

# Commercial Airport Security Checklist

**Return To:**

**W. Brown & Associates & Associates Insurance Services  
Aviation Managers For Catlin Insurance Company  
19000 MacArthur Boulevard, Suite 700 Irvine, CA 92612  
Phone: (949) 851-2060 Fax: (949) 851-2155**

**Named Insured:** \_\_\_\_\_

**Policy Number:** \_\_\_\_\_

**In order to determine the Airport's eligibility for a war risk buyback endorsement, we must have the following information:**

1. Is there a security officer? \_\_\_\_\_
2. Is there a comprehensive written security plan? \_\_\_\_\_  
Is it current? \_\_\_\_\_
3. Have bomb threat procedures been developed? \_\_\_\_\_  
Are drills conducted on a regular basis? \_\_\_\_\_
4. Is security staff onsite at all times? \_\_\_\_\_ If No, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Are there security areas exclusively operated by others? \_\_\_\_\_  
If YES, does airport have oversight of these areas? \_\_\_\_\_
6. Are all activities on the premises controlled or regulated by the airport? \_\_\_\_\_
7. Are crash /fire / rescue vehicles stationed on site? \_\_\_\_\_
8. What is the Fire Department response time? \_\_\_\_\_ minutes
9. Are all vehicles radio-equipped? \_\_\_\_\_
10. Are emergency phone numbers readily available to all staff? \_\_\_\_\_
11. Are FAA-compliant background checks performed annually on all personnel with routine access to airport facilities or aircraft? \_\_\_\_\_
12. Are fingerprints and photos submitted with all background checks? \_\_\_\_\_
13. Who has access to aircraft and vehicles (explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Are all persons with ramp or aircraft access required to wear photo ID? \_\_\_\_\_
15. If someone enters without proper photo ID, are they challenged as to their authorization to be in the operation area? \_\_\_\_\_
16. Is drug testing regularly performed on all personnel? \_\_\_\_\_

17. Are all incoming and outgoing flight crews screened? Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Who performs security screening? Provide details:  
\_\_\_\_\_  
\_\_\_\_\_

19. Is security screening done through a contract with airline or airport? \_\_\_\_\_

20. Indicate who is responsible for the following activities

Check A/P for Airport or I/C for Independent Contractor:

	<u>A/P</u>	<u>I/C</u>
a) Passenger/Baggage Screening	_____	_____
b) Aircraft Cleaning (Interior)	_____	_____
c) Aircraft Cleaning (Exterior)	_____	_____
d) Aircraft Catering	_____	_____
e) Aircraft Refueling	_____	_____
f) Misc. Aircraft Support	_____	_____
g) Aircraft Security	_____	_____
h) Wheelchair	_____	_____
i) Electric Cart	_____	_____

21. What was airport staff turnover in the last year? \_\_\_\_\_%

22. What was the Independent Contractor's staff turnover? \_\_\_\_\_%

23. Outline any other activities that involve the security and safety of the traveling public.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

24. For all subcontracted services and activities:  
▪ Do you require written indemnities? \_\_\_\_\_  
▪ Do you obtain Certificates of Insurance from contractors naming the airport as an Additional Insured? \_\_\_\_\_

25. Is the airport a controlled or an uncontrolled airfield? \_\_\_\_\_

26. What are the field operating hours? \_\_\_\_\_

27. Does perimeter fencing meet normal security guidelines? \_\_\_\_\_

28. Is the fencing patrolled on a regular basis for security breaches? \_\_\_\_\_

29. How many access gates are there? \_\_\_\_\_

30. How is access gained? \_\_\_\_\_

31. Is there adequate night lighting? \_\_\_\_\_

32. Are security cameras available and in working order? \_\_\_\_\_  
 How many \_\_\_\_\_ Coverage Area \_\_\_\_\_% Monitored \_\_\_\_\_
33. Are hangars left open at night? \_\_\_\_\_
34. Is there fuel farm/truck security? \_\_\_\_\_
35. Is emergency power available? \_\_\_\_\_
36. How are aircraft secured? \_\_\_\_\_
37. How many vehicles are authorized for on-airport use? \_\_\_\_\_
- Cars \_\_\_\_\_
- Vans \_\_\_\_\_
- Trucks \_\_\_\_\_
- Tugs \_\_\_\_\_
- Forklifts \_\_\_\_\_
- Other \_\_\_\_\_
38. Are airport vehicle keys secured? \_\_\_\_\_ If No, explain: \_\_\_\_\_
39. Are unknown vehicles screened and escorted? \_\_\_\_\_ If No, explain: \_\_\_\_\_
40. Are drivers screened and licensed? \_\_\_\_\_ If No, explain: \_\_\_\_\_
41. If using any of the following equipment to move passengers from parking areas to terminals, are they equipped with working security videos and manned during operation hours?
- Trains \_\_\_\_\_
- Trams \_\_\_\_\_
- Buses \_\_\_\_\_
42. Are any passengers moving from parking areas to terminals underground at anytime?
- Trains \_\_\_\_\_
- Trams \_\_\_\_\_
- Buses \_\_\_\_\_
43. Are all vehicles entering parking areas screened? \_\_\_\_\_
44. Are all parking areas monitored via security cameras? \_\_\_\_\_

**ADDITIONAL COMMENTS**

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All particulars herein are warranted to be true and complete to the best of my / our knowledge and no information has been withheld or suppressed and I / we agree that this Application and the terms and conditions of the policy in use by the Insurer shall be the basis of any contract between me / us and the Insurer. I / we hereby authorize the Company to investigate all or any qualifications or statements made herein. **FRAUD WARNING:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

*This Application does not commit the Company to any liability nor make the Applicant liable for any premium unless the Company agrees to bind this insurance.*

**STATE FRAUD WARNINGS  
PLEASE READ CAREFULLY**

**NOTICE TO ARKANSAS APPLICANTS:** Any person who knowingly presents a false or fraudulent claim for payment for a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**NOTICE TO CALIFORNIA APPLICANTS:** Pursuant to California Insurance Law, Sec. 1623, this application for insurance is being submitted by an insurance broker who is acting on behalf of an insured.

**NOTICE TO COLORADO APPLICANTS:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policy holder or claimant for the purpose of defrauding or attempting to defraud the policy holder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**NOTICE TO D.C. APPLICANTS: WARNING:** It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

**NOTICE TO FLORIDA APPLICANTS:** Any person who knowingly and with intent to injure, defraud, or deceive any insurance company files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

**NOTICE TO HAWAII APPLICANTS:** For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment or both.

**NOTICE TO KENTUCKY APPLICANTS:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

**NOTICE TO LOUISIANA APPLICANTS:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**NOTICE TO MAINE APPLICANTS:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for purposes of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

**NOTICE TO MARYLAND APPLICANTS:** Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement may be guilty of insurance fraud.

**NOTICE TO MINNESOTA APPLICANTS:** A person who submits an application or files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

**NOTICE TO NEW JERSEY APPLICANTS:** Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

**NOTICE TO NEW MEXICO APPLICANTS:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

**NOTICE TO NEW YORK APPLICANTS:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime, and shall be also subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

NOTICE TO OHIO APPLICANTS: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

NOTICE TO OKLAHOMA APPLICANTS: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

NOTICE TO OREGON APPLICANTS: Any person who makes an intentional misstatement that is material to the risk may be found guilty of insurance fraud by a court of law.

NOTICE TO PENNSYLVANIA APPLICANTS: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

NOTICE TO RHODE ISLAND APPLICANTS: Under Rhode Island law, there is a criminal penalty for failure to disclose a conviction of arson.

NOTICE TO TENNESSEE APPLICANTS: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

NOTICE TO TEXAS APPLICANTS: Any person who makes an intentional misstatement that is material to the risk may be found guilty of insurance fraud by a court of law.

NOTICE TO VIRGINIA APPLICANTS: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

NOTICE TO WEST VIRGINIA APPLICANTS: Any person who knowingly includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

NOTICE TO ALL OTHER STATE APPLICANTS: Any person who knowingly includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.