

AIRPORTS COUNCIL INTERNATIONAL APEX IN SECURITY REFERENCE DOCUMENT



The ACI programme designed for airports to achieve
excellence in security



Airports Council International is the association of the world's airports. ACI is a non-profit organization, whose prime purpose is to advance the interests of airports and to promote professional excellence in airport management and operations. By fostering cooperation amongst airports, world aviation organizations and business partners, ACI makes a significant contribution to providing the travelling public with an air transport system that is safe, efficient and environmentally responsible.

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Table of Contents

1 Executive Summary	3
2 About APEX in Security	4
3 Participant Roles	5
APEX Security Team	5
Audience and Stakeholders	5
Host Airport	5
Security Partner	6
Other Stakeholders	6
4 The Review Process	7
Timeline	8
Cost of the Security Review	9
Evaluation, Tracking and Follow-up	9
How to Request a Security Review	9
Confidentiality	9
5 ACI Contact Information	10

1 Executive Summary

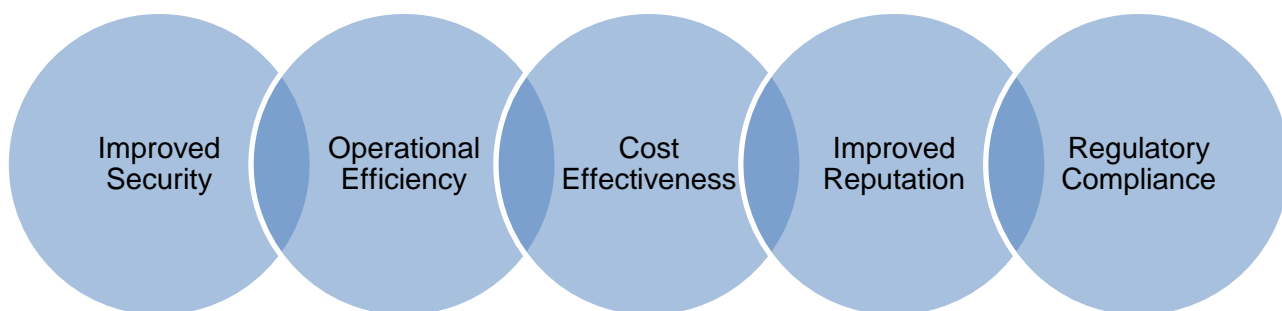
The mission of Airports Council International (ACI) is to promote the collective interest of the world's airports and the communities they serve and to promote professional excellence in airport operations and management. Safety and security are the top priorities.

Recent ACI forecasts indicate that there will be over 12 billion passengers and 136 million aircraft movements per annum by 2031, meaning that aside from other operational measures, the existing world airport capacity would need to double over the next 15 years in order to accommodate this added capacity demand, with the price tag totalling an excess of 1 trillion dollars for capital expenditure projects alone.

The significant growth in the number of passengers, freight volume, and aircraft movements is expected to create additional burdens on a system under constant pressure to maintain security levels.

ACI has introduced the **Airport Excellence (APEX) in Security Programme**, in support of its mission to promote safer and more secure airport operations through international cooperation with the International Civil Aviation Organization (ICAO), aviation stakeholders and airports worldwide. The programme is based on **ICAO guidance, national requirements and ACI best practices**. APEX in Security combines the mandate for regulatory compliance with the actual day-to-day operational needs of airports to maximize operational efficiency while enhancing the security standards.

Moreover, APEX in Security provides several elements tailored to the individual needs of airports and proposes effective solutions which lead to an improvement in the security reputation of the airports participating in the programme.



Aims of APEX in Security

2 About APEX in Security

Vision:

- To be the leading enabler of airport security by fostering best practices in airport security and increasing the level of compliance with ICAO Standards and Recommended Practices (SARPS) through cooperation with industry stakeholders.

Mission:

- To assist airports in their efforts to improve their security measures; to identify areas where efficiency and effectiveness gains can be made.
- To implement quality management systems and to establish indicators and tools for the measurement and continuous improvement of security performance.
- To increase the level of compliance with applicable standards, recommended practices and national requirements and foster the sharing of best practices in security amongst the airport community.

Benefits:

APEX in Security Advantages
Tailored approach
Measures that can be immediately implemented
Access to global network of security experts
Practical application
Creation of Action Plan
Effective results within reach
Appropriate solutions based on specific operational and risk environments
ICAO and national regulatory framework aspects covered
Access to knowledge data base
Access to documentation
Guidance material provided
Training, workshops, and further assistance available

3 Participant Roles

Following the request of an airport for assistance, an APEX security review is carried out by a team of experts, ensuring the confidentiality of data at all stages. The security review is built upon results of a self-assessment questionnaire, aiming to understand the airport's legal, managerial and operational environment, in order to prepare the on-site assessment. The review includes assessment of current practices, a gap analysis against internationally recognized best practices, identification of recommended solutions and the design of an action plan to help the airport optimize its security performance.

APEX Security Team

The number of ACI Security Review Team members depends on the complexity of the assessment requested. The team led by an ACI World representative or his designate may include:

- An ACI Regional Office Security representative,
- An ICAO-designated Security Officer,
- One or more Security Partners, under the supervision of an ACI Team Leader
- Other experts may be included in the team if the extent of the Security Review so demands.

Audience and Stakeholders

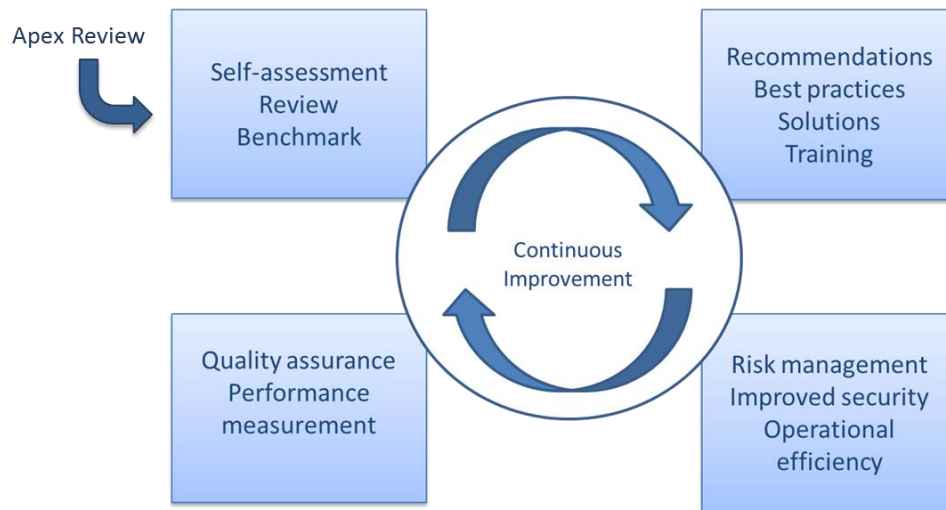
APEX in Security is based on **ICAO Annex 17 Standards and Recommended Practices (SARPS)**, **national requirements** and **ACI best practices**. This initiative will bring together the host airport, national authorities, security experts and other relevant aviation security stakeholders to identify improvements and recommendations.

The review will benefit from the involvement of the State, including the authorities responsible for aviation security regulation, delivery of security services, customs and immigration, in a collaborative and cooperative environment.

Host Airport

The Host Airport is the airport that requests the Security Review. The host airport benefits from;

- An enhanced level of security through increased knowledge of ICAO guidance, national regulatory standards, best practices and training needs/options
- Thorough understanding of its own security performance
- Identifies areas for improved efficiency and better use of resources
- Access to a pool of expertise that will enable the Host Airport to mitigate any gaps in security as required by its specific operating environment
- The initiation of a cycle of continuous improvement



Security Partner

The **Security Partner is an airport** that has the required expertise and volunteers to provide the Host Airport with one or more experts for the purpose of performing the Security Review. The services of the Security Partner are provided without charge for the entire duration of the Security Review with the objective of assisting the Host Airport to improve their security standards.

ACI proudly acknowledges our Security Partners' contribution to fostering security and international cooperation through a variety of communication channels and at ACI events worldwide.

Other Stakeholders

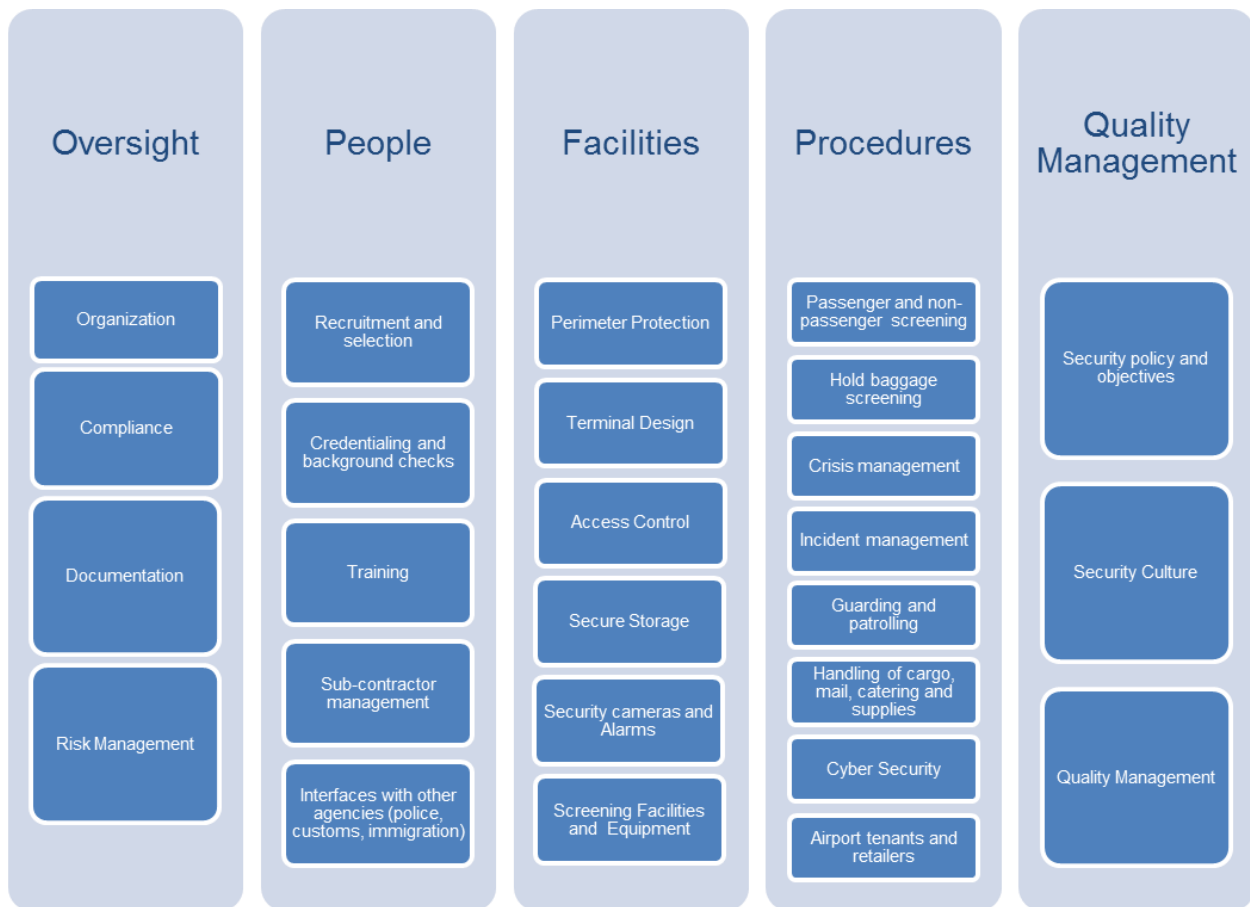
APEX in Security involves a number of stakeholders, including screening authorities, border agencies, ground handlers, police and regulators/oversight authorities. In some cases, national authorities are fully or partially responsible for the security of the airport; the host airport will need to inform the national authority before the on-site review. The security goals of these stakeholders are harmonized to the greatest extent possible during the Security Review and are given due consideration during the on-site visit at the Host Airport.

4 The Review Process

Prior to the Security Review, the Host Airport fills out and submits a self-assessment questionnaire to ACI called the **APEX Advance Questionnaire**; the aim of which is to identify key areas of focus for the ACI Security Review Team. When submitting the questionnaire, the Host Airport provides an electronic version of the relevant procedures and documentation requested in the **SEC Aerodrome Documentation**. This is an important step in the evaluation of the operational needs and the selection of the appropriate Security Partners. Any documents transmitted by email will be encrypted and signed to ensure the protection of security sensitive information.

Once this documentation has been received and the agreement has been signed, ACI coordinates and dispatches an **ACI Security Review Team of experts** to the Host Airport, with the goal of improving security in specific areas of interest.

Upon request from the Host Airport, APEX in Security can provide a review of any security area. A review will usually include a wide range of security key areas as listed below which could be tailored to the host airport's environment and needs. The review will also be tailored to the regulatory environment, depending on the areas for which the airport has responsibility.



A typical Security Review lasts **five days**. To optimize the time available for the on-site review, the Host Airport should identify and coordinate the programme with the relevant aviation and regulatory stakeholders.

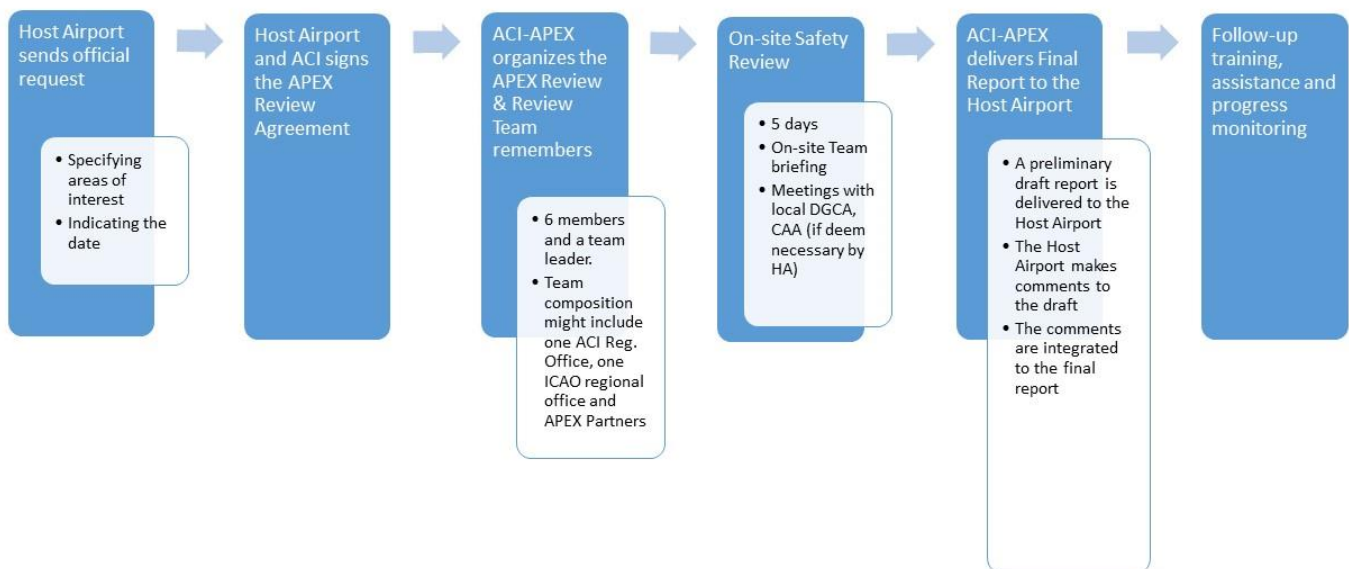
The ACI Security Review Team conducts an assessment of the security measures in place based on international guidance and best practices and national regulation, focusing on the areas of emphasis selected by the Host Airport. The team leader provides a **preliminary (draft) report** within six (6) weeks from the end of the visit. A **final report** with recommendations is forwarded to the Host Airport Senior Management within eight (8) weeks from the end of the visit, containing the observations made by the ACI Security Review Team. The Final Report emphasizes the solutions that could be adopted by the Host Airport to enhance the level of security.

Based on the conclusions from the Final Report, the ACI will guide the Host Airport in drafting an **action plan** which contains its short, medium, and long-term security improvement goals, as well as the means and actions that are deemed most appropriate to achieve these results.

The overarching APEX in Security goal of improving security is reached when the Host Airport acts upon the proposed mitigating measures. An ACI support team will provide advice to the Host Airport in the implementation of the most appropriate measures.

Timeline

The estimated time required for the planning of the review after signature of the contract is on average 8 weeks from the time the agreement is signed. The final report is issued after 60 days of the completion of the review.



Under the APEX in Security Programme, the Host Airport directly benefits from dedicated ACI support staff to achieve the goals set in the Action Plan. Various means of assistance are available, such as access to: **pools of experts, training, workshops, seminars, and working groups at local, regional and international levels.**

Cost of the Security Review

The Host Airport is responsible for covering the **direct costs** for the ACI Safety Review Team for the duration of the Safety Review adhering to ACI World travel policy depending on the travel duration and a **fixed programme cost** is also included in the estimate that will be provided.

No consultancy fees will be charged by ACI. Also, the project management cost is provided at cost to the Host Airport by ACI World.

The Security Review is performed on a **non-remunerative basis**. When scheduling and setting up the ACI Security Review Team, ACI makes every effort to keep **costs to the minimum**.

Evaluation, Tracking and Follow-up

An important part of the APEX in Security Programme is to ensure that effective assistance is provided to the Host Airport for continuing quality assurance. As the Host Airport implements mitigating measures, a periodic evaluation of the airport's security performance is highly recommended.

As a follow up action, the ACI team can additionally assist in the setting up of a Security Management System which aims to ensure a culture of security throughout the organization and a cycle of performance review and improvement.

How to Request a Security Review

ACI delivers the APEX in Security Programme **to every member airport** interested in achieving excellence in security.

To request a Safety Review, contact us by email apex@aci.aero or by simply making the request through our ACI World website <https://store.aci.aero/form/host-an-apex-review/>

Confidentiality

The results from the Security Review are **confidential**. The ACI Security Review Team ensures that any documentation or information received by the host airport before or through the visit on-site remain confidential unless consent has been obtained from the party concerned. Benefits may be gained from sharing or discussing part or all of the review results with the national regulator or ICAO, but this will be at the discretion of the airport.

5 ACI Contact Information

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