

(unofficial translation)

The Practices regarding the Transfer of Diplomatic Bags and Consular Bags through Suvarnabhumi Airport

For a smooth operation of delivering diplomatic bags and consular bags through Suvarnabhumi Airport, and in accordance with the regulations of the Civil Aviation Committee Volume 83 on security screening for the safe operation of public airports, Section 5[3] and the relevant article of Vienna Convention, Article 27, the parties concerned are required to observe the followings.

1. Bags mean diplomatic bags or consular bags that are sealed and bear the seal of the Embassy or the Consulate.
2. Courier means diplomatic courier or consular courier, who provides evidences (official documents about his status), consisting of a diplomatic / consular identification card and a note from the Embassy or Consulate appointing him as a diplomatic courier / consular courier.
3. Security officer means security officer or screening officer.
4. Airline staff means airline officer or outsourcer who works for airlines, to carry diplomatic bags.
5. For sending diplomatic bags with an aircraft through the Passenger Terminal Building:
 - 5.1. Sending Diplomatic bags through Counter Check-in, the courier shall deliver pouches to the airline officers who shall pass the bags through Counter Check-in and, later, into the Inline Screening belt to the Sorting Area.
 - 5.2. Sending Diplomatic bags through Out of Gauge screening point (OOG) on the fourth floor,
 - 5.2.1. The Diplomatic courier shall join the airline officers in delivering bags at OOG.
 - 5.2.2. The Security officers shall check evidence indicating the courier's status, check bags (without screening) and record in log book. The airline officer shall put his/her signature on as an acknowledgement before delivering them to the Sorting Area.
 - 5.3. Suvarnabhumi Airport shall not allow the courier or any other officers not involving with the operation go to the Sorting Area.
 - 5.4. In case that the courier brings diplomatic bags through passenger screening points or staff access points.
 - 5.4.1. The Security officers shall conduct the security check in accordance with the security measures but exempt for diplomatic / consular bags.

- 5.4.2. The Security officers shall check the evidence indicating the courier's status and post on the record in log book. The Security officer shall contact airline officers to put on his/her signature as a sign of acknowledgement before allowing diplomatic bags to pass through.
6. For sending diplomatic/ consular bags through a special channel.
- 6.1. The Control Post 4 (the route leading to apron no. 4) has been assigned as a special channel.
- 6.2. The Embassy/Consulate is requested to send an official note to General Manager of Suvarnabhumi Airport at least two working days in advance detailing about its courier, numbers of bags. Such the note must be signed by an authorized official of the Embassy/Consulate together with the Embassy's /Consulate's stamp.
- 6.3. The Courier shall present a copy of the note to security officers operating at the channel.
- 6.4. The Security officers shall check a copy of the note, Diplomatic or Consular Identification Card and count diplomatic / consular bags [without screening].
- 6.5. If the courier wishes to deliver bags at the aircraft, he/she shall present an airport security pass issued by Suvarnabhumi Airport and shall be screened in accordance with security measure.
- 6.6. The Embassy/Consulate shall notify the Ministry of Foreign Affairs and the Customs authority accordingly.
7. Receiving bags from an aircraft through the passenger terminal, bags shall be passed the same process as normal luggage.
8. Receiving bags from an aircraft through the special channel
- 8.1. The Embassy/Consulate is requested to send an official note to General Manager of Suvarnabhumi Airport at least two working days in advance detailing about its courier, number of bags. Such the note must be signed by an authorized official of the Embassy/Consulate together with the Embassy's /Consulate's stamp.
- 8.2. The Courier presents a copy of the note to security officers operating at the channel.
- 8.3. The Security officers shall check a copy of the note, Diplomatic or Consular Identification Card and count diplomatic / consular bags [without screening].
- 8.4. If the courier wishes to receive bags at the aircraft, he/she shall present an airport security pass issued by Suvarnabhumi Airport and shall be screened in accordance with security measure.
- 8.5. The Embassy/Consulate shall notify the Ministry of Foreign Affairs and the Customs authority accordingly.
9. If the courier traveling with the bags, he/she must use the route via the passenger terminal only. The use of special channel shall not be allowed.

10. In case **the** courier is to perform a function regularly as a courier, the Embassy/ Consulate shall notify **General Manager of Suvarnabhumi Airport** in writing about the appointment of such person as a courier. If there is a change in person appointed as a courier, the Embassy/Consulate **shall** notify **General Manager of Suvarnabhumi Airport** accordingly.

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