



DEFINITIEF
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KNOWN TRANSPORTER

Known Transporter Policy

This text is a translation of the original Dutch document. In the event of a difference of understanding, the Dutch text will prevail.

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Summary

This document details the framework of requirements that transporters must meet before the status of Known Transporter can be granted.

Document history

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| 1.0 | 04-10-2021 | Adopted by Management Team Security | M. Kuiperij |
| 1.1 | 19-05-2022 | Amendments made to text. Addition: power of attorney must be provided to verify the signing of the Declaration of Commitment. Addition: the Security Programme must indicate at which vehicle access point for the stand-off zone access is required. | M. Kuiperij |
| 1.2 | 06-12-2022 | Amendments made to text. Addition in paragraph 1.7 about partly exempted from the requirements. And added the Diplomatic Missions, Consular Posts and International Organisations under responsibility of the Ministry of Foreign Affairs as a target group. | M. Kuiperij |
| 1.3 | 01-03-2023 | Added application form designation Known Transporter to glossary and obligations applicable to the company. Textual adjustments made to the title of chapter 4. In addition, removed the annexes. The current documents can be downloaded from the website www.schiphol.nl/knowntransporter at any time. | M. Kuiperij |

Glossary

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| 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. |
| Security-restricted areas | Areas at Schiphol where a specific access regime applies. |
| Known Transporter | 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. |
| 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. |
| Remote Security Center (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 requirements, before they are granted access to the stand-off zone. |
| SCC | Security Control Center. The Security Control Center 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.

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| Secondary processes | Secondary processes are processes that support primary processes. Secondary processes are directly related to 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 passages 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 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. |

1. Landside security

In 2017, Royal Schiphol Group N.V. introduced a multi-year programme to improve and guarantee safety in the landside areas of Schiphol. The main aim of the programme is to protect these public areas and facilities at the airport against possible attacks, without compromising day-to-day operations at Schiphol or its welcoming atmosphere. (Source: 2019 Annual Report – Schiphol).

As a result of the Risk & Threat Assessment conducted in spring 2017, the temporary Landside Security Steering Group requested that a Programme of Requirements (PoR) be drawn up under the guidance of representatives from the A/SSE/SP/ID division. The goal of the PoR is to make Schiphol more secure by setting out security requirements for landside infrastructure in order to protect publicly accessible areas and operating assets in the event of a terrorist attack.

The Programme of Requirements for Landside Security includes a requirement that only vehicles that have been authorised and checked, and that have a functional need to enter the stand-off zone, can do so. In order to achieve this goal, vehicle passages are being created at the boundary of the stand-off zone. Before a vehicle is allowed access to the stand-off zone, a check has to be carried out on whether that vehicle has been authorised and checked. The driver must also be authorised to enter the stand-off zone.

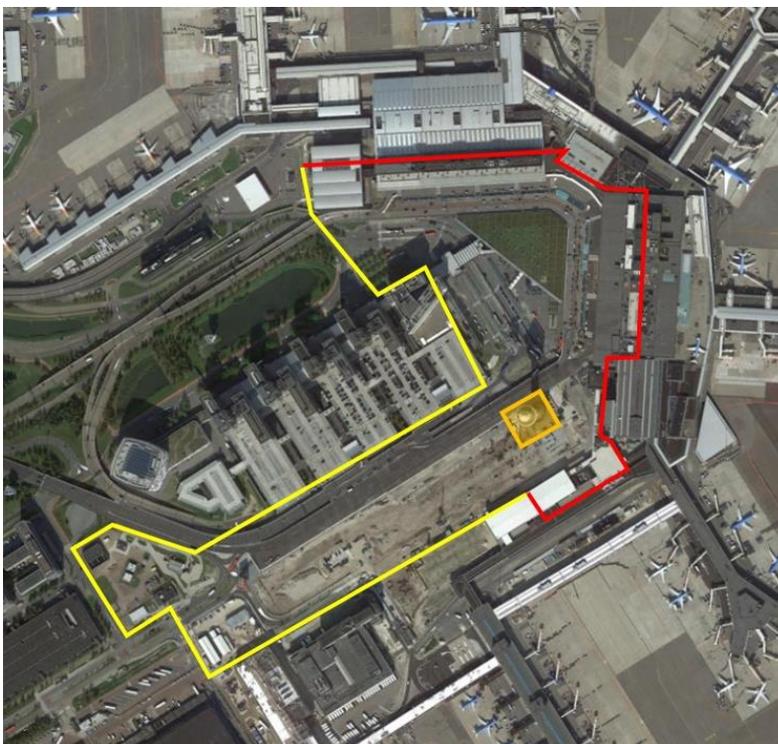


Figure 1
The stand-off zone; the yellow line indicates the boundary of the stand-off zone.

1.1 Known Transporter

In order to allow primary and/or secondary processes to continue operating and also guarantee security in the landside areas of Schiphol, vehicle passages are being created at the entries to the stand-off zone, where the necessary checks will be carried out. The purpose of these checks is to verify that no prohibited items, as defined above, enter the stand-off zone in these vehicles. At the vehicle passages, checks will be carried out before access is granted in order to determine whether the driver is authorised, and whether the vehicle is both authorised and has been checked.

Checks on vehicles and the cargo they are carrying can be carried out by both trained security staff at the Remote Security Center and by the transporter him/herself. In cases where a transporter checks the vehicle for the presence of the relevant prohibited items independently before accessing the stand-off zone, that transporter must meet the Known Transporter requirements.

A Known Transporter ('Bekend Transporteur', BT) is a carrier of goods and/or services which, before entering the stand-off zone of the airport through a vehicle passage, always conducts a visual check of the vehicle and its cargo for the presence of prohibited items and anomalies. This is done independently and in accordance with established and approved procedures. A Known Transporter is therefore responsible for checking for the presence of prohibited items and guaranteeing that checked status can continue to be guaranteed until the vehicle enters the stand-off zone of the airport area. The basic principle is that, based on the approved Security Programme, the Known Transporter guarantees that no prohibited items enter the stand-off zone of the airport area in his/her vehicle(s). The Security Programme must describe the Known Transporter's processes and procedures, how the check is carried out and how the checked status can continue to be guaranteed until the vehicle enters the stand-off zone of the airport area. The Security Programme describes clearly and in greater detail what is expected of the Known Transporter.

The Known Transporter Policy has no effect on other regulations, such as the Terminal Logistics Streets Policy, the Schiphol Regulations and government legislation that has been declared generally applicable. These can be consulted through the contact person of the business partner.

1.2 Requirements for Known Transporters

Carriers of goods or providers of services for primary and/or secondary processes at Schiphol which require vehicle access to the stand-off zone in order to be able to deliver those goods or services, are eligible for Known Transporter status.

The applicable requirements are broken down as follows:

- **company requirements** (requirements that apply to the carrier as a company);
- **staff requirements** (requirements that apply to the driver of the vehicle entering the stand-off zone at the airport); and
- **vehicle requirements** (requirements that apply to the vehicle).

Before a carrier can be granted Known Transporter status, the following requirements must be met:

Company

1. Application Form designation Known Transporter

The company must complete a fully completed Application Form designation Known Transporter to start the application for Known Transporter. This application form details the relevant company details, who the client is, the motivation and location(s) to which access is desired. The application form serves as a basis for the review by the representative of the A/SSE/SP/ID department of Schiphol Nederland B.V.

2. A Declaration of Commitment must be signed.

It is important that the carrier signs a Declaration of Commitment in which it declares that it accepts the conditions laid down for the Known Transporter by Schiphol Nederland B.V. (SNBV), including the latest version of the Transporter Policy and the Known Transporter Security Programme. A blank Declaration of Commitment is attached to this document as an appendix.

The declaration of commitment must be completed in full and signed by the person(s) legally authorised to sign on behalf of the company.

3. There must be an approved Security Programme.

One of the conditions for granting Known Transporter status is an approved Security Programme. This is a thoroughly substantiated document that identifies which vehicle passages to the stand-off zone the Security Programme applies to. It must also provide a clear and detailed description of how the company will inspect the vehicles that are bound for the airport, and how the checked status of vehicles and staff can be guaranteed up to and including the point at which the vehicle enters the stand-off zone at the airport. This fully completed document will then be reviewed by a representative from Schiphol Nederland B.V. A blank security programme can be found and downloaded from the website: www.schiphol.nl/knowntransporter.

4. The company must be registered with Schiphol Airport.

To register at Schiphol Airport, the company must follow the steps described on the following webpage: <https://www.schiphol.nl/en/work-at-schiphol/page/registering-company-for-schiphol-passes/>. The following steps in meeting the requirements can only be carried out after the registration process has been completed. If the company is already registered, the company profile must be changed by adding the function of vehicle access to security-restricted area and adding the function of driver access to security-restricted area, or by adding Known Transporter authorisation to an existing function.

Staff

5. A background check must be carried out.

The person(s) appointed by the company to carry out the Security Programme and/or security checks, as well as the drivers of vehicles which require access to the stand-off zone at the airport, are all subject to background checks. The requirements for these background screenings are explained in more detail in section 1.3.

6. E-learning certificate: Known Transporters.

The person(s) mentioned in section 1.4 must also have an e-learning certificate of the Known Transporter module. The certificate will be issued once the module and the accompanying test have been completed successfully. The e-learning module has been developed specifically to improve security awareness among participants. Further requirements relating to the e-learning module are explained in section 1.4.

The certificate has a unique validation code. Upon presenting the certificate at the Badge Center (with an appointment), the individual concerned can obtain Known Transporter authorisation on his/her personal Schiphol Pass.

7. The driver must have a personal Schiphol Pass with Known Transporter authorisation in order to access the vehicle passages for the stand-off zone at the airport.

In order to obtain a Schiphol Pass with Known Transporter authorisation, the employer's authorised representative can submit an application in eVesta. The application for the Known Transporter authorisation can only be submitted for the period during which it is functionally necessary. If a VOG (Certificate of Conduct) is required for Known Transporter authorisation, the Schiphol Pass holder must present a new VOG at the Badge Center every two and a half years. The VOG may not be more than one month old (in relation to the date of issue). The employer will automatically be reminded about this by letter 23-29 days in advance.

If a driver is in possession of a valid VGB (Certificate of No Objection, see requirements under section 1.3) and an application for Known Transporter authorisation is being made on the basis of that document, the Schiphol Pass holder must go to the Badge Center to renew this after a maximum of five years of the original submission and present a new VGB. If a VGB is no longer necessary, it is also possible to present a VOG.

Vehicle

8. Schiphol Vehicle Pass.

Every vehicle requiring access to the stand-off zone at the airport must have a Schiphol Vehicle Pass with access rights to the security-restricted area. The Schiphol Vehicle Pass demonstrates that the vehicle is registered with SNBV as the vehicle of

the Known Transporter. This can be requested by the company's authorised signatory in eVesta. After the application has been approved by the area manager, the Schiphol Vehicle Pass can be attached to the vehicle at the location listed on the website for Known Transporter (www.schiphol.nl/knowntransporter) .

1.3 Background screening

To add Known Transporter authorisation to a personal Schiphol Pass, a background check is required which uncovers no relevant criminal history. This concerns the background check that is part of obtaining a VOG (Certificate of Conduct). After the application for a VOG has been submitted, the application will be assessed by the screening authority Justis. If the screening shows that there are no objections, the VOG will be issued. The date of issue of the VOG shows that the screening has uncovered no relevant criminal records that would stand in the way of issuing the VOG up to the date of issue during the relevant review period.

To issue a Known Transporter authorisation on the basis of a VOG, it is important that the VOG meets the following requirements:

- Screening profiles 12, 13, 36, 38, 41, 61 and 62 must be included on the VOG;
- The VOG may not be more than one month old (in relation to the date of issue). This means that the VOG must be used to obtain the personal Schiphol Pass within one month of issue.

These requirements will be checked at the Badge Center. If the requirements are not met, the authorisation for Known Transporter will not be granted.

A new VOG must be provided every two and a half (2,5) years, after which a repeat screening by the Justis service will be carried out. The employer will automatically be reminded of this by letter 23-29 days in advance, so that the employer has time to arrange this. Once a new VOG has been received, it must be presented at the Badge Center. If no action is taken, the authorisation for Known Transporter will be cancelled automatically after two and a half (2,5) years, and access to the stand-off zone of the airport area will be refused.

If you already have a Certificate of No Objection (VGB) for a category B/civil aviation employee for another position at Schiphol Airport, it is not necessary to present a VOG as well. However, the VGB must be for the same client or employer. A repeat screening based on a VGB will be held every five years in accordance with legislation and regulations. Based on this (valid) VGB, authorisation for Known Transporter status can also be added to the personal Schiphol Pass. Access to the stand-off zone is not a position of trust. It is therefore not possible to apply for a VGB with respect to Known Transporter authorisation.

The requirement to undergo a background check applies to the drivers of the vehicles which have to access the stand-off zone at the airport as well as all the employees who are responsible for carrying out security checks in accordance with the approved and agreed Security Programme.

The VOG/VGB is registered at the Badge Center for persons who have a personal Schiphol Pass with Known Transporter authorisation. For all other persons who, according to this policy, need a valid VOG, this must be included in the personnel file of the relevant individual.

1.4 E-learning module on Known Transporters

The procedures that Known Transporters carry out before the vehicle arrives at the stand-off zone at the airport are meant to enhance safety as part of civil aviation security. They include checking that there are no anomalous situations in or around the vehicle (including cargo) that could indicate the presence of a prohibited object.

An e-learning module has been developed to ensure those who are responsible for carrying out this check and the drivers of the vehicles to be more aware of these actions and the security considerations that they relate to. In this e-learning module, certain background information is provided and expectations are outlined in order to increase the awareness of participants.

The e-learning module (<https://bt.elearning4all.nl/e-learning/bekend-transport-en>) must be completed individually by all persons who carry out the actual checks and the drivers of the vehicles that need and are requesting access to the stand-off area at the airport.

At the end of the e-learning module and upon successful completion of the test, the participant will receive a Certificate of Participation with a unique code on it. This unique code is checked at the Badge Center and then registered in eVesta. In order to issue Known Transporter authorisation, the Certificate must therefore be presented during the visit to the Badge Center.

In order to maintain awareness when carrying out the checks, the Certificate is valid for two and a half (2,5) years. That means that everyone who is required to complete the e-learning module according to this policy, must repeat it every two and a half (2,5) years. Employees who have a personal Schiphol Pass with Known Transporter authorisation will receive an automatic reminder about this from the eVesta system 23-29 days in advance. This gives the employer sufficient time to arrange this.

A (valid) Certificate obtained after successfully completing the e-learning module must be presented to the Badge Center every two and a half (2,5) years. If no action is taken, the authorisation for Known Transporter will be blocked automatically after two and a half (2,5) years. This will ensure that it is no longer possible for the driver to access the stand-off zone at the airport.

For all employees that are required to have a Certificate under this policy, this Certificate must be included in the employees personnel file. Even if this employee does not require a personal Schiphol Pass with at least the Known Transporter authorisation.

1.5 eVesta

The applications for both the Schiphol Vehicle Pass and the personal Schiphol Pass with Known Transporter authorisation must be submitted in eVesta by the company's authorised signatory. A separate application must be submitted for each client that the employer needs these authorisations for. That means that if there are multiple clients, the employer must submit an application for each client in eVesta, after which every client must approve that application in eVesta before it can be processed further in the system.

The holder of the personal Schiphol Pass and/or the vehicle must return to the Badge Center or the location where the Schiphol Vehicle Pass is issued if several clients are added at a later date. It is not possible to do this remotely.

Both the driver of the vehicle and the vehicle itself must have the right access pass (personal Schiphol Pass with Known Transporter authorisation and vehicle equipped with Schiphol Vehicle Pass with Known Transporter Vehicle authorisation) before the vehicle can access the stand-off zone at the airport without supervision.

1.6 Fees

SNVB will invoice the fees for a personal Schiphol Pass and Schiphol Vehicle Pass to the relevant user annually, based on current rates. The fees are indexed annually. See the website for more information: <https://www.schiphol.nl/en/work-at-schiphol/page/employers-pass-costs/>.

1.7 Exemptions from the requirements for Known Transporters

Certain groups that require vehicle access to the stand-off zone at the airport are exempt or partly exempt from the requirements described above in section 1.2.

Different principles and risks apply to these target groups, meaning that they do not need to meet the requirements for Known Transporters. Whether a group is exempted from the requirements mentioned in section 1.2 is determined by the A/SSE/SP/ID division.

These groups fall into the following categories:

- Government bodies (including but not limited to the Royal Netherlands Marechaussee and other Defence and Armed Forces units, National Police and the Tax Authorities and Customs);
- Security services (including but not limited to Schiphol Airport Fire Service, Airport Medical Services and Kennemerland Safety Region);
- SNBV vehicles with a recognisable Schiphol logo;
- Security companies that work for or on behalf of SNBV;
- Diplomatic Missions, Consular Posts and International Organisations under responsibility of the Ministry of Foreign Affairs.

2. Disciplinary measures

As a Known Transporter (KT), you carry out checks on the vehicle yourself. Because this important aspect of security is not carried out by SNBV itself, but by the Known Transporter, it is important that the Known Transporter always adheres to the relevant processes and procedures, as set out in the Known Transporter Policy and the Known Transporter Security Programme.

If regular checks by representatives of SNBV show that a Known Transporter is failing to meet the requirements associated with Known Transporter status or if the Known Transporter becomes aware that these requirements can no longer be met, a meeting between the two parties will be arranged immediately. At this meeting, the Known Transporter will be informed of which of the steps shown below will be taken.

Depending on the circumstances, SNBV may take one or more of the following steps from the following disciplinary steps in the escalation ladder:

- Measure 1: Draw up an improvement plan;
- Measure 2: Temporary withdrawal of Known Transporter status;
- Measure 3: Permanent withdrawal of Known Transporter status.

The A/SSE/SP division of SNBV will decide which measure will be taken. The measures shown above have an increasing degree of impact and will generally be applied sequentially in most cases. If, in the judgement of SNBV, the situation is serious or urgent, there are repeated shortcomings, or insufficient progress is being made on the required improvements, and thus confidence remains limited, some measures from the escalation ladder shown above may be skipped.

SNBV will inform the employee of the Known Transporter who has signed the declaration of commitment of the disciplinary steps to be taken. This will be done in writing (or by email). In this letter or email, SNBV will provide an outline of which shortcomings have been ascertained, which disciplinary measure(s) will be taken and, where applicable, the deadline for rectifying the relevant shortcoming(s).

The disciplinary measure(s) will end when SNBV determines that performance has improved sufficiently, and this will be formally confirmed to the Known Transporter in writing (or by email).

2.1 Measure 1: Draw up an improvement plan

This is step 1 in the escalation ladder. It requires the Known Transporter to analyse the causes of the shortcoming identified. Based on this analysis, the Known Transporter will draw up an Action Plan explaining which people within the company will take which steps and within which timeframe, and how this will lead to the required improvement. The plan must be based on SMART principles. The deadline set for remedying the shortcoming has to be taken into account.

When imposing this disciplinary measure, SNBV can notify the Known Transporter of which follow-up measures will be taken if the required improvement is not achieved within the timeframe specified.

2.2 Measure 2: Temporary withdrawal of Known Transporter status

The temporary withdrawal of Known Transporter status is step 2 in the escalation ladder. This means that the transporter can no longer access the stand-off zone of the airport unsupervised. If vehicle access is functionally required while the disciplinary measure is in force, the transporter will have to report to the Remote Security Center. There, the vehicle and the driver will be checked by an SNBV staff member.

2.3 Measure 3: Permanent withdrawal of Known Transporter status

This is step 3 in the escalation ladder. Known Transporter status is withdrawn permanently. This means that the transporter can no longer access the stand-off zone of the airport unsupervised. If vehicle access is required while this disciplinary measure is in force, the transporter must report to the Remote Security Center where a security company hired by SNBV will carry out checks on the vehicle and register the driver before access to the stand-off zone of the airport is granted.

3. Changes

Due to various circumstances, including but not limited to changes to national and international legislation, changes to the Known Transporter Policy and/or the Security Programme may be required. SNBV is authorised to make changes to the Known Transporter Policy at any time, and/or require the Known Transporter to make changes to the Security Programme. The Known Transporter will be informed about changes to the Known Transporter Policy and the date on which they will take effect. The Known Transporter is not permitted to change the Security Programme without the prior and explicit written consent of a representative of the A/SSE/SP/ID division of SNBV.

The Known Transporter will be informed by the representative of the A/SSE/SP/ID division of SNBV before any change enters into force.

4. Application procedure Known Transporter

Once prospective applicants have studied all the information about the procedure for becoming a Known Transporter on the Schiphol website, they may begin their application to become a Known Transporter. Go to www.schiphol.nl/knowntransporter.

Colophon

01 March 2023

Version 1.3

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

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