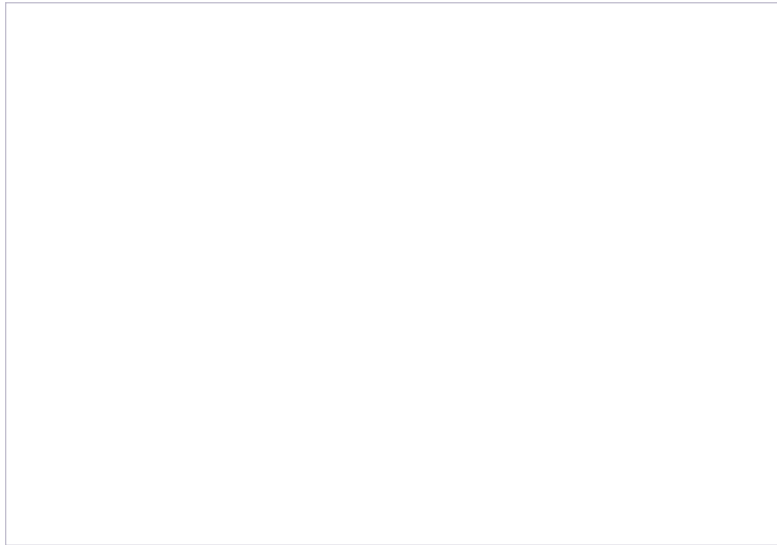


DEFINITIVE
15 May 2023
Version 1.4

Security programme Known Transporter

For the purpose of obtaining status
as a Known Transporter



Version

Date

For approval on behalf of Schiphol Nederland B.V.

To be completed by an employee of SNBV

Name:

Date:

Signature:

Table of contents

Version management	4
Glossary	5
1. Introduction	7
1.1 Designation as Known Transporter	7
1.2 Approval	8
1.3 Changes	8
1.4 Known Transporter status	8
1.5 Validity period	9
2. Company details and address details of the Known Transporter location	10
2.1 Contact information security officer	10
3. Vehicle access points	12
4. Security processes and procedures	13
4.1 Prior to the (first) vehicle check	13
4.2 Ensuring secure status	19
4.3 Demonstrating secure status	20
4.4 Vehicle access point specific measures (if applicable)	21
5. Personnel	22

Version management

1.0	04 October 2021	Adopted by Security Management Team	M.Kuiperij
1.1	19 May 2022	Clarifications and text changes implemented in particular in respect of assurance. Addition made that sound motivation must be provided for which vehicle access points this Security Programme applies to. And period in 1.5.c altered from every two years to at regular intervals.	T. van Burk
1.2	20 December 2022	Clarifications and text changes made.	T. van Burk
1.3	14 February 2023	Made some additions: Glossary of terms: added Application Form designation Known Transporter. Section 1.1: added representatives under 2nd numbering. In some companies the authority to sign is not invested in a person. Made some minor text changes.	M. Kuiperij
1.4	15 May 2023	Clarification of the parts to be completed by the organization concerned.	F.M. Donders

Glossary

In this document, the following definitions and terms are used:

Application Form designation Known Transporter	The application form is the document in which the applicant notes relevant data for the application of Known Transporter, after which this form then serves as the basis for further assessment of the application. The application form can be downloaded from the website: www.schiphol.nl/knowntransporter
Background check	A registered check on a person's identity, including any criminal history, as part of the assessment of that person's eligibility for vehicle access to the stand-off zone associated with Known Transporter status.
A/SSE/SP/ID	The division within Schiphol's Safety, Security & Environment (SSE) department that is responsible for establishing (security) policy and the (security) processes.
Limited-access areas	Areas at Schiphol where a specific access regime applies.
Known Transporter (KT)	A transporter whose procedures meet or exceed the formally established security rules and standards, and who is therefore authorised for unsupervised vehicle access to the stand-off zone.
Security officer	The contact person within the organisation of the Known Transporter who is responsible for the Known Transporter Security Programme.
Known Transporter Security Programme	The document in which the Known Transporter describes the measures it takes to verify that there are no prohibited items in or around the vehicle.
Certificate of No Objection (VGB)	Document that is issued by or on behalf of the General Intelligence and Security Service (AIVD) if a background check has shown that there are sufficient guarantees that the individual concerned can occupy a position of trust as designated by the competent Minister.
Entity	A person, organisation or enterprise, other than the airport operator or a user of the airport (airline).
Airport operator	The airport operator, Royal Schiphol Group N.V., and its affiliates, including Schiphol Nederland B.V. (SNBV), which are responsible for executing that role.
Area manager	The officer/department responsible for issuing the relevant authorisation, based on the relevant requirements.
Primary processes	The primary processes at Amsterdam Airport Schiphol are the processes that relate directly to the handling of aircraft and flights
Legal entity	A legal entity is an organisation that operates as a legal entity (legal subject) and which has its own rights and obligations which are independent of the rights and obligations of the owner or director.
Remote Security Centre (RSC)	An area located outside the stand-off zone where security staff employed by or on behalf of SNBV carry out registrations and checks on the drivers of vehicles that do not (fully) meet the Known Transporter preconditions, before they are granted access to the stand-off zone.

SCC	Security Control Centre. The Security Control Centre is Schiphol's central control room, where a specially trained team monitors all security operations and processes, and where incidents can be identified promptly so that an effective and proactive response can be initiated.
Secondary processes	Secondary processes are processes that support primary processes. Secondary processes are directly related to the primary process and ensure the long-term continuity of service provision or passenger comfort.
Stand-off zone	Zone around the terminal buildings at Schiphol which is only accessible through vehicle access points and only by authorised and checked vehicles driven by authorised drivers.
SNBV	Schiphol Nederland B.V. An entity within the Royal Schiphol Group and the airport operator. In the context of this document, also owner and manager.
Transporter	Carrier of goods or services that support primary and/or secondary processes at Schiphol and who requires vehicle access to the stand-off zone in order to be able to deliver those goods or services (including retail & catering, maintenance & cleaning and building work).
VBIED	Vehicle Borne Improvised Explosive Device: an explosive device carried by a vehicle, the aim of which is to cause damage to persons, buildings and/or objects.
Declaration of Commitment, Known Transporter	The agreement between SNBV and the Known Transporter, which sets out the requirements that the latter commits to meet in order to be granted Known Transporter status.
Prohibited items	An object that may not be brought into the stand-off zone of the airport, including, but not limited to, VBIEDs, firearms and butterfly knives, folding knives and stilettos.
Certificate of Good Conduct (VOG)	A VOG is a statement issued by the Justice Department of the Netherlands Ministry of Security and Justice, stating that the (judicial) history of the person concerned constitutes no impediment to his or her fulfilment of a particular task or position.
Vehicle checks	The inspection of the vehicle of the Known Transporter for the presence of (a) prohibited item(s). This check must be carried out according to the procedures as described in the Security Programme.

1. Introduction

In this document, a (candidate) Known Transporter (hereinafter: KT) describes its security checks and security procedures for preventing (a) prohibited item(s) being carried into the stand-off zone, via the vehicles.

A Known Transporter is defined as: A transporter whose procedures meet or exceed the formally established security rules and standards, and who is therefore authorised for unsupervised vehicle access to the stand-off zone.

The operating principle is that the landside areas at Schiphol Airport are even more secure. One of the measures to achieve this situation is the establishment of a zone to which only authorised persons and vehicles have access as a reasonable means of preventing an undesirable occurrence (the stand-off zone).

The aim of this document is to provide a detailed description of the security policy and the accompanying processes and procedures of

which can then serve as its internal Security Programme in respect of the designation Known Transporter. The Known Transporter Security Programme must be approved by a representative of the A/SSE/SP/PD department of Schiphol Nederland B.V (hereinafter SNBV). Following approval of the Known Transporter Security Programme

meets one of the preconditions for becoming a Known Transporter.

1.1 Designation as Known Transporter

Before a supplier/transporter is eligible for the status Known Transporter awarded by SNBV, location Amsterdam Airport Schiphol, the supplier/transporter must supply at least the following documents to SNBV via bekendtransporteur@schiphol.nl:

1. An application form that has been filled in completely and signed:
'Application form designation "Known Transporter";
2. A completed and signed **'Declaration of Commitment, Known Transporter'**.
This declaration must be signed by an authorised representative or representatives of the legal entity (the company);
3. A security programme drawn up by the company,
the **'Known Transporter Security Programme'**, describing all security checks and security processes. The programme must comply with the model described in this document.

1.2 Approval

Following submission to SNBV of the documentation described above (section 1.1) via bekendtransporteur@schiphol.nl, the application will be processed. SNBV subsequently evaluates the Security Programme. During this process, additional information or changes may be requested, if the Security Programme proves incomplete. A visit may also be made to the location of the legal entity (the company) if considered necessary by SNBV. Based on the findings, additional changes to the Security Programme may be necessary, which will also be evaluated before approval is issued.

1.3 Changes

SNBV may make changes to the Known Transporter Policy and/or require the Known Transporter to make changes to the Security Programme. The Known Transporter can also ask SNBV to make changes. Changes to the Known Transporter Security Programme are not permitted, without the explicit and written consent of SNBV. Depending on the impact of the change, additional information may once again be requested, or a visit may be made to the location before confirmation of the continued Known Transporter status is (re) issued.

1.4 Known Transporter status

- a) If SNBV approves the information provided under section 1.1, the supplier/transporter will be eligible for the status Known Transporter. To acquire the definitive status, the company must meet all the conditions as described in the 'Policy for Known Transporters':
 - a. The drivers and/or persons carrying out the security check must be in possession of a background screening (VOG or VGB).
 - b. The drivers and/or persons carrying out the security check must complete an e-learning module.
- b) Interim random inspections by SNBV may take place on location or at the vehicle access points of the stand-off zone at the airport site, announced or unannounced. Access must be granted to the company, for these inspections.
- c) A Known Transporter will be re-approved at regular intervals. This takes the form of further inspections of the documents, the security processes and the security procedures to ensure that the Known Transporter still meets the established rules and standards.
- d) SNBV may withdraw the status of Known Transporter, if it has concluded that the Known Transporter does not meet the rules and standards or if it is no longer convinced that the Known Transporter meets the rules and standards, or if the Known Transporter has failed to comply with the approved security processes and procedures.

1.5 Validity period

After the Security Programme is approved by SNBV, this document will be signed on behalf of Amsterdam Airport Schiphol and will be returned to the applicant party. The signature represents approval by SNBV of the proposed procedures and processes laid down in this document, for secure access to the stand-off zone at Schiphol.

This document will then remain valid until the moment that the processes and procedures are not/cannot be partially or fully complied with or until SNBV implements changes. In respect of both points, refer to points h and k in the Declaration of Commitment, Known Transporter. In these cases, the approved Security Programme will no longer be valid and the changes must be resubmitted to SNBV, for evaluation.

2. Company details and address details of the Known Transporter location

List below the address details and contact details of the company:

Company name :

Chamber of Commerce
number :

Employer's number Vesta :
(Enter 'Not applicable' if there is
no Vesta number)

Department name :

Building name :
(Enter 'Not applicable' if there is
no Building name)

Address :

Postal code :

Town/city :

General telephone number :

2.1 Contact information security officer

The security officer is an individual within the organisation of the company who has been appointed and is responsible for preparing and updating the Known Transporter Security Programme. In the event of multiple security officers and/or locations, include additional contact details.

Name security officer :

Position :

Department name :

Building name :
(Enter 'Not applicable' if there is
no Building name)

Work address :

Postal code :

Town/city :

Telephone number 1 :

Telephone number 2 :

Email address :

3. Vehicle access points

The underlying locations can be accessed via the vehicle access points in the stand-off zone. In respect of this Security Programme, it is essential to specify to which vehicle access points this Security Programme applies, by marking the appropriate passages with a cross (x) in the table below. In addition, in the column motivation, supporting arguments must be provided explaining why access to the stand-off zone of the airport area is required.

NOTE: The checked location must comply with the locations you have marked on the application form 'Application form for designation "Known Transporter"'.

Instructions on how to complete the form: Place a cross in table 1 adjacent to the vehicle access points to which this security programme applies, and provide supporting arguments.

Vehicle access point	Access necessary?	Motivation
Transportstraat		
Expeditiestraat		
Dienstenbaan		
Jan Dellaertplein (Jan Dellaert Square)		

Table 1: Overview of vehicle access points to the airport stand-off zone and motivation

4. Security processes and procedures

4.1 Prior to the (first) vehicle check

At the end of this section, you must provide a clear description of the security processes and procedures that will be employed by your company. The description must include the following points:

- *How* checks for prohibited items will be carried out. Prohibited items include (among others): explosives, firearms, butterfly knives, flick knives and stiletos.
- By *whom* the check will be conducted. (This does not entail the specific name of an individual but rather the designation of a job title)
- *When* the security processes and procedures will be conducted.
- Checks for prohibited items.

These requirements are imposed to reasonably ensure that no prohibited item(s) such as explosives, firearms, butterfly knives, flick knives and stiletos are present in the compartments, and that no non-conformities have been observed in respect of the cargo in the vehicle, before the vehicle is permitted to enter the stand-off zone of the airport area. The cargo itself need not be checked. This procedure relates to a check of non-conformities which could indicate security risks.

Requirements for the vehicle check

The compartments and cargo present in those compartments which must at least undergo a visual inspection for the presence of (a) prohibited item(s) and non-conformities are:



Inspection of the outside
(including the underside)
of the vehicle

Driver's compartment
(and passenger areas in
a passenger car)

Cargo space

How:

Below, provide a clear description of the inspection procedure including the following points:

- How the **outside** (including the under- and topside), the **driver's compartment** and the **cargo space** of vehicles that intend to enter the Schiphol stand-off zone are checked for prohibited items such as explosives and firearms.
- Also, specify whether **tools and equipment** will be used for this purpose. If tools and equipment are used, specify which. Tools for the checking of the vehicle have to be used in cases where vehicles have limited visibility on the under- or topside, but also when there is limited visibility in the cargo space. Examples of tools and equipment are mirrors, flashlights or stairs. When you (or your organisations) are/is aware of situations that need extra attention you need to describe these as well.
- To support the description, for each different type of vehicle, **photographs** must be included of the compartments to be inspected and a photo of a (standard) cargo.
- **NOTE:** Provide a description of how the inspection procedure will be carried out for **each type of vehicle** to be used for access to the Schiphol stand-off zone.

Below describe the inspection procedure for the points described above:

4.1.1 Inspection of the outside (including the underside) (of each vehicle type):

Describe which methods are used for the checks (for example visual or manually checks)

Where applicable: describe which checking equipment you use (mirrors, flashlights etc.):

4.1.2 Inspection of the driver's compartment (for each vehicle type):

Describe which methods are used for the checks (for example visual or manually checks)

Where applicable: describe which checking equipment you use (mirrors, flashlights etc.):

4.1.3 Inspection of the cargo space (for each vehicle type):

Describe which methods are used for the checks (for example visual or manually checks)

Where applicable: describe which checking equipment you use (mirrors, flashlights etc.):

4.1.4 Photographs (for each vehicle type):

Who and when:

Below describe clearly:

- **Who** (this does not entail the specific name of an individual but rather the designation of a job title) will carry out the vehicle inspection within the company; and
- **When** this person will carry out this inspection.

Describe below who will carry out the inspection and when:

4.1.5 Describe who will carry out the inspection, who possibly supervises the inspection or is involved with the checks otherwise

4.1.6 Describe at which moment in het process, where and in which circumstances the inspection will be carried out:

4.2 Ensuring secure status

Clearly describe below how you will ensure that the vehicle remains free from prohibited items such as explosives, firearms, butterfly knives, flick knives and stilettos, up to the moment that the vehicle enters the stand-off zone.

Describe the following points:

- How you will ensure that the vehicle remains free from (a) prohibited item(s) from the moment of inspection until the moment of entering the stand-off zone.
- How you will ensure that the vehicle remains free from (a) prohibited item(s) during transport and during periods when the vehicle is left unattended outside the stand-off zone, even for a short period, after the inspection has been carried out.
- Whether or not a seal or other manipulation indicators will be used.
- Whether it is possible that the transporter is required to visit different locations in the stand-off zone of the airport area, and if so which procedure will be employed to keep the vehicle secure.

Describe below how the secure status is ensured:

4.2.1 Describe how the secure status is ensured from the moment of inspection until entering the stand-off zone:

Describe also what **control measures** are taken to maintain the safe status, when the vehicle (unexpectedly) is left behind unattended, before it reaches the Stand-offzone. You also need to describe if **manipulation indicators** are used. Also describe what these indicators are and how they are used:

4.3 Demonstrating secure status

Below provide a clear description of:

- How, on request, it can be demonstrated that the vehicle has been inspected for the presence of prohibited items.
- Which documentation is used for this purpose and from whom it can be obtained.

For example, if a checklist is used that has to be completed; Are these checklists stored? If yes, who stores the checklists? How long are the checklists stored?

Describe below how the secure status of a vehicle can be demonstrated:

4.3.1 Describe here how you can demonstrate that a vehicle is secure and which documentation is kept to demonstrate the safe status:

4.3.2 Describe here how the documentation is stored, from whom it can be obtained (name + phone number and/or email address) and how long these documents are being saved:

4.4 Vehicle access point specific measures (if applicable)

At all times, it is essential to prevent unauthorised and unchecked vehicles gaining access to the stand-off zone at Amsterdam Airport Schiphol. For the vehicle access points at the **Jan Dellaertplein** and the **Expeditiestraat**, the Known Transporter must take extra care to ensure that other vehicles do not enter the stand-off zone behind the vehicle of the Known Transporter ('piggybacking'). If this applies to your situation, first carefully read the following text, and sign for agreement with the conditions.

4.4.1 Jan Dellaertplein (Jan Dellaert Square, airport forecourt)

(If applicable), indicate below that you agree with the additional measures you must take upon entering the Jan Dellaertplein.

Agreement measures access Jan Dellaertplein

To prevent uninspected and unauthorised vehicles gaining access to the stand-off zone at Schiphol, entering and exiting the Jan Dellaertplein, you must stop and wait until the vehicle access point is closed, before you continue your journey. While halted, you must prevent other vehicles 'piggybacking' through the access point.

Place a mark below to demonstrate your agreement with the above described measures regarding entering the **Jan Dellaertplein**.

4.4.2 Expeditiestraat

(If applicable), indicate below that you agree with the additional measures you must take upon entering the **Expeditiestraat**.

Agreement measures access Expeditiestraat

To prevent uninspected and unauthorised vehicles gaining access to the stand-off zone at Schiphol, when entering the Expeditiestraat, you must stop and wait until the vehicle access point has been closed, before continuing your journey. While halted, you must prevent other vehicles 'piggybacking' through the access point.

Place a mark below to demonstrate your agreement with the above described measures regarding entering the **Expeditiestraat**.

5. Personnel

In this chapter, describe how the personnel responsible for inspecting and driving the vehicles to the stand-off zone meet the established rules and standards for Known Transporters.

Everyone who wishes to enter the stand-off zone at Schiphol and/or the person carrying out the vehicle check(s) must be in possession of the following two documents:

- A valid background screening (VOG or VGB)
- A valid e-learning certificate

Describe the following points:

- How you will ensure that the personnel in question are at all times in possession of the correct documents (background screening (VOG or VOB) and a certificate proving participation in e-learning);
- How the documents in question are stored and from whom they can be obtained.

Describe below the documentation of the personnel:

5.1 How you will ensure that the personnel are in possession of the correct documentation (background screening VOG or VOB and certificate proving participation in e-learning):

5.2 Describe how the documentation is stored and from whom it can be obtained. Also please share the contact details of the contact:

Send
document



Publication details

15 May 2023

Version 1.4

[Schiphol.nl/bekendtransporteur](https://www.schiphol.nl/bekendtransporteur)

bekendtransporteur@Schiphol.nl

