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

Updated to align with the latest issues of the OTARs.
Additional information provided on reviewing and updating manuals.

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 Introduction

1.1 Aviation security regulatory requirements are based on ICAO Doc.8973 and modified or extended by OTAR Parts 178 & 179.

1.2 A number of factors will affect how an aerodrome or aircraft operator chooses to comply with security regulations.

1.3 The Airport Security Programme (ASP) and Security Operating Procedures (SOPs) detail how security is delivered at the aerodrome, so as to comply with regulations and any additional security needs that are identified by the company.

1.4 The security training programme details how training is provided to those involved in the delivery of airport security measures.

2 Requirements

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

(a) establish, implement, maintain and document an ASP and SOPs that:

(i) show compliance with the NCASP; and

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

(b) establish, implement, develop and maintain a written security training programme for their personnel in accordance with ICAO Doc.8973.

(c) are kept up to date, reviewed at least once a year and submitted to the Governor, for acceptance, when changes are made.

3 Intention

3.1 The intention is that aerodromes have documents that:

(a) reflect their own company security policies, procedures and training: and

(b) reflect how security is actually delivered at the airport(s), rather than being statements of regulatory requirements;

(c) are reviewed regularly and updated when things change.

4 General principles

4.1 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, SOPs and Training Manual fit into the hierarchy of documents.

![Diagram showing the hierarchy of documents]

4.2 It’s good practice to avoid duplication within these documents. For example, try to avoid re-stating the detailed requirements of the OTAR within the ASP.

4.3 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.

5 Template manuals

5.1 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.

5.2 An alternative, simplified example ASP is available on request by emailing: avsec@airsafety.aero, and may be used if desired.

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

5.4 Whichever templates or styles an aerodrome selects, it should be remembered that the above 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 above template documents are only available to regulated aerodromes in the U.K. Overseas Territory aerodromes*
6  Reviewing and updating manuals

6.1 Manuals and SOPs are only of use if they are kept up to date. The OTAR requires this should be reviewed at least once a year but it should also be done whenever any significant change to security measures is implemented.

6.2 For the benefit of users, where changes are made they should be indicated by change bars in the right-hand margin of the document, which is very easy to do.

6.3 Documents must be accepted by ASSI (see below) and re-issued, whenever changes are made.

6.4 Although it’s not a requirement, given the ease of creating and circulating electronic documents, it’s best practice to also re-issue the entire document when the annual review takes place, irrespective of whether changes are made or not.

6.5 Version control of documents is important, to ensure that users know they have the latest version. Usual practice is to allocate a new ‘Issue’ number every time the document is re-issued to users, as above. Whereas drafts of updates are allocated ‘Version’ numbers.

For example:

<table>
<thead>
<tr>
<th>Original issue</th>
<th>Issue 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>First draft of updated document</td>
<td>Version 1.1</td>
</tr>
<tr>
<td>Second draft of updated document</td>
<td>Version 1.2</td>
</tr>
<tr>
<td>Second issue</td>
<td>Issue 2</td>
</tr>
</tbody>
</table>

6.6 Final drafts of revised documents should be submitted to ASSI for acceptance, before being issued. These will not be reviewed by ASSI unless change bars or some other means of indicating changes has been used.