

TWENTIETH SCHEDULE (Regulations 165,166, 167)

AVIATION SECURITY

SUBPART A: GENERAL

- 20.001 Applicability
- 20.002 Definitions
- 20.003 Acronyms
- 20.004 Prohibition Orders
- 20.005 Issue of Security Directive or Information Circular
- 20.006 Protection of Sensitive Security Information
- 20.007 Quality Control

SUBPART B: SECURITY PROGRAMME

- 20.009 Restrictions on Security Programmes
- 20.010 Additional Requirements for Applications
- 20.011 Acceptance of a Proposed Security Programme
- 20.012 Contents of an Aerodrome Security Programme
- 20.013 Development of Aerodrome Security Measures
- 20.014 Approval of Aerodrome Security Programme
- 20.015 Air operator Security Measures
- 20.016 Contents of Air Operator Security Programme
- 20.017 Approval of Air Operator Security Programme
- 20.018 Contents of a Regulated Agent Security Programme
- 20.019 Approval of Regulated Agent Security Programme
- 20.020 Contents of a Flight Catering Operator Security Programme
- 20.021 Approval of Flight Catering Operator Security Programme
- 20.022 Modification to Operational Particulars Affecting Security
- 20.023 Amendment to Approved Security Programmes
- 20.024 Request to Amend an Approved Security Programme

SUBPART C: AERODROME SECURITY

- 20.025 Aerodrome Operator for Aerodrome Responsibilities
- 20.026 Aerodrome Security Committee
- 20.027 Aviation Security Officers and Screening Officers
- 20.028 Employer Responsibility for Aviation Security Officers and Aviation Screening Officers
- 20.029 Use of members of the Security Forces
- 20.030 Requirement to Screen Persons, Carry-on Baggage, Goods or Vehicle
- 20.031 Refusal of Person to Submit to Screening
- 20.032 Unaccompanied Goods
- 20.033 Notification of Security Incidents
- 20.034 Aerodrome Tenant Responsibilities
- 20.035 Prohibition on Release of Security Measures at an Aerodrome
- 20.036 False Statements, Entries or Unauthorized Reproductions
- 20.037 Aerodrome Access Control
- 20.038 Aerodrome Restricted Area Pass
- 20.039 Security of Aerodrome Movement area
- 20.040 Records
- 20.041 Evidence of compliance
- 20.042 Aerodrome Security Co-ordinator
- 20.043 Measures in Event of Specific Threat at Aerodrome
- 20.044 Notification of Threat against Facility or Aerodrome
- 20.045 Screening Officers to Inform Aerodrome Operator of Threat against Aerodrome
- 20.046 Measures in Event of Specific Threat
- 20.047 Discovery of Weapons, Incendiary Devices or Explosives at Aerodrome

20.048 Aerodrome Operator to keep Map of Aerodrome

SUBPART D: AIR OPERATOR SECURITY

- 20.050 Air Operator Security Programme
- 20.051 Screening of Passengers and Carry-on Bags
- 20.052 Prevention and Management of Hijackings and Sabotage Attempts
- 20.053 Carriage of Weapons on Board Aircraft
- 20.054 Use of X-ray Systems
- 20.055 Security Threats and Procedures
- 20.056 Reporting Security Incidents
- 20.057 Notification of Security Incidents by Screening Officers
- 20.058 Security Information to the Authority
- 20.059 Provision of Information to the Authority on Security Operations by Air Operator Service Providers
- 20.060 Provision of Information to the Authority on Security Operations by Screening Personnel
- 20.061 Use of Explosive Detection System
- 20.062 Carriage of Passengers in the Custody of an Escort Officer
- 20.063 Training

SUBPART E: REGULATED AGENT SECURITY

- 20.065 Security Controls over Cargo
- 20.066 Responsibilities of a Regulated Agent
- 20.067 Responsibility of the Air Operator Receiving Goods from a Regulated Agent
- 20.068 Inspection of Goods Offered for Transport by Regulated Agent

SUBPART F: FLIGHT CATERING OPERATOR SECURITY

- 20.070 Aviation Security Responsibilities of a Flight Catering Operator
- 20.071 Responsibility of the Air Operator Receiving Catering Stores and Supplies from a Flight Catering Operator
- 20.072 Inspection of Catering Supplies and Stores

SUBPART G: RESPONSIBILITIES OF PASSENGERS & PERSONS AT AN AERODROME

- 20.076 Search of Persons and Goods
- 20.077 Restrictions of Passengers
- 20.078 Restrictions on Access to Aerodrome Restricted Areas
- 20.079 Restriction of Entry into Sterile Area
- 20.080 Requirement to Submit to Screening

APPENDICES

- Appendix 1 to 20.012: Aerodrome Operator Security Programme
- Appendix 1 to 20.016: Air Operator Security Programme
- Appendix 1 to 20.018: Regulated Agent Security Programme
- Appendix 1 to 20.020: Flight Catering Operator Security Programme
- Appendix 1 to 20.026: Aerodrome Security Committee Terms of Reference
- Appendix 1 to 20.028: Screener Training Requirements
- Appendix 1 to 20.030: Prohibited Items
- Appendix 1 to 20.034: Aerodrome Tenant Restricted Area Security Programme
- Appendix 1 to 20.038: Employment History Verification and Background Checks

SUBPART A: GENERAL

20.001 APPLICABILITY

20.002 DEFINITIONS

For the purpose of this Schedule, the following definitions shall apply-

- (1) **"act of unlawful interference"** means an act which seeks to or jeopardizes the safety of civil aviation and air transport such as -
 - (i) unlawful seizure of an aircraft in flight or on the ground;
 - (ii) hostage taking on board an aircraft or at an aerodrome;

- (iii) forcible intrusions on board an aircraft at an aerodrome or at the premises of an aeronautical facility;
 - (iv) introduction on board an aircraft or at an aerodrome of a weapon or hazardous device or material intended for criminal purposes; or
 - (v) communication of false information so as to jeopardize the safety of aircraft in flight or on the ground, of passengers, crew, ground or the general public, at an aerodrome or at the premises of a civil aviation facility;
- (2) **"aerodrome"** includes -
- (i) a Category A aerodrome, otherwise referred to as an "airport" that is certified pursuant to the Aerodrome Regulations 2004, provides customs and immigration services and regularly serves scheduled and non-scheduled international and domestic commercial air transport operations and cargo operations;
 - (ii) A Category B aerodrome, is any aerodrome with no international service, and scheduled domestic services offered by national air operators with a frequency of more than 2 scheduled flights per day, utilizing aircraft with greater than 10 tonnes of Maximum Take Off Weight (MTOW) or more than 20 seats; and
 - (iii) A Category C aerodrome is any aerodrome, other than Category A and B aerodromes, with domestic non-scheduled and general aviation traffic, where the commercial activity is limited to aircraft with less than 10 tonnes of Maximum Take Off Weight (MTOW) or less than 20 seats;
- (3) **"air operator"** means a national air operator and/or a foreign air operator;
- (4) **"aerodrome operator"** means a person who operates a Category A, B or C aerodrome in Jamaica;
- (5) **"aerodrome tenant"** means any enterprise that is resident at an aerodrome and offers services and products at that aerodrome;
- (6) **"a loaded firearm"** means a firearm, which has inserted in it a live round of ammunition, cartridge, detonator or powder in the chamber or in a clip, magazine or cylinder;
- (7) **"Authority"** means the Jamaica Civil Aviation Authority, as established under the Civil Aviation Act, 1966;
- (8) **"authorized search"** means a search carried out of persons or goods destined to or within a restricted area of an aerodrome, or on board an aircraft, by a designated aviation security officer, police officer or any other person designated by the Civil Aviation Authority;
- (9) **"aviation security officer"** means-
- (i) a person who is trained in accordance with the security training requirements of the approved Aerodrome Operator Security Programme and who has been appointed as an aviation security officer by an aerodrome operator, air operator or aerodrome tenant; or
 - (ii) any member of the Jamaica Constabulary Force (JCF) or Defence Force when assigned aerodrome security duties;
- (10) **"aviation screening office"** means a person who by virtue of his training has been employed by the aerodrome operator, air operator or aerodrome tenant to carry out aviation security screening duties;
- (11) **"background check"** means a check of a person's identity and previous experience, including any criminal history, where appropriate, as part of the assessment of the individual's suitability for unescorted access to a security restricted area;
- (12) **"Cargo"** for the purpose of this Schedule and Part XV of the Regulations means any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage;
- (13) **"carry-on baggage"** means bags and personal belongings to which a person will have access while on board an aircraft;

- (14) **"catering stores"** means all items, other than catering supplies, associated with passenger in-flight services, that includes newspapers, magazines, headphones, audio and video tapes, pillows and blankets, amenity kits;
- (15) **"catering supplies"** means food, beverages, other dry stores and associated equipment used on board an aircraft;
- (16) **"checked baggage"** means personal belongings of passengers or crew accepted for transportation by an aircraft operator and to which a person will not have access while on board an aircraft;
- (17) **"dangerous goods"** means articles or substances which are capable of posing a risk to health, safety, property or the environment when transported by air and which are classified according to the International Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air;
- (18) **"escort"** means to accompany or supervise an individual who does not have unescorted access authority to areas restricted for security purposes, as identified in the Aerodrome Operator Security Programme, in a manner sufficient to take action should the individual engage in activities other than those for which the escorted access is granted;
- (19) **"exclusive area"** means that part of an airside operations area for which an air operator has agreed in writing with the aerodrome operator to exercise exclusive security responsibility under an approved security programme or a security programme used in accordance with Subpart E of this Schedule;
- (20) **"firearm"** has the meaning given to it in the Firearms Act, 1967;
- (21) **"flight catering operator"** means any enterprise that provides catering supplies for consumption on board an aircraft in flight engaged in the carriage of passengers;
- (22) **"foreign air operator"** means an air operator who conducts international air transport operations under the authority of an air operator certificate issued by a State other than Jamaica;
- (23) **"general aviation"** means all aviation activity at an aerodrome associated with the arrival and departure of aircraft other than approved air operators by license or permit;
- (24) **"goods"** means personal belongings, baggage, cargo, mail, article, thing or conveyance that may be taken or placed on board an aircraft or taken into a restricted area;
- (25) **"handling agent"** means a person, organization or enterprise engaged in or offering services to an air operator;
- (26) **"hijacking"** has the meaning given to it under The Aircraft (Tokyo, Hague and Montreal Conventions) Act, 1984;
- (26) **"incendiary device"** means an object, other than a match or pocket lighter, that is fabricated with combustible materials and when ignited may cause fire damage to property or inflict burn injuries on individuals;
- (27) **"in-flight security personnel"** means a member of the security forces specially trained in aviation security;
- (28) **"movement area"** means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s);
- (29) **"Minister"** means the Minister of Transport and Works;
- (30) **"national air operator"** means an air operator operating under the authority of the Civil Aviation Authority of Jamaica;
- (31) **"person in custody"** means a person who is for the time being under the control of an escort officer;
- (32) **"personal search"** means a search of the clothing of a person and personal belongings for prohibited items by a designated aviation security officer or a member of the Jamaica Constabulary Force;
- (33) **"security forces"** means officers of the Jamaica Constabulary Force and Jamaica Defence Force;

- (34) **"private charter"** means an agreement to hire an entire aircraft for the carriage of passengers and goods;
- (35) **"public charter"** means an agreement to hire a specified cargo space or number of passenger seats on an aircraft for the carriage of passengers and goods;
- (36) **"record"** includes any writing, drawing, map, tape, film, photograph, or other means by which information is preserved;
- (37) **"regulated agent"** means an agent, freight forwarder or any other entity who conducts business with an air operator and provides security controls that are accepted or authorized by the Authority in respect of cargo, courier and express parcels or mail;
- (38) **"restricted area"** means any area of an aerodrome that is identified as an area to which access is restricted to authorized persons and includes any aircraft or vehicle on that aerodrome;
- (39) **"restricted area pass"** means a document issued by the designated pass issuing authority, that entitles the holder to have access to a specific restricted area of an aerodrome during a specified period;
- (40) **"scheduled passenger operations"** means the provision of an air transportation service for passengers from identified air terminals at a set time announced by timetable or schedule published in a newspaper, magazine or other advertising medium;
- (41) **"screening"** means the application of technical or other means which are intended to detect weapons, explosives or other prohibited items which have been designated as dangerous to aviation security;
- (42) **"security measure"** means the application of physical and human resources and processes for the control of weapons, explosives or other dangerous devices which may be utilized to commit an act of unlawful interference;
- (43) **"security programme"** means measures adopted to safeguard international and domestic civil aviation against acts of unlawful interference;
- (44) **"security officer"** or "security screening officer" is a duly trained and appointed aviation security guard;
- (45) **"sterile area"** means that area between any passenger inspection or screening control point and aircraft into which access is strictly controlled;
- (46) **"Technical Instructions"** means the International Civil Aviation Organization Instructions for the transport of Dangerous Goods by air;
- (47) **"tenant restricted area"** means any area at, or connected to, an aerodrome that has been declared as such in accordance with the provisions of the appropriate aerodrome restricted area;
- (48) **"transit passenger"** means a passenger departing from an aerodrome on the same flight on which he arrived;
- (49) **"transfer passengers/baggage"** means a passenger/baggage making direct connections between two different flights;
- (50) **"unidentified baggage"** means baggage at an aerodrome, with or without a baggage tag which is not picked up by or identified with a passenger; and
- (51) **"weapon"** means any thing designed, used or capable of inflicting harm and includes a firearm.

20.003 ACRONYMS

The following acronyms are used in this Schedule -

- (1) ASP – Airport Security Programme;
- (2) CCTV – Closed-circuit television;
- (3) HHMD – Hand-held Metal Detector;
- (4) HBS – Hold baggage screening;
- (5) ICAO – International Civil Aviation Organization;
- (6) JCAA – Jamaica Civil Aviation Authority;
- (7) JCF – Jamaica Constabulary Force;

- (8) JDF – Jamaica Defence Force;
- (9) NCASC – National Civil Aviation Security Committee;
- (10) NCASP – National Civil Aviation Security Programme;
- (11) NCASTP – National Civil Aviation Security Training Programme;
- (12) NQCP – National Quality;
- (13) PIC – Pilot-in-Command
- (13) SCP – Screening checkpoint;
- (14) VIP – Very Important Person; and
- (15) WTMD – Walk-through Metal Detector;

20.004 Prohibition Orders

The Director General may issue an order prohibiting the carriage by aircraft of any item, either as personal belongings, freight, catering, cargo or mail.

20.005 Issue of Security Directive

- (a) The Authority may, for the purpose of implementation of any of the Security Programmes required under this Schedule, issue a security directive or information circular to any person to whom subparagraph (c) applies requiring him to take such measures as are specified in the directive. Where the Authority intends to issue a security directive, it may seek the advice of the National Civil Aviation Security Committee on the proposed directive before issuing it.
- (b) The Authority may, by a security directive –
 - (1) revoke wholly or partly another security directive issued previously; or
 - (2) modify another security directive issued previously in such manner as it thinks fit.
- (c) This subparagraph applies to -
 - (1) the aerodrome operator;
 - (2) the manager of an aerodrome other than an aerodrome which is principally used by aircraft in military service;
 - (3) any air operator registered or operating in Jamaica;
 - (4) flight catering operator;
 - (5) regulated agent;
 - (6) any person who occupies any land forming part of an aerodrome;
 - (7) any person who is permitted to have access to a restricted area in an aerodrome for the purposes of the activities of a business carried on by him;
 - (8) any person who manages navigational or other aviation related facilities that are important to the continued operation of international civil aviation; or
 - (9) any person who carries on a business:
 - (i) which involves handling of any article intended to be carried into an aerodrome for any purpose;
 - (ii) which involves provision of service by personnel who have access to a restricted area; and
 - (iii) which, in the opinion of the Authority, otherwise impinges on the security of an aerodrome.
- (d) A person issued with a security directive or a information circular shall comply with all security directives issued by the Authority within the time frame prescribed for compliance.
- (e) A person issued with a security directive or an information circular shall -
 - (1) no later than twenty-four hours after delivery by the Authority or within the time prescribed in the security directive, acknowledge receipt of such security directive;
 - (2) within the time prescribed in such security directive, specify the method by which the aerodrome operator, air operator, flight catering operator or regulated agent has implemented or plans to implement the measures in the security directive; and

- (3) ensure that information regarding the security directive and measures implemented in response to such security directive are distributed to specified personnel as prescribed in the security directive and to other personnel who require to have such information for the performance of their functions.
- (f) In the event that a person issued with a security directive or an information circular is unable to implement the measures contained in the security directive or information circular, he shall submit proposed alternative measures, and the basis for submitting the alternative measures, to the Director General within the time frame for compliance prescribed in the security directive or information circular.
- (g) The Director General shall review alternative measures submitted by the person to whom a security directive was issued and where he is satisfied that they meet the requirements of the security directive, he shall approve such alternative measures.
- (h) The person shall implement any alternative measures approved by the Authority under subparagraph (g).
 - (1) A person who receives a security directive or information circular, under subparagraph (a), and each person who receives information from such a person in respect of his duties, shall -
 - (i) restrict the availability of the security directive or information circular and information therein to those persons who require such information for the performance of their functions; and
 - (ii) refuse to release the security directive or information circular and information regarding the security directive or information circular to other persons without the prior written consent of the Authority.

20.006 Protection of Sensitive Security Information

- (a) For the purpose of these Regulations the following information and records containing such information constitute sensitive security information -
 - (1) an approved security programme for an aerodrome operator, air operator, regulated agent or flight catering operator, or tenant restricted area operator;
 - (2) any security programme that relates to transportation by air and any comments, instructions or implementing guidance pertaining thereto;
 - (3) security directives, information circulars and any comments, instructions or implementing guidance pertaining thereto;
 - (4) any profile used in any security screening process, including for persons, baggage or cargo;
 - (5) any security contingency plan or information and any comments, instructions, or implementing guidance pertaining thereto;
 - (6) technical specifications of any device used for the detection of any deadly or dangerous weapon, explosive, incendiary, or destructive substance;
 - (7) a description of, or technical specifications of, objects used to test screening equipment;
 - (8) communication procedures and technical specifications of any security communication equipment;
 - (9) any information that the Director General has determined may reveal a systemic vulnerability of the aviation system or a vulnerability of aviation facilities, to attack;
 - (10) information concerning threats against civil aviation released by the Authority;
 - (11) specific details of aviation security measures whether applied directly by the Authority or regulated parties and includes, but is not limited to, information concerning specific numbers of aviation security officers and aviation security screening officers, deployments or missions, and the methods involved in such operations;
 - (12) any other information, the disclosure of which the Authority has prohibited; and
 - (13) any draft, proposed or recommended change to the information and records identified in these Regulations.
- (b) A person shall not divulge documented information in respect of security measures in effect by the Civil Aviation Authority or other government authority, an aerodrome operator, air

operator, regulated agent, aerodrome tenant or flight catering organization, without permission.

20.007 Quality Control

- (a) The Director General may in writing require any person who -
 - (1) is required to hold an aviation security programme; or
 - (2) operates, maintains, or services, or does any other act in respect of any aircraft, aeronautical procedure, to undergo or carry out such inspections and such monitoring as the Director General considers necessary in the interests of civil aviation security.
- (b) The Director General may, in respect of any person described in subparagraph (a), carry out such inspections and monitoring as the Director General considers necessary in the interest of civil aviation security.
- (c) For the purposes of any inspection or monitoring carried out in respect of any person under subparagraph (b), the Director General may in writing require from that person such information as the Director General considers relevant to the inspection or the monitoring.

SUBPART B: SECURITY PROGRAMMES

20.009 RESTRICTIONS ON SECURITY PROGRAMMES

- (a) An aerodrome operator shall not operate the aerodrome specified in his aerodrome licence unless he has submitted, for such aerodrome, a proposed Aerodrome Operator Security Programme, which meet the requirements of these Regulations for acceptance and subsequent approval by the Authority.
- (b) A person shall not operate a Jamaican aircraft within Jamaica or internationally unless he has submitted a proposed Air Operator Security Programme for his operations, to the Authority for its acceptance and subsequent approval.
- (c) A foreign air operator shall not conduct operations in Jamaica unless he has submitted a proposed Air Operator Security Programme as part of his application for air services to the Authority for its acceptance and subsequent approval.
- (d) A person shall not operate an enterprise or an organization whose purpose is the movement of goods by air, within and through Jamaica, unless he has submitted a proposed Regulated Agent Security Programme for his operations, to the Authority for its acceptance and subsequent approval, or has satisfied the Authority that appropriate security controls are in place to safeguard against an act of unlawful interference.
- (e) A person shall not operate an enterprise or an organization whose purpose is the provision of catering supplies and stores for use in air transport, within and through Jamaica, unless he has submitted a proposed Flight Catering Operator Security Programme for his operations, to the Authority for its acceptance and subsequent approval.
- (f) Where a person wishes his proposed security programme under this Regulation to be approved by the Authority he shall -
 - (1) submit such security programme in writing at least ninety days before the intended date of operations;
 - (2) pay the prescribed fee; and
 - (3) meet the requirements of these Regulations.
- (g) A security programme under these Regulations shall be signed by the applicant and provide for the safety and security of-
 - (1) passengers, crew and their property;
 - (2) the aircraft; and
 - (3) related aviation support facilities, against acts of unlawful interference.

20.010 Additional Requirements for Applications

- (a) Where a person, under 20.009, submits his security programme as part of his application for -
 - (1) an aerodrome licence under the Act or Regulations made thereunder;
 - (2) an Air Operator Certificate under the Civil Aviation Regulations, 2004; and

- (3) a foreign air operator air service licence or charter permit under the Civil Aviation (Air Transport Licensing) Regulations 1966; he shall in addition to meeting the requirements of that Regulation, meet the requirements for his security programme under these Regulations.
- (b) For the purpose of administering these Regulations a security programme shall be assessed by the Director General, for adequacy.

20.011 Acceptance of a Proposed Security Programme

- (a) Where the Director General is satisfied that a proposed security programme submitted under 20.009, meets the requirements of these Regulations and does not conflict with the National Civil Aviation Security Programme, he may accept such proposed security programme.
- (b) Where the Director General determines that a proposed security programme submitted under 20.009, requires modification he may direct the applicant to modify and re-submit the proposed security programme for the acceptance of the Authority.
- (c) An acceptance under this Regulation does not authorize the aerodrome operator, air operator, regulated agent or flight catering operator to use his proposed security programme, submitted for approval under these Regulations, in his operations until the implementation of such programme has been evaluated and the programme has been approved for use.

20.012 Contents of an Aerodrome Security Programme

- (a) An Aerodrome Operator Security Programme under 20.009 and 20.005 in respect of a licensed aerodrome Operator shall be designed to safeguard against acts of unlawful interference and shall include -
 - (1) the objective of the security programme;
 - (2) a description of the aerodrome;
 - (3) composition and responsibilities of the Aerodrome Security Committee;
 - (4) details of the security measures at the aerodrome;
 - (5) duties and responsibilities of persons who are required by the nature of their duties to be resident at the aerodrome;
 - (6) description of the security and communication procedures;
 - (7) details of the procedures to be followed in response to acts of unlawful interference;
 - (8) details of security training for staff;
 - (9) recruitment of staff; and
 - (10) such other matters as may be required by the Authority.
- (b) An Aerodrome Operator Security Programme under subparagraph (a) shall be accompanied by a current scale map of the aerodrome under as set out in 20.025(c).
 - (1) An Aerodrome Operator Security Programme under subparagraph (a) shall be in the manner set out in Appendix 1 to 20.012.

(See Appendix 1 to 20.012 for the contents of an aerodrome operator security programme.)

20.013 Development of Aerodrome Security Measures

In developing an Aerodrome Operator Security Measures under 20.009, an aerodrome operator shall take into consideration –

- (1) the special needs of general aviation, including reasonable access to aerodrome facilities and aircraft;
 - (2) the optimizing of aerodrome security arrangements in his development, renovation and expansion plans;
 - (3) the provision of secure storage area for holding unidentified or mishandled baggage;
- and
- (4) the provision of a secure isolated area for holding suspicious unidentified baggage or other suspicious items located in an aerodrome terminal or any security restricted area.

20.014 Approval of Aerodrome Security Programme

- (a) Upon a proposed Aerodrome Operator Security Programme submitted under 20.009 being accepted by the Authority under 20.011, an aerodrome Operator Security Programme is implemented and in full operation.
- (b) Where an aerodrome operator has implemented his accepted Aerodrome Operator Security Programme he shall notify the Authority that he –
 - (1) has implemented such accepted Aerodrome Operator Security Programme; and
 - (2) wishes to commence operations under such implemented Aerodrome Operator Security Programme once it is approved by the Authority.
- (c) Where the Director General is satisfied that the Aerodrome Operator Security Programme implemented in the operations at the aerodrome and the accepted Aerodrome Operator Security Programme of the aerodrome operator are identical he may recommend the Authority approve the Aerodrome Operator Security Programme for full operation in commercial air transport operations.
- (d) Notwithstanding subparagraph(c), where the Aerodrome Operator Security Programme implemented in the operations of the aerodrome operator and the accepted Aerodrome Operator Security Programme are not identical, but the differences are within an acceptable level the Director General may recommend the approval of such Aerodrome Operator Security Programme subject to a limitation.

20.015 Development of Air Operator Security Measures

A proposed Air Operator Security Programme under Air Operator Regulations 20.009 and 20.010 shall meet the requirements of the National Civil Aviation Security Programme and shall contain measures to ensure that -

- (1) passengers, crew members and their carry-on baggage are screened prior to boarding an aircraft engaged in civil aviation operations;
- (2) pre-flight checks of aircraft for suspicious objects, weapons, explosives or any other device is conducted;
- (3) transfer and transit passengers and the carry-on baggage of such passengers are subjected to adequate security controls aimed at preventing unauthorized articles from being taken on board an aircraft engaged in civil aviation operations;
- (4) weapons, incendiary devices or any other dangerous device, the carriage or bearing of which is not authorized and which may be used to commit an act of unlawful interference, are not introduced, by any means whatsoever, on board an aircraft engaged in civil aviation operations;
- (5) measures are taken, in respect of a flight which may be under an increased threat, to ensure that disembarking passengers do not leave items on board the aircraft at transit stops for such flight;
- (6) adequate measures are taken to ensure that during flight unauthorized persons are prevented from entering the flight crew compartment;
- (7) there is no possibility, after the security screening points at aerodromes serving international civil aviation operations have been passed, of mixing or contact between passengers subjected to screening and other security control and other persons not subjected to such control;
- (8) checked baggage is subjected to screening and other appropriate security controls prior to being loaded into an aircraft engaged in civil aviation operations;
- (9) checked baggage intended for carriage on passenger flights is protected from unauthorized access and tampering from the point it is checked in, whether at an aerodrome or elsewhere, until it is placed on board an aircraft;
- (10) the baggage of passengers who are not on board the aircraft is not transported unless that baggage is subjected to appropriate security controls which may include screening;
- (11) storage areas are established at aerodromes through which the air operator operates, where mishandled baggage may be held until forwarded, claimed or disposed of in accordance with local laws to ensure that they are not tampered with;
- (12) consignments checked in as baggage by courier services for carriage on passenger aircraft engaged in civil aviation operations are screened;

- (13) transfer checked baggage are subjected to appropriate security controls to prevent unauthorized articles from being taken on board aircraft engaged in civil aviation operations;
- (14) when providing a passenger service only checked baggage which is authorized for carriage in accordance with the requirements specified in the National Civil Aviation Security Programme is transported;
- (15) procedures are specified for the control of entry of firearms on board an aircraft which ensure that checked firearms are not loaded and are not accessible to passengers during flight time; and
- (16) security measures are established which provide for known cargo and mail consignments to be carried on passengers flights.

20.016 Contents of Air Operator Security Programme

- (a) In addition to the matter set out in 20.015 an air operator shall ensure that his Air Operator Security Programme, required under 20.009, contains -
 - (1) provisions to meet his international obligations; and
 - (2) provisions to meet the requirement of the National Civil Aviation Security Programme and his national obligations under the Act or Regulations made thereunder;
- (b) In addition to the requirements under subparagraph (a), a national air operator shall ensure that his Air Operator Security Programme contains -
 - (1) a security policy and the procedures for ensuring-
 - (i) security of passengers and passenger carry on and checked baggage; and
 - (ii) security of crew, crew carry on and checked baggage;
 - (2) procedures for -
 - (i) passenger and checked baggage reconciliation;
 - (ii) ensuring security of -
 - (A) his aircraft;
 - (B) airline catering, stores and supplies;
 - (C) aircraft cleaning operations;
 - (D) cargo, courier, express parcels and mail;
 - (iii) recruitment of staff;
 - (iv) training of staff;
 - (v) incident reporting; and
 - (3) details of contingency planning; and
 - (4) supervision and performance monitoring procedures to meet the security requirements for aerodromes through which he operates.
- (c) An Air Operator Security Programme under subparagraph (a) shall include details of how he plans to meet the requirements set out in Appendix 1 to 20.016 in the manner set out therein.

(See Appendix 1 to 20.016 for detailed requirements of the air operator security programme.)

20.017 Approval of Air Operator Security Programme

Upon a proposed Air Operator Security Programme submitted under paragraph 20.009, being accepted by the Authority under operator paragraph 20.011, the air operator shall within thirty days of such acceptance ensure that such Air Operator Security Programme is implemented and in full operation.

- (1) Where an air operator has implemented his accepted Air Operator Security Programme, he shall notify the Authority that he -
 - (i) has implemented such accepted Aircraft Operator Security Programme; and
 - (ii) wishes to commence operations under such implemented Air Operator Security Programme once it is approved by the Authority.
- (2) Where the Director General is satisfied that the implemented Air Operator Security Programme implemented in the operations of the air operator and the accepted Air Operator Security Programme are identical, the Authority will approve the Air Operator Security Programme for full operation in commercial air transport operations.

- (3) Notwithstanding subparagraph (c), where the Air Operator Security Programme implemented in the operations of the air operator and the accepted Air Operator Security Programme are not identical, but the differences are within an acceptable level the Authority may approve such Air Operator Security programme subject to such conditions as the Authority deems appropriate.

20.018 Contents of a Regulated Agent Security Programme

- (a) A regulated agent shall ensure that his Regulated Agent Security Programme, required under 20.009, contains -
 - (1) provisions to meet his international obligations;
 - (2) provisions to meet the requirement of the National Civil Aviation Security Programme and his national obligations under the Act or Regulation made thereunder; and
 - (3) procedures for -
 - (i) ensuring the security of goods accepted by him and under his control;
 - (ii) ensuring the security of his buildings, premises, transport facilities and cargo warehouses;
 - (iii) recruitment and training of staff involved in the handling of goods; and
 - (iv) incident reporting.
- (b) A Regulated Agent Security Programme under subparagraph(a), shall be set out in the manner specified in Appendix 1 to 20.013.

(See Appendix 1 to 20.018 for details of the regulated agent security programme.)

20.019 Approval of Regulated Agent Security Programme

- (a) Upon a proposed Regulated Agent Security Programme submitted under Regulation 20.009, being accepted by the Authority under 20.011, the regulated agent shall within thirty days of such Security acceptance ensure that such accepted Regulated Agent Security is implemented and in full operation.
- (b) Where the regulated agent has implemented his accepted Regulated Agent Security Programme in accordance with subparagraph (a), he shall -
 - (1) notify the Authority that he has implemented his accepted Regulated Agent Security Programme; and
 - (2) wishes to commence operations under such implemented Regulated Agent Security Programme once it is approved by the Authority.
- (c) Where the Director General is satisfied that the Regulated Agent Security Programme implemented in the operations of the regulated agent and the accepted Regulated Agent Security Programme are identical, the Authority will approve the Regulated Agent Security Programme, (hereinafter referred to as "an approved Regulated Agent Security Programme") for full operation in the operations of the regulated agent.
- (d) Notwithstanding subparagraph (c), where the approved Regulated Agent Security Programme implemented in the operations of the regulated agent and the accepted Regulated Agent Security Programme are not identical, but the differences are within an acceptable level the Authority may approve such Regulated Agent Security Programme subject to such conditions as the Authority deems appropriate.

20.020 Contents of a Flight Catering Operator Security Programme

- (a) A flight catering operator shall ensure that his Flight Catering Operator Security Programme, required under 20.009, contains -
 - (1) provisions to meet his international obligations;
 - (2) provisions to meet the requirement of the National Civil Aviation Security Programme and his national obligations under the Act or Regulation made thereunder;
 - (3) include details of how he plans to meet the requirements set out in Appendix 1 to 20.020 in the manner set out therein; and
 - (4) procedures for -

- (i) ensuring the security of raw materials and other catering stores entering his facility;
 - (ii) ensuring the security of his buildings, premises, transport facilities and catering preparation areas from unauthorized access;
 - (iii) controlling access to areas where catering stores and supplies are stored, prepared and made ready for transport;
 - (iv) the screening of completed catering supplies prior to delivery to aircraft;
 - (v) the integrity of completed catering supplies whilst being transported to aircraft;
 - (iv) recruitment and training of staff involved in the handling of goods; and
 - (iv) incident reporting.
- (b) A Flight Catering Operator Security Programme under subparagraph(a), shall be set out in the manner specified in Appendix 1 to 20.020

(See Appendix 1 to 20.020 for details of the Flight Catering Operator Security Programme.)

20.021 Approval of a Flight Catering Operator Security Programme

- (a) Upon a proposed Flight Catering Operator Security Programme submitted under Regulation 20.009, being accepted by the Authority under regulation 20.011, the catering operator shall within thirty days of such acceptance ensure that such accepted Catering Operator Security Programme is implemented and in full operation.
- (b) Where the flight catering operator has implemented his accepted Flight Catering Operator Security Programme in accordance with subparagraph (a), he shall -
 - (1) notify the Authority that he has implemented his accepted Flight Catering Operator Security Programme; and
 - (2) wishes to commence operations under such implemented Flight Catering Operator Security Programme once it is approved by the Authority.
- (c) Where the Director General is satisfied that the Flight Catering Operator Security Programme implemented in the operations of the Flight Catering Operator and the accepted Flight Catering Operator Security Programme are identical, the Authority will approve the Flight Catering Operator Security Programme, (hereinafter referred to as "an approved Flight Catering Operator Security Programme") for full operation in the operations of the Catering Operator.
- (d) Notwithstanding subparagraph (c), where the Flight Catering Operator Security Programme implemented in the operations of the Catering Operator and the accepted Flight Catering Operator Security Programme are not identical, but the differences are within an acceptable level, the Authority may approve such Flight Catering Operator Security Programme subject to such conditions as the Authority deems appropriate.

20.022 Modifications to Operational Particulars Affecting Security

- (a) Where a security programme has been approved under 20.009, 20.012, 20.014 and 20.016 (hereinafter referred to as "an approved Security Programme"), the aerodrome operator, air operator, regulated agent or flight catering operator where applicable shall follow the procedures under subparagraph (b), whenever he determines -
 - (1) in respect of an aerodrome operator -
 - (i) any description of the aerodrome area set out in such Aerodrome Operator Security Programme is no longer accurate; and
 - (ii) the changes to the designation of the Aerodrome Security Co-ordinator required under 20.042; and
 - (2) any description of his operations set out in his programme is no longer accurate the procedures included, and the facilities and equipment described, in such Aerodrome Operator Security programme are no longer adequate.
- (b) Whenever a condition described in subparagraph (a), occurs the aerodrome operator, air operator, regulated agent or flight catering operator where applicable shall -

- (1) immediately notify the Director General of the changed condition, and identify each interim measure being taken to maintain adequate security until approval is granted for an appropriate amendment to his approved Security Programme; and
- (2) within thirty days after notifying the Director General in accordance with paragraph (a), submit for approval in accordance with regulation 20.023, an amendment to his Security Programme to bring it into compliance with these Regulations.

20.023 Amendment of Approved Security Programmes

- (a) Where an aerodrome operator, air operator, regulated agent, or catering operator wishes to amend his approved Security Programme, he shall submit the request for such approval to the Authority at least thirty days before the proposed effective date of intended implementation of the amended approved Security Programme.
- (b) When the Authority is satisfied that the proposed amendment to the approved Security Programme provides the level of security required by these Regulations, the Authority may approve the amended approved Security Programme.

20.024 Request to Amend an Approved Security Programmes

- (a) The Authority may require that an aerodrome operator, air operator, regulated agent or catering operator amend his approved Security Programme, where he determines that safety and the public interest require the amendment.
- (b) Except in an emergency as provided in subparagraph (e) below, where the Authority requires an aerodrome operator, air operator, regulated agent or flight catering operator amend his approved Security Programme under subparagraph (a) above, the Director General shall notify the aerodrome operator, air operator, regulated agent or catering agent in writing of the required amendment and allow a period of thirty days from the date contained in the notice, for a written response from such aerodrome operator, air operator, regulated agent or flight catering operator.
- (c) Upon receipt of a notice of a proposed amendment under subparagraph (b), the aerodrome operator, air operator, regulated agent or flight catering operator may submit an alternative amendment to his approved Security Programme which meets the intent of the required amendment under subparagraph (b), for consideration by the Director General.
- (d) When the Director General is satisfied that the alternative amendment submitted under subparagraph (c), would provide an overall level of security equal to that required by the Authority, the Authority may approve the alternative amendment to the approved Security Programme.
- (e) Where the Director General determines that an emergency exists which requires immediate action that makes the procedure in subparagraph (b) and (c), impracticable or contrary to the public interest and safety, the Authority may direct the aerodrome operator, air operator, regulated agent or flight catering operator to deviate in a specified manner from his approved security programme in the area of concern, for a specified period.
- (f) Where an aerodrome operator, air operator, regulated agent or flight catering operator wishes to amend his approved security programme, he shall submit the request for such approval to the Authority at least thirty days before the proposed effective date of intended implementation of the amended approved security programme.
- (g) When the Director General is satisfied that the proposed amendment to the approved security programme provides the level of security required by these Regulations, he may approve the amendment to the approved security programme.

SUBPART C: AERODROME SECURITY

20.025 Aerodrome Operator Responsibilities

- (a) An aerodrome operator shall, prior to the implementation of any renovation and expansion works to his aerodrome or the construction of additional aerodrome facilities at the same location, submit to the Authority a revision of his measures designed to safeguard against acts of unlawful interference which may arise.

- (b) Where foreign air operators use the aerodrome facilities of an aerodrome operator the Director General may, in co-ordination with the aerodrome operator, recommend or approve an inspection by the authority responsible for aviation security of the Contracting State of such foreign air operator in order to assess the adequacy of the security measures.
- (c) An aerodrome operator shall keep at the aerodrome a current scale map of the aerodrome that identifies the restricted areas, security barriers and restricted area access points.

20.026 Aerodrome Security Committee

- (a) An aerodrome operator shall establish an Aerodrome Security Committee to ensure the implementation of any national civil aviation security initiatives that may be required by the Authority from time to time.
- (b) An Aerodrome Security Committee under subparagraph (a), shall comprise -
 - (1) the aerodrome manager;
 - (2) a representative of the aerodrome tenants;
 - (3) a representative of each governmental agency resident at the aerodrome;
 - (4) operators who utilize the aerodrome;
 - (5) a representative of the Air Traffic Control;
 - (6) where applicable, a representative of general aviation and aerodrome security agencies; and
 - (7) any other representatives of the tenants of the aerodrome who the aerodrome operator determines should be included.
- (c) The terms of reference for the Aerodrome Security Committee shall be as set out in Appendix 1 to 20.026.
(See Appendix 1 to 20.026 for the aerodrome security committee terms of reference.)

20.027 Aviation Security Officers and Aviation Screening Officers

- (a) An aerodrome operator shall provide aviation security officers and aviation screening officers, in the number and in a manner adequate to support –
 - (1) his Aerodrome Operator Security Programme; and
 - (2) each passenger screening system required under Subpart C of this Schedule.
- (b) An aerodrome operator shall ensure that an aviation security officer or aviation screening officer employed by him-
 - (1) abstains from the consumption of alcoholic beverages while assigned to duty; and
 - (2) is readily identifiable by uniform and displays or carries a badge or other identification of his authority while assigned to duty; and
 - (3) has completed a training programme that meets the requirements in subparagraph (g).
- (c) An aerodrome operator shall ensure that an aviation security officer employed by him -
 - (1) is a district constable within the meaning of the Constabulary Force Act, 1935; and
 - (2) conducts security duties in accordance with the applicable provisions of this Schedule.
- (d) An aerodrome operator may have an aviation security officer armed with a firearm while on duty at the aerodrome.
- (e) An aviation security officer shall, while on duty at an aerodrome, have the authority to arrest with or without a warrant, for-
 - (1) a crime committed in his presence; or
 - (2) an offence, when he has reason to believe that the suspect has committed such offence.
- (f) The training programme required by subparagraph (b)(3), shall provide training in the subjects specified in subparagraph (g) and meet the training standards for members of the Jamaica Constabulary Force performing comparable functions.
- (g) The training programme required by subparagraph (b)(3) shall include training in-
 - (1) the courteous and efficient treatment of persons subject to inspection, detention, search, arrest, and other aviation security activities;
 - (2) the responsibilities of members of the Jamaica Constabulary Force service under the approved Aerodrome Operator Security Programme; and
 - (3) any other area the Authority determines necessary.

20.028 Employer Responsibility for Aviation Security Officers and Aviation Screening Officers

- (a) An aerodrome operator shall not employ any person as an aviation security officer or aviation screening officer unless -
 - (1) such person meets the requirements of these Regulations;
 - (2) such person has been trained in accordance with the requirements of these Regulations, where his duties are in respect to screening of passengers, crew, baggage and mail; and
 - (3) where employed by the aerodrome tenant as an aviation security officer, such person is approved by the aerodrome operator.
- (b) An aerodrome operator shall ensure that -
 - (1) initial and periodic background checks are performed in respect of each aviation security officer and aviation screening officer; and
 - (2) initial and recurrent training on aviation security is received by each aviation security officer and aviation screening officer in his employ.
- (c) An aerodrome operator shall keep an accurate record of the initial and periodic background check, experience and training of an aviation security officer and aviation screening officer in his employ and such record shall be retained for the duration of his employment and thereafter for a period of one year.

(See Appendix 1 to 20.028 for Screener Training Requirements)

20.029 Use of Members of the Security Forces

- (a) Whenever the number of aviation security officers, required under 20.027, are not available to meet the requirements of this Schedule, an aerodrome operator may request through the Authority the use of members of the Security Forces.
- (b) A request for the use of members of the security forces under subparagraph (a) above, shall be accompanied by the following information -
 - (1) the number of passengers who boarded at the aerodrome during the preceding year and the current year as of the date of the request;
 - (2) the anticipated risk of criminal violence and acts of unlawful interference including aircraft piracy at the aerodrome involving the operations of air operator at the aerodrome;
 - (3) a copy of that portion of the approved Aerodrome Operator Security Programme of the aerodrome operator which describes the required support from the security forces necessary to comply with these Regulations;
 - (4) an estimate from the aerodrome operator of the number of persons required from the security services to supplement available aviation security officers and the period of time for which they would be needed; and
 - (5) any other information the Authority considers necessary.
- (c) In response to a request submitted in accordance with this paragraph, the Director General may recommend to the Minister with responsibility for national security that, he approves the assignment of members of the security forces at the aerodrome.

20.030 Requirement to Screen Persons, Carry-on Baggage, Goods or Vehicle

- (a) An Aviation Security Officer or Aviation Screening Officer shall require every person entering or leaving a restricted or sterile area to be screened along with his carry-on baggage, goods or vehicle.
- (b) Screening shall be conducted to ensure that prohibited items as set out in Appendix 1 to 20.030 are not taken into the cabin of aircraft or into aerodrome Security Restricted Areas.

(See Appendix 1 to 20.030 Items Prohibited from the Aircraft Cabin and Aerodrome Security Restricted Areas)

20.031 Refusal of Persons to Submit to Screening

- (a) Where, after entering a restricted or sterile area, a person who is required by an aviation security officer or aviation screening officer, to submit to screening of his person, goods, vehicle or means of conveyance refuses such a search, the aviation security officer shall order such person to leave the restricted or sterile area and remove the goods, vehicle or means of conveyance in his possession from the restricted or sterile area.
- (b) Where, after having boarded an aircraft, a passenger is required by an aviation security officer to submit to screening of his person, or of the goods that he carried or had placed on board the aircraft and he refuses such a screening, the aviation security officer shall order such person to disembark the aircraft and remove the carry-on baggage, goods or checked baggage of such person.

20.032 Unaccompanied Goods

Where goods are received at an aerodrome for transport on an aircraft and such goods are not accompanied by a person who may give the permission to screen such goods, an aviation security officer or aviation screening officer, may carry out an authorized search of the goods in the presence of the air operator concerned or a regulated agent and in carrying out that search may use such force as may reasonably be necessary to gain access to the goods.

20.033 Notification of Security Incidents

- (a) An aerodrome operator, air operator, aerodrome tenant or regulated agent shall immediately notify an aviation security officer, aviation screening officer, or Police Officer when there is -
 - (1) the discovery of an unauthorized firearm other than an unloaded firearm allowed under the security programme of an air operator;
 - (2) the discovery, at the aerodrome, or on board an aircraft, of an explosive substance or an incendiary device or a suspected explosive substance or suspected incendiary device;
 - (3) refusal by a person to submit to the security screening required under these Regulations;
 - (4) refusal by a person to remove himself and his goods from a restricted area when so ordered by an aviation security officer;
 - (5) a report of unattended baggage located in his area of responsibility;
 - (6) a report of suspicious packages, articles or goods in his area of responsibility; or
 - (7) a specific threat against the aerodrome comes to his attention.
- (b) An aerodrome operator shall investigate any of the reported security incidents set out in subparagraph (a) above, and provide a report of the incident to the Authority in accordance with procedures set out in his approved Aerodrome Operator Security Programme.

20.034 Aerodrome Tenant Responsibility

- (a) An aerodrome tenant shall develop security measures to manage access to restricted areas under his control in compliance with the Aerodrome Operator Security Programme of the aerodrome and submit the details in writing for the approval of the aerodrome operator.
- (b) An aerodrome tenant who operates an enterprise or an organization within an aerodrome restricted area, or has control over access to an aerodrome restricted area shall develop a tenant restricted area security programme to safeguard both the tenant restricted area and the aerodrome against acts of unlawful interference, and will include the contents of the tenant restricted area security programme as set out in Appendix 1 to 20.034 of this Schedule.
- (c) An aerodrome tenant restricted area programme under subparagraph (b) shall be accompanied by a current scale map of the tenant restricted area, as required and produced under the restricted area designation in the appropriate Aerodrome Security Programme.
- (d) An aerodrome tenant shall ensure that his personnel receive aerodrome security training or security awareness training as appropriate, in accordance with the approved Aerodrome Operator Security Programme.

- (e) An aerodrome tenant shall not use a person as an aviation security officer unless the employment of such person has been approved by the aerodrome operator.

(See Appendix 1 to 20.034 for the contents of an aerodrome tenant restricted area security programme.)

20.035 Prohibition on Release of Security Measures at an Aerodrome

A person shall not divulge documented information in respect of security measures in effect at an aerodrome without the permission of the aerodrome operator.

20.036 False Statements, Entries or Unauthorized Reproduction

A person shall not make, or cause to be made, any of the following -

- (1) a fraudulent or intentionally false statement in any Aerodrome Operator Security Programme or an application for any security programme, access medium, or identification medium;
- (2) a fraudulent or intentionally false entry in any record or report that is kept, made or used to show compliance with this subpart or exercise any privileges under this Subpart; and
- (3) a reproduction or alteration of any report, record, security programme, access medium or identification medium issued under this Subpart without the approval of the aerodrome operator.

20.037 Aerodrome Access Control

- (a) An aerodrome operator shall ensure that the location and function of restricted areas at the aerodrome are designated and properly defined.
- (b) The level of access to a restricted or sterile area shall be clearly defined and made known to all persons at the aerodrome whose duties require them to have restricted or sterile areas access.
- (c) An aerodrome operator shall include in his Approved Aerodrome Operator Security Programme details of a system, method and procedure which shall ensure that –
 - (1) access points into restricted or sterile areas are limited in number and physical access through those points are strictly controlled;
 - (2) entry points which cannot be effectively controlled are locked or otherwise secured against entry by unauthorized persons;
 - (3) access by persons and vehicles to restricted and sterile areas is restricted only to persons who have a clear need for such access by virtue of their duties;
 - (4) security restricted areas not subject to continual access control measures shall be subjected to a thorough search prior to being brought into use;
 - (5) a person whose duties require him to be at the aerodrome is required to have on display on his person, a valid aerodrome identification media and any baggage or item he carries shall be screened before being allowed access to restricted or sterile areas;
 - (6) the screening under paragraph (5) shall be to the same standard as that required for passengers, under 20.030; and
 - (7) persons at an aerodrome are aware of what areas they are prohibited access.
- (d) Notwithstanding the screening requirements under subparagraph (c)(5)above, the Authority may consider screening at certain access points on a random basis depending on the assessed risk where details of such risks are included in an approved Aerodrome Operator Security Programme.
- (e) The system under subparagraph (b), shall provide a means to differentiate between persons authorized to have access to only a particular portion of the secured areas and persons authorized to have access only to other portions or to the entire secured area and shall be capable of limiting the access of an individual by time and date.
- (f) The system under subparagraph (b), shall describe the scope of initial and periodic background checks conducted on applicants for all types of passes issued.

20.038 Aerodrome Restricted Area Pass System

- (a) A person applying for a security restricted area pass shall be subject to a background check, initially and every three years thereafter and shall provide the information necessary for such a check in accordance with Appendix 1 to 20.038(a)
- (b) An aerodrome operator shall ensure that access to a restricted or sterile area of his aerodrome are controlled by the use of a restricted area pass to identify persons and vehicles and facilitate access where authorized.
- (c) An aerodrome operator shall ensure that all persons working at his aerodrome are issued with an restricted area pass by the organization approved for such purpose and all such persons shall display such identification permit on their person at all times while at the aerodrome.
- (d) An aerodrome operator shall not issue to any person any restricted area pass that provides unescorted access to a restricted area unless the person has successfully completed training in accordance with a curriculum specified in the approved Aerodrome Operator Security Programme of the aerodrome operator.
- (e) The curriculum under subparagraph (d), shall detail the methods of instruction and shall include-
 - (1) control, use and display of approved aerodrome security restricted area pass;
 - (2) procedures by aviation security officers, aerodrome screening officers and members of the protective services for dealing with perceived unauthorized access;
 - (3) restrictions on disclosure of information concerning an act of unlawful interference with civil aviation where such information is likely to jeopardize the safety of domestic or international aviation;
 - (4) non-disclosure of information regarding the aerodrome security system or any security system of an aerodrome tenant; and
 - (5) any other topic deemed necessary by the Authority.
- (f) A person shall not use an aerodrome restricted area pass that provides unescorted access to a security restricted area to gain such access unless that pass was issued to such person by the aerodrome operator.
- (g) An aerodrome operator shall keep a record of all training given to each person under this regulation for six months after the termination of the unescorted access privileges of that person.

(See Appendix 1 to 20.038 for employment verification and background check requirements.)

20.039 Security of Aerodrome Movement area

- (a) An aerodrome operator of an aerodrome serving scheduled passenger operations shall perform the following control functions -
 - (1) control of access to each movement area, including where methods for preventing the entry of unauthorized persons and ground vehicles;
 - (2) control of movement of persons and ground vehicles within each movement area, including, when appropriate, requirements for the display of security identification; and
 - (3) detection and taking action to control each entry, or attempted entry to an movement area by a person whose entry is not authorized under his approved Aerodrome Operator Security Programme.
- (b) An aerodrome operator is not required to comply with subparagraph (a), with respect to an exclusive area under the control of the air operator, where the aerodrome operator is satisfied that the air operator has included the following in his approved Aerodrome Operator Security Programme -
 - (1) a description of the procedure to satisfy the control functions under subparagraph (a);
 - (2) a description of the facilities and equipment, used by the air operator to perform the control functions described in subparagraph (a); and
 - (3) procedures by which the air operator will notify the aerodrome operator when his procedures, facilities, and equipment are not adequate to perform the control functions described in subparagraph (a).

20.040 Records

- (a) An aerodrome operator shall ensure that a record is kept of every security incident at his aerodrome.
- (b) A record required to be kept under subparagraph (a), shall -
 - (1) be kept for a minimum of ninety days;
 - (2) be made available to the Authority upon request; and
 - (3) include the number -
 - (i) and type of weapons and incendiary devices discovered during any passenger screening process and the method of detection of each;
 - (ii) of acts and attempted acts of air piracy;
 - (iii) of bomb threats received, real and simulated bombs found and actual bombings at the aerodrome; and
 - (iv) of detentions and arrests and the immediate disposition of each person detained or arrested.

20.041 Evidence of Compliance

On request of the Director General, an aerodrome operator shall provide evidence of compliance with this Subpart and his approved Aerodrome Operator Security Programme.

20.042 Aerodrome Security Co-ordinator

- (a) An aerodrome operator shall designate, in his approved Aerodrome Operator Security Programme, an officer in his organization as the Aerodrome Security Co-ordinator, who shall be available at all times.
- (b) An Aerodrome Security Co-ordinator shall serve as the primary contact of the aerodrome operator for security-related activities and communications with the Director General, as set forth in the approved Aerodrome Operator Security Programme.

20.043 Measures in the event of Specific Threat at Aerodrome

Where an aerodrome operator determines that a specific threat that jeopardizes the security of his aerodrome exists, he shall immediately take all of the measures necessary to ensure the safety of the aerodrome and persons at the aerodrome, including informing the appropriate protective service of the nature of the threat.

20.044 Notification of Threat against Facility or Aerodrome

An aerodrome operator who is made aware of a threat against an aerodrome facility or any part of his aerodrome, or tenant restricted area that is under the control of a person carrying on any activity at or connected with his aerodrome, other than the aerodrome operator, he shall immediately -

- (1) notify the person in control of that facility or tenant restricted area of the nature of the threat; and
- (2) determine whether there is a specific threat that jeopardizes the security of the aerodrome.

20.045 Screening Officers to Inform Aerodrome Operator of Threat Against Aerodrome

Where a person authorized to conduct any screening activity at an aerodrome is made aware of a threat against the aerodrome, such person shall -

- (1) immediately notify the aerodrome operator of the nature of the threat; and
- (2) assist the aerodrome operator in determining whether there is a specific threat that jeopardizes the security of the aerodrome.

20.046 Measures in Event of Specific Threat

- (a) Where it is determined that there is a threat that jeopardizes the security of the aerodrome, the aerodrome operator shall immediately take all of the measures necessary to ensure the safety of the aerodrome and persons at the aerodrome, including informing the security forces of the nature of the threat.

- (b) An aerodrome operator shall immediately inform the Authority of the receipt of a bomb threat against an aircraft which is at his aerodrome or which is en-route to his aerodrome.

20.047 Discovery of Weapons, Incendiary Devices or Explosives at an Aerodrome

An aerodrome operator shall immediately notify the Authority when there is -

- (1) the discovery, at the aerodrome, of a weapon, other than an unloaded firearm allowed under Regulations 20.033(a)(1) or 20.053 ;
- (2) the discovery, at the aerodrome, of an explosive substance or an incendiary device, other than an explosive substance or incendiary device allowed under these Regulations;
- (3) an explosion at the aerodrome, unless the explosion is known to be the result of an excavation, a demolition, construction or the use of fireworks displays; or
- (4) a specific threat against the aerodrome.

20.048 Aerodrome Operator to keep Map of Aerodrome

- (a) An aerodrome operator shall keep at the aerodrome a copy of a current scale map and/or plan of the aerodrome certified by the Director General that identifies the restricted and sterile areas, security barriers and restricted area access points and sterile area access points.
- (b) This map and/or plan is to be produced with the aerodrome restricted area pass system.
- (c) An aerodrome operator shall provide the Authority with written notice of any new commercial air transportation service that is to commence operations at the air terminal building.

SUBPART D: AIRCRAFT OPERATOR SECURITY

20.050 Air Operator Security Programme

An air operator having an approved Air Operator Security Programme shall -

- (1) maintain one complete copy of his approved Air Operator Security Programme at his principal business office;
- (2) maintain a complete copy or the pertinent portions of his approved Air Operator Security Programme at each aerodrome where security screening is being conducted;
- (3) make the documents under paragraphs (1) and (2), available for inspection upon request by the Director General; and
- (4) restrict the distribution, disclosure, and availability of sensitive security information only to persons who by their defined roles in the programme require to have such information for the performance of their function.

20.051 Screening of Passengers and Carry-on Bags

- (a) An air operator shall conduct screening of -
 - (1) passengers, transit passengers, transfer passengers and crew travelling on his aircraft;
 - (2) carry-on baggage of persons under paragraph (1);
 - (3) checked baggage of persons under paragraph (1); and
 - (4) other goods in the hold of his aircraft.
- (b) Notwithstanding subparagraph (a), an air operator may authorize the aerodrome operator of the aerodrome from which he operates or any other person to conduct the screening functions set out in his approved Air Operator Security Programme.
- (c) In giving an authorization to an aerodrome operator or any other person under subparagraph (b), the air operator shall further instruct such aerodrome operator or person, to prohibit any passenger refusing to be screened from entry onto any of his aircraft.
- (d) An air operator or person authorized by him under subparagraph (a), shall use the procedures and the facilities and equipment described in his Air Operator Security Programme -

- (1) to prevent or deter the carriage of any weapon or incendiary device on or about the person of an individual or carry-on bags and the carriage of any weapon or incendiary device in checked baggage on aircraft;
- (2) to detect the existence of a weapon or incendiary device, to inspect each person entering a sterile area at each pre-boarding screening check point and to inspect all carry-on bags under the control of such person, either individually or randomly as required; and
- (3) to perform the following control functions with respect to each aircraft operation for which screening is required –
 - (i) prohibit unauthorized access to the aircraft;
 - (ii) ensure that baggage carried in the aircraft is checked in by a properly trained agent and that identification is obtained from all passengers and persons shipping goods or cargo on board the aircraft;
 - (iii) ensure that cargo and checked baggage carried on board the aircraft are handled in a manner that prohibits unauthorized access; and
 - (iv) conduct a security inspection of the aircraft before placing it in service and after it has been left unattended.
- (e) An air operator shall refuse to transport –
 - (1) any person who does not consent to an authorized search of his person when required to do so by the air operator or person authorized to conduct such searches on his behalf; and
 - (2) any property of any person who does not consent to a search or inspection of that property in accordance with the screening system prescribed by subparagraph (a).
- (f) An air operator shall ensure that screening check point areas are properly served with properly trained supervisory and non-supervisory personnel in adequate numbers and in accordance with the standards specified in his Air Operator Security Programme.

20.052 Prevention and Management of Hijackings and Sabotage Attempts

- (a) An aircraft operator shall –
 - (1) assign an appropriately qualified and trained person as a Ground Security Co-ordinator to co-ordinate the ground security duties specified in his approved Air Operator Security Programme; and
 - (2) designate the pilot in command as the In-flight Security Co-ordinator for each flight, as required by his approved Air Operator Security Programme to co-ordinate activities in response to threats of acts of unlawful interference.
- (b) In applying security measures for the prevention and management of hijackings and sabotage attempts under this section, an air operator or the aerodrome operator shall ensure that the aircraft cabin restricted items in Appendix 1 to 20.052 and other items prescribed by the Authority from time to time are controlled in the manner specified therein.
- (c) An air operator shall, where directed by the Director General, permit and facilitate the carriage of in-flight security personnel on specific flights to prevent –
 - (1) unauthorized persons from gaining access to the flight deck; and
 - (2) hijackings and other criminal acts on board the aircraft.
- (d) In-flight security personnel under this section, where required to be on board a flight, shall –
 - (1) prevent unauthorized persons from gaining access to the flight deck and prevent hijackings and other criminal acts on board the aircraft; and
 - (2) be subject to the pilot-in-command, except when authorized to take independent action through the rules of engagement.

20.053 Carriage of Weapons

- (a) An air operator required to conduct screening under an approved Air Operator Security Programme shall not permit a person to have, concealed or unconcealed, any weapon accessible to him while on board an aircraft.
- (b) Subparagraph (a), shall not apply to an air marshal required to be on board under 20.052 (3).

- (c) A person shall not, while on board an aircraft operated by an air operator, carry on or about his person, a weapon, either concealed or unconcealed.
- (d) An air operator shall not knowingly permit any person to transport, nor shall any person transport or tender for transport, a weapon, incendiary device or loaded firearm in checked baggage on board an aircraft.
- (e) An air operator shall not knowingly permit any person to transport, nor may any person transport or tender for transport, any unloaded firearm in checked baggage on board an aircraft unless –
 - (1) such person declares to the air operator, either orally or in writing before tendering the baggage for the purpose of being checked in that he has a firearm carried in his checked baggage and it is unloaded;
 - (2) the baggage or container in which a firearm is carried is locked;
 - (3) the checked baggage or container containing the firearm is loaded on the aircraft in an area that is inaccessible to passengers; and
 - (4) such person presents a licence for such firearm from the State that permits him to have in his possession such firearm, an export licence for such firearm from the State of departure and an import licence for such firearm to the State of destination.
- (f) Where a firearm to be transported in checked baggage but is not secured in such checked baggage it shall be carried in the hold of the aircraft, in a container that the air operator considers appropriate for air transportation.

20.054 Use of X-ray Systems

- (a) An air operator or person authorized to conduct screening on his behalf, shall not use an X-ray system within Jamaica to inspect carry-on or checked baggage unless specifically authorized under an approved Air Operator Security Programme required by regulation 20.011 or use such a system contrary to his approved Air Operator Security Programme.
- (b) An air operator may be authorized by the Authority, to use X-ray systems for inspecting carry-on or checked baggage under an approved Air Operator Security Programme where he shows that –
 - (1) his X-ray system complies with the standards for cabinet X-ray systems designed primarily for the inspection of carry-on and checked baggage and meets the performance requirements set out in the National Civil Aviation Security Programme;
 - (2) a programme for initial and recurrent training of operators of the system is established, which includes training in radiation safety, the efficient use of X-ray systems, and the identification of weapons and other dangerous articles; and
 - (3) the system meets the imaging requirements described in the approved Air Operator Security Programme in accordance with the combined test requirements set out in Appendix 2 to 20.054.
- (c) An air operator shall ensure that an X-ray system is not used –
 - (1) unless within the preceding twelve months, a radiation survey has been conducted which show, that the system meets the applicable performance standards or guidelines prescribed by the Director General;
 - (2) after the system is initially installed or after it has been moved from one location to another, unless a radiation survey is conducted which shows that the system meets the applicable performance standards or guidelines prescribed by the Director General; and
 - (3) to inspect carry-on or checked articles unless a sign is posted in a conspicuous place at the screening station and on the X-ray system which notifies passengers that such items are being inspected by exposure to an X-ray system;
- (d) Where the X-ray system under subparagraph (c) (3), exposes any carry-on or checked articles to more than 1 milliroentgen during the inspection, the air operator shall post a sign which advises passengers to remove film of all kinds from their baggage before inspection.
- (e) An air operator shall maintain at least one copy of the results of the most recent radiation survey conducted under subparagraph (c) and shall make it available for inspection upon request by the Authority at each of the following locations –
 - (1) the principal business office of the air operator; and

- (2) the place where the X-ray system is in operation.
- (f) An air operator shall ensure that screening staff comply with X-ray operator duty time limitations specified in his Air Operator Security Programme.

20.055 Security Threats and Procedures

- (a) Where an air operator determines that there is a specific threat which jeopardizes the security of an aircraft or flight, he shall immediately take all of the measures necessary to ensure the safety of the aircraft, passengers and crew on board such aircraft, including -
 - (1) informing the pilot in command, the crew members assigned to the aircraft or flight, the aerodrome operator and the appropriate security forces of the nature of the threat;
 - (2) where the aircraft is on the ground, moving such aircraft to a place of safety at the aerodrome according to the directions of the aerodrome operator; and
 - (3) the in-flight inspection of the aircraft and search of the passengers and goods on board such aircraft, unless the inspection and search are likely to jeopardize the safety of the passengers and crew members.
- (b) Where the aircraft, under subparagraph (a), is on the ground, the pilot in command shall comply with any direction given by the aerodrome operator under subparagraph a(1), or a member of the appropriate security force, unless complying with such direction is likely to jeopardize the safety of the passengers and crew members.
- (c) Immediately upon receiving information that an act or suspected act of air piracy has been committed, the air operator shall notify the Authority.
- (d) Where an air operator determines that there is a specific threat which jeopardizes the security of a facility or part of an aerodrome under his control, he shall immediately take all of the measures necessary to ensure the safety of the facility or part of the aerodrome and persons at the facility or aerodrome, including informing the aerodrome operator and the security forces of such threat.
- (e) Where the aircraft under subparagraph (c), is in airspace within the jurisdiction of a State other than Jamaica, the air operator shall also notify the appropriate authority of the State in whose territory the aircraft is located and, if the aircraft is in flight, the appropriate authority of the State in whose territory the aircraft is to land.
- (f) Upon receipt of a bomb threat against a specific aircraft, each air operator shall attempt to determine whether or not any explosive or incendiary device is aboard the aircraft involved by doing the following -
 - (1) conducting a security inspection on the ground before the next flight or, where the aircraft is in flight, immediately after its next landing;
 - (2) where the aircraft is being operated on the ground, advising the pilot in command to immediately submit the aircraft for a security inspection; and
 - (3) where the aircraft is in flight, immediately advising the pilot in command of all pertinent information available so that necessary emergency action can be taken.
- (g) Notification of the appropriate air traffic control authority is sufficient action to meet the requirements of this Schedule.

20.056 Reporting Security Incidents

- (a) An air operator shall immediately notify the Authority when there is -
 - (1) a hijacking or attempted hijacking of an aircraft;
 - (2) the discovery, on board an aircraft, of a weapon, other than an unloaded firearm allowed under regulations 20.033(a)(1) or 20.053;
 - (3) the discovery, on board an aircraft, of an explosive substance or an incendiary device, other than an explosive substance or incendiary device allowed on board the aircraft under the Act or Regulations made thereunder;
 - (4) an explosion on an aircraft; or
 - (5) a specific threat against an aircraft, a flight or a facility or part of an aerodrome under its control.

- (b) An air operator shall immediately notify the aerodrome operator when a weapon other than a firearm allowed under regulations 20.033(a)(1), or 20.053, is detected in any part of the aerodrome under its control.

20.057 Notification by Security Screening Officers

- (a) A person authorized to conduct screening activities shall immediately notify the appropriate air operator, aerodrome operator, the Jamaica Police Force and the Authority when any of the following is detected at a restricted area access point where screening is conducted of persons and carry-on baggage and other articles in the possession or control of persons who are screened-
 - (1) a weapon, other than a weapon allowed under Regulations 20.033(a)(1) or 20.053;
 - (2) an explosive substance, other than -
 - (i) ammunition carried by a person allowed to carry or have access to a weapon or firearm under paragraph 20.033(a) (1) and 20.053;
 - (ii) an explosive substance allowed under the Act or Regulations made thereunder;or
 - (3) an incendiary device, other than an incendiary device allowed under the Act or Regulations made thereunder.
- (b) A person authorized to conduct screening activities shall immediately notify the appropriate air operator, the aerodrome operator, the regulated agent, the catering operator, the security forces and the Authority when any of the following is detected in checked baggage or goods -
 - (1) a loaded firearm;
 - (2) an explosive substance, other than ammunition; or
 - (3) an incendiary device.

20.058 Security Information to the Authority

An air operator shall where the Authority provides reasonable notice, provide the Authority, with a written or electronic record or other information relevant to the security of his operations, including –

- (1) information concerning the method of implementing the measures that apply to the air operator under paragraph 20.004(b); and
- (2) a description of the nature of operations related to a particular flight and the services provided in respect of the flight.

20.059 Provision of Information to the Authority on Security Operations by Service Providers

A person who provide services to an air operator and a person who provides a service related to the transportation of goods by air, shall provide to the Authority, on reasonable notice given by the Authority, written or electronic records or other information relevant to the security of the operations of the air operator, including –

- (1) information concerning the method of implementing the security measures that apply to those persons under paragraph 20.004(b); and
- (2) a description of the nature of the operations related to a particular flight and the services provided in respect of the flight.

20.060 Provision of Information to the Authority on Security Operations by Screening Personnel

A person authorized to perform screening on behalf of an air operator shall provide to the Authority, on reasonable notice given by the Authority, written or electronic records or other information relevant to the security of his screening operations, including –

- (1) information concerning the method of implementing the security measures that apply to it under Regulation 20.009(b) and (c);and
- (2) a description of the nature of the screening operations related to a particular flight or at a particular aerodrome.

20.061 Use of Explosives Detection Systems

Where required by the Authority, an aerodrome operator, air operator or any other person acting on his behalf, required to conduct screening under a security programme shall use an explosive detection system that has been approved by the Authority to screen checked baggage in accordance with his Aerodrome Security Programme or Air Operator Security Programme.

20.062 Carriage of Passengers in the Custody of an Escort Officer

- (a) An air operator required to conduct screening under a security programme may carry a passenger in the custody of a policing officer or other authorized person (hereinafter called an "escort officer") on board an aircraft.
- (b) Escort officers shall notify a responsible representative of the air operator well before the date of travel, or as soon as practicable in an emergency and provide –
 - (1) the identity of the person being escorted;
 - (2) the flight on which transportation has been arranged; and
 - (3) whether or not the escorted person is considered dangerous.
- (c) An air operator shall ensure that prior to departure –
 - (1) the escort officer, under subparagraph (a), is equipped with adequate restraining devices to be used in the event restraint of any passenger under his control becomes necessary;
 - (2) each passenger under the control of the escort officer under subparagraph (a), has been searched and does not have on or about his person or property anything that can be used as a weapon;
 - (3) a passenger under the control of an escort officer, under this paragraph, is –
 - (i) boarded before any other passengers when boarding at the aerodrome from which the flight originates and deplaned at the destination after all other deplaning passengers have deplaned;
 - (ii) seated in the rear-most passenger seat when boarding at the aerodrome from which the flight originates; and
 - (iii) seated in a seat that is neither located in any lounge area nor located close to or directly across from any exit; and
 - (4) an escort officer and his escorted passengers shall be seated only in a row of two or more seats and at least one escort officer shall sit between the escorted passenger and any aisle.
- (d) An air operator operating an aircraft under subparagraph (a), shall not –
 - (1) serve food, beverage, or provide eating utensils made of metal to a passenger under the control of an escort officer while on board such aircraft unless authorized to do so by the escort officer; or
 - (2) serve an escort officer or the passenger under the control of the escort officer any alcoholic beverages while on board such aircraft.
- (e) An escort officer carried under the provisions of subparagraph (a), shall, at all times, accompany the passenger under his control and keep the passenger under surveillance while on board the aircraft including visits to the lavatory.
- (f) Where an escort officer is transported under this regulation, the air operator shall ensure that such escort officer or any passenger under the control of such escort officer are not served and do not consume alcoholic beverages while on board the aircraft.
- (g) This regulation shall not apply to the carriage of passengers under voluntary protective escort.
- (h) An air operator shall not conduct a flight with a passenger on board who refuses to submit to a screening, required under these Regulations, or while the carry-on or checked baggage of such person is on board his aircraft.
- (i) A foreign air operator shall not conduct a flight within or from Jamaica with a passenger on board who refuses to submit to a screening, required under these Regulations or while the carry on or checked baggage of such person is on board his aircraft.

- (j) Notwithstanding being in possession of a boarding pass, where the pilot in command of an aircraft has reasonable grounds to believe that a person in custody may jeopardize the safety of other passengers, the pilot in command may refuse to accept the person.

20.063 Training

- (a) An air operator shall not use any person as a Security Co-ordinator unless, within the preceding twelve months, such person has satisfactorily completed the required security training specified in his approved Air Operator Security Programme.
- (b) A national air operator shall not use any person as a crewmember on any domestic or international flight unless within the preceding twelve months that person has satisfactorily completed the security training required by Subpart B of this Schedule, as required by other Schedules and as specified in his approved Air Operator Security Programme.
- (c) An air operator shall ensure that -
 - (1) a person authorized to perform and performing a security -related function on his behalf has knowledge of –
 - (i) the provisions of Subpart C of these Regulations, applicable security directives and information circulars promulgated pursuant to paragraph 20.076; and
 - (ii) elements of the approved Air Operator Security Programme required for the performance of his functions.
 - (2) The Security Co-ordinator of the air operator at each aerodrome –
 - (i) reviews daily all security-related functions for effectiveness and compliance with –
 - (A) this Subpart;
 - (B) the approved Air Operator Security Programme;
 - (C) applicable security directives; and
 - (ii) immediately initiates corrective action for each instance of non-compliance with –
 - (A) this Subpart;
 - (B) the approved Air Operator Security Programme; and
 - (C) applicable security directives.
- (d) The requirements prescribed under subparagraph (a), shall apply to all security-related functions performed for the air operator whether by his employee or the employee of a contractor.
- (e) An air operator conducting operations in Jamaica shall not use any person to perform any required screening function, unless such person complies with the security training requirements set out in Appendix 1 to 20.028.

SUBPART D: REGULATED AGENT SECURITY

20.065 Security Controls over Cargo

An air operator shall not accept consignments of cargo, courier and express parcels or mail for carriage on passenger flights unless -

- (1) the security of such consignments are accounted for by a regulated agent; or
- (2) such consignments are subjected to other security controls to safeguard such aircraft against an act of unlawful interference.

20.066 Aviation Security Responsibilities of a Regulated Agent

- (a) A regulated agent prior to accepting goods for transport in an aircraft shall –
 - (1) establish and register the name and address of the agent consignor;
 - (2) establish the credentials of the person who delivers the goods as an agent of the consignor;
 - (3) ensure on the basis of random checks or screening that a consignment reflect their description on the air waybill/or cargo manifest and do not contain any prohibited items;
 - (4) ensure the safeguarding of such goods from unauthorized interference after acceptance;

- (5) ensure the goods are received by staff who are properly recruited and trained by him;
 - (6) designate a person to implement and supervise the screening process;
 - (7) ensure that the following categories of goods are not carried by air unless they have been subjected to screening –
 - (i) unaccompanied baggage;
 - (ii) consignments from non-regulated agents;
 - (iii) consignments from unknown consignors;
 - (iv) consignments delivered by a person other than the known consignor and his authorized agent;
 - (v) consignments of which the contents do not correspond with the description delivered;
 - (v) consignments for which the known consignor fails to certify that they do not contain any prohibited articles; and
 - (8) ensure that each shipment of goods be accompanied by documentation providing the statement of the security status of such shipment, known as a Consignment Security Declaration.
- (b) An approved regulated agent who offers goods to an air operator for transport by aircraft shall produce and make available to the air operator, and the Authority on demand, shipping documents, records of goods accepted and offered for air transport, employee training records and airway bills.

20.067 Responsibility of the Air Operator Receiving Goods from a Regulated Agent

- (a) An air operator accepting goods for transport on his aircraft –
 - (1) may conduct screening of such shipments of goods; and
 - (2) shall ensure –
 - (i) the safeguarding of such goods against unlawful interference until such goods have been placed in the aircraft;
 - (ii) that his shipments of goods are recorded; and
 - (iii) that whenever the goods are received from an approved regulated agent such goods are delivered by an authorized employee of such regulated agent.
- (b) An air operator shall not accept any goods for transport by aircraft unless the documentation for such goods is examined for inconsistencies and is accompanied by a valid security declaration.
- (c) An air operator shall not accept any goods, from a regulated agent, for transport by aircraft unless initially and within the preceding twelve months prior to accepting the goods, the air operator or a representative of the Authority -
 - (1) has inspected facilities and procedures of such regulated agent;
 - (2) has issued a letter to the regulated agent either accepting him or renewing his acceptance as a regulated agent for the purposes of these regulations; and
 - (3) assures the security of the goods in accordance with the procedures approved by the Authority.
- (d) An air operator shall provide an approved regulated agent with all the necessary information in order that he is able to comply with the ICAO Technical Instructions for the transportation of dangerous goods by air.
- (e) An air operator shall make available to the Director General a report of any incident where an airway bill or equivalent document did not provide an accurate record of the goods being offered for air transport.
- (f) An air operator, except as provided in the ICAO Technical Instructions, shall not place in an aircraft any goods that are not acceptable.
- (g) An air operator shall preserve for not less than one year any record of acceptance checklists and inspections carried out under this Subpart.

20.068 Inspection of Goods Offered for Transport by Regulated Agent

- (a) An air operator may inspect any goods or any package, or container having goods offered for transport by air by a regulated agent.

- (b) Where an inspection is conducted pursuant to subparagraph (a), a regulated agent or a representative of the regulated agent may observe the inspection.
- (c) In the absence of a regulated agent, or a representative of a regulated agent, an air operator may use such force as is necessary to access the contents of any package or container containing goods offered for transport by air by such regulated agent, representative of a regulated agent or air operator.
- (d) Where an inspection is conducted by an air operator pursuant to subparagraph (a), the package, container or goods shall remain in possession of the air operator until after the inspection is complete.
- (e) Where an inspection of goods under this regulation provides evidence of a breach of this Subpart, the air operator shall maintain possession of the goods offered for air transport by a regulated agent and the air waybill and inform the Authority in the prescribed form.

SUBPART E: FLIGHT CATERING OPERATOR SECURITY

20.070 Aviation Security Responsibilities of a flight Catering Operator

- (a) A flight catering operator prior to accepting raw materials and equipment for preparation as catering supplies for transport in an aircraft shall –
 - (1) establish and register the name and address of the supplier of such raw materials and equipment;
 - (2) establish the credentials of the person who delivers the raw materials and equipment as an agent of the supplier of such raw materials and equipment;
 - (3) ensure on the basis of random checks or security screening that such raw materials and equipment do not contain any prohibited items;
 - (4) ensure the safeguarding of such raw materials and equipment from unauthorized interference after acceptance;
 - (5) ensure the raw materials and equipment are received by staff who are properly recruited and trained by him;
 - (6) designate a person to implement and supervise the screening process;
 - (7) ensure that all catering stores and supplies be secured and free from interference from the point at which it leaves the catering facility until it is loaded onto the aircraft, through the application of catering seals; and
 - (8) ensure that each shipment of catering stores and supplies be accompanied by documentation identifying the shipment and providing the statement of the security status of such shipment.
- (b) An approved flight catering operator who offers catering stores and supplies to an air operator for transport by aircraft shall produce and make available to the air operator, and the Authority on demand –
 - (1) shipping documents,
 - (2) records of raw materials and equipment accepted;
 - (3) records of catering stores and supplies offered for air transport;
 - (4) employee training records; and
 - (5) other accountable catering documents.

20.071 Responsibility of the Air Operator Receiving Catering Stores and Supplies from a Flight Catering Operator

- (a) An air operator accepting catering stores and supplies for transport on his aircraft from an approved flight catering operator –
 - (1) will ensure that all catering supplies are properly recorded on documentation and are secured through the use of catering seals;
 - (2) may accept the integrity of the catering if he is satisfied the seals and documentation are in order and that the catering shows no signs of being tampered with;
 - (3) may conduct screening of such shipments of catering if the seals and documentation do not match, or if the catering shows any sign of having been tampered with; and

- (4) that whenever the catering supplies and stores are received such catering supplies and stores are delivered by an authorized employee of such approved flight catering operator.
- (b) An air operator shall not accept any catering supplies and stores for transport by aircraft unless the documentation for such catering supplies and stores is examined for inconsistencies and is accompanied by a valid security declaration.
- (c) An air operator shall not accept any catering supplies and stores, from a flight catering operator, for transport by aircraft unless initially and within the preceding twelve months prior to accepting the catering supplies and stores, the air operator or an inspector from the Authority –
 - (1) has conducted an audit of the flight catering operators security programme;
 - (2) has inspected the facilities and procedures of flight catering operator;
 - (3) has issued a letter to the flight catering operator either accepting him or renewing his acceptance as a catering operator for the purposes of the transport of catering supplies and stores on board passenger aircraft; and
 - (4) assures the security of the catering supplies and stores in accordance with the procedures approved by the flight catering operator's security programme.
- (d) An air operator shall make available to the Director General a report of any incident where a catering or equivalent document did not provide an accurate record of the catering supplies and stores being offered for air transport.
- (e) An air operator, except as provided in the Technical Instructions, shall not place in an aircraft any catering supplies and stores that are not acceptable.
- (f) An air operator shall preserve for not less than one year any record of acceptance checklists and inspections carried out under this Subpart.

20.072 Inspection of Catering Supplies and Stores

- (a) An air operator may inspect any catering supplies and stores or any package, or container having catering supplies and stores offered for transport by air by an approved flight catering operator.
- (b) Where an inspection is conducted pursuant to subparagraph(a), a flight catering operator or a representative of the catering operator may observe the inspection.
- (c) In the absence of a flight catering operator, or a representative of flight catering operator, an air operator may use such force as is necessary to access the contents of any package or container containing catering supplies and stores offered for transport by air by such flight catering operator, or representative of a flight catering operator.
- (d) Where an inspection is conducted by an air operator pursuant to subparagraph (c), the package, container or catering supplies and stores shall remain in possession of the air operator until after the inspection is complete.
- (e) Where an inspection of catering supplies and stores under this regulation provides evidence of a breach of this Subpart, the air operator shall maintain possession of the catering supplies, stores and documentation and inform the Authority in the prescribed form.

SUBPART G: RESPONSIBILITIES OF PASSENGERS AND PERSONS AT AERODROMES

20.076 Search of Persons and Goods

- (a) A person who, prior to entering a restricted or sterile area is required by an aviation security officer or aviation screening officer –
 - (1) to submit to a search of his person;
 - (2) to permit a search to be carried out of the goods that such person intends to take or have placed on board an aircraft or take into a restricted area; or
 - (3) to submit to a search of a vehicle or other means of conveyance, under his control, shall not board and shall not be allowed to board the aircraft, or enter the restricted

or sterile area unless he submits to a search or permits a search to be carried out, as the case may be.

- (b) Where a person is given an order by an aviation security officer or aviation screening officer pursuant to subparagraph (a), the person shall thereupon leave the restricted or sterile area immediately and remove the goods, vehicle or means of conveyance in his possession from the restricted or sterile area.
- (c) A person under subparagraph (a) or (b) who is requested to leave a restricted or sterile area shall be escorted out of such restricted or sterile area by an aviation security officer or aviation screening officer.

20.077 Passengers and Members of the Public

- (a) A person shall not carry, or attempt to carry, prohibited items or dangerous devices not authorized for transport, in carry-on baggage or in checked baggage on board an aircraft.
- (b) A person shall not offer for air transport, as goods or in checked baggage a weapon, incendiary device or any other dangerous device.
- (c) A person shall not submit to screening of his person or of his carry-on baggage while in possession of a weapon, incendiary device, or any other dangerous device.
- (d) A person shall not make a false statement to an aviation security officer, an air operator, or a member of the Jamaica Constabulary Force assigned to aerodrome duties, in regard to possession of a weapon, incendiary device or any other dangerous device;
- (e) A person shall not enter or remain in any part of an aerodrome that is not a public area where a notice is given orally by the aerodrome operator, aerodrome tenant, air operator or by posted sign stating that trespassing is prohibited, or that entry is restricted to authorized persons.
- (f) Where a person has been ordered to disembark an aircraft in accordance with paragraph 20.031 or 20.062, he shall disembark the aircraft and remove his carry-on baggage and have his checked baggage removed from the aircraft.
- (g) A person under subparagraph (c) shall upon a request to disembark, shall so disembark the aircraft and remove his carry-on baggage and have his checked baggage removed from the aircraft.
- (h) A person who refuses the screening of goods that he intends to have transported on an aircraft or intends to take into a restricted or sterile area, shall not –
 - (1) place or attempt to place such goods; or
 - (2) cause the goods to be placed on board the aircraft, or taken into a restricted or sterile area.

20.078 Access to Aerodrome Restricted Areas

- (a) A person shall be allowed access to aerodrome restricted areas in accordance with the provisions of the appropriate Aerodrome Restricted Area pass.
- (b) A person who has been granted access to a restricted area of an aerodrome, shall only access or attempt to access such restricted area at a designated restricted area access point.
- (c) Subject to subparagraph (d), a person shall not –
 - (1) provide another person with physical access to a restricted area where the latter has not been issued with a restricted area pass; or
 - (2) assist another person in gaining physical access to a restricted area where the latter has been issued a restricted area pass but does not have such restricted area pass in his possession.
- (d) Notwithstanding subparagraph (c), a person may enter certain restricted areas of an aerodrome where such person –
 - (1) has a valid boarding pass issued by an air operator along with a national photo identification, is proceeding to the assigned gate for the purpose of boarding an aircraft and has been subject to the screening requirements of these Regulations; or
 - (2) he is identified in the emergency response plan of the aerodrome operator and is attending to an aerodrome emergency.

20.079 Restriction on Entry into Sterile Area

A person shall not enter a sterile area unless he has been screened and cleared for entry by an aviation security screening officer.

20.080 Submission to Screening

A person shall not enter a sterile area without submitting to the screening of his person and carry-on bags in accordance with the procedures being applied to control access to that area under paragraph 20.037.

APPENDICES

Appendix 1 to 20.012 Contents of an Aerodrome Aviation Security Programme AERODROME OPERATOR SECURITY PROGRAMME

(CIVIL AVIATION SECURITY AT INTERNATIONAL AND DOMESTIC AERODROMES)

PROGRAMME OBJECTIVE

This Aerodrome Operator Security Programme is designed to meet the international Standards and Recommended Practices contained in Annex 17 to the Convention of the International Civil Aviation Organization as well as related aviation security provisions found in Annexes 2, 6, 9, 10, 11, 13, 14 and 18.

The objective of the Aerodrome Operator Security Programme is to ensure that aviation security measures and responsibilities are clearly defined and understood by those who need to implement them. It shall clarify and detail all measures that are required to be implemented at the aerodrome to meet the requirements of the National Civil Aviation Security Programme.

An Aerodrome Operator Security Programme shall be produced and developed for each aerodrome within Jamaica. The programme shall be prepared by the aerodrome security officer in consultation with all aerodrome users and endorsed, signed and dated by the aerodrome manager.

The programme shall be drafted in accordance with the layout detailed herein and submitted to the Authority for approval. It shall be reviewed and updated regularly and at least once every 12 months.

Proposed amendments and variations to the programme, other than minor changes or changes resulting from a change of national legislation shall be submitted to the Authority for approval before incorporation.

The programme shall be classified and have "restricted" in accordance with national guidelines and its contents handled in accordance with the national guidelines for document security.

1. SOURCES OF REGULATIONS

National legislation - Detail the national legislation (laws, decrees, etc.) that provides authority to the programme.

National civil aviation security programme - Refer to the appropriate articles of the national civil aviation security programme, on which the Aerodrome Operator Security Programme is based, and the relevant provisions for the development of measures and procedures.

Other regulations or legislation - Detail any other form of regulations or legislation which provides legal support for the Aerodrome Operator Security Programme. References to appropriate parts of Jamaica criminal law shall be made as required.

3. DUTIES AND RESPONSIBILITIES

Aerodrome management - Describe the role and specific tasks of aerodrome management staff involved in the implementation of the Aerodrome Operator Security Programme.

Aerodrome security section - State the role and responsibilities of the aerodrome security officer, the organization of the aerodrome security section and the aviation security tasks they carry out.

Policing authority - State the tasks of the Jamaica Constabulary Force. Their responsibilities concerning aviation security shall be clearly described.

Other government agencies - State the role of the other government agencies(customs, immigration, etc.) involved in supporting the Aerodrome Operator Security Programme.

Air operators - Describe the role of the air operators (both national and foreign) operating at the aerodrome and any security function or task assigned to them in support of the programme. A list of persons in charge and their alternates for every airline, with all pertinent contact details (ie., phone numbers both at work and home, Home Address, etc.), shall be included in an Appendix.

Aerodrome tenants - Describe the responsibility of tenants and how their co-operation and assistance are required to contribute to aviation security.

Other Agencies - State which tasks will be required of any other agencies to assist in the implementation of the Aerodrome Operator Security Programme.

Other authorities - Any other authority involved in this programme (postal, communication, fire fighting, health, etc.) shall be mentioned. Describe the role they have and what assistance they may be required to provide.

General aviation - Describe how the Aerodrome Operator Security Programme affects general aviation operations at the aerodrome.

4. AERODROME SECURITY COMMITTEE

Terms of reference - State the relevant national programme requirements to establish an aerodrome security committee. Its terms of reference must be described clearly. Describe that the tasks of the committee shall mainly be the implementation of the requirements of the national security programme through the establishment of procedures and measures for the effective safeguarding of the aerodrome against acts of unlawful interference. The committee shall meet regularly, in its totality or partly as a smaller operational group, preferably with a specified periodicity indicated. Minutes for each meeting shall be kept, and after approval by the members, circulated to the authorities concerned.

Membership - List the membership of the aerodrome security committee. The list must include all agencies engaged in the operation of the aerodrome which contribute to the establishment and implementation of security measures. A full list of names, titles and any other useful details of all members of the aerodrome security committee must be included. The aerodrome manager will normally act as chair of the committee with the aerodrome security officer providing specialist security advice as appropriate.

5. COMMUNICATIONS

This section shall describe how the Authority communicates the requirements of the national civil aviation security programme to the State's aviation industry.

Reference shall also be made to consultation procedures and the distribution of any reports resulting from security inspections, audits, surveys, tests and investigations carried out by the

Authority. Instructions and guidance on the correct classification and handling procedures for sensitive information contained in such reports shall also be described.

Policy on communications with other States, ICAO and the media regarding aviation security shall also be detailed.

6. DESCRIPTION OF AERODROME

General - This shall include the name, location with respect to closest town, and official address of the aerodrome, its nature, name of aerodrome proprietor, telephone number and identification code.

Landside, airside and security restricted areas - The various airside and landside areas and sectors of the aerodrome shall be defined followed by a brief description. The airside of the aerodrome shall be clearly marked and all security restricted areas indicated together with all control of access points. An accurate and to-scale location map and aerodrome plan shall be attached as an appendix.

Hours of operation - Detail the aerodrome operating hours, the hours of operation of the air traffic control tower, any onsite communications facilities. Detail whether control of access into security restricted areas and internal security of such areas is conducted on a 24-hour basis. Procedures for security outside the normal hours of operation shall also be included.

Aerodrome Operations and Organizations

List and detail a brief description of activities carried out by all aerodrome organizations and other entities which operate within or from the aerodrome. For example -

Aerodrome operating services - Includes administration, maintenance, communication, fire fighting or any other operational service.

Air traffic services - Includes tower, terminal, centre and flight services.

Air operators - List all operators using the aerodrome and destinations served. Detail the average daily passenger movement and air cargo volume aggregated for all operators during high and low seasons.

General aviation - List all general aviation companies operating to and from the aerodrome. Detail volume of general aviation traffic and include any security controls imposed to certain locations, responsibility over general aviation facilities and access to the commercial ramp and apron areas.

Private organizations and businesses - Detail all the aerodrome tenants, shops, cargo handling firms, catering firms, tourist offices, private security firms or any other private firm operating at the aerodrome with particulars of managers and telephone numbers.

Their location on the aerodrome and terminal premises shall be indicated on maps that shall be attached as an appendix.

Military organization - Mention contact point for any military unit operating at the aerodrome. Details of memoranda of understanding shall be included.

7. SECURITY MEASURES AT THE AERODROME

This section shall detail the security measures, procedures and controls applied at the aerodrome in support of the national civil aviation security programme. The following headings and sample content shall be adapted to reflect actual local conditions.

Aerodrome Security

Access control measures - Describe the control of access methods applied to the airside and restricted security areas, including details of the pass or permit system as it pertains to persons and vehicles and the screening and searching procedures carried out. Describe the scope of background checks conducted on applicants for all types of passes issued. Describe what patrols are conducted of the landside, airside and restricted security areas including off aerodrome patrols of possible stand-off attack and surface-to-air missile launch sites.

Physical security measures - Describe the physical security measures in relation to fencing, lighting, intruder detection systems, closed circuit television, etc., applied to the security of all airside and security restricted areas, parked aircraft and aprons, public terminal areas and observation decks and car parks, in-flight catering facilities, air cargo areas, aircraft maintenance areas and essential aerodrome facilities.

Air traffic services facilities, communication and navigation aids - Describe the physical security measures used for the protection of air traffic services facilities, communication and navigation aids, together with an assessment of vulnerability to interference, with reference to relative importance of individual facilities to the safety of air navigation.

General aviation - Describe the security measures for general aviation and any special procedure applied to general aviation crew or passengers operating to and from the aerodrome. Give details about the average number of daily movements with seasonal variations and the number of permanently stationed aircraft at the aerodrome.

Passenger and cabin baggage security

Authority - Describe the source giving legal authority for security measures and any local laws. Detail procedures to be followed if a person refuses to be subjected to security measures or is denied boarding for any reason. List in an appendix any persons such as diplomats or Heads of State exempt from screening or search.

Check-in - Describe the check-in process and location and any special measures or facilities for high-risk passengers. Procedures for the protection of tickets, boarding cards, baggage tags and documents. State clearly the authority and responsibility of handling agents in accordance with the provisions of the national security programme.

Travel documents - Describe where, when and how passenger identification and travel documents are checked including originating, transfer and transit passengers.

Screening procedures - Describe screening procedures and measures including minimum hand search ratios if applicable, identification of prohibited items and dangerous goods, special measures for electrical items, standards to be achieved, the procedures for persons with special needs, private arrangements and action to be taken on discovering weapons or explosive devices.

Equipment - List the equipment available at each search point and the routine testing and maintenance procedures required to ensure it is serviceable and meets the standards before use. Detail procedures to be followed when equipment fails or is unserviceable for any reason.

Security staff - Describe the staffing levels, positions and rotation of duties at each screening point as well as the training required (initial, "on-the-job" and refresher) and what records of such training is maintained.

Segregation and control - State if segregation of screened and non-screened persons is achieved in the terminal after the screening point. If segregation is not achieved describe what compensatory procedures such as secondary screening at the gate area, are carried out. Describe what procedures can ensure the control of screened passengers when

walking across apron areas or being transported by vehicle to aircraft.

Staff and crewmember procedures - State if the security measures will apply to all aerodrome staff, police and other government agencies. Clarify the procedures to be adopted and state clearly any particular measures to avoid misunderstanding and assure consistent implementation of security measures.

Diplomatic pouches and government couriers - State the procedures to be applied to diplomatic pouches and government couriers. Clarify whether the diplomatic bags may be screened, and if so, state the procedure. State the procedures for diplomatic mail in official pouches and embassy correspondence not in bags.

VIP facilities - Describe the location of any VIP facilities and the procedures for processing of VIP's. State clearly the existence of any prior arrangements for the handling of VIP passengers privately or semi-privately and any measures to limit exceptions from normal passenger screening channels minimum.

Special category passengers - Describe the procedures to be followed for passengers with diplomatic status and potentially disruptive passengers, for example, persons in custody, dangerous prisoners, and persons suffering from mental illness. State clearly the various tasks of the agencies involved. Make reference to the notification of the operator and the relevant pilot in command.

General Aviation - Mention any specific measures for security controls relating to aircraft passengers and crew of general aviation in particular during high threat situations.

Hold Baggage Security

Authority - Describe the source giving legal authority for security measures and detail procedures followed if a person refuses to allow hold baggage to be subjected to security measures. List any persons such as diplomats or Heads of State whose hold baggage is exempt from screening or search.

Check-in - Describe the check-in process regarding hold baggage and the location and any special arrangements, measures or facilities for group travel or high-risk passengers which will differ from normal procedures. Detail if any passenger questioning is carried out. State clearly the authority and responsibility of handling agents in accordance with the provisions of the national security programme.

Off-aerodrome check-in - If off-aerodrome is authorized, describe the measures for protection of baggage against acts of unlawful interference until it is loaded onto the aircraft.

Screening procedures - Describe screening procedures and measures including minimum hand search ratios if applicable, identification of prohibited items and dangerous goods, special measures for electronic and electrical items, standards to be achieved, and action to be taken on discovering weapons or explosive devices.

Equipment - List the equipment available at each search point and the routine testing and maintenance procedures required to ensure it is serviceable and meets the standards before use. Detail procedures to be followed when equipment fails or is unserviceable for any reason.

Security staff: Describe the staffing levels, positions and rotation of duties at each screening point as well as the training required (initial, "on-the-job" and refresher) and what records of such training are to be maintained.

Passenger and checked baggage reconciliation: Describe the procedures to ensure that the only checked baggage that is loaded belongs to passengers of the relevant flight who have actually boarded the aircraft, and that the checked baggage has been subjected to the necessary security controls and is authorized for loading on that flight. Specific reference to the various categories of passengers (originating, online and interline transfer, disembarking transit passengers) shall be made. The use of automation shall be mentioned describing the principle of the system and what is accomplished.

Staff and crewmember procedures: State if the security measures will apply to all crewmembers. Clarify the procedures to be adopted and state clearly any particular measures to avoid misunderstanding and assure consistent implementation of security measures.

Unaccompanied baggage: Describe the procedures relating to baggage that is separated from its owner through a breakdown of the baggage handling system with reference to the additional security controls the baggage is subjected to before being loaded onto an aircraft.

Baggage reclaim areas: Describe what measures are applied to checked baggage which is not reclaimed by a passenger including details of screening or searching and secure storage. Describe also the measures to prevent passengers from retrieving prohibited items concealed in checked baggage at the baggage reclaim area which could be subsequently used to commit an act of unlawful interference in the arrival aerodrome terminal.

Air cargo security

The term "air cargo" in the context of aviation security includes normal freight, consolidations, transshipments, unaccompanied courier items, postal mail, diplomatic mail, company stores and unaccompanied baggage shipped as freight on a passenger-carrying aircraft.

Authority - Describe the source giving legal authority for cargo security measures and the agency responsible for compliance.

Security procedures - Describe the procedures followed with reference to regulated agents, known consignors, known and unknown cargo, transshipment cargo, the role of the air operator, random checks, documentary records, access control, secure storage and transportation.

Equipment - List the equipment available to carry out screening of air cargo and the required routine testing and maintenance procedures required to ensure it is serviceable and meets the required standards before use. Detail the procedures to be followed when equipment fails or is unserviceable for any reason.

Security of aircraft catering supplies and stores

Authority - Describe the source giving legal authority for security measures and the agency responsible for compliance.

Security procedures - Describe the procedures followed and responsibilities with reference to known and unknown stores, physical security measures, access control measures, customs bonded warehouses, tamper-evident sealing of goods, searching and sealing of vehicles, catering carts and containers, multiple loads, airside catering operations, receipt and validation of consignments into security restricted areas and air operator security measures.

Control of firearms and weapons

Legislation and regulations - Describe the national legislation and regulations related to carriage of weapons and firearms on board aircraft departing or arriving at the aerodrome or carriage by persons in the area of jurisdiction of the aerodrome. The relevant provisions of the appropriate laws or decrees could be attached as an appendix.

Transporting firearms - Describe the procedure for handling and transportation of firearms in compliance with the provisions of the national security programme, in checked baggage or as cargo. Describe the role of the operator and crew. Mention any special arrangements to be made at check-in or baggage reclaim areas.

Carriage of firearms - Describe the national policy on authorized carriage of firearms in both national and foreign aircraft and the measures for the implementation of that policy. Explain the tasks of the agencies involved and those of the air operators. State clearly the authority for the carriage of weapons granted to in flight security personnel, escorts of prisoners, deportees or escorts of VIPs. Describe the relevant procedure including notification of the aircraft operator and the pilot in command.

Security of aircraft

Basic responsibility for the security of aircraft rests with the air operator, whose plans shall take into account the Aerodrome operator Security Programme so that security measures can be co-ordinated.

Control of access to aircraft - Describe the measures for protection of aircraft on the ground with reference to the duty of aircraft crew and maintenance personnel servicing aircraft to identify any person approaching or boarding the aircraft. Aircraft not in service or undergoing maintenance shall have all access points secured and access stairs or passenger loading bridges removed.

Security patrols - Describe what security patrols operate within the airside area, detail what communications are provided between security control and local air traffic control and what security equipment is carried.

Pre-flight precautions - Describe the pre-flight precautions conducted on a regular basis, during high threat situations or upon request. State clearly the agencies involved and their respective tasks.

Threat notification - Describe the procedures to respond to information which indicates that a specific aircraft may be subject to an act of unlawful interference and indicate who is responsible for implementing the additional security measures considered necessary to counter the threat. Define responsibilities for informing the appropriate authority for security if not the initiating agency of such threat notifications.

Flights under increased threat - Describe the procedures to be implemented for specific flights under increased threat, including isolated parking areas, individual guarding of aircraft, escorting of taxiing aircraft, and inspection of approach and take off flight paths. Include a plan of parking places.

Aircraft search - Describe the procedures for the inspection and searching of aircraft during both routine operations and at times when an aircraft may be under high threat.

Define: which agencies will be responsible to conduct a search; the necessity for checklists to avoid duplication of effort; good lighting; and well-trained personnel with the support of aircraft crew or aircraft engineering support personnel. State the actions to be taken on discovery of suspect explosive devices and the responsibilities for decisions to move or evacuate the aircraft and the continuance of aerodrome operations.

Security equipment and specifications

Operation and maintenance--Describe the allocation of responsibilities among the agencies having responsibility for the procurement, installation, operation and maintenance of security equipment. List all security equipment at the aerodrome used in the support of civil aviation security including number, location, maintenance, calibration, and responsibilities. Include X-ray equipment, explosives detection equipment, hand-held and walk-through metal detectors,

simulation chambers, explosive detection dogs and explosive disposal equipment. Provide a plan as an appendix showing the distribution of equipment at the aerodrome.

8. RESPONSE TO ACTS OF UNLAWFUL INTERFERENCE

Aerodrome contingency plan - The aerodrome contingency plan shall work in conjunction with the Aerodrome Operator Security Programme. Guidelines on the structure and the content of the plan shall be obtained from the appropriate authority for security and the civil aviation security policy and regulatory section. The plan shall include information regarding responsibilities for command, control and communications procedures, hostage negotiation procedures, designated aircraft parking locations, incident site access and control, communications equipment, guidelines on dealing with the media and the public. A copy of the aerodrome contingency plan shall be attached as an appendix to the Aerodrome Operator Security Programme.

9. SECURITY TRAINING

Describe the aviation security training programmes given to security staff at the aerodrome and all other persons who have roles to play in aviation security, including management and the security personnel of the aerodrome, air operators and cargo "regulated agents", police, military, customs and immigration personnel, aircraft crewmembers and other aerodrome personnel. Also describe any other training including contingency plan exercises and exercises involving a reaction to an act unlawful interference designed to test readiness.

10. SELF-AUDITS

Description of aerodrome operators' arrangements for monitoring implementation of security measures and quality control.

11. APPENDICES

- (a) Organizational diagrams referring to the organizational structure of the aerodrome administration and security management;
- (b) Scale map of the aerodrome and peripheral area;
- (c) Detailed scale map showing landside, airside and security restricted areas and access control points;
- (d) Detailed map of the terminal incorporating security equipment location(s);
- (e) Air operators' contact information;
- (f) Private organizations and businesses operating at the aerodrome;
- (g) List of persons exempt from screening or search measures;
- (h) National legislation and regulations related to carriage of weapons and firearms; and
- (i) Aerodrome contingency plan.

Appendix 1 to 20.016 AIR OPERATOR SECURITY PROGRAMME

1. International obligations and organizations

- (a) The structure and roles of ICAO and ECAC
- (b) The purpose of the various Conventions, ICAO Annex 17 and ECAC Doc. 3D

2. National obligations and responsibilities

- (a) The relevant appropriate authority for the State of registration
- (b) The relevant appropriate authority for the host State of operation
- (c) The national aviation security programme of the host State

3. Air operator security policy and organization

- (a) Air operator security policy
- (b) The roles and responsibilities for aviation security in the airline
- (c) Information and communication
- (d) Description of airline's operation

4. Security of passengers and cabin baggage

- (a) Purpose of screening and searching
- (b) Procedures for screening and hand-searching of originating passengers
- (c) Standards of screening and searching
- (d) Location of screening or searching
- (e) Details of screening equipment
- (f) Details of operator or service provider
- (g) Procedures for screening and hand-searching of transfer passengers
- (h) Standards of screening and searching
- (i) Location of screening or searching
- (j) Details of screening equipment
- (k) Details of operator or service provider
- (l) List of persons exempted from screening and searching
- (m) Screening and searching of cabin baggage
- (n) Standards of screening and searching
- (o) Location of screening and searching
- (p) Details of screening equipment
- (q) Details of operator or service provider
- (r) Treatment of suspect passengers or cabin baggage
- (s) Control of movement of passengers
- (t) Measures for special category passengers
- (u) Diplomats and other privileged persons
- (v) Government couriers and diplomatic bags
- (w) Passengers with reduced mobility and medical cases
- (x) Inadmissible passengers/deportees/escorted prisoners
- (y) Policy for unruly passengers
- (z) Procedures on the ground
- (aa) Procedures in the air
- (bb) Authority for use of restraints
- (cc) Reporting procedures

5. Security of checked baggage

- (a) Purpose of the security measures
- (b) Passenger identification checks
- (c) Standard of checks
- (d) Location of checks
- (e) Questioning of passengers
- (f) Description of questions
- (g) Location of delivery
- (h) Details of service provider
- (i) Procedures for originating checked baggage screening and hand-searching
- (j) Standard of screening and searching
- (k) Location of screening and searching
- (l) Details of screening equipment
- (m) Details of operator or service provider
- (n) Procedures for transfer checked baggage screening and hand-searching
- (o) Standard of screening and searching
- (p) Location of screening and searching
- (q) Details of screening equipment
- (r) Details of operator or service provider
- (s) Protection of checked baggage
- (t) Description of procedures
- (u) Procedures for off aerodrome check-in of hold baggage
- (v) Procedures for carriage of firearms and weapons
- (w) Legal provisions and regulations

- (x) Acceptance procedures
- (y) Escorts of prisoners/deportees
- (z) Bodyguards to government VIPs
- (aa) In-flight security guards
- (bb) Protection on the ground
- (cc) Treatment of suspect bags

6. Security of crew, cabin and checked baggage

- (a) Standards of screening and searching
- (b) Location of screening and searching
- (c) Details of screening equipment
- (d) Details of operator or service provider

7. Passenger and checked baggage reconciliation

- (a) Purpose of measures
- (b) Description of procedures
- (c) Details of equipment if automated
- (d) Details of manifest if relevant
- (e) Identification of no-show passengers
- (f) Identification of unaccompanied baggage
- (g) Procedures for screening of unaccompanied baggage
- (h) Standard of screening
- (i) Location of screening
- (j) Details of screening equipment
- (k) Details of operator or service provider

8. Security of aircraft

- (a) Purpose of security measures
- (b) Searches and checks of aircraft
- (c) Standard of searches and checks
- (d) Details of service provider

8.3 Control of access to aircraft

- (a) Standard of access control
- (b) Details of service provider

9. Security of air operator catering, stores and supplies

- (a) Purpose of measures
- (b) Description of measures at air operator catering unit
- (c) Standard of physical security of premises
- (d) Standard of access control to premises
- (e) Description of measures for despatch and transportation
- (f) Standard of access control to prepared meals
- (g) Standard of access control to despatch bank
- (h) Standard of access control to vehicles

10. Security of aircraft cleaning operations

- (a) Purpose of measures
- (b) Description of measures
- (c) Standard of access control to cleaning stores

11. Security of cargo, courier, express parcels and mail

- (a) Purpose of measures
- (b) Description of measures for cargo
- (c) Procedures for acceptance
- (d) Regulated agent scheme and criteria

- (e) Known consignor scheme and criteria
- (f) Standard of screening and physical examination
- (g) Location of screening and physical examination
- (h) Details of screening equipment
- (i) Details of operator or service provider
- (j) List of exemptions from security screening or physical examination
- (k) Description of measures for unaccompanied baggage and personal effects carried as cargo
- (l) Standard of screening and hand-searching
- (m) Location of screening and searching
- (n) Details of screening equipment
- (o) Details of operator or service provider
- (p) Description of measures for courier and express parcels
- (q) Procedures for acceptance
- (r) Standard of screening and hand-searching
- (s) Location of screening and searching
- (t) Details of screening equipment
- (u) Details of operator or service provider

11.5 Description of measures for mail

- (a) Procedures for acceptance
- (b) Regulated postal authority/administration scheme and criteria
- (c) Known consignor scheme and criteria
- (d) Standard of screening
- (e) Location of screening
- (f) Details of screening equipment
- (g) Details of operator
- (h) Safeguarding of cargo, courier, express parcels and mail
- (i) Description of measures
- (j) Procedures for carriage of diplomatic mail
- (k) Treatment of suspect cargo or mail

12. Recruitment of staff

Description of procedures for recruitment of security staff, including background checks

13. Training of staff

- (a) Description of initial training for the following groups of staff:
 - (a) Crewmembers
 - (b) Security staff who carry out screening, searching or checking duties
 - (c) Staff who question passengers
 - (d) Awareness training for other staff, including ground-handling staff
 - (e) Airline security managers/officers
- (f) Description of recurrent training for the following groups of staff:
 - (g) Crewmembers
 - (h) Security staff who carry out screening, searching or checking duties
 - (i) Staff who question passengers
 - (j) Awareness training for other staff, including ground handling staff
- (k) Air operator security managers/officers

14. Contingency planning

- (a) Description of plans to deal with the following contingencies:
 - (b) Aircraft hijack
 - (c) Bomb threat
 - (d) Discovery of a suspect or prohibited article
 - (e) Equipment failure
 - (f) Enhanced measures for an increase in the level of threat
 - (g) High risk flights

15. Incident reporting

Description of airline security incident reporting procedures

16 Supervision and performance monitoring

- (a) Description of air operator arrangements for monitoring implementation of security measures and quality control
- (a) Operational audit of -
- (b) Screener
- (c) Manual Search
- (d) Administrative Audit of -
- (e) Equipment records
- (f) Personnel records
- (g) Testing records

17 Local aerodrome procedures

Appendix 1 to 20.018 REGULATED AGENT SECURITY PROGRAMME

1. International obligations and organizations

- (a) The structure and roles of ICAO and ECAC
- (b) The purpose of the various Conventions, ICAO Annex 17 and ECAC Doc. 3D

2. National obligations and responsibilities

- (a) The relevant appropriate authority for the State of registration
- (b) The relevant appropriate authority for the host State of operation
- (c) The national aviation security programme of the host State

3. Security of cargo, courier, express parcels and mail

- (a) Purpose of measures
- (b) Description of measures for cargo
- (c) Procedures for acceptance
- (d) Regulated agent scheme and criteria
- (e) Known consignor scheme and criteria
- (f) Standard of screening and physical examination
- (g) Location of screening and physical examination
- (h) Details of screening equipment
- (i) Details of operator or service provider
- (j) List of exemptions from security screening or physical examination
- (k) Description of measures for unaccompanied baggage and personal effects carried as cargo
- (l) Standard of screening and hand-searching
- (m) Location of screening and searching
- (n) Details of screening equipment
- (o) Details of operator or service provider
- (p) Description of measures for courier and express parcels
- (q) Procedures for acceptance
- (r) Standard of screening and hand-searching
- (s) Location of screening and searching
- (t) Details of screening equipment
- (u) Details of operator or service provider
- (v) Description of measures for mail
- (w) Procedures for acceptance
- (x) Regulated postal authority/administration scheme and criteria
- (y) Known consignor scheme and criteria
- (z) Standard of screening
- (aa) Location of screening

- (bb) Details of screening equipment
- (cc) Details of operator
- (dd) Safeguarding of cargo, courier, express parcels and mail
- (ee) Description of measures
- (ff) Procedures for carriage of diplomatic mail
- (gg) Treatment of suspect cargo or mail

4 Recruitment of staff

Description of procedures for recruitment of security staff, including background checks

5 Training of staff

- (a) Description of initial and recurrent training for the following groups of staff:
- (b) Staff who carry out screening or searching duties
- (c) Awareness training for other staff, including ground-handling staff
- (d) Managers/officers

6 Description of plans to deal with the following contingencies:

- (a) Bomb threat
- (b) Discovery of a suspect or prohibited article
- (c) Equipment failure

7. Incident reporting

- (a) Description of security incident reporting procedures
- (b) Supervision and performance monitoring

8. Local aerodrome procedures

9. Self-Audits

- (a) Description of regulated agent arrangements for monitoring and implementation of security measures and quality control
- (b) Operational audit of -
- (c) Screeners
- (d) Manual Search
- (e) Administrative Audit of -
- (f) Equipment records
- (g) Personnel records
- (h) Test records

Appendix 1 to 20.020 FLIGHT CATERING OPERATOR SECURITY PROGRAMME

1. International obligations and organizations

- (a) The structure and roles of ICAO and ECAC
- (b) The purpose of the various Conventions, ICAO Annex 17

2. National obligations and responsibilities

- (a) The relevant appropriate authority for the State of registration
- (b) The relevant appropriate authority for the host State of operation
- (c) The national aviation security programme of the host State

3 Procedures for the ensuring the security of:

- (a) Security of raw materials and supplies
- (b) Purpose of measures
- (c) Description of measures
- (d) Procedures for acceptance raw materials and supplies
- (e) Standard of screening and physical examination
- (f) Location of screening and physical examination

- (g) Details of screening equipment
- (h) Details of operator or service provider
- (i) List of exemptions from security screening or physical examination

3.2 Security of catering supplies and stores

- (a) Purpose of measures
- (b) Description of measures
- (c) Procedures for securing catering supplies and stores
- (d) Standard of screening and hand-searching
- (e) Location of screening and searching
- (f) Details of screening equipment
- (g) Details of operator or service provider

3.3 Security of buildings and premises

- (a) Purpose of measures
- (b) Description of measures
- (c) Procedures for securing buildings and premises
- (d) Standard of screening and hand-searching
- (e) Location of screening and searching
- (f) Details of screening equipment
- (g) Details of operator or service provider

3.4 Security of carts, containers and catering transportation

- (a) Purpose of measures
- (b) Description of measures
- (c) Procedures for securing carts, containers and catering transportation
- (d) Standard of screening and hand-searching
- (e) Location of screening and searching
- (f) Details of screening equipment
- (g) Details of operator or service provider

3.5 Recruitment of staff

Description of procedures for recruitment of security staff, including background checks

3.6 Training of staff

- (a) Description of initial and recurrent training for the following groups of staff:
- (b) Staff who carry out screening or searching duties
- (c) Awareness training for other staff, including ground-handling staff
- (d) Managers/officers

3.7 Description of plans to deal with the following contingencies:

- (a) Bomb threat
- (b) Discovery of a suspect or prohibited article
- (c) Equipment failure

3.8 Incident reporting

- (a) Description of security incident reporting procedures
- (b) Supervision and performance monitoring

3.9 Local aerodrome procedures

4. Self-Audits

- (a) Description of catering arrangements for monitoring and implementation of security measures and quality control
- (b) Operational audit of –
- (c) Screener

- (d) Manual Search
- (e) Administrative Audit of -
- (f) Equipment records
- (g) Personnel records
- (h) Test records

Appendix 1 to 20.026 AERODROME SECURITY COMMITTEE TERMS OF REFERENCE

- (a) Co-ordinate the implementation of the National Civil Aviation Security Programme;
- (b) Oversee and monitor the Aerodrome Security Programme, including special measures introduced by the aerodrome administration, air operators and aerodrome tenants;
- (c) Use the National Civil Aviation Security Programme or the current ICAO Security Manual for Safeguarding Civil Aviation Against Acts of Unlawful Interference as a guide;
- (d) Draw up and maintain a list of vulnerable points including essential equipment and facilities and review the security of those points from time to time;
- (e) Ensure that the minimum security measures and procedures are adequate to meet threats and are under constant review, providing normal situation and contingencies for periods of heightened tension and emergency situation;
- (f) Arrange for irregularly spaced security surveys and inspections to be carried out;
- (g) Ensure the recommendations for improvements in security measures and procedures are implemented;
- (h) Inform the Authority of the current state of security measures and procedures in effect at the aerodrome and refer any problems relating to the protection of the aerodrome and its services which cannot be resolved at the local level;
- (i) Arrange for security education and training of aerodrome and other staff; and
- (j) Ensure that the planning of aerodrome expansion programmes includes the planning of modifications to be made to the aerodrome control systems and equipment.

Appendix 1 to 20.028 Screener Training Requirements

- (a) An aerodrome operator, air operator conducting operations in Jamaica, regulated agent and flight catering organization shall not use any person to perform any required screening function, unless such person has:
 - (1) a combination of education and experience, which the air operator has determined is necessary for the person to perform his duties;
 - (2) the following basic aptitudes and physical abilities -
 - (i) the ability to distinguish on the X-ray monitor the appropriate imaging standard specified in his national air operator security programme including the perception of colours where displayed by the X-ray system;
 - (ii) the ability to distinguish each colour displayed on every type of screening equipment and explain what each colour signifies;
 - (iii) the ability to hear and respond to the spoken voice and to audible alarms generated by screening equipment in an active check point environment;
 - (iv) the ability to efficiently and thoroughly manipulate and handle such baggage, containers, and other objects subject to security processing; and
 - (v) the ability to have sufficient dexterity and capability to conduct partial and full body searches or hand held metal detector searches in accordance with the requirements of the national civil aviation security programme.
 - (3) the ability to read, write, and speak the English Language well enough to -
 - (i) carry out written and oral instructions in the English Language regarding the proper performance of screening duties;
 - (ii) read English Language identification media, credentials, airline tickets, and labels on items normally encountered in the screening process;
 - (iii) provide direction to and understand and answer questions from English-speaking persons undergoing screening; and
 - (iv) write incident reports and statements and log entries into security records in the English

Language; and

- (4) satisfactorily complete all initial, recurrent, and appropriate specialized aviation security training required by the Air Operator Security Programme.
- (b) Notwithstanding the provisions of sub-paragraph (a)(4), an air operator may use a person during the on-the-job portion of training to perform security functions, not requiring a district constable, provided that the person is closely supervised and does not make independent judgements as to whether persons or property may enter a sterile area without further inspection.
- (c) An air operator shall not use a person to perform a screening function after that person has failed an operational test related to that function, until such person has successfully completed the remedial training specified in his Air Operator Security Programme and has passed a re-test related to that function.
- (d) An air operator shall ensure that a Security Co-ordinator conducts and documents an annual evaluation of each person assigned screening duties and may continue the employment of that person in a screening capacity only upon the determination by that Security Co-ordinator that the person -
 - (1) has not suffered a significant diminution of any physical ability required to perform a screening function since the last evaluation of those abilities;
 - (2) has a satisfactory record of performance and attention to duty; and
 - (3) demonstrates the current knowledge and skills necessary to courteously, vigilantly, and effectively perform screening functions.
- (e) Sub-paragraphs(a) through (f), shall not apply to those aviation security screening functions conducted outside Jamaica over which the national air operator does not have operational control.
- (f) At locations outside Jamaica where the national air operator has operational control over a screening function, he may use aviation security screeners who do not meet the requirements of sub-paragraph (c)(3), provided that at least one of his representatives who has the ability to functionally read and speak the English language is present while the passengers of the air operator are undergoing security processing.

Appendix 1 to 20.030 Items Prohibited from the Aircraft Cabin and Aerodrome Security Restricted Areas

- (a) Prohibited items must never be carried in the cabin of an aircraft or taken into the Security Restricted Area of an aerodrome except by authorized persons who require them to undertake essential tasks.
- (b) Some prohibited items though prohibited from carriage in the cabin of the aircraft, may be transported by passengers in their checked baggage so long as the items will not endanger the aircraft, are properly packed and are authorized for carriage by the air operator concerned.
- (c) Prohibited items removed from passengers at the security screening checkpoint must be processed in one of the following ways -
 - (1) placed in the passenger's checked baggage, unless the item would endanger the aircraft;
 - (2) confiscated and subsequently properly disposed of or destroyed;
 - (3) confiscated and kept in storage by the aerodrome operator or relevant air operator for later return to the passenger; or
 - (4) removed and, once properly prepared and packaged, transported in the hold of the aircraft for later return to the passenger at the ticketed destination.
- (d) The category of items that are prohibited from the aircraft cabin, include -
 - (1) Blunt instruments – any blunt object capable of being used to cause injury;
 - (2) Chemical and toxic substances – any chemical or toxic substances which pose a risk to the health of passengers and crew or the security/safety of aircraft or property;
 - (3) Explosive and flammable substances – any object capable, or appearing capable, of discharging a projectile or causing injury; and
 - (4) Pointed/edged weapons and sharp objects – any pointed or bladed item capable of being used to cause injury.

- (e) A list of prohibited items, provided by the Authority, shall be posted at each security screening checkpoint.

Appendix 1 to 20.034 Aerodrome Tenant Restricted Area Security Programme

- (a) An aerodrome tenant restricted area security programme shall be written in keeping with the appropriate aerodrome security programme and shall be drafted in accordance with the layout detailed herein and submitted to the aerodrome operator for approval -
 - (1) the objective of the security programme;
 - (2) a description of the tenant restricted area;
 - (3) details of the physical security measures at the tenant restricted area designed to prevent unauthorized access to the tenant restricted area;
 - (4) description of the tenant restricted area pass procedures in force to control authorized access to the tenant restricted area;
 - (5) description of the security measures in force designed to prevent unauthorized access of persons, weapons or other dangerous devices into aerodrome security restricted areas from or through the tenant restricted area;
 - (6) details of the procedures to be followed in response to acts of unlawful interference;
 - (7) details of security training for staff;
 - (8) recruitment of staff;
 - (9) self audits; and
 - (10) such other matters as may be required by the aerodrome operator.
- (b) Proposed amendments and variations to the programme, shall be submitted to the aerodrome operator for approval before incorporation.

Appendix 1 to 20.038 Employment Verification and Background Checks

1. Scope

This requirement applies to all aerodrome operator employees; air operator employees; airport tenants/users; individuals currently having unescorted access to airport security restricted area; all individuals seeking authorization for, or seeking the authority to authorize others to have, unescorted access to the restricted areas; and contractors.

2. Employment History Investigation

- (a) Each aerodrome operator must ensure that no individual is granted authorization for, or is granted authority to authorize others to have, unescorted access to the airport restricted areas unless the following requirements are met -
 - (1) The individual has satisfactorily undergone Part 1 of an employment history investigation, which consists of -
 - (i) a review of the previous 7 years of employment history; and
 - (ii) verification of the 5 employment years preceding the date the appropriate investigation is initiated.
 - (b) Information must be verified in writing, by documentation, by telephone or in person.
 - (c) Verification for any periods of self-employment by the individual shall be sought from the Ministry of Finance Investigation Department, accountants, solicitors or other suitable persons.
 - (d) The individual has satisfied Part 2 of the employment history investigation, used to determine if the individual has a criminal record:
 - (1) to satisfy Part 2 of the investigation, the criminal record check must not disclose that the individual has been convicted or found not guilty by reason of insanity, in any jurisdiction, during the 7 years ending on the date of such investigation, of any of the crimes listed below -
 - (i) forgery of certificates;
 - (ii) false marking of aircraft and other aircraft registration violation;
 - (iii) interference with air navigation;
 - (iv) improper transportation of a hazardous material;
 - (v) aircraft piracy;

- (vi) interference with flight crew members or flight attendants;
 - (vii) commission of certain crimes aboard aircraft in flight;
 - (viii) carrying a weapon or explosive aboard aircraft;
 - (ix) conveying false information and threats;
 - (x) unlawful entry into an aircraft or airport area that serves air operators or foreign air operators contrary to established security requirements;
 - (xi) destruction of an aircraft or aircraft facility;
 - (xii) murder;
 - (xiii) assault;
 - (xiv) espionage;
 - (xv) sedition;
 - (xvi) kidnapping or hostage taking;
 - (xvii) treason;
 - (xviii) rape or aggravated sexual abuse;
 - (xix) unlawful possession, use, sale, distribution, or manufacture of an explosive or weapons;
 - (xx) extortion;
 - (xxi) armed robbery;
 - (xxii) distribution of, or intent to distribute, a controlled substance; and
 - (xxiii) felony arson; or conspiracy or attempt to commit any of the aforementioned criminal acts.
- (e) The individual's fingerprints are taken and a comparison of these are made against the fingerprint files of known criminals maintained by the:
- (1) Criminal Records Office of the Jamaica Constabulary Force;
 - (2) National Firearms & Drug Intelligence Centre; and
 - (3) Law enforcement authorities in other jurisdictions in which the applicant has resided for a period of more than 6 months.

3. Investigative Procedures

- (a) All persons must complete Part 1 and Part 2 of the employment history and criminal record form.
- (1) The aerodrome operator, air operator or tenant/user must require that the following information be provided by the individual on the application form:
- (i) full name, including any aliases or nicknames;
 - (ii) the dates, names, telephone numbers, and addresses of previous employers or school records, with explanations for any gaps in employment of more than 12 consecutive months, during the previous 7-year period.
 - (iii) any convictions during the previous 7-year period of the crimes listed in 2 (a) (1) above;
 - (iv) a notification that the individual will be subject to an employment history verification and criminal records check;
 - (v) a declaration that the information is complete and accurate;
 - (vi) a declaration of acceptance by the candidate that any misrepresentation of the facts is grounds for refusal of employment, disciplinary proceedings or criminal charges;
 - (vii) TRN and NIS numbers and presentation of these cards, where applicable;
 - (viii) parents names and addresses, where applicable;
 - (viii) the individual's signature and date;
 - (ix) verify the identity of the individual through the presentation of two forms of identification, one of which must bear the individual's photograph, such as, a Government or school ID; and
 - (x) Company authorized officer's signature and date of authorization.
- (b) Verify the information on the most recent 5 years of employment history required, as stated in 2 (a) (1) above.
- (c) The individual's suitability should be questioned if –

- (1) he/she does not satisfactorily account for a period of unemployment of 12 consecutive months or more during the previous 7-year period;
- (2) he/she is unable to support statements made on the application form;
- (3) there are significant inconsistencies in the information provided on the application; or
- (4) information becomes available to the aerodrome operator, air operator or the aerodrome tenant/user during the investigation indicating a possible conviction for one of the crimes listed in 2 (d) (1) above.

5. FINGERPRINT PROCESSING

- (a) One set of legible and classifiable fingerprints must be recorded on JCF approved fingerprint cards.
- (b) A law enforcement officer must obtain the fingerprints from individuals.
- (c) The identity of the individual must be verified at the time fingerprints are obtained. The individual must present two forms of identification, one of which must bear the individual's photograph.
- (d) Fees for the processing of the criminal record checks are due upon application, at the designated rate for each fingerprint card.
- (e) Combined payment for multiple applications is acceptable providing payment is submitted through corporate cheque or manager's cheque.

6. DETERMINATION OF ARREST STATUS

- (a) During the conduct of the criminal record checks the aerodrome operator must not consider the employment history investigation complete, unless it investigates arrest information for the crimes listed in paragraph 2 (b) above. That is, for crimes where no disposition has been recorded, make a determination that the arrest did not result in a disqualifying conviction.
- (b) The aerodrome operator must notify the company or individual when a final decision has been made to grant or deny authority for unescorted access.

7. LIMITS OF DISSEMINATION OF RESULTS

Criminal record information provided by the JCF must be used solely for the purposes of aviation security, and no person may disseminate the results of a criminal record check to anyone other than –

- (1) The individual to whom the record pertains or that individual's authorized representative;
- (2) Airport officials with a need-to-know; and
- (3) Others designated by the Minister of National Security.

8. AN INDIVIDUAL'S EMPLOYMENT STATUS WHILST AWAITING CRIMINAL RECORD CHECKS

Individuals who have submitted their fingerprints and are awaiting JCF results may perform work within the airport restricted areas **when under escort by someone who has restricted area pass access privileges.**

9. RECORD KEEPING

- (a) The aerodrome operator must physically maintain, control and when appropriate destroy Part 1 and Part 2 of the employment history and criminal investigation file 12 years after the termination of the individual's authority for unescorted access.
- (b) The employment history investigation file must consist of the following –
 - (1) the application;
 - (2) details of the candidate interview;
 - (3) the employment verification information obtained by the employer;
 - (4) the names of those from whom the employment verification information was obtained, including conclusions reached about any period for which verification was not possible;
 - (5) the date and the method of how contact was made;

- (6) the criminal record report received from the JCF Criminal Records Office as a result of an individual's fingerprint comparison or information that the check was completed and no record exists;
- (7) any other information, as required by the Director General Civil Aviation; and
- (8) the files must be maintained in a manner that protects the confidentiality of the individual and is acceptable to the Director General Civil Aviation.

10. CONTINUING RESPONSIBILITIES

- (a) Any individual authorized to have unescorted access privileges or who may authorize others to have unescorted access and who is subsequently convicted of any of the crimes listed in paragraph 2(d)(1) above must within 24 hours report the conviction to the aerodrome operator and surrender the aerodrome restricted area pass to the issue
- (b) If information becomes available to the aerodrome operator or the aerodrome tenant/user indicating that an individual with unescorted access has a possible conviction for one of the disqualifying crimes in paragraph 2(d)(1) above, the aerodrome operator must determine the status of the conviction. If a disqualifying conviction is confirmed, the airport operator must withdraw any authority granted.

11. EXCEPTIONS

- (a) An aerodrome operator may authorize the following individuals to have unescorted access to the aerodrome restricted areas -
 - (1) an employee of the Civil Aviation Authority or a state or local government (including a law enforcement officer) who, as a condition of employment, has been and is subjected to periodic employment investigation which includes a criminal record check; or
 - (2) National and foreign crewmembers covered by an alternate security arrangement in the air operator's approved security programme.

12. INVESTIGATIONS BY AERODROME OPERATORS, AIR OPERATORS & AERODROME TENANTS/USERS

AERODROME OPERATOR -

- (a) An aerodrome operator is in compliance with its obligation for employment history investigations and criminal records when the aerodrome operator accepts for each individual seeking unescorted access the following -
 - (1) the air operator or aerodrome tenant/user certifies the aerodrome operator's pass application form for each of their employees, verifying that the pre-employment history investigation was conducted and meets these requirements; and
 - (2) the criminal history report is attached to the aerodrome pass application form.
- (b) The air operator and aerodrome tenant/user's individual employment history and criminal record forms must be certified by an authorized officer of the company.
- (c) Prior to acceptance of a certified aerodrome pass application form and attached criminal record form from an air operator or aerodrome tenant/user, the aerodrome operator must conduct a preliminary review of the file for each individual to determine that the airport application form has been satisfactorily completed.
- (d) The aerodrome operator must maintain and control certified airport, air operator and tenant/users' employee pass application forms and criminal record investigation records on file.
- (e) The aerodrome operator must designate the security manager, in the aerodrome security programme, to be responsible for reviewing the results of the employment history investigations for aerodrome employees, certified air operator and tenants/users application and criminal record forms and for destroying the criminal records when their maintenance is no longer required by paragraph 9 (a).
- (f) The aerodrome operator must audit aerodrome, air operator and aerodrome tenants/users aerodrome application forms and criminal records.
 - (1) The audit programme must be set forth in the aerodrome security programme.

AIR OPERATOR AND TENANT/USER RESPONSIBILITIES

- (a) Airport tenants/users must conduct and certify that employment history investigation and criminal record checks have been conducted on individual employees in compliance with these requirements.
- (b) The aerodrome operator must be provided with the name of the company position authorized to certify that individual employee history investigation and criminal record check forms are satisfactorily completed, investigations conducted and accepted, before certifying the aerodrome pass application form.
- (c) Maintain and control a copy of each employee's employment history investigation and criminal record check form(s) on their file.
- (d) Provide either the name or title of the individual acting as custodian of the files, state address and telephone number at the location where the investigative files are maintained.
- (e) Provide JCAA Inspectors with access to each completed employee history investigation file.