sup>4</sup>.

<sup>3</sup>Writing the name of Aviation Security Services Company if the report is made by security forces of the Airport; writing the name of Department, Team, or Guard team in accordance with the actual Force Protection organizations of the enterprise if the report is made by the others.

The report was read to the representative of the handover party and the receiving party to listen and agree, without any other comments, and sign the certification (note: sign on each page of the report).

**Representative of the handover party**  
(signature and full name)

**Representative of the receiving party**  
(signature and full name)

**Representative of the Airport authority<sup>5</sup>**  
(signature and full name)

---

<sup>4</sup>The unit receives the report is rather than the Airport Authority, such as Police..... ,Custom ..... border-gate,

<sup>5</sup>The Airport authority signs this section in cases the receiving party is rather than the Airport authority; if the Airport authority takes the handover, sign in the section of Representative of the receiving party.

**C. INITIAL REPORT FORM**

CIVIL AVIATION AUTHORITY OF VIET NAM  
**AIRPORT AUTHORITY**

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence – Freedom – Happiness**

No. /.....

(Place), date/month/year

To: - Civil Aviation Authority of Viet Nam  
(Aviation Security Division) **INITIAL  
REPORT**

on .....

1. Summarizing the events and consequences of harm:

*(Time, place, order of events, consequences of harm)*

.....

2. The offender:

- Full name ..... Male/Female ..... Nationality .....

Permanent address (temporary residence): .....

ID (Passport) .....no.: .....Place of issue: .....

- Full name ..... Male/Female ..... Nationality .....

Permanent address (temporary residence): .....

ID (Passport) .....no.: .....Place of issue: .....

3. The measures have been made:

(Making report; seizing personal papers, Aviation Security Inspector Card, and Aviation personnel licenses; keeping the offender, means, and objects of violations; and taking testimony of witnesses, offenders, and other related people) .....

.....

4. Reviews and comments:

*(On the nature and seriousness of the violations; to which provision of which regulation the violations committed; and expected sanctions)* .....

.....

5. Recommendations: .....

**DIRECTOR OF AIRPORT AUTHORITY .....**

**Recipients:**

- .....

- .....

- Archived .....

**D. CRIMINAL PROCESS REPORT FORM**

CIVIL AVIATION AUTHORITY OF VIETNAM  
Airport Authority .....

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence-Freedom –Happiness**

-----  
(Place), date/month/year

To: Civil Aviation Authority of Viet Nam

**CRIMINAL PROCESS REPORT**

Case: .....

Following the initial report of the violation No.: ...../.....on..... /...../20....., airport authorities.....give the final result as follows:

1. Development of the case after verification and clarification:

(If the investigation results are similar to the initial report, just need to record events as noted in the initial report. In case of any changes, please illustrate them clearly and specifically .....)

2. Measures of handling:

(Specify the measures taken to deal with individuals and organizations of violation such as administrative sanction, seizing and keeping vehicles, papers.....)

3. Recommendations that require agencies, organizations, and individuals involved to overcome the shortcomings:

(Specify each content of such recommendation which organizations and units shall fix, and time for overcoming)

**DIRECTOR OF AIRPORT AUTHORITY ....**

**Recipients:**

- As mentioned above,
- Aviation Security Committee,
- Aviation inspectors,
- .....
- 

Archives.....

**ANNEX XXV SECURITY  
CONTROLS FOR  
LIQUIDS, AEROSOLS AND GELS (LAGS)**

*(Enclosed with to the Circular No. 30/2012/TT-BGTVT on 01 August, 2012  
by the Minister of Transport)*

**1. Bags of 1000ml liquid purchased outside the security sterilized area**

1.1 Transparent plastic bag; the full size of the bag contains no more than 10 bottles of 100ml (not exceeding 25cm x 20cm).

1.2. Bags' mouth can be opened or closed to serve the examination at the checkpoint.

2. Bags (Security tamper-evident bag (STEB)) of liquid purchased at duty-free shops in international sterilized areas, in aircraft

2.1 Materials of the bag:

a) Transparent (made by soft and good bearing capacity polymer or similar materials);

b) Size depending on requirements; minimum thickness of 50 micrometer.

2.2 Mouth bag: with high adhesive tape, minimum width of 30mm, and sunk vignettes; the lined strip of adhesive tape has minimum width of 40 mm; when removing adhesive tape, the bag will be torn and the sunk vignettes will appear.

2.3 Sides and bottom of the bag: with red contour edges and bottom, size of over 15 mm, and words "DO NOT OPEN" or name of the airport, or the information, vignettes along contour edges with the minimum font size off 5 mm.

2.4. Front side of the bags:

a) The green security icon in the middle of the bag;

b) The line in red at the bottom of the bag: "do not open until the final destination". If the bag's seal is damaged, cargo in the bag can be confiscated."

c) On its mouth, there are 03 letters "VNM" (for bags of duty-free shops) and international airline code (for tax-exempt sale bags on aircraft);

d) Name of manufacturers; or code of the manufacturers registered with ICAO;

e) Serial number.

2.5. A small pocket containing invoices/receipts has appropriate size for invoices / receipts inside the bag, in a conspicuous position on the upper left side of the bag (it can be replaced by another small spare pocket).

Vietnam code (VMMO  
Name or  
manufacturer code

Serial  
number

State (XXX) / Manufacturer (in full or ICAO code)

Inventory / security  
code

DO NOT OPEN - DO NOT OPEN - DO NOT OPEN - DO NOT OPEN - DO NOT OPEN

Receipt  
place  
(inside bag)

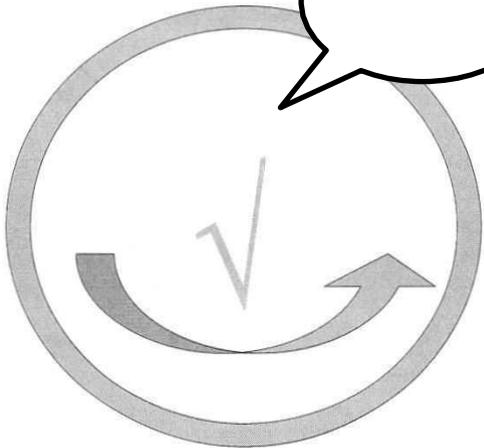
Place to keep  
receipt, invoice

Adhesive  
tape

DO NOT OPEN - or the name of the airport or any other continuous message or design over the edge of bag

DO NOT OPEN - or the name of the airport or any other continuous message or design over the edge of bag

Security  
symbol



**Do not open until final destination**  
Contents may be confiscated if bag is tampered with

DO NOT OPEN - or Name of the Airport - or any other continuous message or design