

PR-5.1-01-19 (Version – 1)
AVIATION SAFETY PROGRAMME
OF SHEREMETYEVO INTERNATIONAL AIRPORT
ACCEPTED AND PUT INTO EFFECT by Order of SIA JSC dated 24.12.2019 No.1002,
upon finalization with the Federal Air Transport Agency.

1. GENERAL PROVISIONS

“Aviation Safety Programme of Sheremetyevo International Airport (hereinafter the “Programme”) is developed according to the structure given in Addendum 13 “Typical structure of Aviation Safety Programme (ASP)” to Aviation Safety Guidelines of the International Civil Aviation Organization (ICAO), Doc 8973, edition 10, 2017.

2. PART I. ORGANISATION

The Programme is developed according to the provisions of the Federal System of Aviation Safety Assurance (National Aviation Safety Programme), Federal System of Personnel Training on Aviation Safety (National Programme of Personnel Training on Aviation Safety), Federal Quality Control System (National Programme of Aviation Safety Quality Control), Federal System of Air Transportation Facilitation (National Programme of Air Transportation Facilitation) approved by the Interdepartmental Commission on Aviation Safety, Civil Aviation Flight Safety and Facilitation on 04.04.2019, requirements of Appendix 17 to the Convention of the International Civil Aviation Organization (ICAO) “Security”, edition 10, April 2017, Aviation Safety Guidelines of the International Civil Aviation Organization (ICAO), Doc 8973, edition 10, 2017 as well as Resolution of the Government of the Russian Federation dated July 30, 1994 No. 897 “On the Federal System of Safeguarding Civil Aviation Operations against Acts of Unlawful Interference”, Decree of the Government of the Russian Federation dated July 28, 2018 No. 886 “On Approval of Requirements for Transport Safety, including Requirements for Counter-Terrorist Security of Facilities (Territories) considering the Security Levels of Different Categories of Transportation Facilities and Air Carriers”, Order of the Ministry of Transport of the Russian Federation dated November 28, 2005 No. 142 “On Approval of the Federal Aviation Regulations “Aviation Safety Requirements for Airports”.

Programme goals

2.1. The goals of the present Programme are as follows:

a) the Programme comprises a set of measures to provide for aviation safety (hereinafter the “AS”) according to the regulations, rules and procedures on AS both under ordinary conditions and in case of emergency concerned with an act of unlawful interference (hereinafter “AUI”) in civil aviation operations in the area of Airport responsibility with the implementation of such measures allowing for the provision of safety, regularity and efficiency of operations at Sheremetyevo International Airport (hereinafter the “Airport”).

Compliance with statutory requirements for AS provision and with National Aviation Safety Programme at the Airport is provided by:

- development of the Airport’s local regulations (hereinafter the “LR”) on AS issues according to the regulatory requirements;
- practical implementation of requirements stipulated in the AS regulations, rules and procedures in operational activities of all entities working at the Airport;
- implementation of organizational activities on management and coordination of safety measures at the Airport taken by all interested entities and state authorities;
- furnishing of the Airport with infrastructure, engineering and technical aids to provide for AS;
- compliance with requirements for the Airport design, including requirements for architecture and infrastructure required for AS assurance, in the course of design, construction of new and reconstruction of existing Airport facilities;
- logistics support to the activities of the Aviation and Transport Safety Directorate (hereinafter the “ATSD”) of Joint Stock Company “Sheremetyevo International Airport” (hereinafter “SIA JSC”);

- recruitment, training and drilling of personnel for ATSD;
- arrangement of monitoring and control over the quality of compliance with AS regulations, rules and procedures.

c) The following departments are created to provide for organizational activities on AS measures management and coordination:

- ATSD of SIA JSC – an authorized body for airport security which is responsible for arrangement and implementation of AS measures and control procedures, information on which is present in the Statute on Aviation and Transport Safety Directorate of SIA JSC;

- Airport Commission on Aviation Safety at Sheremetyevo International Airport (hereinafter the “Airport Commission”) is a body to coordinate enterprises and companies, divisions of state law enforcement and supervisory bodies implementing their activities in the Airport territory, federal and local executive bodies to develop recommendations and proposals in accordance with local conditions as well as to implement them to harmonize the existing Airport’s AS system with the standards and recommended practices of ICAO, requirements of the AS federal laws (detailed information on organizational activities to manage and coordinate aviation safety measures at the Airport is provided in the Statute on the Airport Commission on Aviation Safety at Sheremetyevo International Airport).

d) For the purpose of AUI protection of the Airport under routine operation, the LR are developed that stipulate routine processes and procedures to arrange and provide for access and security controls at the Airport, guarding of aircrafts, Airport and its infrastructure facilities, implementation of pre-flight and post-flight inspections.

e) For the purpose of efficient settlement of emergencies concerned with AUI in the Airport activities, a currently valid Plan “On Settlement of Emergencies Concerned with Acts of Unlawful Interference in the Activities of Sheremetyevo International Airport” (hereinafter “Emergency/AUI Plan”) is developed and considers the situation occurred at:

- aircraft seizure on ground;
- aircraft seizure in flight;
- threats of terrorist attack on aircraft or important Airport facilities;
- anonymous threats;
- incidents at the Airport;
- armed attack within Airport borders;
- armed attack on aircraft, facilities and equipment from beyond the Airport borders;
- examination of suspicious items which can be used to commit sabotage or of other potential hazard sources in the Airport.

f) The AS system of the Airport shall be formed according to the following principles:

- priority of providing safety of passengers, aircraft crew members, aviation personnel, other individuals, Airport infrastructure facilities and aircrafts;
- minimization of obstacles for the activities of civil aviation enterprises and airlines, provided the AS measures’ efficiency is maintained.

Responsibilities

2.3 The following bodies and enterprises are the interested parties in the AS sphere:

a) Authorized aviation safety bodies

The Ministry of Transport of the Russian Federation (hereinafter the “RF Ministry of Transport”), Ministry of Internal Affairs of the Russian Federation (hereinafter the “RF MIA”), Federal Air Transport Agency (hereinafter the “FATA”), Federal Supervision Service for Air Transport (hereinafter the “FSSAT”) interacting with the interested federal executive bodies, within the context of their powers and pursuant to the legislation of the Russian Federation, implement activities to protect civil aviation operations against AUI basing on the results of vulnerability assessment (safety risk) approved by the authorized body for transport safety provision in civil aviation.

d) Providers of aviation safety services

The ATSD of SIA JSC is responsible for the arrangement and fulfilment of requirements stipulated in the Airport's AS regulations, rules and procedures.

Pursuant to the current aviation safety legislation and contracts with SIA JSC, the following organizations shall implement part of AS regulations practicing at the Airport: Sheremetyevo Security JSC, ASS of Joint Stock Company Sheremetyevo-Cargo (hereinafter "Sheremetyevo-Cargo JSC"), Aviation Safety Management Department of Aeroflot - Russian Airlines PJSC (hereinafter "ASMD of Aeroflot PJSC"), FSPI "DPD of the RF Ministry of Transport", FSPI "EPD ANG of Russia for Moscow Region".

e) Law enforcement authorized body

The RF FSS at Sheremetyevo International Airport is represented by the RF FSS Department at Sheremetyevo International Airport.

The RF Ministry of Internal Affairs is represented by the LD of the RF MIA at Sheremetyevo Airport.

g) Units of emergency services and/or rapid reaction forces

Necessary forces and equipment are provided for and kept ready to act at the Airport in order to settle situations concerned with AUI in civil aviation activities. The composition of forces and equipment is stipulated in the current Emergency/AUI Plan for every type of threats (acts), and in Emergency Plan of Joint Stock Company "Sheremetyevo International Airport" - for settlement of other emergencies at the Airport.

Emergency services are obliged to arrive at the Airport at a certain collection point in due order, in due time, one and all, completely ready, complying with the rules set in the current access and security controls documents of the Airport.

i) Aircraft operators

Aircraft operators of commercial civil aviation service at Sheremetyevo International Airport fulfil the following functions within the Programme implementation framework:

- submit operator's AS Programmes to SIA JSC;
- finalize the AS Programmes with SIA JSC (base airlines);
- provide for control and compliance with AS measures while passengers move at the apron to/from aircraft in case the operators carry out landing and meeting operations by themselves.

The personnel working at the Airport shall comply with the AS regulations, rules and procedures to the extent they are concerned therewith as well as shall have relevant pass to be entitled to enter the ASA and Airport facilities as it is stipulated in relevant guidelines.

In case foreign countries stipulate additional aviation requirements for the aircraft operators (US TSA requirements stated in the Standard Aviation Safety Programme of Foreign Carriers (MSP) - at flights to USA; EU requirements - at flights to Europe etc.), an airline company shall arrange for the implementation of additional procedures for its flights either itself or with the help of special organizations, according to the techniques approved by the air company and agreed upon with SIA JSC. At the same time the airline company shall arrange for monitoring of requirement up-to-dateness as well as for timely and relevant amendment of operational documentation.

Foreign aircraft operators serviced at Sheremetyevo International Airport submit AS Programmes to the FATA upon request.

Foreign aircraft operators shall inform the Airport on additional requirements of their national AS legislation and on the operator's AS Programme. In this case the Airport and the aircraft operator together determine whether it is necessary to take joint correction and additional AS measures to comply with the national AS legislation and on the operator's AS Programme.

As far as civil aviation protection against AUI is concerned, the Chiefs of the AS Service/Division of the operator based or landing in Sheremetyevo International Airport shall obey the orders of the General Director and Security Deputy General Director of SIA JSC.

n) General aviation agencies

Airline companies: Joint Stock Company “Premier Avia” (hereinafter “Premier Avia JSC”), Joint Stock Company “LUKOIL AVIA” (hereinafter “LUKOIL AVIA JSC”) having the GA Air Operator Certificate use Sheremetyevo International Airport as the airport of location.

In addition to major AS requirements for commercial civil aviation aircraft operators, GA operators shall provide for the following:

- equipment of an aircraft with anti-hijacking devices;
- delivery of aircraft crew and carried persons on board the aircraft provided with escort of Sheremetyevo Security JSC employees;
- post-flight inspection of an aircraft by Sheremetyevo Security JSC employees if it has arrived from the aerodrome (landing field) where there are no aviation safety services.

The GA aircraft stands are provided in the sector of the Northern Air Terminal Complex of Sheremetyevo Airport at aprons (helispots) of Air Terminal Complexes (hereinafter “ATC”) of business aviation of the Joint Stock Company “Avia Group Terminal” - Terminal A Sheremetyevo (hereinafter “Avia Group Terminal JSC”), LUKOIL AVIA JSC and Joint Stock Company “Air Terminal Complex Premier Avia Group” (hereinafter “ATC Premier Avia Group JSC”) provided their location in close proximity to the stands of aircrafts engaged in commercial transportation is excluded.

Crew members of GA operators’ aircrafts and persons transported thereby can be serviced only at Air Terminal Complexes of Avia Group Terminal JSC (Terminal A Sheremetyevo), LUKOIL AVIA JSC and ATC Premier Avia Group JSC provided they are not intermixed with passengers of commercial flights at arrival or departure.

q) Catering companies

Catering suppliers at the Airport are: Joint Stock Company “Aeromar” (hereinafter “Aeromar” JSC), Limited Liability Company “Aero-Food Catering” (hereinafter “Aero-Food Catering LLC”) and Limited Liability Company “TRASNPIIT NORTH-WEST” (hereinafter TRASNPIIT NORTH-WEST LLC) (hereinafter “Catering companies”).

Pursuant to LR of SIA JSC on pre-flight inspection of catering, the catering companies implement activities to fulfil the Aviation Safety Programme of Sheremetyevo International Airport and AS regulations, rules and procedures. Sheremetyevo Security JSC is responsible for the provision of aviation safety of catering on contractual basis.

r) Cleaning companies

The following companies are involved in cleaning and aircraft cleanup activities at Sheremetyevo Airport: Limited Liability Company “Aeroservice”, Limited Liability Company “Sanita”, Limited Liability Company “Avonar”, Limited Liability Company “Cristanval-Management”, Limited Liability Company “CleanService” and Aeromar JSC (aircraft of Aeroflot PJSC) (hereinafter “Cleaning and aircraft cleanup companies”).

ASC

2.5. The Airport Commission on Aviation Safety in Sheremetyevo International Airport (hereinafter the “Airport Commission”) works at the Airport as ASC (Airport Security Committee).

2.8. The Airport Commission performs its operations according to the requirements of international air legislation, Decree of the Government of the Russian Federation No. 897 dated July 30, 1994 “On the Federal System of Safeguarding Civil Aviation Operations against Acts of Unlawful Interference” as well as according to the Statute “On the Airport Commission on Aviation Safety of Sheremetyevo International Airport” (version 3) approved by the Head of Khimki Urban District Administration.

The Airport Commission meets at SIA JSC whenever required or upon the initiative of one of members but at least once every six months and if there is a need for urgent consideration of issues within its competence.

Public relations

2.12. Information on the threat or commitment of AUI in the Airport activities is

communicated to the officials of the Airport, law enforcement and state regulatory bodies according to the alerting plan and is immediately transferred to the Duty Dispatcher Service of the Transport Security Administration of FSSAT by phone: (499) 231-57-07, (495) 262-50-69, mob. (985) 923-82-60 (24/7), fax (499) 231-55-34, e-mail: dds@rostransnadzor.ru; Duty Dispatcher Service of Administration of State Aviation Supervision and Supervision over Transportation Security for Central Federal District of FSSAT: phone/fax (495) 503-10-36, (495) 503-10-66, (495) 503-50-66 (to the Central ITD of FATA - via the said FSSAT division); FATA Duty Officer by phone: (916) 224-08-24, (499) 231-52-92, (499) 231-55-30.

All employees of SIA JSC, other enterprises and companies working in the Airport territory having information on the threat of AUI in civil aviation activities shall immediately inform the Shift Transport Safety Supervisor of the Shift Supervisor Sector of Transport Safety Service of the Aviation and Transport Safety Directorate (hereinafter "STSS SSS TSS ATSD") of SIA JSC by phone: (495) 578-17-41 or mob. (925) 500-87-91.

4. PART III. SAFETY MEASURES AT THE AIRPORT

Review

4.1. The following zones are provided at the Airport for safety assurance purposes:

- a) airport safety area;
- b) airport airside area;
- c) security restricted areas.

The border of the Airport safety zone is distanced by at least 30 m from the buildings of Passenger Terminals and by at least 3 m from the outside perimeter of the Airport.

The ASA border runs along the Airport perimeter, buildings and Terminals bordering thereon.

Borders of security restricted areas (hereinafter the "SRA") are located within the ASA and high security facilities of the Airport infrastructure:

- aircraft service area at aerodrome aprons;
- areas intended for departing business aviation passengers, from IP to aircraft (sterile zones);
- baggage make-up and sorting zones at Passenger Air Terminals;
- make-up and sorting zones for inspected cargo and post at Cargo-Post Air Terminals;
- runways;
- air traffic control facilities;
- fuel refilling complex facilities;
- radiotechnical navigational and telecommunications facilities;
- certain sections of catering companies and service departments of air companies where inspected catering and board stock is present;
- aircraft maintenance bases;
- hangars for aircraft stand/maintenance;
- transformer substations;
- Airport Control Center at Terminal F Sheremetyevo.

Additionally, restricted areas are provided at the Airport to ensure safety of property and security while personnel perform their duties, the following facilities are located within their borders:

- boiler plants;
- headgates of first and second intake;
- basements and roofs on Passenger Terminals B, C, D, E, F of Sheremetyevo Airport;
- zones where service rooms are located and certain service rooms at Passenger Terminals and administrative buildings;
- 8th floor with technical rooms for control of vital systems of Terminal F Sheremetyevo.

Security in the uncontrolled area

4.2. For the purpose of safety assurance in the Airport safety zone, technical protection and VSS control are used as well as informing of people on the necessity to follow the safety rules and organizational and operational actions of security services.

All passengers, visitors, personnel and their belongings are inspected at the entry to the

Passenger Terminals A, B, C, D, E, F Sheremetyevo in order to prevent passing of prohibited or restricted items and substances inside. The inspection is carried out by the employees of Sheremetyevo Security JSC together with the LD of the RF MIA at Sheremetyevo Airport at inspection points equipped with introsopes, stationary and mobile metal detectors, VSS.

a) Measures to reduce the risk of usage of vehicle with improvised explosive device to bump against Terminal building

A safety zone of at least 30 m distance from the Passenger Terminal buildings is provided around them to reduce the risk of usage of a vehicle borne IED for a terrorist attack. The Passenger Terminals are protected by the installation of concrete blocks and parking gate entry/exit arms.

b) Measures to protect and monitor the zones where passengers drop off/get into cars and enter the Terminal in order to avoid vehicles left unsupervised

Parking of vehicles in the Airport safety zone is prohibited. The only permitted stops are for: public transport for passengers to get into/drop off, including taxi, transport for cargo loading/unloading as well as motor vehicles of response teams colored in due manner (fire brigades, ambulance, police, repair teams and cash-in-transit vans) to perform official duties. The relevant road signs are installed. Separate through-passage and parking for other motor vehicles are arranged.

The VSS of SIA JSC is used to control safety at landside areas. The state registration number plates of motor vehicles entering the landside area near the Terminal are fixed and video recorded.

d) Procedures for storage of tickets, boarding cards, baggage tags and other documents

Companies and Airport operators which sell tickets and register passengers have developed internal organizational-regulating document on storage procedure for tickets, boarding cards, baggage tags and other documents and they check its implementation every day. The procedure for storage and usage of tickets, boarding cards, baggage tags and other documents shall exclude the possibility of their use by an unlimited number of persons to prepare or commit AUI.

f) Loud speaker announcement on safety issues

Regular voice and TV informing of passengers on the issues of keeping close watch on their things which are not to be left unaccompanied is made in Passengers Terminals as well as informing on the necessity to inform the Airport security services' employees and police officers on found unaccompanied (suspicious) items, on valid safe transportation rules for passengers, baggage and cargo on board an aircraft, video clips on security are shown.

Perimeter guarding in uncontrolled and airside areas and access control

Airside area determination

4.3. Access and security controls at airside and uncontrolled areas of Sheremetyevo Airport are provided as per the current Guidelines "On Access and Security Controls at Sheremetyevo International Airport".

The ASA is determined at Sheremetyevo Airport and includes the Airport movement area, adjacent area and buildings or parts thereof located there and locations of high security civil aviation facilities within the perimeter fence with access to this zone being controlled. Information on the ASA borders with CP indicated is given in Addendum C.

Airport system of identity passes

4.4. The Airport system of identity passes is as follows:

a) The procedure for execution and issuance of passes of different types at the Airport is specified in the current Guidelines "On Access and Security Controls at Sheremetyevo International Airport".

b) Pass Execution and Issuance Sector of ATSD of SIA JSC performs execution and issuance of passes to ASA and Airport facilities.

c) The following types of passes are provided for ASA access:

- as per purpose - personal, vehicle, material;
- as per validity term - permanent with validity limit, single-use;
- as per local access zones.

g) The following officials of SIA JSC are authorized to consider applications for pass issuance: General Director, Security Deputy General Director, Director of ATSD, STSS SSS TSS ATSD (for single-use passes, in non-working hours, if urgently required).

An application for personal permanent pass with validity limit shall be agreed upon with the RF FSS Department at Sheremetyevo Airport, LD of the RF MIA at Sheremetyevo Airport, BCD of the RF FSS at Sheremetyevo International Airport and Sheremetyevo Customs.

The Revenue Service of Treasury Directorate of SIA JSC collects a charge in due order for the ASA pass execution according to the "Price list for airport charges, ground handling fees and prices for services at Sheremetyevo International Airport".

4.9. People and vehicles are allowed for access to the ASA through specified major and additional CP, installed and equipped, in each certain case, according to standard or individual project. The amount of CP is determined with the consideration of necessity to ensure efficient performance of the Airport. Additional CP can be set for airport activities of operators and for reconstruction (repair) of infrastructure facilities. All CP are operated round-the-clock.

CP at ASA Sheremetyevo:

CP No. 1 - for entry of people and vehicles to the apron in the north-eastern part of the Airport;

CP No. 2 - for entry of people and vehicles to the apron from cargo warehouse area of Moscow Cargo LLC and APTD Sheremetyevo of FSUE "Russian Post";

CP No. 3 - for entry of aviation personnel to the apron in ACU building;

CP No. 4 - for service passage to the apron from Aeromar JSC building;

CP No. 5 - for entry of people and vehicles to the apron in the northern part of the Airport;

CP No. 6 - for entry of people and vehicles to the territory of the Aviation Technical Center of Aeroflot PJSC and Airport apron;

CP No. 7 - for entry of vehicles to RWY-3;

CP No. 8 - for entry of people and vehicles to the apron in the southern part of the Airport;

CP No. 9 - for entry of aviation personnel at Terminal F Sheremetyevo;

CP No. 10 - for entry of vehicles to the apron from the territory of the Central Filling Station of FRC Sheremetyevo CJSC;

CP No. 11 - for entry of vehicles to the apron from the territory of Sheremetyevo-Cargo JSC;

CP No. 12 - for entry of people and vehicles to the apron in the south-western part of the Airport (apron of Terminal D Sheremetyevo);

CP No. 1A - for entry of people to the apron from the terminal of Avia Group Terminal LLC (Terminal A Sheremetyevo);

CP No. 1V - for entry of aviation personnel and DAL crew members to the apron in Terminal B Sheremetyevo;

CP No. 1G - for entry of people to the apron from terminal of ATC Premier Avia Group LLC;

CP No. 1E - for entry of aviation personnel to the apron in the building of Terminal E Sheremetyevo;

CP No. 1D - for entry of aviation personnel to the apron in the building of Terminal D Sheremetyevo;

CP No. 2A - for entry of people and vehicles to the apron from the territory of warehouse premises of Moscow Cargo LLC;

CP No. 2G - for entry of vehicles to the apron in the western sector from the territory of the Joint Stock Company "Aviation Research and Development Center";

CP No. 2D - for entry of DAL crew members to the apron in Terminal D building;

CP No. 12A - for entry of vehicles and employees of Transstroymechanizatsiya LLC to the apron in south-eastern part of the Airport;

CP No. 12B - for entry of employees of TRANSPIT NORTH-WEST LLC to the apron in south-eastern part of the Airport;

CP No. 4A - for entry of people and mechanical appliances to the apron, for pre-flight inspection of oversized DAL cargo at cargo complex of Moscow Cargo LLC;

CP No. 5A - for entry of people and mechanical appliances to the apron, for pre-flight inspection of oversized IAL cargo at cargo complex of Moscow Cargo LLC;

CP No. 3G - for entry of employees of ATC Premier Avia Group LLC to the apron through the hangar gates of the Joint Stock Company "Aviation Research and Development Center";

CP No. 6G - for entry of employees and passengers to the apron in the building of LUKOIL AVIA LLC Terminal;

Post No. 28 - for entry of personnel to the Airport Directorate building.

For the purpose of aircraft crew entry to the ASA the following is provided: in Terminal F Sheremetyevo - IP for passengers and crew members (IAL) and CP No. 9 for DAL crew members; in Terminal D Sheremetyevo - CP No. 2D (DAL) and IP for crew members and passengers (IAL); in Terminal A Sheremetyevo - service passage to CP No. 1A, for exit from the sterile zone - service passage with the door being fitted by the ACS of BCD of the RF FSS at Sheremetyevo International Airport; Terminal B Sheremetyevo - service passage to the apron for personnel at CP No. 1V; Terminal C Sheremetyevo - IP for crew members.

Alternate (emergency) gate:

a) In the northern sector of the aerodrome:

- for entry to the aerodrome from the landside area of Terminal A Sheremetyevo;

- for entry to the aerodrome from the landside area of ATC Premier Avia Group LLC Terminal;

- for entry to the aerodrome from the territory of Cargo Terminal of Moscow Cargo LLC.

b) In the southern sector of the aerodrome:

- for exit from the apron of the western part of Terminal D Sheremetyevo.

Access control

4.10. People, vehicles are permitted to the Airport territory through CP only after:

a) identification of the person and the vehicle;

b) check of validity of grounds for entry to the Airport territory;

c) inspection with the help of technical aids.

Key control system

4.15. Emergency doors and other uncontrolled openings in buildings and facilities being the part of the aerodrome fence perimeter are reliably locked by keylocks, the keys thereof are kept by the Shift Supervisor of Custodial Service of Sheremetyevo Security JSC and the copy keys - by officials-in-charge of the structural divisions of SIA JSC, operators or other owners of infrastructure facilities. In case emergency evacuation is required, the officials-in-charge open the doors and immediately inform the STSS SSS TSS ATSD of SIA JSC.

Windows on the first floor, which are opened into the aerodrome perimeter inside, in the facilities and buildings adjacent to the aerodrome perimeter are equipped with metal grates, and windows on the second floor are closed and sealed to prevent unauthorized passage through (provided with adherence to fire safety rules).

Access control in security restricted areas

4.18. Service and other passages in aviation terminals and buildings of other Airport infrastructure facilities through which access to the SRA is possible shall be equipped with video surveillance controlled by ATSD of SIA JSC.

Permission to enter the SRA is granted via ACS and provided with the availability of the mark relevant to the SRA in the personal pass.

People are strictly prohibited to be present in the zones which are not marked as allowed in their personal passes.

Vehicles are permitted to the ASA to the zone(s) stated in the vehicle pass:

- Sector A - apron of Terminals B, C Sheremetyevo;

- Sector B - apron of Terminals E, F Sheremetyevo;

- Sector V - Eastern sector;

- Sector G - Western sector;
- Sector D - apron of Terminal D Sheremetyevo;
- Sector E - sector of the Aviation Technical Center of Aeroflot PJSC;
- Sector Z - sector of Sheremetyevo-Cargo JSC.

Access to these zones is controlled by the employees of ATSD of SIA JSC and Sheremetyevo Security JSC.

Additionally, stands of aircraft where their maintenance and commercial servicing takes place are referred to security restricted areas. In the course of pre-flight inspection the access to these zones is controlled by the employees of Sheremetyevo Security JSC according to aircraft ground maintenance schedule.

Presence of vehicles in the zones not marked as allowed in the vehicle pass is strictly prohibited.

Sterile zones being security restricted areas for the Airport ground personnel are provided for stay of passengers after pre-flight inspection and their direction to the boarding areas.

Buildings, premises and facilities of the Airport where border, customs and other legally acting state regulatory bodies exercise respective controls and passage across the state border of the Russian Federation of people, vehicles, cargo, goods and animals are included in the Russian border inspection post (hereinafter the "Border post").

The relevant administrative and legal regime is provided at the border post - regime at the border inspection post. Relevant security restrictions are used to provide for both the AS and Airport protection against AUI.

Personnel inspection at entry to security restricted areas

4.20. Aviation personnel, employees of air companies and other persons implementing their activities in the Airport territory (hereinafter the "Personnel"), employees of border, customs and other state regulatory bodies as well as vehicles and machinery prior to access to SRA located within the ASA are subject to inspection at CP by technical inspection aids.

d) While staying in sterile zone, personnel is prohibited to have items and substances stipulated in Appendix 1 "List of main hazardous substances and items prohibited (permitted provided required terms are complied with) for transportation on board the aircraft by crew members and passengers in registered baggage and carry-on of passengers" to the "Pre-flight and Post-flight Inspection Rules" approved by Order of the RF Ministry of Transport No. 104 dated 25.07.2007.

Vehicle inspection

4.22. Vehicles are subject to inspection to avoid the risk that there are unauthorized persons, prohibited items and substances in the vehicle, and to prevent theft of material valuables at entry/leaving the ASA.

Vehicles are inspected at CP in ASA at the inspection site according to the specified rules:

- accompanying documents are compared to the actual cargo;
- the following shall be checked: front side door pockets, sunscreens and gloveboxes at the dashboard, rear side of front seats (pockets for road maps), foot wells and space under seats, boot/compartments/trunk for baggage/cargo, wheel arches, undercarriage and motor section.

Inspection mirrors are used for inspection of hard-to-reach parts.

The driver and his/her accompanying persons are inspected at IP in the CP premises by stationary technical inspection aids.

Access control for passengers and crew members

4.23. Registered passengers are permitted to the Airport sterile zone and aircraft boarding places according to the boarding cards received at check-in (including electronic ones) and personal ID, after pre-flight inspection.

Passengers departing from Russia, including those serviced in the Officials and Delegation Lounge (hereinafter the "ODL"), VIP lounges are permitted to the sterile zone and aircraft boarding

after customs, border and other specified controls and pre-flight inspection.

4.24. Crews of aircraft at domestic air lines are permitted to the ASA under a special authorization card (identification card) of a specified form for crew members of RF civil aviation aircraft and, if any, upon the presence (presentation) of a flight assignment.

Crew members of foreign and Russian airlines flying abroad are permitted to the ASA and out of it under the aircraft crew member certificates (identification cards) specified by ICAO Standards as well as upon presentation of a flight assignment (for crews of Russian airlines) or general declaration (for foreign airlines) with a mark (date-stamp) of the BCD of the RF FSS at Sheremetyevo International Airport.

The certificates (identification cards) of crew members are valid for entry to the ASA only at those airports which are stated in the flight assignment and at alternative airports for the route.

Identification cards of foreign airlines' crew members at international airports grant the right for visiting the service departments providing for the aircraft departure.

Aircraft crew members and air company officials entered into the flight assignment to check the crew operation in flight as to the compliance with the regulatory requirements for aircraft safety provision, aviation safety, quality of works performance and service rendering shall be permitted to the ASA under the presentation of a crew member certificate and a flight assignment (general declaration) after pre-flight inspection, and in case of international flight - after customs, border and other specified controls at points assigned for crew members.

Inspection of passengers and crew members

4.27. Isolated control zones are provided to carry out the inspection of passengers and their carry-on at the Airport in Passenger Terminal buildings. The control zones consist of one or more inspection points.

b) Requirements for inspection performance

At Sheremetyevo International Airport the pre-flight inspection of passengers and crew members is carried out at all DAL and IAL flights performed by the aircraft of operators regardless of their organizational and legal form and form of ownership.

Control zones are provided to carry out the inspection of passengers and their carry-on and the baggage at the Airport in Passenger Terminal buildings in specially allocated premises.

The following items and substances are allowed for transportation on board an aircraft in passengers carry-on, provided they meet all the precautions:

- medical thermometer containing no mercury - one per passenger;
- mercury tonometer in a standard case – one per passenger;
- mercury barometer or manometer, packed in a hermetic container and sealed with the sender's seal;
- one-use lighters – one per passenger;
- dry ice for refrigerating of perishable food – not more than 2 kg per passenger;
- 3% hydrogen dioxide – not more than 100 ml per passenger;
- liquids, gels and aerosols classified as non-hazardous, in containers less than 100 ml (or equivalent volume in other volume units), packaged in reliably closed transparent plastic bags of no more than 1 liter in volume, one package per passenger.

Liquids in containers larger than 100 ml are not accepted for carriage even if the container is only partially filled, exceptions are made for medicines, baby food and special diet needs in the amount required for the period of flight.

Liquids purchased in duty-free shops at the Airport or on board the aircraft should be packaged in a reliably closed (sealed) plastic bag that allows for prevention of access to the contents of the package during the flight, and which contains reliable evidence that the purchase was made at the Airport's duty free shops on the day(s) of the trip.

e) Inspection procedure for VIP passengers and disabled passengers

Diseased passengers are inspected directly at the medical station by the employees of Sheremetyevo Security JSC who perform pre-flight inspection by a hand-held metal detector or

manually.

All persons (including medical staff) accompanying the diseased and disabled passengers passing through the medical station are obliged to be inspected for security purposes and are under control of the employee of Sheremetyevo Security JSC until they leave the medical station to accompany diseased or disabled people to the aircraft cabin.

The passengers with cardiac stimulator implants (electronic implant devices) or using orthopedic devices provided with the available confirming medical documents, are subject to inspection without technical aids involved.

Passengers who are not able to pass a metal detector arch due to disease or physical disabilities shall be inspected by portable metal detectors and/or manually. Carry-on of the passengers is checked at X-ray TI.

Disabled passengers (persons on a stretcher, wheel chairs, invalid carriages etc.) are inspected manually. The stretcher, wheel chairs, invalid carriages etc. are inspected both manually and by technical aids.

Control of fire arms and other weapons

4.33. Arms are transported in the territory of the Russian Federation in accordance with the provisions of Air Code of the Russian Federation dated March 19, 1997, No. 60-FZ, Federal Law No. 150-FZ dated December 13, 1996 “On arms”, Federal Law No. 57-FZ dated May 27, 1996 “On State Guard”, “Rules of Circulation of Combat Hand Small Arms and other Arms, Ammunition and Rounds thereto as well as Bladed Weapons in the State Paramilitary Organizations” approved by Decree of the Government of the Russian Federation No. 1314 dated October 15, 1997, “Rules of Circulation of Civilian and Service Weapons and Rounds thereto in the Territory of the Russian Federation” approved by Decree of the Government of the Russian Federation No. 814 dated July 21, 1998, “Guidelines on the Order of Transporting Arms, Ammunition and Rounds thereto, Non-Lethals Handed Over by Passengers for Temporary Storage During the Flight on Board of Civil Aircraft” approved by Joint Order of the RF Ministry of Transport and the RF Ministry of Internal Affairs No. 120/971 dated November 30, 1999, Order of the RF Ministry of Transport No. NA-254-r dated July 16, 2002 “On Additional Safety Measures for Transportation of Long Barrel Guns Handed Over by Passengers for Temporary Storage during the Flight”.

At international flights the arms belonging to passengers shall be accepted for transportation according to the international regulations and requirements of laws of the departure and arrival countries.

4.34. Application of a foreign country for the right to bear arms or non-lethals on board during the flight for security employees or authorized employees of law enforcement bodies at aircrafts of foreign airlines is considered by the RF Ministry of Transport in individual order.

Diplomatic valises and governmental couriers

4.36. Passengers having diplomatic immunity granted by the government according to the Vienna Convention are subject to inspection according to standard procedure prior to enplaning. Sealed diplomatic valises they have shall not be subject to manual inspection. All other types of passenger carry-on shall be subject to standard inspection.

A diplomatic courier exercises the rights stipulated in the Vienna Convention provided he has a diplomatic passport with relevant visas and courier’s papers for the diplomatic pouch.

The fact that diplomatic valises are excluded from the list of items subject to manual inspection (as per p. 3 of Article 27 of Vienna Convention on diplomatic intercourse dated April 18, 1961 “diplomatic pouch is subject neither to opening nor to detainment”) does not exclude the inspection of such items by technical aids.

High-ranked officials can be escorted by special armed guards during the flight, provided the requirements of the receiving country are met. Safety measures are taken for every such flight according to the requirements of legislative and legal and regulatory documents.

Persons transported within legal or administrative proceedings framework

4.37. The en-route prisoner guard crew of the Federal Penitentiary Service of Russia in the official capacity, escorting the convoyed persons, having relevant business trip permits, the post log of the guard crew after inspection is allowed into the ASA and aircraft cabins unarmed, according to the "Guidelines on Convoying Duties of Special Escorting Divisions of Law Enforcement System" approved by Joint Order of the Ministry of Justice of the Russian Federation and Ministry of Internal Affairs of the Russian Federation No. AR-199dsp/369dsp dated May 24, 2006, accompanied by the employee of ATSD of SIA JSC, on the basis of applications submitted in due order.

Arms shall be handed over during the pre-flight inspection to the authorized employee of Sheremetyevo Security JSC and transported in the baggage or technical compartment of the aircraft.

Citizens without the right to enter the country/deportees are subject to inspection according to the standard procedure.

Deportees can be accepted for air transportation under convoy depending on the degree of threat they pose to the flight safety.

Arrested persons are transported under convoy. The number of convoy guards to escort the convoyed persons shall be at least four guards per two convoyed persons.

4.39. Baggage transported in the baggage compartment is inspected basing on Order of the RF Ministry of Transport No. 142 dated November 28, 2005 "On Approval of Federal Aviation Regulations "Aviation Safety Requirements for Airports" (hereinafter the "FAR-142").

Pre-flight inspection of baggage at Sheremetyevo International Airport is carried out by the employees of Sheremetyevo Security JSC.

The pre-flight inspection shall be carried out on all domestic and international flights of any flight operator, regardless of the organizational and legal form of such companies and their form of ownership.

Inspection of baggage transported in cargo compartment: procedures

4.40. General information on baggage inspection procedure is given in this Section:

c) Process and procedures for inspection of departing passengers' baggage carried in the cargo compartment

Baggage of all departing passengers is inspected by the automatic multilevel baggage inspection system (at Terminals B, C, D, E Sheremetyevo) or X-ray TI (at Terminal F Sheremetyevo) with its obligatory marking by number sticker tags. Devices to detect ES traces/vapours, hazardous liquid analyzers and working dogs are used additionally.

At least 10% of baggage is subject to manual (contact) inspection by technical devices to detect ES traces/vapours, hazardous liquid analyzers as an additional safety measure within the framework of equivalent aviation safety measures at Terminal F Sheremetyevo, along with X-ray TI usage. The manual inspection percentage can be increased in case of increased threat degree.

The following items and substances are allowed for transportation in registered baggage in cargo, baggage compartments of aircrafts with isolated access of passengers to the baggage during the flight:

- arbalests, spear guns, sabers, slashers, backwords, yataghans, broadswords, swords, smallswords, bayonets, daggers, knives: hunting knives, knives with expanding blades, locking blades, imitations of any kinds of weapons;

- general-use knives (scissors) with a blade longer than 60 mm;

- alcoholic drinks containing alcohol more than 24%, but not more than 70% in volume, in containers not larger than 5 liters, designed for retail selling – not more than 5 liters per passenger;

- liquids and alcoholic drinks, containing not more than 24% of alcohol in volume;

- aerosol sprays, produced for sport or general use, emission valves of which are protected with caps from spontaneous emission of the contents, in containers not larger than 0.5 kg or 500 ml – not more than 2 kg or 2 liters per passenger.

d) Process and procedure for inspection of transfer passengers' baggage transported in baggage compartment

Baggage of transfer passengers is subject to obligatory pre-flight inspection by the automatic multilevel baggage inspection system or at IP for transfer oversized baggage before mixing with the baggage of the passengers for whom this airport is the originating one.

Baggage of transfer and transit passengers shall be inspected again and sent by the same flight as the passengers, in case they introduce changes to the route.

f) Process for provision of inspected baggage identification

Baggage of passengers with valid ticket for this flight is accepted for transportation. Owner determination and marking of every baggage position is made at check-in.

Computer tags with bar codes and wireless laser bar code scanners to read the printed baggage identification tags are used in the system for baggage owner identification.

The baggage of the passengers who have not boarded the plain, will never be transported.

The baggage of the passenger who has checked in but failed to board shall be unloaded from the aircraft and obligatorily inspected.

Service departments engaged in passenger transportation organization at the Airport shall provide for the correlation of the passenger identification data and his/her registered baggage data and for the implementation of procedures to ensure that the baggage of the passengers who have checked in for the flight but failed to get on board is identified and unloaded from the aircraft in any case.

Should a message on AUI threat to the departing aircraft be received, secondary pre-flight inspection of passenger baggage shall be carried out. Additionally, the passengers and crew members can be additionally asked to identify their baggage personally before its loading on board.

Unclaimed or unidentified baggage transported in cargo compartment

4.46. Baggage unclaimed by the owner in the arrival lounge or unidentified baggage (no tags available) in the make-up zone upon arrival are subject to customs control (IAL) and obligatory inspection of Sheremetyevo Security JSC employees at baggage make-up locations by an introscope and by means of special marking confirming the performed inspection.

Unclaimed or unidentified inspected baggage is delivered by the employees of service departments on passenger transportation organization to the temporary storage room or to baggage storage room of SIA JSC or Aeroflot PJSC (from their own flights).

Inspection of goods intended for sale or distribution:
inspection process

4.48. Purpose of inspecting the goods intended for sale or distribution within SRA is concluded in the prevention of items prohibited or restricted for air transportation for safety reasons from entering the SRA and aircraft board.

Inspection (including secondary and additional ones) of goods and servicing personnel delivering them shall be performed for IAL after the performance of actual customs control of these goods by the customs official of the post "Airport Sheremetyevo (Passenger)".

Goods IP are operated according to the schedules approved by ATSD of SIA JSC and are located at:

- Terminal B Sheremetyevo – IP for goods (1 floor);
- Terminal C Sheremetyevo – IP for goods (2 floor);
- Terminal F Sheremetyevo – IP for goods in basement;
- - Terminal D Sheremetyevo – IP for goods in DAL sector and IAL sector;
- Terminal E Sheremetyevo – IP for goods (3 floor).

4.49. Duty free shops and other commercial enterprises and tenants working at the SRA of Sheremetyevo International Airport shall develop safety control measures according to the "Aviation Safety Programme of Sheremetyevo International Airport", including the following procedures:

- access control for premises within the SRA or adjacent thereto;
- guarantees that measures to inspect goods delivered to the SRA are implemented;
- personnel recruitment and training, including AS induction briefings;
- safety measures concerned with LAG handling are to be taken in the course of trade.

From the point of view of aviation safety, such duty free shops and other commercial enterprises and tenants are in charge of the following:

- development of internal administrative and instructive documentation comprising all measures and procedures to ensure safety of their activities at the Airport and submission for approval upon the request of the SIA JSC Administration;
- development and upgrade of emergency plans, basing on the responsibilities stipulated in the emergency plans of the Airport;
- provision of proper personnel recruitment and introductory training on aviation safety in due order as well as their compliance with AS rules;
- provision of controlled passage through their premises as it is stipulated in their internal administrative and instructive documentation;
- safeguarding of items being sealed, stored at their area or passing through their premises, in particular, of items intended for transportation on board;
- sale of only such goods which pose no potential threat to aviation safety or flight safety.

Air cargo and air post: responsibility

4.52. Pre-flight inspection (including secondary and additional) of air cargo, post packages (correspondence) intended for transportation on board shall be carried out by aviation safety services of companies furnished with relevant state certificate for the right to implement such activities.

AS measures at pre-flight inspection of air cargo and post are implemented according to the requirements stipulated in Order of the RF Ministry of Transport No. 104 dated July 25, 2007 "On Approval of Pre-flight and Post-flight Inspection Rules".

4.53. Operators for air cargo processing at the Airport are Sheremetyevo-Cargo JSC and Moscow Cargo LLC which are fully responsible for the compliance with rules and procedures of pre-flight inspection of air cargo and post (including transit and transfer) processed at their warehouses and in their information systems for cargo processing accounting.

ASS of Sheremetyevo-Cargo JSC is responsible for the implementation of AS regulations, rules and procedures at Sheremetyevo-Cargo JSC, Sheremetyevo Security JSC is the same in Moscow Cargo LLC.

Cargo IP are located in the territory of warehouses of Sheremetyevo-Cargo JSC and Moscow Cargo LLC.

The LR of operators for air cargo processing at the Airport as to the compliance with AS regulations, rules and procedures shall be agreed upon with SIA JSC and FSSAT.

Known consignor procedure is not implemented at the Airport.

4.54. APTD Sheremetyevo of FSUE "Russian Post" is the operator for processing of post packages (correspondence) at Sheremetyevo International Airport. The AS service operators as per the valid contracts (Sheremetyevo Security JSC and ASS of Sheremetyevo-Cargo JSC) are in charge of the inspection of post packages (correspondence) intended for air transportation, at IP located at the warehouses of APTD Sheremetyevo of FSUE "Russian Post".

Safety of catering and board stock

4.56. Sheremetyevo Security JSC as per the concluded contract is responsible for provision of compliance with AS regulations, rules and procedures for catering and board stock.

Catering suppliers at the Airport are: Aeromar JSC, Aero-Food Catering LLC, TRANSPIT NORTH-WEST LLC.

Pre-flight inspection (including secondary and additional) of catering is carried out at catering make-up points in the supplier's buildings by inspectors of Sheremetyevo Security JSC at equipped IP with technical and special inspection aids and VSS.

Aircraft security control

4.58. ATSD of SIA JSC is in charge of the provision of aircraft safeguarding at the stands at Sheremetyevo International Airport.

Aircraft at stands shall be permanently and reliably guarded by:

- the crew, at using the aircraft for flight performance, at short stay at the aerodrome up to two hours if a flight engineer (air mechanic) is included in the crew;
- engineering and technical personnel engaged in aircraft ground handling - during maintenance (repair) and at short stay at the aerodrome up to two hours if no flight engineer (air mechanic) is included in the crew or if the aerodrome stay is longer than two hours;
- Sheremetyevo Security JSC - at aircraft stay at the aerodrome when no maintenance or repair works are performed and the aircraft is transferred to Sheremetyevo Security JSC control for safeguarding.

The aircraft accepted by Sheremetyevo Security JSC for safeguarding are guarded by a dismantled patrol in the patrolled zone up to 500 m long, at patrol vehicles at aircraft stands and by means of security equipment. Upon the request of airlines representative, aircraft are accepted for personal safeguarding by Sheremetyevo Security JSC, herewith stationary post is arranged and further payment as per the price list for additional services is made.

An aircraft can be transferred from one official to another only provided that the latter has a document permitting the acceptance of this aircraft (flight assignment, maintenance record).

The official who was the last to sign for the aircraft acceptance in the aircraft log book, aircraft guard transfer/receive book is the person responsible for the aircraft and its guarding.

Requirements for pre-flight inspection procedure.

The following specially trained employees are permitted to participate in aircraft inspection:

- officers of Sheremetyevo Security JSC;
- crew members appointed by the pilot-in-command;
- employees of engineering aviation service departments of the Airport or operator.

Sheremetyevo Security JSC performs the pre-flight inspection of aircrafts at Sheremetyevo Airport.

The operators shall provide for the availability of plan stating check points for pre-flight and additional inspection at every aircraft as well as for information on the most dangerous places of possible EI locations, in case it is found on board.