



Republic of the Philippines

# CIVIL AVIATION AUTHORITY of the PHILIPPINES

Office of the Director General

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April 27, 2011

## MEMORANDUM

**TO : ALL LOCAL AIRLINE OPERATORS AND APPROVED  
MAINTENANCE ORGANIZATION**

**Subject: Procedures in Handling Sensitive Security Information**

### Section 1. INTRODUCTION

The Civil Aviation Authority of the Philippines (CAAP) is periodically receiving sensitive security information (SSI) from Foreign Authorities. Foreign SSIs are strictly controlled by their respective Authorities in which unauthorized release of such information may result in civil penalty. However, such information is required to be disseminated by the CAAP to affected local operators and approved maintenance organizations. Example of this SSI is the Sensitive Security Airworthiness Directive issued by the US Federal Aviation Administration (US FAA).

### Section 2. PROCEDURES IN HANDLING SENSITIVE SECURITY INFORMATION (SSI)

In the interest of aviation safety and security, all Air Operator Certificate (AOC) holders and Approved Maintenance Organizations (AMO) are hereby required to establish SSI handling procedures to ensure that sensitive security information disseminated or issued by the CAAP is properly protected.

It is recommended that the SSI handling procedures should contain the following information:

1. Access to SSI;
2. Security Classification Scheme;
3. Marking SSI;
4. Safeguarding SSI;
5. Control and Release of SSI;
6. Packaging and Transmitting SSI; and
7. Destruction of SSI.

### Section 3. SUBMISSION OF WRITTEN PROCEDURES

SSI Handling procedures must be submitted to the CAAP Security and Intelligence Service for acceptance.

**RAMON S. GUTIERREZ**  
Director General