United Kingdom Overseas Territories Aviation Circular

Airport Security Manuals
- Airport Security Programme
- Security Operating Procedures
- Security Training Manual

GENERAL

Overseas Territories Aviation Circulars are issued to provide advice, guidance and information on standards, practices and procedures necessary to support Overseas Territory Aviation Requirements. They are not in themselves law but may amplify a provision of the Air Navigation (Overseas Territories) Order or provide practical guidance on meeting a requirement contained in the Overseas Territories Aviation Requirements.

PURPOSE

This OTAC provides guidance on the requirement for airports to establish and maintain a written Airport Security Programme (ASP), Security Operating Procedures (SOPs) and Security Training Manual.

RELATED REQUIREMENTS

This Circular relates to OTAR Parts 178 & 179.

CHANGE INFORMATION

Update to align with latest issue of OTAR Parts 178 & 179.

ENQUIRIES

Enquiries regarding the content of this Circular should be addressed to Air Safety Support International at the address on the ASSI website www.airsafety.aero.

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1   Requirement

Aerodromes to which OTAR Parts 178 & 179 apply are required to:

(a)   establish, implement and maintain a written Airport Security Programme (ASP) and Security Operating Procedures (SOPs) that:

(i)   meet the requirements of the National Civil Aviation Security programme; and

(ii)   detail the security measures in place at the aerodrome.

Further Guidance is available in ICAO Doc.8973, Chapter 10.5 & Appendix 13. (*ref. OTAR Part 178, Subpart G*)

(b)   include required training aids and materials as part of their written security, recruitment and training programme.
(*ref. OTAR Part 179, Subpart B*)

2   General principles

Many different approaches can be taken to the design of aerodrome security manuals and documents. The following guidance may be helpful.

Purpose. Together, the ASP, SOPs and Training Manual should provide a clear statement of how security is actually managed and provided at the aerodrome.

Style. Aerodromes are free to adopt a style for their ASP, SOPs and Training manual that suits the needs of their security operations.

Simplicity. Good security is simple security. Use plain English and, particularly in SOPs and the Training Manual, remember that these documents are supposed to be usable by security personnel.

Avoid duplication. The diagram below shows how the ASP, SOP's and Training Manual fit into the hierarchy of documents.
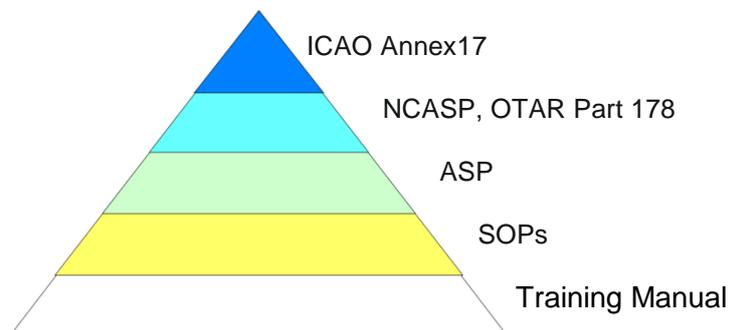
It is good practice to avoid duplication within these documents. For example, try to avoid re-stating the detailed requirements of the OTAR within the ASP.

Content.

(a)   The ASP should contain simple statements that make it clear who is responsible for delivering each aspect of security and how it is delivered. It should cover all of the topics included in ICAO guidance unless a particular item or area is not relevant to the aerodrome.

(b)   SOPs should contain step-by-step instructions for security personnel on how to perform the specific duties and tasks required.

   Note: The ASP and SOPs may be arranged as a single document if desired.

(c)   The Training Manual should contain the detail of how correctly to undertake each step of the security procedures.

3   Template manuals

ICAO provides one possible template for an ASP in Doc.8973, Appendix 13. This details the required content of an ASP and suggests how it might be arranged.

An alternative, simplified example ASP is attached to this document and may be used if desired. An electronic MS Word version is available on request by emailing: avsec@airsafety.aero.

Example SOPs and Training Manual are available on request by emailing avsec@airsafety.aero.

Whichever templates or styles an aerodrome selects, it should be remembered that these are templates, containing example text and content and that they must be modified and populated to reflect what actually happens and how security is actually delivered at the aerodrome. ASPs and SOPs will provide the basis for security audits and inspections.

Note: the 'Official sensitive' classification shown on the first page of the example ASP would apply to the finished document; it does not apply to the sample as included in this OTAC.

Appendix   Template Airport Security Programme

[Logo]

[name of Organisation]

AIRPORT SECURITY PROGRAMME

Issue [No]
[Date]

THIS DOCUMENT IS CLASSIFIED AS 'OFFICIAL SENSITIVE'

Access to the document is provided on an individual basis. It must not be
further copied or distributed without the permission of
[name of Organisation]

When not in use it must be kept securely, either under lock and key if in hard copy or on a
password protected electronic device

[Name of Organisation]   [Logo]

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Revisions

OTAR Issue	Amendment
Issue 1.0	

[Name of Organisation]   [Logo]

> **Note**: Throughout this programme references provided in brackets are to the relevant portions of OTAR Part 178, Aviation Security & OTAR Part 179, Aviation Security Training

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[Name of Organisation]   [Logo]

[Name of Organisation]   [Logo]

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[Name of Organisation]   [Logo]

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Part 1 – Introduction

1.1 Programme objectives

The objectives of this security programme are to:

a) document how the requirements of legislation and the [name of Territory] National Civil Aviation Security Programme (NCASP) are complied with at the airport;

b) define the airport security-related responsibilities of different stakeholders;

c) describe the organisational arrangements for managing and coordinating airport security;

d) describe the routine airport security-related processes and procedures that are necessary to safeguard the operations of the airport;

e) describe the airport security-related contingency plans and procedures;

f) define minimum standards; and

g) define the process for review and updating the programme to ensure its continued effectiveness.

1.2 Source of regulations

This Programme is designed to ensure compliance with the following legislation and requirements:

a) Air Navigation (Overseas Territories) Order; and

b) Security and Piracy (Overseas Territories) Order; and

c) the NCASP; and

d) OTAR Part-178, Aviation Security; and

e) OTAR Part 179 – Aviation Security Training; and

f) [Applicable local laws or byelaws]

1.3 Stakeholders

The stakeholders with operational responsibilities for aviation security at the airport are:

a) [name of Organisation];

b) [names of airport security service, if any];

c) [name of Police Force];

d) [name of Customs Service];

e)   [name of Immigration Service]

f)   air traffic control

g)   aircraft operators;

h)   handling agents;

i)   cargo agents

j)   postal authorities

k)   catering operators;

l)   cleaning companies

m)   GA operators;

n)   airport tenants;

o)   contractors

p)   [name of relevant municipal authorities];

1.4   Communication

This document is classified as Official – Sensitive; handling instructions are printed on the cover page.

Many other security related documents contain security sensitive information. It is the responsibility of the organisation that authors or owns such documents to apply a classification and handling instructions that are suitable to protect the content.

Airport policy is that all communication with the media on matters of aviation security should be approved by the Managing Director [name of Organisation].

1.5   Review and updating

The [name of Organisation] [name of Post] is responsible for reviewing and updating this document whenever:

a)   changes are made to security arrangements or procedures; and

b)   at least once a year

The [name of Organisation] [name of Post] is responsible for submitting this document to the ASSI for acceptance whenever it is updated.

[Name of Organisation]   [Logo]

Part 2 – Management of Security
(OTAR Part 178, Subpart G)

2.1   Authority and management
(178.153)

Territory-level responsibilities for aviation security are defined in the [name of Territory] NCASP.

The [name of Organisation] [name of Post] is the Accountable Manager notified to ASSI as being responsible for security at the Airport and for the implementation of appropriate and compliant security controls.

The [name of Organisation] [name of Post] is the Airport Security Manager notified to ASSI as being responsible for the day-to-day operational management of security at the Airport.

2.2   Security programme and operating procedures
(178.155)

This Programme details how [name of Organisation] meets the requirements of the NCASP, including the provisions of OTAR Parts 178 & 179.

Associated Security Operating Procedures (SOPs) form a part of this programme and are included as appendices.

2.3   Security Quality Management System (QMS)
(178.155)

The [name of Organisation] [name of Post] is responsible for the establishment and implementation of a security QMS.

The QMS is a separate document that details how managers and supervisors check and record that all elements of this Programme are functioning and the results being achieved.

How QMS results are compiled an communicated is detailed at 2.7.

2.4   Security recruitment, selection & training programme
(178.155)

The [name of Organisation] [name of Post] is responsible for the establishment and implementation of a security recruitment, selection and training programme, as detailed at Part 20 of this Programme.

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2.5   Airport Security Committee
(178.157)

An Airport Security Committee (ASC) exists to ensure good communication and consultation between all stakeholders. The ASC provides information and advice on airport security matters to the National Civil Aviation Security Committee (NCASC).

In addition to ASC meetings, communication of aviation security requirements to stakeholders is achieved through the following means:

a)   the NCASP, distributed by the Governor's Office;

b)   OTAR Parts 178 & 179, distributed by Air Safety Support Int'l (ASSI)

c)   OTACs and guidance, distributed by Air Safety Support Int'l (ASSI);

d)   this Airport Security Programme;

e)   relevant Aircraft Operator Security Programmes;

f)   minutes of ASC meetings, distributed by [name of Organisation]

g)   correspondence and notices, distributed by [name of Organisation]

2.6   Keeping of records
(178.159)

Details of how records are kept are specified in individual SOPs.

2.7   Quality management data
(178.160)

The [name of Organisation] [name of Post] is responsible for compiling QMS data to measure and track the performance of individual security measures.

The [name of Organisation] [name of Post] is responsible for submitting QMS performance information and reports to the Airport Management, the Airport Security Committee, the National Civil Aviation Security Committee and the Governor.

2.8   Aerodrome and facility design
(178.161)

The [name of Organisation] [name of Post] is responsible for ensuring that the design and construction of new facilities and alterations to existing facilities comply with the requirements of the NCASP and are submitted to the Governor, for acceptance, prior to the commencement of construction.

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2.9   Route information
(178.163)

The [name of Organisation] [name of Post] is responsible for notifying the Governor and the Airport Security Committee of any new aircraft operators intending to use the aerodrome and of any new destinations that are to be served.

Part 2, related Appendices & SOPs

Appendix D   – Airport Security Committee, terms of reference

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[Name of Organisation]   [Logo]

Part 3 – Applicability
(OTAR Part 178, Subpart B)

3.1   Authority and responsibilities

The authority to employ special screening procedures or exemptions from screening is contained in OTAR Part 178.

[name of Organisation] will not grant any requests or proposals for alternative screening procedures or exemptions, beyond those listed in the OTAR.

3.2   Exemptions from screening
(178.33)

The list of persons, items and vehicles that are exempt from screening and the process for dealing with them are available to security personnel in SOPs.

Part 3, related Appendices & SOPs

SOP 13   – Screening – persons
SOP 16   – Screening – diplomats and diplomatic pouches
SOP 22   – Screening – exempted persons and vehicles

[Name of Organisation]   [Logo]

Part 4 – Security Equipment
(OTAR Part 178, Subpart D)

4.1   Authority and responsibilities

The [name of Organisation] is responsible for the procurement, calibration, testing, maintenance and operation of the security equipment identified in this Programme.

4.2   General requirements
(178.77)

Should any organisation other, than [name of Organisation], deploy equipment in support of security screening they will list that equipment in their respective Security Programme.

Security equipment in use at [name of Organisation] is listed at Appendix H.

4.3   Procurement
(178.79)

All security equipment is procured in accordance with OTAR Part 178.

Procurement details and specifications for all security equipment are maintained by [name of Post].

4.4   Calibration and testing
(178.81)

All security equipment is calibrated and tested in accordance with manufacturer recommendations.

Calibration records are maintained by [name of Post].

Equipment test records are maintained by [name of Post].

Details of equipment testing regimes and of how test records are kept are contained in SOPs.

4.5   Operation and maintenance
(178.83)

All security equipment is operated and maintained in accordance with manufacturer recommendations.

Maintenance records are maintained by [name of Post].

[Name of Organisation]   [Logo]

4.6   Threat image projection
(178.85)

The Threat Image Projection (TIP) library is maintained, in compliance with regulations, by [name of Post].

Individual x-ray log-on passwords are maintained, in compliance with regulations, by [name of Post].

TIP data is extracted and used in accordance with the [name of Organisation] security training programme and QMS.

Part 4, related Appendices & SOPs

Appendix I   – security screening equipment

SOP 25   – Testing – walkthrough metal detectors
SOP 26   – Testing – x-ray machines
SOP 27   – Testing – explosive trace detection equipment

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Part 5 – Security Contingency Plans
(OTAR Part 178, Subpart E)

5.1   Authority and responsibilities

It is the responsibility of each stakeholder organisation to establish and maintain contingency plans in case of a security incident or failure.

5.2   General requirements
(178.103)

[name of Organisation] maintains airport-wide contingency plans and is responsible for ensuring that these interact properly with the Airport Emergency Plans and with individual stakeholder plans. These plans are reviewed annually by the ASC.

These plans are exercised [frequency].

Part 5, related Appendices & SOPs

SOP R.1   – Response – attempted or actual unauthorized access
SOP R.2   – Response – unattended items and vehicles
SOP R.3   – Response – discovery of prohibited item
SOP R.4   – Response – discovery of threat/dangerous item
SOP R.5   – Response – refusal to be screened
SOP R.6   – Response – loss of segregation between departing and arriving passengers
SOP R.7   – Response – failure of security equipment

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Part 6 – Reporting of Incidents
(OTAR Part 178, Subpart F)

6.1   Authority and responsibilities

It is the responsibility of all organisations and individuals to report attempted or actual incidents, breaches of security, failures of security procedures or broken security equipment to [name of Organisation].

6.2   General requirements
(178.127)

[name of Organisation] and aircraft operators report security incidents and failures in accordance with OTAR Part 178.

All security incidents and failures are reported to the ASC for information and may be communicated direct to stakeholders if there is an urgent need to do so.

Part 6, related Appendices & SOPs

SOP 29   – reporting of incidents

[Name of Organisation] [Logo]

Part 7 – SRA, Airside and Landside Areas
(OTAR Part 178, Subpart H)

7.1 Designation of SRA's and Airside Areas
(178.177)

The SRA and Airside area are designated under OTAR Part 178, which is given the force of law through the AN(OT)O. This empowers [name of Organisation] and the relevant Authorities to restrict access to authorised persons. It also confers powers to establish and maintain airport security permit systems.

The [name of Organisation] [name of Post] is responsible for:

a) the establishment of the SRA and Airside area

b) submission of plans and changes to the Governor

c) ensuring that adequate infrastructure and resources are allocated for protection of the SRA and Airside area.

For the purposes of security, the airport has been divided into three zones:

a) Security Restricted Area (SRA) – accessible only by authorised persons, including passengers, and provided with security measures to control access and to prevent the entry of prohibited items

b) Airside – accessible only by authorised persons and provided with security measures to control access and to protect and patrol the boundary

c) Landside – accessible to the general public and provided with limited security protection

Unauthorized entry to the SRA and Airside area is a criminal act under [details of local legislation].

Signs are placed at entry points and at regular intervals on the SRA and Airside area boundaries alerting persons to the status of these areas and to the penalties for unauthorized entry.

[Name of Organisation]   [Logo]

7.2   Protection of the SRA and Airside Area
(178.179)

The security measures deployed to protect the SRA and Airside area are:

a)   Perimeter fence and gates

Airside areas are separated from Landside areas by a continuous chain-link security fence topped with three strands of barbed wire.

There are [number] staffed access gates in the perimeter fence, under the control of Airport Security. There are also [number] additional gates for emergency access use only. All gates are kept locked when not in use.

Security patrols (see below) are responsible for monitoring, identifying and reporting any unauthorized breaches or faults in the perimeter fence.

[manager/department] is responsible for the repair and maintenance of the perimeter fence, gates and access points.

b)   Facilities giving access from Landside to Airside

The following facilities and buildings give access from Landside to Airside:

i.   [name of building] occupied by [name of organisation]

ii.   [name of building] occupied by [name of organisation]

Arrangement for the protection of the Landside/Airside boundary at these facilities and buildings is the subject of a written agreement with each organisation.

These agreements are attached as Appendices to this Programme and provide [name of Airport] with adequate oversight to ensure the arrangements being complied with. This oversight is built into the QMS.

c)   Facilities giving access from Landside and Airside areas into the SRA

Access from Landside and Airside areas into the SRA is only permitted at the following security-controlled locations:

i.   [name of location]

ii.   [name of location]

Any other access points in the SRA boundary are continuously guarded by security when in use, so as to prevent unauthorized access, are kept locked when not in use and are checked regularly by security patrols.

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[Name of Organisation]   [Logo]

    d)   <u>Security patrols of the SRA and Airside area</u>

            Regular security patrols of SRA and Airside boundaries and access points are conducted by [name of organisation].

7.3   Protection of Landside Areas
(178.181)

The security of Landside areas is the responsibility of [name of Organisation/department].

The security measures deployed to protect Landside areas are:

a)   regular patrolling and observation of the passenger drop-off and pick-up areas and terminal frontages to prevent vehicles being left unattended;

b)   regular surveillance and patrols of the public areas of the terminal;

c)   agreed airline procedures for the protection of tickets, boarding passes, baggage tags and other documents;

d)   security awareness public announcements

Part 7, related Appendices & SOPs

Appendix A – Hours of operation of security gates & posts
Appendix B – Plan of facilities
                  Location of security gates & posts
                  Airside & SRA boundaries
                  Access points in SRA boundary
Appendix E – Airside & SRA signage
Appendix G – Access control agreements
Appendix H – Instruction to airlines, protection of documentation

SOP 1   – Management and control of security locks and keys
SOP 2   – Patrolling – Airside areas and perimeter fence
SOP 3   – Patrolling – SRA and boundary
SOP 4   – Patrolling – Landside areas
SOP R.1   – Response – attempted or actual unauthorized access
SOP R.2   – Response – unattended items and vehicles

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[Name of Organisation]   [Logo]

Part 8 – Control of Access
(OTAR Part 178, Subpart I)

8.1   Authority and Responsibilities

[name of Organisation] is responsible for the control of access to Airside and into the SRA.

At those facilities listed at 3.2, control of access is carried out as described in SOPs.

[name of Organisation] maintains personnel and vehicle security permit systems under the laws and regulations detailed at 1.2 and is the sole issuing and control authority for airport security permits.

This empowers [name of Organisation] and the relevant Authorities to deny access to any person who fails to comply with access control requirements.

8.2   General requirements
(178.203)

Persons and vehicles are only allowed to access Airside and the SRA through those security posts and facilities detailed at 3.2.

Control of access to Airside through the facilities and buildings detailed at 3.2(b) is the subject of the written access control agreements attached as Appendices to this Programme.

8.3   Control of access – persons
(178.205)

Holders of unescorted Airport security permits are permitted unescorted access to the Airside and SRA.

Holders of visitor Airport security permits are permitted escorted access to the Airside and SRA and must be escorted at all times.

Additionally, [name of Organisation] accepts unescorted or aircrew security permits issued by the following organisations:

       i.   [name of organisation/airline]

      ii.   [name of organisation/airline]

     iii.   [name of organisation/airline]

     iv.   [name of organisation/airline]

      v.   [name of organisation/airline]

     vi.   [name of organisation/airline]

    vii.   [name of organisation/airline]

  viii. [name of organisation/airline]

  ix. [name of organisation/airline]

  x. [name of organisation/airline]

Examples of all security permits accepted for access by [name of Organisation] permits are shown at Appendix 20 and are placed on every security access post.

8.3   Issue and control of security permits
(178.207)

The following [name of Organisation] personnel are 'Authorising Officers' empowered to verify permit applications and approve issuance of security permits:

Unescorted security permits:

  i.   [name of person/post]

  ii.   [name of person/post]

Visitor security permits:

  i.   [name of person/post]

  ii.   [name of person/post]

Vehicle security permits:

  i.   [name of person/post]

  ii.   [name of person/post]

Procedures for the issuance and control of security permits are contained in SOPs

8.4   Control of access – vehicles
(178.209)

Only vehicles displaying an Airport vehicle security permit are permitted access to the Airside and SRA.

Part 8, related Appendices & SOPs

Appendix A   – Hours of operation of security gates & posts
Appendix B   – Plan of facilities
      Location of security gates & posts
      Airside & SRA boundaries
      Access points in SRA boundary
Appendix D   – Airport Security Committee, terms of reference
Appendix G   – Access control agreements

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SOP 5	– Security permits (persons)
SOP 6	– Security permits (vehicles)
SOP 7	– Control of access – passengers
SOP 8	– Control of access – aircraft crew, airport staff and other non-passengers
SOP 9	– Control of access – vehicles

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Part 9 – Navigational and other Vital Facilities
(OTAR Part 178, Subpart J)

9.1   Authority and responsibilities

Responsibilities for the protection of vital facilities outside of the Airside area and SRA are as follows:

Facility   Responsible organisation

a) air traffic control

b) radar site

c) ILS site

d) NDB site

e) communication facilities

f) fuel depot

g) electrical supply station

9.2   Protection of facilities
(178.227)

Each organisation is responsible for determining the level of protection and monitoring required at its facilities and for detailing this in its Security Programme.

Each organisation attends the ASC where the risks to aviation and the protection of facilities are discussed.

9.3   Control of access to facilities
(178.229)

Each organisation is responsible for determining the appropriate access control measures required at its facilities.

Part 9, related Appendices & SOPs

Appendix D   – Airport Security Committee, terms of reference

[Name of Organisation]   [Logo]

Part 10 – Screening of Passengers and Cabin Baggage
(OTAR Part 178, Subpart K)

10.1   Authority and responsibilities

The authority to screen passengers and cabin baggage is contained in OTAR Part 178, which is given the force of law through the AN(OT)O.

This empowers [name of Organisation] and the relevant Authorities to deny passage to any passenger who refuses screening of their person or their cabin baggage.

The [name of Organisation] is responsible for the screening of passengers and cabin baggage and for the protection and segregation once screened.

[Name of Post], [name of Organisation] is responsible for ensuring that a compliant method of screening is employed at each security post and for determining alternative methods of screening in the event of security equipment failure.

10.2   Prohibited items
(178.253)

The list of items that may not be carried into the SRA is communicated to passengers by aircraft operator conditions of carriage and is available to security personnel in SOPs.

10.3   Screening equipment
(178.255)

See Part 4.

10.4   Screening of passengers
(178.257)

Passengers are screened at the following locations:

   a) Passenger terminal – departure security search area

The screening of passengers is carried out by [name of department or company].

10.5   Private screening
(178.257)

The process for screening persons who require private screening is available to security personnel in SOPs.

Private screening facilities are provided at [locations].

[Name of Organisation]   [Logo]

10.6 Screening of cabin baggage
(178.259)

The screening of cabin baggage is carried out by [name of department or company].

10.7 Screening of animals
(178.260)

Procedures for the screening of animals are contained in SOPs.

10.8 Classified material
(178.261)

Procedures for the screening of Government classified materials are contained in SOPs.

10.9 Confiscated items and articles
(178.263)

Procedures for dealing with confiscated and/or illegal items, that are discovered on passengers or in cabin baggage, are contained in SOPs.

10.10 Protection and segregation
(178.265)

The protection and segregation of departing and arriving passengers within the Terminal building is ensured through physical design and security-controlled doors. Security patrols monitor this segregation.

The protection and segregation of departing and arriving passengers whilst emplaning i.e. on aircraft apron areas, is conducted by aircraft operators as defined in the [name of Document or Agreement].

Part 10, related Appendices & SOPs

Appendix I   – Security screening equipment

SOP 12   – Handling, storage and disposal of confiscated items
SOP 13   – Screening – persons
SOP 14   – Screening – cabin baggage
SOP R.3   – Response – discovery of prohibited items
SOP R.4   – Response – discovery of threat/dangerous items
SOP R.5   – Response – refusal to be screened
SOP R.6   – Response – loss of segregation between departing and
                    arriving passengers

[Name of Organisation]   [Logo]

Part 11 – Transfer and Transit Passengers
(OTAR Part 178, Subpart L)

11.1   Authority and responsibilities

The authority to screen transfer and transit passengers is as stated at 7.1.

This empowers [name of Organisation] and the relevant Authorities to deny passage to any passenger who refuses screening of their person or their cabin baggage.

The [name of Organisation] is responsible for the screening of transfer and transit passengers and cabin baggage and for the protection and segregation once screened.

11.2   Control
(178.277)

The protection and segregation of transfer and transit passengers is the same as for originating passengers.

11.3   Screening equipment

See Part 4.

11.4   Screening of transfer passengers
(178.279)

Transfer passengers and their carry-on baggage are screened to the same standard as originating passengers and carry-on baggage.

Transfer passengers are screened at the following locations:

   a) Passenger terminal – transfer security search area

11.5   Screening of transit passengers
(178.281)

If an aircraft operator elects to disembark transit passengers, they are screened at the following locations:

   a) Passenger terminal – transfer security search area

[Name of Organisation]   [Logo]

Part 11, related Appendices & SOPs

Appendix I   – Security screening equipment

SOP 11   – Prohibited items
SOP 12   – Handling, storage and disposal of confiscated items
SOP 13   – Screening – persons
SOP 14   – Screening – cabin baggage
SOP 15   – Screening – transfer and transit passengers
SOP R.3   – Response – discovery of prohibited items
SOP R.4   – Response – discovery of threat/dangerous items
SOP R.5   – Response – refusal to be screened
SOP R.6   – Response – loss of segregation between departing and
                  arriving passengers

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[Name of Organisation]   [Logo]

Part 12 – Screening of Aircraft Crew, Airport Staff and other Non-Passengers
(OTAR Part 178, Subpart M)

12.1   Authority and responsibilities

The authority to screen aircraft crew, airport staff and other non-passengers and any items they carry is contained in OTAR Part 178, which is given the force of law through the AN(OT)O.

This empowers [name of Organisation] and the relevant Authorities to deny passage to any person who refuses screening of their person or their cabin baggage.

The [name of Organisation] is responsible for the screening of aircraft crew, airport staff and other non-passengers and any items they carry.

12.2   Screening equipment

See Part 4.

12.3   Screening
(178.303)

Aircraft crew, airport staff and other non-passengers are screened to the same standard as passengers.

Aircraft crew, airport staff and other non-passengers are screened at the following locations:

   a) Passenger terminal – departure security search area

   b) Security Gate - xx

12.4   Tools-of-the-Trade

Procedures for the screening of allowable tools-of-the-trade are contained in SOPs.

12.5   Carriage of weapons in the SRA or Airside area
(178.305)

The legal requirements concerning the lawful carriage of firearms within [name of territory] are set out in [Applicable local laws or byelaws].

The legal requirements concerning the lawful carriage of firearms within the SRA and on aircraft are set out in the AN(OT)O.

The following organisations are permitted to carry or handle firearms within the SRA or Airside areas:

    i.   [name of organisation]

    ii.   [name of organisation]

    iii.   [name of organisation]

The process for screening persons who are lawfully carrying firearms into the SRA is available to security personnel in SOPs.

The procedures for safe acceptance or handling of firearms are contained in individual organisations' procedures.

See also Part 15 'Carriage of Weapons on Aircraft'.

Part 12, related Appendices & SOPs

Appendix I   – Security screening equipment

SOP 12   – Handling, storage and disposal of confiscated items
SOP 13   – Screening – passengers
SOP 14   – Screening – cabin baggage
SOP R.3   – Response – discovery of prohibited items
SOP R.4   – Response – discovery of threat/dangerous items
SOP R.5   – Response – refusal to be screened
SOP R.6   – Response – loss of segregation between departing and arriving passengers

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Part 13 – Screening of Vehicles and Airport Supplies
(OTAR Part 178, Subpart N)

13.1   Authority and responsibilities

The authority to screen vehicles and airport supplies is contained in OTAR Part 178, which is given effect through the AN(OT)O.

This empowers [name of Organisation] and the relevant Authorities to deny passage to any person who refuses screening of a vehicle or its content.

The [name of Organisation] is responsible for the screening of vehicles and airport supplies.

13.2   General requirements
(178.327)

The control of access of vehicles, to Airside and SRA, is described in Part 4.

The screening of vehicles and airport supplies is carried out by [name of Organisation].

Vehicles and airport supplies are screened at the following locations:

    a) [Location]

Part 13, related Appendices & SOPs

Appendix I   – Security screening equipment

SOP 12   – Handling, storage and disposal of confiscated items
SOP 19   – Screening – vehicles and airport supplies
SOP 22   – Screening – exempted persons and vehicles
SOP R.3   – Response – discovery of prohibited items
SOP R.4   – Response – discovery of threat/dangerous items
SOP R.5   – Response – refusal to be screened

[Name of Organisation]   [Logo]

Part 14 – Protection of Aircraft
(OTAR Part 178, Subpart P)

14.1   Authority and responsibilities

It is the aircraft operator's responsibility to protect aircraft from unauthorized access or unlawful interference whilst on the ground at the airport.

14.2   Control of access to aircraft
(178.377)

Aircraft operators control access to aircraft.

[name of Organisation] supports aircraft operators through the protection of, control of access to and patrolling of Airside areas and the SRA.

14.3   Aircraft security
(178.379)

Aircraft operators check and search aircraft as required.

Part 14, related Appendices & SOPs

SOP 2 – Patrolling – Airside areas and perimeter fence
SOP 3 – Patrolling – SRA and boundary

[Name of Organisation]   [Logo]

Part 15 – Carriage of Weapons on Aircraft
(OTAR Part 178, Subpart Q)

15.1   Authority and responsibilities

The legal requirements concerning the lawful carriage of firearms within [name of territory] are set out in [Applicable local laws or byelaws].

The legal requirements concerning the lawful carriage of firearms within the SRA and on aircraft are set out in the AN(OT)O.

15.2   General
(178.403)

The process for screening persons who are lawfully carrying firearms into the SRA is available to security personnel in SOPs.

The process for acceptance of lawful firearms for carriage on an aircraft is available to security personnel in SOPs.

See also Paragraph 12.4 'Carriage of weapons in the SRA or Airside area'.

15.3   Air Marshals

The following States have an agreement with [name of Territory] to deploy Air armed Air Marshals on flights into [name of Territory]:

a)   [State]

[name of Agency] is responsible for the procedures governing the firearms carried by Air Marshals.

Air Marshals are not permitted to remove firearms from the SRA or to seek re-entry to the SRA with a firearm.

Part 15, related Appendices & SOPs

SOP 23 – Acceptance and screening of firearms

[Name of Organisation]   [Logo]

Part 16 – Persons in Custody and Under Administrative Control
(OTAR Part 178, Subpart R)

16.1   Authority and responsibilities

The responsible Authority for persons in custody or under administrative control is the authority responsible for their removal from [name of Territory]; usually Immigration or Police.

Responsibility may pass to the aircraft operator at the point of acceptance for travel or at boarding.

16.2   Security measures and procedures
(178.427)

Persons in custody or under administrative control are not exempt security screening but may require special handling depending on the nature of their removal from [name of State].

16.3   Notification requirements
(178.429)

The responsible Authority is required to give not less than 24-hours notice of the movement of such a person to:

a)   [name of Organisation] [name of Post]

b)   Aircraft operator

Any special handling requirements will be agreed between the responsible Authority, the aircraft operator and [name of Post] and notified to security in advance.

[Name of Organisation]   [Logo]

Part 17 – Hold Baggage
(OTAR Part 178, Subpart S)

17.1   Authority and responsibilities

The authority to screen hold baggage is contained in OTAR Part 178, which is given the force of law through the AN(OT)O.

This empowers [name of Organisation] and the relevant Authorities to deny passage to any person who refuses screening of their hold baggage.

Aircraft operators are responsible for the acceptance, screening and protection of hold baggage and for the reconciliation of passengers and hold baggage.

The [name of Organisation] is responsible for the provision of equipment and facilities to enable the screening of hold baggage.

17.2   Acceptance and protection
(178.453)

Aircraft operator procedures ensure effective acceptance procedures for hold baggage.

After check-in, hold baggage is passed to [name of organisation] for screening during which time [name of organisation] is responsible for its protection.

After screening, hold baggage is passed to the aircraft operators' appointed baggage handling company that protects it from interference prior to loading onto the aircraft.

17.3   Screening equipment

See Part 17.

17.4   Screening of hold baggage
(178.455)

The screening of hold baggage is carried out by [name of department or company].

Hold baggage is screened at the following locations:

   a) [Location]

17.5   Passenger and hold baggage reconciliation
(178.457)

Aircraft operators at the airport use [method] to meet this requirement.

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[Name of Organisation]   [Logo]

17.6 Transfer hold baggage
(178.459)

Transfer hold baggage is screened and protected in the same way and at the same location as originating hold baggage.

17.7 Transit hold baggage
(178.460)

If an aircraft operator elects to off-load transit hold baggage, is screened and protected in the same way and at the same location as originating hold baggage.

17.8 Unaccompanied hold baggage
(178.461)

Unaccompanied hold baggage is accepted for travel by the aircraft operator and is subsequently screened at the same location as originating hold baggage but is viewed, by x-ray, from at least two different angles.

17.9 Storage of mishandled baggage
(178.463)

Mishandled hold baggage is dealt with by the aircraft operator or its appointed baggage handling agent.

Such baggage is stored securely at [location] until forwarded, claimed or disposed of by the aircraft operator.

Part 17, related Appendices & SOPs

Appendix I   – Security screening equipment

SOP 18   – Screening – hold baggage
SOP R.3   – Response – discovery of prohibited item
SOP R.4   – Response – discovery of threat/dangerous item
SOP R.5   – Response – refusal to be screened

[Name of Organisation]   [Logo]

Part 18 – Air Cargo and Mail
(OTAR Part 178, Subpart T)

18.1 Authority and responsibilities

Aircraft operators are responsible for the acceptance, screening and protection of air cargo and mail.

The [name of Organisation] is responsible for ensuring that air cargo and mail entering the SRA has been screened.

18.2 General requirements
(178.477)

Air cargo and mail is screened in one of the following ways:

   a) by the aircraft operator or cargo agent at its facility; in which case it is presented at the security checkpoint in a security sealed vehicle or container with the necessary, agreed, paperwork.

   b) by [name of Organisation] on entry to the SRA.

Air cargo and mail is screened at the following locations:

   a) [Location]

Part 18, related Appendices & SOPs

SOP 20   – Screening – air cargo and mail
SOP R.3   – Response – discovery of prohibited items
SOP R.4   – Response – discovery of threat/dangerous items

[Name of Organisation]   [Logo]

Part 19 – Aircraft Catering, Stores and Supplies
(OTAR Part 178, Subpart U)

19.1   Authority and responsibilities

Aircraft operators are responsible for the acceptance, screening and protection of aircraft catering, stores and supplies.

The [name of Organisation] is responsible for ensuring that aircraft catering, stores and supplies entering the SRA has been screened.

19.2   General requirements
(178.503)

Aircraft catering, stores and supplies are screened in one of the following ways:

a) by the aircraft operator or supplier at its facility; in which case it is presented at the security checkpoint in a security sealed vehicle with the necessary, agreed, paperwork.

b) by [name of Organisation] on entry to the SRA.

Aircraft catering, stores and supplies are screened at the following locations:

a) [Location]

Part 19, related Appendices & SOPs

SOP 21   – Screening – aircraft catering, stores and supplies
SOP R.3   – Response – discovery of prohibited items
SOP R.4   – Response – discovery of threat/dangerous items

[Name of Organisation] [Logo]

Part 20 – Personnel, Recruitment, Selection and Training
(OTAR Part 178, Subpart C)
(OTAR Part 179, Subparts B & C)

20.1 Authority and responsibilities

[name of Organisation] is responsible for ensuring personnel employed by itself and by its contractors and suppliers on security related duties are recruited, selected, trained and certified according to OTAR Part 178.

Aircraft operators are responsible for ensuring that personnel employed by itself and by its contractors and suppliers on security related duties are recruited, selected, trained and certified according to the regulations of the State in which their AOC is issued.

[name of Organisation] is responsible for ensuring that all personnel issued with an airport security permit receive training in accordance with OTAR Part 179.

20.2 Recruitment and selection of security personnel
(178.55)

The [name of Organisation] recruitment and selection procedures for personnel employed on security related duties are detailed in Appendix J.

20.3 Training – general
(179.27)

[name of Organisation] [name of Post] maintains the security training programme ensuring that internally delivered security training courses and course materials are up to date and comply with regulations.

[name of Organisation] [name of Post] maintains security training records.

20.4 Training and certification of security instructors
(179.31 & 179.57)

[name of Organisation] [name of Post] ensures that all instructors that deliver security training, including third-party suppliers, have the relevant qualifications and experience and are properly certified.

20.5 Training and certification of security managers
(179.33 & 179.59)

[name of Organisation] [name of Post] ensures that all personnel employed on the management of security functions have the relevant qualifications and experience and are properly certified.

[Name of Organisation]   [Logo]

20.6   Training and certification of security supervisors and screeners
(179.35 & 179.61)

[name of Organisation] [name of Post] ensures that all personnel employed on the supervision of security duties or as security screeners are appropriately trained and certified.

20.7   Training of non-security personnel
(179.37)

[name of Organisation] [name of Post] ensures that all personnel provide proof of appropriate security training before they are issued with an airport security permit.

Part 20, related Appendices & SOPs

Appendix J   – Recruitment and selection of security personnel
Appendix K   – Training and certification of security personnel
Appendix L   – Training and certification of security personnel

SOP 5   – Security permits (persons) – application, issuance and
                   control

[Name of Organisation]   [Logo]

Appendix A – Airport Information

A.1   Physical characteristics and facilities

Airport Operator: [name of Organisation]

Postal address: [postal address]

ICAO identification code: [code]

IATA identification code: [code]

The airport consists of the following primary facilities:

a) single runway with associated taxiways

b) single commercial passenger terminal with:

    i.   associated aircraft parking apron

    ii. surface car park

    iii. passenger drop-off and pick-up zone

c) GA/FBO terminal with associated aircraft parking apron

d) cargo shed

e) air traffic control tower and fire station building

f) [number] of aircraft maintenance hangars

A.2   Key contacts

Managing Director	[name]	[tel no's] [email]
Security Manager	[name]	[tel no's] [email]
24-hour contact	[name]	[tel no's] [email]

A.3   Airport operations

Hours of operation: [hours of operation]

Types of movement   [scheduled passenger, charter, cargo, GA]

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A.4   Annual statistics

In [year] the Airport handled:

Aircraft movements	[number]
Passengers	[number]

A.5   Commercial aircraft operators

In [year] the commercial aircraft operators serving the Airport were:

[name of aircraft operator]

[name of aircraft operator]

[name of aircraft operator]

[name of aircraft operator]

[name of aircraft operator]

A.6   Plans

Plans showing the primary airport facilities and the boundaries of the Security Restricted Area (SRA) and Airside areas are at Appendix B.

A.7   Security posts & gates

a) [name of post or gate]   [hours of operation]   [no. of staff]

b) [name of post or gate]   [hours of operation]   [no. of staff]

c) [name of post or gate]   [hours of operation]   [no. of staff]

[Name of Organisation]   [Logo]

Appendix B – Airport Plans

<u>Include</u>

1. External plan showing:

    o   Overall airport layout

    o   Principal facilities

    o   Perimeter fence/ gates

    o   Airside boundary

    o   SRA boundary

    o   Security controlled access posts/gates

2. Internal plans of any facilities on the Airside or SRA boundary showing:

    o   Airside or SRA boundary

    o   Breaches in Airside or SRA boundary

    o   Security controlled access points

3. Plans of security posts showing:

    o   Layout

    o   SRA boundary

    o   Placement of security equipment

[Name of Organisation]   [Logo]

Appendix C – Airport Organisation

Insert

Organisation chart, including numbers of personnel

[Name of Organisation]   [Logo]

Appendix D – Airport Security Committee, Terms of Reference

[name of Organisation] - Airport Security Committee (ASC)

1. Terms of reference

A single Airport Security Committee (ASC) has been established by the [name of Organisation], in accordance with the NCASP, to cover all airports serving civil aviation in the [name of Territory]. The terms of reference of this committee are to:-

a) coordinate the implementation of the NCASP at the airports;

b) oversee and monitor the ASP, including special measures introduced by the [name of Organisation], aircraft operators and airport tenants;

c) identify vulnerable areas, including essential equipment and facilities, and review the security of these areas on a regular basis;

d) ensure that security measures and procedures in place are adequate to meet threats and that they remain under constant review, providing for normal situations and contingencies for periods of heightened security and emergency situations;

e) arrange for security surveys and inspections to be carried out on an unpredictable but frequent basis;

f) ensure that recommendations for improvement in security measures and procedures are implemented;

g) inform the NCASC of the current state of security measures and procedures in effect at the airport, and refer to NCASC any problems related to the protection of the airport and its services which cannot be resolved at the local level;

h) arrange for the security education and training of airport staff; and

i) ensure that any plans for airport expansion include plans for modifications to be made to airport control systems and equipment.

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[Name of Organisation] [Logo]

2. Membership

Current membership of the ASC is decided by the [name of Post] and is:-

a) [name of Organisation] – [name of Post] as Chairperson
b) Representative from each airline operating at the Airport(s)
c) Representative from any FOB operating at the Airport(s)
d) Representative from each border control agency
e) Representative from each security entity operating at the Airport(s)
f) Representative from the Police Service (District Chief Inspector or designate)
g) Representative from each concessionaire operating at the Airport(s)
h) Representative from any other air service provider at the Airport(s) (air ambulance, MRCU, etc..)
i) ATC representative
j) RFFS representative

In addition to permanent members of the committee, other individuals may be invited to attend meetings on an ad hoc basis to ensure that adequate technical operating expertise and experience are available during its deliberations.

3. Frequency of meetings

Meetings shall be called by the chair when required but at least twice a year, ideally prior to the NCASC meetings.

Minutes for each meeting shall be kept and, after approval by the chairperson, circulated to the members of the committee.

[Name of Organisation]   [Logo]

Appendix E – Airside and SRA Signage

Insert examples

[Name of Organisation]   [Logo]

Appendix F – Security Permits

Insert examples of security permits:

a) Unescorted

b) Visitor

c) Permits accepted from other organisations & aircrew permits

d) Vehicle permits

[Name of Organisation]   [Logo]

Appendix G – Access Control Agreements

Insert signed agreements

[Name of Organisation]   [Logo]

Appendix H – Instruction to Airlines, Protection of Documentation

Insert

[Name of Organisation]   [Logo]

Appendix I – Security Screening Equipment

Type	Manufacturer	Model no.	Installed software (types & version no's)	Location
WTMD				
WTMD				
HHMD				
HHMD				
X-ray				
X-ray				
EDS				
EDS				
ETD				
ETD				

[Name of Organisation]   [Logo]

Appendix J – Recruitment and Selection of Security Personnel

[Name of Organisation]   [Logo]

Appendix K – Training and Certification of Security Personnel

[Name of Organisation]   [Logo]

Appendix L – Training of Non-Security Personnel