



Commonwealth of Virginia
Department of Aviation
5702 Gulfstream Road
Richmond, VA 23250-2422
www.doav.virginia.gov

Policy and Procedures Guidance Bulletin #4

Topic: maintaining “Secure Virginia Airport” certification and related extra project priority points

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Issue: Most sponsors are not monitoring the cycle of the independent security audits required for “Secure Virginia Airport” certification, and as a result, the audits are no longer current. The independent audit is to be conducted every three years. Also, semi-annual self-audits are required for the certification. DOAV is not receiving any self-audit reports.

When these criteria are not met, the “Secure Virginia Airport” certification for an airport lapses. This certification is a requirement for a sponsor to be eligible to receive funding for a security improvement project under the Voluntary Security Program. Therefore, the loss of the certification directly affects future funding at an airport.

In addition, the loss of an airport’s certification means the loss of extra project priority system points under the Airport Capital Program. Ten points are added to a project request’s priority score for meeting three minimum elements. These elements are a security plan, security audits conducted every three years by an outside agency, and security self-audits conducted semi-annually by the sponsor.

Guidance: Sponsors should review their independent security audits to verify whether the audits are current. If an audit is not current, the sponsor should immediately contact DOAV to coordinate audit scheduling.

Sponsors need to forward a copy of each semi-annual self-audit report to DOAV for review and recording. To assist sponsors with these audits, DOAV has developed the *Semi-Annual Security Self Audit Checklist*. Sponsors may use this audit checklist, modifying it as needed for an airport’s individual needs, or a checklist prepared in accordance with the sponsor’s security plan. A copy of the checklist is provided with this guidance bulletin. The checklist is also posted on DOAV’s website at www.doav.virginia.gov.

Reference: *Airport Program Manual*
8.1 Project Eligibility (Voluntary Security Program)
13.1 Certification Process (General Aviation Airport Voluntary Security Certification Program)
13.3 Project Priority System Points (General Aviation Airport Voluntary Certification Program)



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Attachment: *Semi-Annual Security Self Audit Checklist*