

RULES CONCERNING THE USE OF SECURITY BAGS (STEB)		
Valid from	Effective from	Replaces
15 June 2021	18 June 2021	LP-PP-007/2017
Area of processes/process		Classification
Security		Public

Abstract

This document regulates the principles of procedures, activities, and obligations related to the use of special security bags (STEB) in the non-public areas of Prague/Ruzyně Airport.

Scope

When issued, this document is distributed in a controlled manner by SSM OU, SDW and CAA. The document is published for access by employees on the PA's Intranet. At the same time, the document is, through an instruction mandated by the airport operator pursuant to Section 31 (2) of Act No. 49/1997 Coll., on Civil Aviation, as amended, intended for operators of aviation activities and other persons involved in the operation of Prague/Ruzyně Airport, to ensure the safe operation of the airport and to coordinate activities at Prague/Ruzyně Airport.

Key words

xxx

Author:

xxx

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I Acronyms, terms

I.1 Acronyms

Acronym	Explanation
SCC	Security Control Centre
ICAO	International Civil Aviation Organization.
LAGs	Liquids, aerosols, and gels.
LEDs	Liquid explosive detection systems
PA	Letiště Praha, a. s.
NPA	Non-public area
SC OU	Security Control Organization Unit
CAA OU	Commercial Activities Organizational Unit
SSM OU	Security Strategy and Management Organizational Unit.
STEB	Special security tamper-evident bags that comply with the requirements of ICAO regulations.
SRA	Security Restricted Area

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RULES CONCERNING THE USE OF SECURITY

BAGS (STEB)

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I.2 Terms

Term	Explanation
Liquids, aerosols and gels	They include pastes, cosmetic lotions, liquid/solid mixtures and the contents of pressurized containers such as toothpastes, hair gels, beverages, soups, syrups, perfumes, shaving foams, and other items of similar consistencies. They also include water and beverages, jams, stews, sauces, foods in sauces or high-liquid foods, creams, lotions, cosmetics and oils, sprays, gels, foams, deodorants, mascaras, lip glosses and any items of similar consistencies at room temperature.
Security bags that are apparently intact.	These are bags that comply with the instructions for security checks recommended by the International Civil Aviation Organization.
Vendor	An entity that sells LAGs in the non-public areas of Prague Airport and uses STEB security bags.
Salesperson	An employee of the Vendor who sells LAGs and STEB.
A person responsible for Vendor security	A Vendor manager responsible for performing security procedures, checks and training referred to in this document.
Vendor Manager	A person designated by the Vendor who is in charge of organising and operating a business unit.
Airport	Prague/Ruzyně Airport.

II Responsibilities and powers

Name of the role / position	Chapter	Description of responsibilities and powers
SSM OU	IV.1.2 IV.4	Ensuring the processing of requests for obtaining consent with the provision of STEB and issuing decisions. Assessing the eligibility of applications and compliance with ICAO requirements for the STEB provided. Granting consent to the provision of STEB. Keeping records of vendors, comparing the list of STEB suppliers and manufacturers with the ICAO database. Checking Vendors.
Vendor	IV.2.3. IV.4	Responsible for adhering to the conditions for using STEB as defined in this regulation; it may only use the STEB approved by PA and it must provide initial and regular training for designated employees, perform internal inspection activities , and keep records of the delivered and provided STEB.
A person responsible for Vendor security	IV.2.3. IV.4	Responsible for the establishment, implementation and control of the procedures defined in this regulation, ensures the security training of Salespersons and their Vendor Managers.
Vendor Manager	IV.4	He/she carries out continuous inspection activities and is responsible for the overall functioning of the system in the given business unit.
CAA OU	IV.1.4	Ensures distribution of the Directive to all Vendors.

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III Summary

The document addresses procedures and requirements for the approval procedure applied to the use of special security tamper-evident bags (STEB), obligations and responsibilities related to the stocking, storage and provision of these bags, and Vendors' obligations in the field of aviation safety and security training with respect to the use of STEB at Prague Airport/Ruzyně.

IV Procedures for using STEB

IV.1 Procedure for obtaining approval with using STEB

The provision of STEB by a supplier/manufacture is subject to the prior approval of the airport operator. The approval can be granted after receiving a request from an entity that sells LAGs in the non-public area of the airport (NPA) under a contract with the airport operator. Prior to the approval, the Vendor will be informed by the airport operator of the conditions for using STEB and its obligations resulting from them.

IV.1.1 Particulars of the request

A specimen of a request for consent for the provision of STEB security bags is provided in Annex No. 1. Each request must contain:

- identification of the applicant (Vendor);
- STEB supplier identification;
- STEB manufacturer identification;
- the name and duration of the contract between PA and the Vendor providing the sale of LAGs in the non-public areas of the Airport;
- justification of the request;
- name and signature of the person authorized to act on behalf of the applicant (Seller).

IV.1.2 Approval procedure

Any Vendor who intends to use STEB must request approval with the provision of STEB by the airport operator. For the airport operator, it ensures the receipt of requests for approval, assesses them, and subsequently issues decisions by SSM OU. SSM OU assesses the eligibility of requests and compliance with the ICAO requirements for the manufacturer and/or supplier, and the form of STEB processing according to ICAO specifications. If all requirements are met, it grants approval for the provision of STEB in accordance with the entity's request. The approval is limited to the duration of the contractual relationship between the entity and the PA. Approval may be given only after verification of the following facts:

- The entity sells or will sell LAGs in the non-public areas of the Airport;
- a contractual relationship exists between the entity and the airport operator;
- the STEB supplier/manufacture meets ICAO requirements,
 - STEB conforms to the model and meets the technical parameters of ICAO,
 - the STEB manufacturer is listed in the list of STEB manufacturers kept by ICAO.
- Any entity which is not an approved supplier of in-flight supplies, a known supplier of in-flight supplies or a known supplier of airport supplies shall undertake in writing to observe the conditions for using STEB as defined by the PA's regulations and legislative regulations of the Czech Republic and the EU contained in the "Declaration of Actions Taken" presented in Annex No. 2. This declaration shall be signed by a person authorized to act on behalf of the entity.

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IV.1.3 Security bags, STEB

At Prague/Ruzyně Airport, only STEB by a manufacturer registered in the list of STEB manufacturers maintained by ICAO can be used. STEB shall meet the technical specifications of ICAO. STEB comply with the ICAO technical specifications as listed in Annex No. 3.

IV.1.4 STEB records

SSM OU and CAA OU keep records of entities that sell LAGs and use STEB in the non-public areas of the airport. The records contain identification concerning the Vendors, suppliers and manufacturers of STEB.

SSM OU keeps records on samples of SSM used by the Vendors at the airport.

The Vendor keeps records of received (delivered/stored) and provided STEB.

IV.2 STEB handling and use procedures

When entering the security restricted area (SRA), passengers are allowed to place on their carry-on luggage only LAGs purchased in airport shops in the non-public area of the airport, i.e. in the area between the entry checkpoint (passport and boarding pass control) and security checkpoints at the departure gates of Terminal 1.

LAGs must be stored in apparently genuine, tamper-proof STEB, shall have a valid document proving their origin and sale within the previous 3 hours (in the case of a passenger-independent flight delay not known at the time of sale, this period may be exceptionally extended by a decision of the PA, but not more than for the duration of the flight delay concerned).

VI.2.1 The procedure for storing LAGs and STEB

Deliveries of LAGs and STEB shall be subject to security checks upon initial admission into the non-public areas of the Airport. Upon receiving the approval from PA to provide STEB, the Vendor agrees to adopt relevant security measures at its stores that will protect LAGs and STEB against tampering from the very first entry to the NPA. Such measures also cover sufficient training provided to the staff whose members must be able to identify any deviations from approved LAGs and STEB tampering and must know security procedures to be followed in case of such deviations.

In the case of selling and storing LAGs with a volume of more than 100 ml in these stores in a passenger-accessible sales area, each Vendor shall ensure that the goods being sold are not confused with other goods brought in by passengers or tampered with by passengers or otherwise misused (e.g. a Vendor may decide to use security stickers on bags that will be checked when passengers pay at the checkout). PA is obliged to provide each Vendor with the necessary amount of cooperation to ensure the security of the sale of LAGs within the premises of the Airport.

When leaving the point of sale and if the Vendor were to lose sight of freely accessible LAGs and STEB, the Vendor must properly secure (store and lock or put another qualified person in charge of) the LAGs and STEB so that they cannot be misused.

Each Vendor is obliged to immediately report the loss, theft or even suspicion of possible misuse of STEB or unauthorized handling of LAGs to SCC at phone number 1000 (Security Control Centre).

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IV.2.2 Procedures for using STEB

LAGs shall only be packaged in STEB that is compliant with the ICAO standard, with protective features bearing the designation of the Airport.

When customers purchase LAGs, the Salesperson will ask whether the goods will be immediately consumed before the security check or whether they wish to take the goods on board and pass through the security check and have it wrapped in STEB. The Salesperson will inform the customer that if STEB is opened or tampered with, it is not possible to re-wrap STEB and the goods may not be allowed onboard.

Prior to selling goods to a passenger, the Salesperson must visually check LAGs for any integrity violation and other unauthorised tampering.

Each Salesperson must check the scheduled time of passenger's departure. LAGs can be sold and packaged in STEB no more than 3 hours before departure.

Salespersons may only place into STEB those LAGs that are originally closed by the manufacturer (Vendor) in a way that allows for subsequent screening with a LEADS liquids detector. The Salesperson will place receipt sale into STEB bearing clear identification of the salesperson, the date and time of sale, the type of goods, and if possible, the flight number and passenger name so that the receipt is clearly legible without the need to break the STEB closure during the subsequent security check.

Packing and sealing of STEB may be performed exclusively by a trained Salesperson. It is forbidden to re-pack goods into STEB later, even if a customer requests packaging due to accidentally damaged or opened STEB.

It is strictly forbidden to provide or sell the STEB bags to customers for further free use.

If a Salesperson has any doubts about the origin of goods (e.g. purchased in another store) or if the original packaging of the goods is damaged (opened) or if the contents of the goods or contaminated content might have been changed, the goods must not be packed in STEB. In the event of a threat to civil aviation security, Salespersons shall immediately inform the SCC of the discovered facts at phone number 1000 (Security Control Centre).

IV.2.3 Obligations and responsibilities

Each Vendor that sells LAGs in the non-public areas of the Airport and uses security packing into STEB is obliged to:

- undertake in writing to comply with the conditions for the use of STEB as defined by the Airport's regulations and Czech and EU legislation pursuant to Annex No. 2 hereto, unless it is an approved supplier of in-flight supplies, a known supplier of in-flight supplies or a known supplier of airport supplies;
- use only STEB approved by PA according to ICAO specifications;
- designate a person responsible for security;
- carry out inspection activities;
- ensure initial and follow-up annual training of Salespersons on the procedures concerning the use of STEB.

Vendors and their employees (Salespersons) are obliged to strictly follow all provisions of this document when working and handling STEB and LAGs. If a breach of these provisions is identified, they must immediately arrange for a remedy; if the safety of air traffic might be jeopardised, they must report this fact immediately to the Security Control Centre at extension 1000.

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The person responsible for the Vendor's security is primarily responsible for the application of and adherence to the instructions for working with and handling LAGs and STEB. He/she shall carry out unannounced inspections at least once every three months to ensure the application of and adherence to the instructions for working with and handling LAGs and STEB in entrusted operating premises (stores) in the non-public parts of the Airport. He/she keeps records of such inspections. Provides periodic security workshops for salespersons.

IV.3 Security training

Before starting work, each Vendor is obliged to provide initial training for all of its employees working with LAGs and STEB to ensure that they are acquainted with the conditions surrounding storage, use and protection of LAGs and STEB. The workshops shall be repeated annually. Each Vendor shall keep records of the training sessions in the form of workshop records signed by the trainer and the trainees.

IV.4 Inspections

Each Vendor is obliged to carry out repeated, unannounced inspections of the application of and adherence to instructions for working with and handling LAGs and STEB in its operating premises (stores) in the non-public parts of the Airport. Such inspections will be performed by a person liable for security. The inspections are carried out at least once in three months. Each Vendor shall do so through persons responsible for the Seller's safety.

Ongoing inspection activities shall be carried out by the responsible **management of each Vendor**.

SSM OU performs inspections of Vendors. The inspections are carried out at irregular intervals. Inspections of each Vendor must be performed at least once every two years.

A record shall be made on every inspection carried out by SSM OJU and Vendor's persons responsible for security. A responsible person shall be informed of the results of the inspection activities. Records of inspections are to be kept for at least 2 years. This provision does not apply to the continuous control activities performed by the Vendors' managers.

V Related documents

1. External documents:

- ICAO Doc 8973 Aviation Security Manual
- Commission Implementing Regulation (EU) 2015/1998
- EB 2008/32 - Guidance Material on Security Controls for Liquids, Aerosols and Gels
- List of STEB manufacturers (published by ICAO)
- Commission Regulation 1546/2006
- ICAO State Letter, 1 December 2006 (AS8/11-06/100 Confidential)
- ICAO State Letter, 30 March 2007 (AS8/11-07/26 Confidential)
- ICAO State Letter, 6 July 2007 (AS8/11-07/53 Confidential)
- Commission Regulation 915/2007

2. Internal regulations:

- National Security Program for the Protection of Civil Aviation of the Czech Republic against Unlawful Acts

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- Commission Implementing Regulation (EU) 2015/1998

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IV Temporary and final provisions

- 1) This Directive shall be updated every two years.
- 2) Publication of these Procedures on the PA Intranet is arranged by the Control Documents Administrator on grounds of an agreement between Letiště Praha, a. s. and Český Aeroholding, a. s. The Control Documents Administrator is Český Aeroholding, a. s., telephone +420 22011 2647, e-mail veronika.kumzakova@cah.cz.
- 3) Distribution of the Directive out of PA is ensured by CAA OU.

VII List of annexes

Annex No. 1 - A specimen of a request for consent to the provision of STEB.

Annex No. 2 – Declaration of actions taken

Annex No. 3 - Technical specification of STEB according to ICAO standards

VIII Change sheet

Date	Reason / nature of change	Signature
6 May 2021	Acronyms and terms have been added, responsibilities and powers have been updated, the standard has been updated according to current security procedures, related documents have been added, annexes updated	Robert Krejčí
End of the text of the internal standard “RULES CONCERNING THE USE OF SECURITY BAGS (STEB)” Annexes follow		

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Annex No. 1

Letiště Praha, a. s. Ing.
Zdeněk Truhlář SSS
Director
K letišti 6/1019
160 08 Praha 66
In Prague on *[date]*

Request for consent to the provision of STEB

Dear Sir,

We would like to ask for your consent to the provision of STEB security bags by:

Company name

Business ID

Company address

The supplier of STEB security bags will be:

Company name

Business ID

Company address

The manufacturer of STEB security bags will be: *Company name*

Business ID

Company address

Reasoning:

Example:

[Company name] will sell liquids and other products that comply with the definition of LAGs within the non-public areas of Prague Airport beginning *[date]*. The goods are sold on the grounds of agreement *[agreement number or designation]* of *[date]* concluded between *[company name]* and Letiště Praha, a. s., valid till *[date]*. The STEB safety bags will be used in accordance with the binding procedures defined by the applicable legislation, Prague/Ruzyně Airport control documents and the requirements of the Prague Airport Security Program.

Yours sincerely,

*Name and surname of the person
(authorized to act on behalf of the
company) Position in the company
Company name
Business ID
Company address*

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Annex No. 2:

DECLARATION OF ACTIONS TAKEN

LAG Vendors in the non-public areas of Prague/Ruzyně Airport

In accordance with Regulation (EC) No. 300/2008 of the European Parliament and of the Council⁽¹⁾ and its implementing provisions and other relevant provisions in the field of civil aviation security

I declare that

- *(company name)*
 - a) will appoint a person responsible for security in the company; and
 - b) will ensure that persons having access to the supplies of LAGs (liquids, aerosols and gels) and STEB, in accordance with the Annex to Implementing Regulation (EU) No. 2015/1998 and the additional provisions contained in Commission Implementing Decision C (2015) 8005, have been properly trained in security procedures when working with LAGs and STEB. Trained employees must be aware of their security duties. Their training shall ensure an adequate level of protection for LAGs and STEB against unauthorized access.
 - c) will prevent unauthorized access to its premises, LAGs and STEB in the non-public areas of Prague/Ruzyně Airport and
 - d) will ensure that security inspections of LAGs and STEB are carried out when they enter the non-public areas of Prague/Ruzyně Airport so that no prohibited items are hidden in the supplies of LAGs and STEB, and
 - e) will ensure adequate (sufficient) security of the supplies of LAGs and STEB from their moment of entry into the non-public areas of Prague/Ruzyně Airport until the moment of their delivery to passengers.
- to ensure compliance with legal regulations, *(company name)* will full cooperate during all inspections and provide access to all documents as required by the inspector,
- *(Company name)* shall immediately inform the Airport operator, Letiště Praha, a. s. of all serious breaches of security and suspicious circumstances, in particular any attempted misuse of STEB bags, by telephone notification to the Airport operator's Security Control Centre, Letiště Praha, a. s.,
- *(Company name)* will ensure that all relevant personnel receive the training referred to in point (b) prior to the first access to LAGs or STEB in the non-public areas of the Prague/Ruzyně Airport, and
- *(Company name)* will inform the Airport operator, Letiště Praha, a. s., of:
 - a) its shutdown or
 - b) any inability to further fulfil the requirements of the applicable EU legislation.

I accept full responsibility for this declaration.

Legal representative

Name:

Date:

Signature:

(1) Regulation (EC) No. 300/2008 of the European Parliament and of the Council of 11 March 2008 on common rules in the field of civil aviation protection against unlawful acts and repealing Regulation (EC) No. 2320/2002 (OJ L 97, 9.4.2008, p. 72).

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Annex 3

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