

# TWENTIETH SCHEDULE (Regulations 79, 236 - 252)

## AVIATION SECURITY

### SUBPART A: GENERAL

- 20.001 Applicability
- 20.002 Definitions
- 20.003 Acronyms
- 20.004 Prohibition of Security Directives
- 20.005 Issue of Security Directive or Advisory Circular
- 20.006 Protection of Sensitive Security Information
- 20.007 Quality Management System
- 20.008 Surveillance System
- 20.009 Security Management System

### SUBPART B: SECURITY PROGRAMME

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

### SUBPART C: AERODROME SECURITY

- 20.030 Aerodrome Operator Responsibilities
- 20.031 Aerodrome Security Co-ordinator
- 20.032 Aerodrome Security Committee
- 20.033 Aerodrome Restricted Area Access Control
- 20.034 Aerodrome Restricted Area Pass System
- 20.035 Security of Aerodrome Restricted and Airside Movement Areas
- 20.036 Aerodrome Operator to keep Map of Aerodrome
- 20.037 Aviation Security Officers and Screening Officers
- 20.038 Employer Responsibility for Aviation Security Officers and Aviation Screening Officers
- 20.039 Use of members of the Security Forces
- 20.040 Requirement to Screen Persons, Carry-on Baggage, Goods and Vehicle
- 20.041 Refusal of Person to Submit to Screening
- 20.042 Screening Unaccompanied Goods
- 20.043 Use of X-ray & Explosive Detection Systems
- 20.044 Approval of Explosives Detection Systems
- 20.045 Handling Weapons, Explosives, Dangerous Devices, Articles or Substances at Aerodrome
- 20.046 Notification of Security Incidents
- 20.047 Measures in Event of Specific Threat at Aerodrome
- 20.048 Notification of Threat against Facility or Aerodrome
- 20.049 Screening Officers to Inform Aerodrome Operator of Threat against Aerodrome

- 20.050 Measures in Event of Specific Threat
- 20.051 Notification by Airport Security Screening Officers
- 20.052 Aerodrome Tenant Responsibilities
- 20.053 Prohibition on Release of Security Measures at an Aerodrome
- 20.054 False Statements, Entries or Unauthorized Reproductions
- 20.055 Records
- 20.056 Evidence of compliance
- SUBPART D: AIR OPERATOR SECURITY**
- 20.060 Air Operator Security Programme
- 20.061 Air Operator Ground Security Co-ordination
- 20.062 Security Training Requirements
- 20.063 Screening of Passengers, Crew, Baggage, Cargo, Mail and Other Goods
- 20.064 Approval of Explosives Detection Systems
- 20.065 Carriage of Weapons on Board Aircraft
- 20.066 Carriage of Passengers Subjected to Judicial or Administrative Proceedings
- 20.067 Prevention and Management of Hijackings and Sabotage Attempts
- 20.068 Security Threats and Procedures
- 20.069 Reporting Security Incidents
- 20.070 Notification by Air Operator Security Screening Officers
- 20.071 Security Information to the Authority
- 20.072 Provision of Information to the Authority on Security Operations by Air Operator Service Providers
- 20.073 Provision of Information to the Authority on Security Operations by Screening Personnel
- 20.074 Security Controls over Cargo and Mail
- 20.075 Handling Agents
- SUBPART E: REGULATED AGENT SECURITY**
- 20.080 Aviation Security Responsibilities of a Regulated Agent
- 20.081 Responsibility of the Air Operator Receiving Goods from a Regulated Agent
- 20.082 Inspection of Goods Offered for Transport by Regulated Agent
- 20.083 Use of X-ray and Explosive Detection Systems
- SUBPART F: CATERING OPERATOR SECURITY**
- 20.090 Aviation Security Responsibilities of a Catering Operator
- 20.091 Responsibility of the Air Operator Receiving Catering Stores and Supplies from a Catering Operator
- 20.092 Inspection of Catering Supplies and Stores
- 20.093 Use of X-ray & Explosive Detection Systems
- SUBPART G: RESPONSIBILITIES OF PASSENGERS & PERSONS AT AN AERODROME**
- 20.100 Screening of Persons and Goods
- 20.101 Restrictions on Passengers, Airport Staff and Members of the Public
- 20.102 Restrictions on Access to Aerodrome Restricted Areas
- 20.103 Restriction of Entry into Security Restricted or Controlled Area
- 20.104 Submission to Screening
- SUBPART H: AIR TRAFFIC SERVICE PROVIDERS**
- 20.111 Air Traffic Services and Navigational Aids Security Programme
- 20.112 Employment History Verification and Background Checks
- 20.113 Responsibilities of Air Traffic Service Providers
- 20.114 Protection of Sensitive Security Information
- 20.115 Training and Record Keeping Requirements
- 20.116 Reporting Incidents
- 20.117 Quality Control
- SUBPART I: CONTRACTED SECURITY PROVIDERS**
- 20.120 Contracted Security Provider Security Programme
- 20.121 Security Manager or Coordinator
- 20.122 Employment and Security Training Programme Requirements
- 20.123 Reporting Incidents

20.124	Protection of Sensitive Security Information and Technology
<b>SUBPART J:</b>	<b>DOMESTIC OPERATIONS</b>
20.130	Domestic Aerodrome, General Aviation (GA) and Aerial Work (AW) Requirements
20.131	Restrictions on Domestic Security Programmes
20.132	Domestic Aerodrome and Operator Security Programme Requirements
20.133	Domestic Aerodrome and Operator Security Coordinators
20.134	Domestic Aerodrome Operator Security Measures
20.135	General Aviation and Aerial Work Security Controls at International Airports
20.136	Contracted Security Providers
20.137	Screening of Passengers, Crew, Baggage, Cargo, Mail and Other Goods
20.138	Carriage of Weapons on Board Domestic and Private Aircraft
20.139	Records
20.140	General Aviation Air Operator and Aerial Work Operator Security Measures
20.141	Aerial Works Operator Security Programme Requirements
20.142	General Aviation and Aerial Work Security Awareness Training
20.143	Reporting Security Incidents
20.144	Communication Requirements
<b>SUBPART K:</b>	<b>PRIVATE AIRSTRIP AND HELIPORT OPERATORS</b>
20.150	Compliance
20.151	Establishment, Alteration and Disablement of Airstrip
20.152	Private Airstrip and Heliport Security Requirements
20.153	Access Control
20.154	Baggage & Passenger Screening - Civilian Aerodromes and Int'l Airports

## **SUBPART A: GENERAL**

### **20.001 APPLICABILITY**

- (a) This schedule to the Regulations applies to all aspects of air transportation operations in order to comply with the international standards and practices for aviation security within civil aviation.
- (b) Prescribed herein is the requirement for application of security measures designed to safeguard against acts of unlawful interference to be applied to domestic commercial operations to the extent practicable, based upon a security risk assessment carried out by the sub-committee of the NCASC. At a minimum –
  - (1) there shall be a clear division between domestic and international operations to ensure that passengers or goods transferring to international operations are subjected to security controls that meet international standards; and
  - (2) as far as practicable, any airport providing service to both international and domestic operations shall apply the same security controls to both types of operations.

### **20.002 DEFINITIONS**

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

- (1) **“accompanied hold baggage”** means baggage which is accepted for carriage in the hold of an aircraft and which is checked in by the passenger who is on board.
- (2) **“act of unlawful interference”** means an act or attempted acts such as 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 personnel or the general public, at an aerodrome or at the premises of a civil aviation facility;
- (3) **“aerial work”** means an aircraft operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying observation and patrol, search and rescue, aerial advertisement, sky diving, firefighting, etc. Doc 8973
- (4) **“aerodrome”** means a defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.
- (5) **“aerodrome traffic density”** means –
- (i) **Light.** Where the number of movements in the mean busy hour is not greater than 15 per runway or typically less than 20 total aerodrome movements.
  - (ii) **Medium.** Where the number of movements in the mean busy hour is of the order of 26 or more per runway or typically more than 20 to 35 total aerodrome movements.
  - (iii) **Heavy.** Where the number of movements in the mean busy hour is of the order of 26 or more per runway or typically more than 35 total aerodrome movements.
- (6) **“aerodrome operator”** means a person who operates an aerodrome in Jamaica with a light, medium or heavy traffic density.
- (7) **“aerodrome tenant”** means any enterprise that is resident at an aerodrome and offers services and products at that aerodrome.
- (8) **“aircraft in flight”** means an aircraft from the moment when all its external doors are closed, following embarkation, until the moment when such doors are opened for disembarkation.
- (9) **“aircraft in service”** means *a parked aircraft which is under surveillance sufficient to detect unauthorized access.*
- (10) **“aircraft maintenance area”** means *all the ground space and facilities provided for aircraft maintenance. This includes aprons, hangars, buildings and workshops, vehicle parks and roads associated therewith. Such an area is normally designated as a security restricted area.*
- (11) **“aircraft not in service”** means an aircraft that either is parked for a period of more than 12 hours or is not under surveillance sufficient to detect unauthorized access.
- (12) **“aircraft security check”** means an inspection of the interior of an aircraft to which passengers may have had access and an inspection of the hold for the purposes of discovering suspicious objects, weapons, explosives or other dangerous devices.
- (13) **“aircraft security search”** means a thorough inspection of the interior of the aircraft for the purpose of discovering suspicious objects, weapons, explosives or other dangerous devices, articles and substances.

- (14) **“aircraft stand”** - a designated area on an apron intended to be used for parking an aircraft.
- (15) **“air operator”** means any organization which undertakes to engage in domestic commercial air transport or international commercial air transport whether directly or indirectly or by a lease or any other arrangement.
- (16) **“air operator documents”** means air waybills/consignment notes, passenger tickets and boarding passes, bank and agent settlement plan documents, excess baggage tickets, miscellaneous charge orders (M.C.O.), damage and irregularity reports, baggage and cargo labels, timetables, and weight and balance documents, for use by aircraft operators.
- (17) **“air operations area”** means a portion of an aerodrome designed and used for landing, take-off or surface manoeuvring of aircraft.
- (18) **“airport”** means an aerodrome in respect of which an Airport Certificate has been issued under the Civil Aviation (Aerodrome Licensing) Regulations and is open for commercial aircraft operations. (see Doc 8973 also)
- (19) **“airside”** means the movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is controlled.
- (20) **“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.
- (21) **“apron”** means a defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.
- (22) **“Authority”** means the Jamaica Civil Aviation Authority, as established under the Civil Aviation Act, 1966 (amended).
- (23) **“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 Jamaica Civil Aviation Authority.
- (24) **“aviation security officer”** means-
- (i) a person who is trained in accordance with the security training requirements of the National Civil Aviation Security Training 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.
- (25) **“aviation screening officer”** 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.
- (26) **“background check”** means a check of a person’s identity and previous experience, including any criminal history, as part of the assessment of an individual’s suitability to implement a security control and/or for unescorted access to a security restricted area.

- (27) **“baggage”** means personal property of passengers or crew carried on an aircraft by agreement with the operator.
- (28) **“baggage container”** means a receptacle in which baggage is loaded for conveyance in aircraft.
- (29) **“baggage sorting area”** means space in which departure baggage is sorted into flight loads.
- (30) **“baggage storage area”** means space in which checked/hold baggage is stored pending transport to aircraft and space in which mishandled baggage may be held until forwarded, claimed or otherwise disposed of.
- (31) **“bomb alert”** means a status of alert put in place by competent authorities to activate an intervention plan intended to counter the possible consequences arising from a communicated threat, anonymous or otherwise, or arising from the discovery of a suspect device or other suspect item on an aircraft, at an airport or in any civil aviation facilities.
- (32) **“bomb threat”** means a communicated threat, anonymous or otherwise, which suggests, or infers, whether true or false, that the safety of an aircraft in flight or on the ground, or any airport or civil aviation facility or any person may be in danger from an explosive or other item or device.
- (33) **“cabin baggage”** means baggage intended for carriage in the cabin of an aircraft.
- (34) **“cargo”** means any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage.
- (35) **“cargo area”** means all the ground space and facilities provided for cargo handling. It includes aprons, cargo buildings, and warehouses, vehicle parks and roads associated therewith.
- (36) **“cargo building”** means a building through which cargo passes between air and ground transport and in which processing facilities are located, or in which cargo is stored pending transfer to air or ground transport.
- (37) **“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, blankets and amenity kits.
- (38) **“catering supplies”** means food, beverages, other dry stores and associated equipment used on board an aircraft.
- (39) **“certification”** means a formal evaluation and confirmation by or on behalf of the appropriate authority for aviation security that a person possesses the necessary competencies to perform assigned functions to an acceptable level as defined by the appropriate authority.
- (40) **“checked baggage”** See baggage
- (41) **“co-mail”** means an abbreviation of air operator company mail, shipped within the company’s network of stations.
- (42) **“co-mat”** means an abbreviation of air operator company materials, shipped within the company’s network of stations.

- (43) “**commercial air transport operation**” means an aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire. (Same meaning as “air operator operations”).
- (44) “**contingency plan**” means a “proactive” plan to include measures and procedures addressing various threat levels, risk assessments and the associated security measures to be implemented, designed to anticipate and mitigate events as well as prepare all concerned parties having roles and responsibilities in the event of an actual act of unlawful interference. A contingency plan sets forth incremental security measures that may be elevated as the threat increases. It may be a stand-alone plan or included as part of the Crisis Management Plan.
- (45) “**corporate aviation**” means the non-commercial operation or use of aircraft by a company for the carriage of passengers or goods as an aid to the conduct of company business, flown by a professional pilot employed to fly the aircraft. (Note that corporate aviation is a subset of general aviation.)
- (46) “**crew member**” means a person assigned by an air operator to duty on an aircraft during flight duty period.
- (47) “**crisis management**” means contingency measures implemented in response to increased threat levels as well as implementation of measures and procedures in response to the emergencies to include acts of unlawful interference.
- (48) “**dangerous goods**” means articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to those instructions.
- (49) “**deportation order**” means a written order, issued by the competent authorities of a State and served upon a deportee, directing him to leave that State.
- (50) “**deportee**” means a person who had legally been admitted to a State by its authorities or who had entered a State illegally, and who at some later time is formally ordered by the competent authorities to leave that State. (*Note, the competent authorities may provide an escort for such persons*).
- (51) “**diplomatic pouch (bag)**” means a shipping container having diplomatic immunity from search or seizure.
- (52) “**Director General**” means the Director General of the Jamaica Civil Aviation Authority.
- (53) “**direct transit area**” means a special area established in an international airport, approved by the public authorities concerned and under their direct supervision or control, where passengers can stay during transit or transfer without applying for entry to the State.
- (54) “**disruptive passenger**” means a passenger who fails to respect the rules of conduct at an airport or on board an aircraft or to follow the instructions of the airport staff or crew members and thereby disturbs the good order and discipline at an airport or on board the aircraft.
- (55) “**Emergency plan**” means the plan setting forth the procedures for coordinating the response of different aerodrome agencies (or services) and of those agencies in the surrounding community that could be of assistance in responding to the emergency.

- (56) “**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.
- (57) “**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.
- (58) “**explosive Detection Systems (EDS)**” means a system or combination of different technologies which has the ability to detect, and so to indicate by means of an alarm, explosive material contained in baggage, irrespective of the material from which the bag is made.
- (59) “**explosive Device Detection System (EDDS)**” means a system or combination of different technologies which has the ability to detect, and so to indicate by means of an alarm, an explosive device by detecting one or more components of such a device contained in baggage, irrespective of the material from which the bag is made.
- (60) “**explosive substance**” means solid or liquid substance (or mixture of substances) which is in itself capable by chemical reaction of emitting gases at such a temperature, pressure and speed as to cause damage in the surrounding area. This definition includes pyrotechnic substances, even if they do not emit gases. Those substances that are in themselves not explosive but may produce an explosive atmosphere of gas, vapour or dust are not included.
- (61) “**facilitation**” means the efficient management of a necessary control process, with the objective to expedite clearance of persons or goods and prevent unnecessary operational delays.
- (62) “**firearm**” means any weapon that launches one or more projectiles at high velocity through confined burning of a propellant.
- (63) “**flight catering operator**” means any enterprise that provides catering supplies for consumption on board an aircraft in flight engaged in the carriage of passengers.
- (64) “**foreign air operator**” means any operator not being a Jamaican operator who undertakes either directly or indirectly or by lease or any other arrangement to engage in commercial air transport operations with the borders or airspace of Jamaica on a scheduled, non-scheduled or charter basis.
- (65) “**Freight**” – See Cargo
- (66) “**general aviation**” means an aircraft operation other than a commercial air transport operation or an aerial work operation;.
- (67) “**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.
- (68) “**handling agent**” means a person, organization or enterprise engaged in or offering services to an air operator.



- (69) “**Heliport**” means any landing or take-off area intended for use by helicopters or other rotary wing type aircraft capable of vertical take-off and landing profiles.
- (70) “**hijacking**” means the unlawful seizure of an aircraft by an individual or group.
- (71) “**identification cards**” – See Permits
- (72) “**Inadmissible person**” means a person who is, or will be refused admission to a State by its authorities. Such persons normally have to be transported back to their State of departure, or to any other State where the persons are admissible, by the air operator on which they arrived.
- (73) “**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;
- (74) “**in-flight security officer**” means a person who is employed and trained by the government of the State of the Operator or by the government of the State of Registration to be deployed on an aircraft with the purpose of protecting that aircraft and its occupants against acts of unlawful interference. This excludes persons employed to provide exclusive personal protection for one or more specific people travelling on the aircraft, such as personal bodyguards.
- (75) “**Integrated/consolidated cargo**” means a consignment of multi-packages which has been originated by more than one person, each of whom has made an agreement for carriage by air with another person other than a scheduled air operator.
- (76) “**interline baggage**” means baggage of passengers subject to transfer from the aircraft of one operator to the aircraft of another operator in the course of the passenger’s journey.
- (77) “**international airport**” - any airport designated by Jamaica in whose territory it is situated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, animal and plant quarantine and similar procedures are carried out.
- (78) “**Jamaica Civil Aviation Authority (JCAA)**” means the authority designated by Jamaica within its administration to be responsible for the development, implementation and maintenance of the National Civil Aviation Security Programme as established by the Civil Aviation Act.
- (79) “**known company**” means a company that applies appropriate measures to ensure the security of their products during preparation, storage and transport to airport restricted areas and whose security programme has been accepted and listed by the airport operator as such so that the products intended for sale or distribution within the airport restricted areas are regarded as “known products”.
- (80) “**known Consignor**” –
- (i) **For cargo:** the originator of property for transportation by air who has established business with a regulated agent or an air operator.
  - (ii) **For mail:** The originator of mail for transportation by air and who has established business with a regulated postal authority/administration.
- (81) “**known supplier of LAGs and/or Known supplier of STEBs**” – Entity that ensures implementation of the security controls on and protection from unauthorized

interference with supplies of liquids, gels and aerosols (LAGs) or supplies of secure tamper-evident bags (STEBs), respectively, from their first point of entry on airside until their delivery to passengers. The known supplier of LAGs and/or the known supplier of STEBs fully accepts responsibility, by written declaration, for the introduction and quality control of LAGs and STEBs within the supply chain on the airside.

- (82) “**LAGs**” means liquids, aerosols and gels, in any volume, for sale at airport outlets (*excluding food and beverages for consumption in the airport premises and not intended for carriage into the aircraft passenger cabin*) or on board aircraft during the day(s) of the journey, either in the airside area or in a security-restricted area.
- (83) “**landside**” means that area of an airport and buildings to which both travelling passengers and the non-travelling public have unrestricted access. (*See also Non-restricted area*).
- (84) “**mail**” means dispatches of correspondence and other items tendered by and intended for delivery to postal services in accordance with the rules of the Universal Postal Union (UPU).
- (85) “**Minister**” means the Minister of Transport, Works and Housing;
- (86) “**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).
- (87) “**narcotics control**” means measures to control the illicit movement of narcotics and psychotropic substances by air.
- (88) “**national air operator**” means an air operator operating under the authority of the Jamaica Civil Aviation Authority.
- (89) “**non-restricted area**” means areas of an airport to which the public have access or to which access is otherwise unrestricted.
- (90) “**permit**” means a system consisting of cards or other documentation issued to individual persons employed on airports or who otherwise have need for authorized access to the airport, airside or security restricted area. Its purpose is to identify the individual and facilitate access. Vehicle permits are issued and used for similar purposes to allow vehicular access. Permits are sometimes referred to as airport identity cards or passes.
- (91) “**personal search**” means a search of the clothing of a person and personal belongings for prohibited items by a designated aviation security officer, an aviation security screening officer or a member of the Jamaica Constabulary Force.
- (92) “**person in custody**” means a person who is for the time being under the control of an escort officer.
- (93) “**person with disabilities (with reduced mobility)**” means any person whose mobility is reduced due to a physical incapacity (*sensory or locomotor*), an intellectual deficiency, age, illness or any other cause of disability when using transport and whose situation needs special attention and the adaptation to the person’s needs of the services made available to all passengers.
- (94) “**pier**” means a corridor at, above or below ground level to connect aircraft stands to a passenger building.

- (95) “**pilot-in-command**” means the pilot responsible for the operation and safety of the aircraft during flight time.
- (96) “**private charter**” means an agreement to hire an entire aircraft for the carriage of passengers and goods.
- (97) “private use” means available for use by the owner only or by the owner and other persons authorized by the owner.
- (98) “private use of public lands” means that the landing and take-off area of the proposed airstrip is publicly owned and the proponent is a non-government entity, regardless of whether that landing and take-off area is on land or on water and whether the controlling entity be local or State.
- (99) “**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.
- (100) “**record**” means any writing, drawing, map, tape, film, photograph, or other means by which information is preserved.
- (101) “**regulated agent**” means an agent, freight forwarder or any other entity that conducts business with an air operator and provides security controls that are accepted or required by the Authority in respect of cargo or mail.
- (102) “**restricted area pass**” See Permits
- (103) “**restricted articles**” means articles which are, in the specific context of aviation security, defined as those articles, devices or substances which may be used to commit an act of unlawful interference against civil aviation or which may endanger the safety of the aircraft and its occupants, or installations and the public.
- (104) “**risk assessment for deportation**” means an assessment by a deporting State of a deportee’s suitability for escorted or unescorted removal via commercial air services. The assessment should take into account all pertinent factors, including medical, mental and physical fitness for carriage on a commercial flight, willingness or unwillingness to travel, behavioural patterns and any history of violence.
- (105) “**sabotage**” means an act or omission, intended to cause malicious or wanton destruction of property, endangering or resulting in unlawful interference with international civil aviation and its facilities.
- (106) “**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.
- (107) “**screening**” means the application of technical or other means which are intended to identify and/or detect weapons, explosives or other dangerous devices which may be used to commit an act of unlawful interference;
- (108) “**security**” means safeguarding civil aviation against acts of unlawful interference. This objective is achieved by a combination of measures and human and material resources.
- (109) “**security audit**” means an in-depth compliance examination of all aspects of the implementation of the national civil aviation security programme.

- (110) “**security control**” a means by which the introduction of weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference can be prevented.
- (111) “**Security equipment**” means devices of a specialized nature for use, individually or as part of a system, in the prevention or detection of acts of unlawful interference with civil aviation and its facilities.
- (112) “**Security exercise**” means a full-scale exercise of a simulated act of unlawful interference with the objective of ensuring the adequacy of the contingency plan to cope with different types of emergencies. A partial security exercise is a simulated act of unlawful interference with the objective of ensuring the adequacy of the response to individual participating agencies and components of the contingency plan, such as the communications system.
- (113) “**security forces**” means officers of the Jamaica Constabulary Force and Jamaica Defence Force.
- (114) “**Security inspection**” means an examination of the implementation of relevant national civil aviation security programme requirements by an air operator, airport, or other entity involved in security.
- (115) “**Security investigation**” means an inquiry into any act or attempted act of unlawful interference against civil aviation and/or any alleged or suspected instance of non-compliance with the State’s National Civil Aviation Security Programme or other legal and/or regulatory requirements pertaining to civil aviation security.
- (116) “**security officer**” or “security screening officer” is a person duly trained and appointed to implement aviation security controls.
- (117) “**security programme**” means written measures adopted to safeguard international and domestic civil aviation against acts of unlawful interference.
- (118) “**security restricted area**” means those areas of an aerodrome which are identified as priority risk areas where in addition to access control, other security controls are applied. Such areas will normally include, inter alia, all passenger departure areas between the screening checkpoint and the aircraft, the ramp, baggage make-up areas, cargo sheds, mail centers, airside catering and aircraft cleaning premises
- (119) “**security survey**” means an evaluation of security needs including the identification of vulnerabilities which could be exploited to carry out an act of unlawful interference, and the recommendation of corrective actions.
- (120) “**security test**” means a covert or overt trial of an aviation security measure which simulates an attempt to commit an unlawful act.
- (121) “**small arms**” means a general description applied to all hand-held firearms.
- (122) “**State of Registry**” means the State on whose register the aircraft is entered.
- (123) “**sterile area**” means that area between any passenger inspection or screening control point and aircraft into which access is strictly controlled. *(Also known as Security restricted area.)*
- (124) “**stores (supplies)**” mean -

- (i) **Stores (Supplies) for consumption** means goods, whether or not sold, intended for consumption by the passengers and the crew on board aircraft, and goods necessary for the operation and maintenance of aircraft, including fuel and lubricants.
- (ii) **stores (Supplies) to be taken away** mean goods for sale to the passengers and the crew of aircraft, with a view to being landed.
- (125) **“Technical Instructions”** means the International Civil Aviation Organization Instructions for the transport of Dangerous Goods by air.
- (126) **“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;
- (127) **“terminal”** means the main building or group of buildings where the processing of commercial passengers and freight and the boarding of aircraft occurs.
- (128) **“threat image projection (TIP)”** means a software programme approved by the appropriate authority which can be installed on certain X-ray machines. The programme projects virtual images of threat articles (e.g. guns, knives, improvised explosive devices) within the X-ray image of a real bag under examination or complete virtual images of bags containing threat articles, and provides immediate feedback to the X-ray machine operators of their ability to detect such images.
- (129) **“trace detection equipment”** means technology system or combination of different technologies which has the ability to detect very small amounts of explosive materials, and so to indicate, by means of an alarm, those materials contained in baggage or other articles subjected for analysis.
- (130) **“transfer passengers/baggage”** means a passenger/baggage making direct connections between two different flights.
- (131) **“transit passengers”** means passengers departing from an airport on the same flight on which they arrived.
- (132) **“travel Document”** means a passport or other official document of identity issued by a State organization, which may be used by the rightful holder for international travel.
- (133) **“unaccompanied baggage”** means baggage that is transported as cargo, and may or may not be carried on the same aircraft with the person to whom it belongs.
- (134) **“unclaimed baggage”** means baggage that arrives at an airport and is not picked up or claimed by a passenger.
- (135) **“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~~
- (136) **“unruly passengers”** means persons who commit on board a civil aircraft, from the moment when the aircraft door is closed prior to take-off to the moment when it is reopened after landing, an act of -
  - (i) assault, intimidation, menace or willful recklessness which endangers good order or the safety of property or persons;
  - (ii) assault, intimidation, menace or interference with a crew member in the performance of duties or which lessens the ability to perform duties;

- (iii) willful recklessness or damage to an aircraft, its equipment, or attendant structures and equipment such as to endanger good order and safety of the aircraft or its occupants;
  - (iv) communication of information which is known to be false, thereby endangering the safety of an aircraft in flight;
  - (v) disobedience of lawful commands or instructions for safe, orderly or efficient operations.
- (137) “**vulnerable point**” means any facility on or connected with an airport which, if damaged or destroyed, would seriously impair the functioning of the airport; and
- (138) “**weapon**” means anything designed, used or capable of inflicting harm and include a firearm.

### 20.003 ACRONYMS

The following acronyms are used in this Schedule -

- (1) AFTN – Aeronautical fixed telecommunications network
- (2) ASC – Airport Security Committee
- (3) ASP – Airport Security Programme;
- (4) ATC – Air Traffic Control.
- (5) CCTV – Closed-circuit television;
- (6) HHMD – Hand-held Metal Detector;
- (7) HBS – Hold baggage screening;
- (8) ICAO – International Civil Aviation Organization;
- (9) IFSO – In-flight Security Officer
- (10) JCAA – Jamaica Civil Aviation Authority;
- (11) JCF – Jamaica Constabulary Force;
- (12) JDF – Jamaica Defence Force;
- (13) MRPs – Machine Readable Travel Documents
- (14) NCASC – National Civil Aviation Security Committee;
- (15) NCASP – National Civil Aviation Security Programme;
- (16) NCASTP – National Civil Aviation Security Training Programme;
- (17) NQCP – Security Quality Control Programme;
- (18) PIC – Pilot-in-Command
- (19) PTI – Positive target identification
- (20) PoC – Point of Contact
- (21) SCP – Screening checkpoint;
- (22) UPU – Universal Postal Union
- (23) VIP – Very Important Person; and
- (24) WTMD – Walk-through Metal Detector

### 20.004 Prohibition of Security Directives

The Authority may issue a Security Directive prohibiting the carriage by commercial air transport of any item, either as hold or cabin baggage, catering, stores, supplies, cargo or mail.

### 20.005 Issue of Security Directive or Advisory Circular

- (a) The Authority may, for the purpose of implementation of any of the Security Programmes required under this Schedule, issue a Security Directive or Advisory Circular to any person to whom Subparagraph (c) applies requiring him to take such measures as are specified in the Directive or Circular. 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 accountable 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) 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 security 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 security 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 an Advisory Circular shall comply with all security directives or Circulars issued by the Authority within the time frame prescribed for compliance.
- (e) A person issued with a Security Directive or an Advisory 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, catering operator, regulated agent, air traffic service provider 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 Advisory Circular is unable to implement the measures contained in the Security Directive or 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 Advisory Circular.
- (g) The Authority 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) A person shall implement any alternative measures approved by the Authority under Subparagraph (g).
  - (1) A person who receives a Security Directive or Advisory 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 Advisory 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 Advisory Circular and information regarding the Security Directive or Advisory 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, catering operator, air traffic service provider, handling agent, tenant restricted area operator or security service provider; any security programme that relates to transportation by air and any comments, instructions or implementing guidance pertaining thereto;
  - (2) Security Directives, Advisory Circulars and any comments, instructions or implementing guidance pertaining thereto;
  - (3) any profile used in any security screening process, including for persons, baggage, cargo and mail;
  - (4) any security contingency plan or information and any comments, instructions, or implementing guidance pertaining thereto;
  - (5) technical specifications of any device used for the detection of any deadly or dangerous weapon, explosives or any other dangerous devices, articles or substances;
  - (6) description of, or technical specifications of, objects used to test screening equipment;
  - (7) communication procedures and technical specifications of any security communication equipment;
  - (8) any information that the Authority has determined may reveal a systemic vulnerability of the aviation system or a vulnerability of aviation facilities, to attack;
  - (9) information concerning threats against civil aviation released by the Authority;
  - (10) 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;
  - (11) any other information, the disclosure of which the Authority has prohibited; and
  - (12) any draft, proposed or recommended change to the information and records identified in these Regulations.
  
- (b) An aerodrome operator, air operator, regulated agent, catering operator, air traffic service provider or person authorized to access information, records or documents shall –
  - (1) not disclose information shared by other States that could affect the secureness of the State(s);
  - (2) not disclose security measures in place at the air traffic service or NAVAID facility or on the aerodrome;
  - (3) take every possible measure to safeguard such information, records or documents against unauthorized access; and
  - (4) each recipient of security information is responsible for ensuring that it is disclosed only to authorized persons.
  
- (c) In keeping with the Regulations and the Civil Aviation Security Programme, an aerodrome operator, air operator, handling agent, regulated agent, catering operator, air traffic service provider and contracted security providers shall implement measures to protect information and communication technology systems used for civil aviation purposes from interference that may jeopardize the safety of civil aviation.

**20.007 Quality Management System**



- (a) The Authority shall require any person who -
- (1) is required to hold an aviation security programme; or
  - (2) operates, maintains, or provides contractual services, or does any other act in respect of any aircraft in commercial air transportation, air traffic services; or
  - (3) a domestic aerodrome operator, air operators including corporate aviation operations, using aircraft with a maximum take-off mass greater than 5 700 kg, and aerial work operators
- to undergo or carry out quality control activities, such as audits, surveys, inspections, tests and monitoring, in the interests of civil aviation security.
- (b) The Authority may, in respect of any person described in Subparagraph (a), carry out such quality control activities as the Authority considers necessary in the interest of civil aviation security and in keeping with the National Civil Aviation Security Quality Control Programme in order to verify compliance with the National Civil Aviation Security Programme and the Regulations.
- (c) For the purposes of any quality control activities or monitoring carried out in respect of any person under Subparagraph (b), the Authority may in writing require from that person such information as the Authority considers relevant to the quality control activity to obtain confirmation of corrective actions or the timeframe for implementation of any identified deficiency.

#### **20.008 Surveillance Systems**

An airport or aerodrome operator, commercial and domestic air operators, aerial work operator, catering operator, regulated agent or cargo operator, air traffic service provider, and handling agent may use surveillance systems to offset security measures which shall be in keeping with the standards of the National Civil Aviation Security Programme and approved by the Authority.

#### **20.009 Security Management System (SeMs)**

- (a) The Authority shall require an aerodrome operator, a commercial air operator, a handling agent and an air traffic service provider that is required to have an aviation security programme to implement a Security Management System.
- (b) An operator's Security Management System shall –
- (1) be in compliance with the Regulations and the Civil Aviation Security Programme requirement;
  - (2) require senior management's commitment to security;
  - (3) require a security policy;
  - (4) serve as a tool for systematically integrating security risk management into the operator's day-to-day operations in close alignment with other risk management systems;
  - (5) promote a threat-based risk-managed approach to security;
  - (6) contribute to the development of proactive security practices that are built on existing procedures and practices;
  - (7) strengthen the security culture by encouraging employee participation in the development, implementation and improvement of a Security Management System;
  - (8) focus on performance, results and impacts;
  - (9) promote effective internal and external partnership, collaboration and cooperation; and
  - (10) be cost effective through interoperability with other risk management systems.

- (c) In keeping with the Civil Aviation Security Programme, an operator shall provide the required security management system and threat and risk management training to personnel within his operations.

## **SUBPART B: SECURITY PROGRAMMES**

### **20.010 RESTRICTIONS ON SECURITY PROGRAMMES**

- (a) An aerodrome operator shall not operate the aerodrome specified in his Aerodrome Operator Certificate unless he has established, implemented and maintained a written Aerodrome Security Programme, which meets the requirements of these Regulations, the National Civil Aviation Security Programme and received approval from 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 review, 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 review, 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 or cargo operations security programme for his operations, to the Authority for its review, acceptance and subsequent approval, and has satisfied the Authority that appropriate security controls are in place to safeguard cargo and mail 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 commercial air transport, within and through Jamaica, unless he has submitted a proposed Catering Operator Security Programme for his operations, to the Authority for its review, acceptance and subsequent approval.
- (f) An air traffic service provider whose responsibility is the provision of air traffic control services, flight information and alerting services within and through Jamaica, shall submit an Air Traffic Services Security Programme for his operations to the Authority for its review, acceptance and subsequent approval.
- (g) A person shall not offer to provide contracted security services to an aerodrome operator, air operator, any company providing services within aerodrome restricted areas or airport landside areas from which possible threats of acts of unlawful interference may occur, unless he has submitted a Contracted Security Provider Security Programme for his operations to the Authority for its review, acceptance and subsequent approval.
- (h) A person shall not operate as a handling agent providing contractual passenger and cargo services for foreign air operators unless he has submitted a Handling Agent Security Programme for his operations to the Authority for its review, acceptance and subsequent approval.
- (i) 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 and the National Civil Aviation Security Programme.

- (j) A security programme under these Regulations shall be signed by the chief executive officer and provide for -
- (1) the safety and security of passengers, crew and their property, the aircraft, ground personnel, the general public and related aviation support facilities against acts of unlawful interference;
  - (2) security training of security personnel including those contracted, non-security personnel and crew members in keeping with the requirements of the National Civil Aviation Security Programme and these regulations;
  - (3) internal quality control and measures for rectifying deficiencies in a timely manner;
  - (4) reporting suspicious activity, unlawful interference or acts of a criminal nature to the Authority and aerodrome operator; and
  - (5) record keeping for operations, training and required certification that are to be kept and made available for inspection at the location where the staff member is stationed.
- (k) Proposed amendments and variations to security programmes, including changes resulting from a change of national legislation, shall be submitted to the Authority for approval before incorporation.

#### **20.011 Additional Requirements for Applications**

- (a) Where a person, under Paragraph 20.010, submits his security programme as part of his application for -
- (1) an Aerodrome Operator Certificate under the Act or Regulations made thereunder;
  - (2) an Air Operator Certificate under the Civil Aviation Regulations, 2012 (amended); and
  - (3) a foreign air operator Air Service Licence or Charter Permit under the Civil Aviation (Air Transport Licensing) Regulations;

he shall in addition to meeting the requirements of the safety Regulation, meet the requirements for his security programme under these Regulations and the Civil Aviation Security Programme.

- (b) For the purpose of administering these Regulations a security programme shall be assessed by the Authority for adequacy.

#### **20.012 Acceptance of a Proposed or Existing Security Programme**

- (a) Where the Authority is satisfied that a proposed or existing security programme submitted under Paragraph 20.010, meets the requirements of these Regulations and Civil Aviation Security Programme, he may accept such proposed security programme.
- (b) Where the Authority determines that a proposed or existing security programme submitted under Paragraph 20.010 requires modification he may direct the applicant to modify and re-submit the proposed or existing security programme for the acceptance of the Authority.
- (c) An acceptance under this Regulation does not provide authorization for the aerodrome operator, air operator, regulated agent, catering operator, air traffic service provider, handling agent or contracted security provider of his proposed or existing security programme, submitted for approval under these Regulations, until the implementation or practice of such programme has been evaluated and the programme has been granted approval.

#### **20.013 Contents of an Aerodrome Security Programme**

- (a) An Aerodrome Security Programme under Paragraphs 20.010, 20.011 and 20.012 in respect of a certified Aerodrome Operator shall be designed to safeguard against acts of unlawful interference and shall be presented in parts to include -
- (1) Organization
  - (2) Description of the aerodrome

- (3) aerodrome security measures and details of arrangements for implementation;
  - (4) contingency plans and procedures to be followed in response to acts of unlawful interference;
  - (5) details of initial and recurrent training for all categories of aerodrome security, contracted security and other required security training that is in keeping with the National Civil Aviation Security Training Programme ;
  - (6) Quality control: supervision and performance monitoring; and
  - (7) Appendices
  - (8) composition and responsibilities of the Aerodrome Security Committee;
  - (9) duties and responsibilities of persons who are required by the nature of their duties to be resident at the aerodrome;
  - (10) description of the security and communications procedures;
  - (11) recruitment, selection, employment verification and background checks of security staff and persons holding an aerodrome restricted area permit;
  - (12) such other matters as may be required by the Authority.
- (b) An Aerodrome Operator Security Programme shall also contain -
- (1) a table of contents;
  - (2) a list of effective pages;
  - (3) an explanation of the process for submitting and obtaining approval for programme amendments;
  - (4) a chronological list of approved amendments;
  - (5) a confidentiality statement; and
  - (6) procedures for emergency amendments and for applying Security Directives contained in Advisory Circulars.
- (c) An Aerodrome Security Programme under Subparagraph (a) shall be accompanied by a current scale map of the aerodrome as set out in Paragraph 20.036.
- (d) An Aerodrome Security Programme under subparagraph (a) shall be in the manner set out in the Attachment to the Civil Aviation Security Programme for the contents of an aerodrome operator security programme.

#### **20.014 Development of Aerodrome Security Measures**

- (a) In developing Aerodrome Security Measures under Paragraph 20.010, an aerodrome operator shall ensure that they are in keeping with the Regulations, the Civil Aviation Security Programme and include -
- (1) an overview of the security measures designed and implemented;
  - (2) landside/airside perimeter protection and access control;
  - (3) airport identification pass system;
  - (4) security restricted area protection and signs;
  - (5) screening of staff and personal belongings;
  - (6) screening of passengers, crew and cabin baggage;
  - (7) screening equipment and procedures;
  - (8) control of firearms and weapons;
  - (9) handling diplomats and government couriers;
  - (10) handling persons transported under legal or administrative control;
  - (11) general aviation aircraft, passenger and crew;
  - (12) screening of hold baggage;
  - (13) protection and supervision of restricted areas;
  - (14) screening of goods for sale and distribution;
  - (15) screening and security controls of bonded goods;
  - (16) protection and security of cargo, mail, catering, supplies and stores;
  - (17) aircraft security;
  - (18) authority and responsibilities;

- (19) procedures to deal with unidentified baggage; and
  - (20) additional security measures implemented during periods of elevated threat and for high-risk flights.
- (b) Airport design requirements, including architectural and infrastructure-related requirements necessary for the implementation of the security measures in the national civil aviation security programmes are integrated into the design and construction of new facilities and alterations to existing facilities at aerodromes and submitted to the Authority for approval before implementation.
  - (c) An airport and an air operator shall develop handling responsibilities for passengers and crew after an act of unlawful interference until their journey can be continued.

**20.015 Approval of Aerodrome Security Programmes**

- (a) Upon a proposed or existing Aerodrome Security Programme submitted under Paragraph 20.010 being accepted by the Authority under Paragraph 20.012, an Aerodrome Security Programme is implemented and maintained in full operation.
- (b) Where an aerodrome operator has implemented his accepted Aerodrome Security Programme he shall notify the Authority that he –
  - (1) has implemented such accepted Aerodrome Security Programme; and
  - (2) wishes to commence operations under such implemented Aerodrome Security Programme once it is approved by the Authority.
- (c) Where the Authority is satisfied that the Aerodrome Security Programme implemented in the operations at the aerodrome and the accepted Aerodrome Security Programme of the aerodrome operator are identical, the Authority shall approve the Aerodrome Security Programme for full operation in commercial air transport operations.
- (d) Notwithstanding subparagraph(c), where the Aerodrome Security Programme implemented in the operations of the aerodrome operator and the accepted Aerodrome Security Programme are not identical, but the differences are within an acceptable level the Authority may recommend the approval of such Aerodrome Security Programme subject to a limitation.

**20.016 Development of Air Operator Security Measures**

- (a) A proposed commercial Air Operator Security Programme under Paragraph 20.010 and 20.011 shall meet the requirements of the Regulations and Civil Aviation Security Programme and shall contain measures to ensure that -
  - (1) passengers, crew members and their cabin baggage are screened prior to boarding an aircraft;
  - (2) a checklist is used for pre-flight security checks of originating aircraft and of arriving and/or departing aircraft, or a security search is conducted when an aircraft is suspected of being a possible target;
  - (3) aircraft is protected from unauthorized interference from the time the aircraft check or search has commenced until the aircraft departs;
  - (4) the movement of persons and vehicles to and from the aircraft is supervised in security restricted areas in order to prevent unauthorized access to aircraft;
  - (5) passengers disembarking from the aircraft do not leave any items behind, and any item left behind is removed from the aircraft or otherwise dealt with appropriately before departure of the aircraft;
  - (6) weapons, explosives, or any other dangerous devices, articles or substances, which may be used to commit an act of unlawful interference are prevented from being introduced, by any means whatsoever, on board an aircraft;
  - (7) no restricted articles or baggage carried by, or belonging to passengers, are taken on board the aircraft;

- (8) during flight unauthorized persons are prevented from entering the flight crew compartment;
  - (9) passengers and their cabin baggage which have been screened are protected from unauthorized interference from the point of screening until they board their aircraft, and if mixing or contact does take place, the passengers concerned and their cabin baggage shall be re-screened before boarding the aircraft;
  - (10) originating and transit hold baggage to be carried on the aircraft is screened and protected from unauthorized interference from the point it is screened or accepted into the care of the air operator, until departure of the aircraft on which it is to be carried. If the integrity of hold baggage is jeopardized, the hold baggage shall be re-screened before being placed on board an aircraft;
  - (11) the baggage of persons who are not on board the aircraft are not transported unless that baggage is identified as unaccompanied and subjected to appropriate screening;
  - (12) storage areas are established at aerodromes through which the air operator operates, where mishandled baggage may be screened and held until forwarded, claimed or disposed of in accordance with the Civil Aviation Security Programme to ensure that they are not tampered with;
  - (13) consignments checked in as hold baggage by courier services for carriage on passenger aircraft are screened;
  - (14) only items of hold baggage which have been individually identified as accompanied or unaccompanied, screened to the appropriate standard and recorded as authorized for carriage on that flight by the air operator's appointed person in accordance with the standards specified in the Civil Aviation Security Programme is loaded;
  - (15) procedures are specified for the carriage of weapons on board an aircraft and is allowed only when an authorized and duly qualified person has determined that they are not loaded and then only if stowed in a place inaccessible to passengers during flight time;
  - (16) security measures are established which provide for cargo and mail consignments, catering, stores and supplies to be screened and protected from unauthorized interference from the point that security controls are applied until departure of the aircraft;
  - (17) security controls are established to prevent acts of unlawful interference with aircraft when they are not in security restricted areas;
  - (18) transfer passengers and their cabin baggage are screened prior to boarding an aircraft;
  - (19) transit operations protect transit passengers' cabin baggage from unauthorized interference and protect the integrity of the security of the airport of transit;
  - (20) practices are established at airports and on board aircraft to assist in the identification and resolution of suspicious activity that may pose a threat to civil aviation;
  - (21) procedures are established to deal with unidentified baggage;
  - (22) additional security measures are implemented during periods of elevated threat and for high-risk flights.
- (b) An aerodrome operator shall ensure that an air operator that has applied and received approval from the Authority to conduct off-airport check-in of passengers and their hold baggage establishes security measures and other controls and that these are monitored for continued effectiveness.

**20.017 Contents of Air Operator Security Programme**

- (a) In addition to the matter set out in Paragraph 20.016 an air operator shall ensure that his Air Operator Security Programme, required under Paragraph 20.010, contains -
  - (1) provisions to meet his international obligations; and
  - (2) provisions to meet the requirement of national obligations under the Civil Aviation Act, Regulations and the National Civil Aviation Security Programme thereunder;
- (b) In addition to the requirements under Subparagraph (a), an air operator shall ensure that his Air Operator Security Programme contains -

- (1) security-specific definitions, abbreviations and acronyms;
  - (2) a security policy and organization;
  - (3) programme objective stressing the need to meet ICAO Annex 17, National Civil Aviation Security Programmes, and other national and regional regulatory requirements;
  - (4) reference to legal basis, specifically the international obligations and pertinent national legislation, National Civil Aviation Security Programme provisions and other regulations;
  - (5) organization structure, including roles and responsibilities of all those involved with commercial air transport operations security;
  - (6) a description of communication channels for exchanging security information between the Authority and the air operator, other States, ICAO and media outlets regarding aviation security;
  - (7) security measures to safeguard aircraft, passengers, crew, baggage, cargo, mail, catering, supplies and stores, firearms and weapons, and all other people or items subject to control;
  - (8) recruitment, selection, employment verification and background checks of security staff;
  - (9) security training requirements for relevant staff members, including initial, recurrent and on-the-job and related certification criteria that is in keeping with the N Civil Aviation Security Training Programme;
  - (10) incident reporting to the Authority and aerodrome operator in keeping with the Civil Aviation Security Programme and these Regulations;
  - (11) quality control supervision and performance monitoring in keeping with the Civil Aviation Security Quality Control Programme to meet the security requirements for aerodromes through which he operates; and
  - (12) appendices that contain organizational diagrams, the contingency plan that covers acts of unlawful interference and other important information.
- (c) An Air Operator Security Programme shall also contain -
- (1) a table of contents;
  - (2) a list of effective pages;
  - (3) an explanation of the process for submitting and obtaining approval for programme amendments;
  - (4) a chronological list of approved amendments;
  - (5) a confidentiality statement; and
  - (6) procedures for emergency amendments and for applying security directives contained in information circulars.
- (d) An Air Operator Security Programme under Subparagraph (a) shall include details of how he plans to meet the requirements set out in Attachments to the Civil Aviation Security Programme in the manner set out therein.

**20.018 Approval of Air Operator Security Programme**

- (a) Upon a proposed or existing commercial Air Operator Security Programme submitted under Paragraph 20.010, being accepted by the Authority under operator Paragraph 20.012, the air operator shall within thirty days of such acceptance ensure that such Air Operator Security Programme is implemented and in full operation.
- (b) Where an air operator has implemented his accepted Air Operator Security Programme, he shall notify the Authority that he –
  - (1) has implemented such accepted Air Operator Security Programme; and
  - (2) wishes to commence operations under such implemented Air Operator Security Programme once it is approved by the Authority.

- (c) Where the Authority is satisfied that the implemented Air Operator Security Programme implemented in the operations of the air operator and the accepted Air Operator Security Programme is identical, the Authority will approve the Air Operator Security Programme for full operation in commercial air transport operations.
- (d) 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.

#### **20.019 Contents of a Regulated Agent Security Programme**

- (a) A regulated agent shall ensure that his Regulated Agent Security Programme, required under Paragraph 20.010, must be implemented and maintained and shall contain -
  - (1) international obligations and organizations;
  - (2) national obligations and responsibilities required by the Civil Aviation Act, the Regulation and the Civil Aviation Security Programme, made thereunder;
  - (3) security of aircraft, if applicable;
  - (4) security of cargo, courier, express parcels and mail;
  - (5) recruitment, employment verification and background checks of staff;
  - (6) approved security training of staff involved in the handling, screening and applying security controls of goods including initial, recurrent and on-the-job training, related certification and training records in keeping with the Civil Aviation Security Training Programme;
  - (7) screening equipment and procedures;
  - (8) detailed description of plans to deal with contingencies, including response to threats;
  - (9) incident reporting to the Authority and aerodrome operator in keeping with these Regulations and the Civil Aviation Security Programme; and
  - (10) quality control, including supervision and performance monitoring of staff and security personnel to include timely rectification of identified deficiencies and retention of records.
  - (11) security of his buildings, premises, screening and storage areas and transport facilities from unauthorized access; to include the use of:
    - (i) perimeter fencing;
    - (ii) lighting;
    - (iii) gate access control;
    - (iv) pass control system; and
    - (v) surveillance cameras.
- (b) A Regulated Agent Security Programme shall also contain -
  - (1) a table of contents;
  - (2) a list of effective pages;
  - (3) an explanation of the process for submitting and obtaining approval for programme amendments;
  - (4) a chronological list of approved amendments;
  - (5) a confidentiality statement; and
  - (6) procedures for emergency amendments and for applying security directives contained in information circulars.
- (c) A Regulated Agent Security Programme under Subparagraph (a) shall be set out in the manner specified in the Attachment to the Civil Aviation Security Programme for details of the regulated agent security programme.

#### **20.020 Approval of Regulated Agent Security Programme**



- (a) Upon a proposed Regulated Agent Security Programme submitted under Paragraph 20.010, being accepted by the Authority under Paragraph 20.012, 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 Authority 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.

**20.021 Contents of a Catering Operator Security Programme**

- (a) A catering operator shall ensure that his Catering Security Programme, required under Paragraph 20.010 contains -
  - (1) international obligations and organizations;
  - (2) national obligations and responsibilities required by the National Civil Aviation Security Programme, the Civil Aviation Act and Regulations made thereunder;
  - (3) screening and security of raw materials and other catering stores entering his facility;
  - (4) security of his buildings, premises, transport facilities and catering preparation areas from unauthorized access; to include the use of:
    - (i) perimeter fencing;
    - (ii) lighting;
    - (iii) gate access control;
    - (iv) pass control system; and
    - (v) surveillance cameras.
  - (5) access control to areas where catering stores and supplies are stored, prepared and made ready for transport;
  - (6) security of carts, containers and catering transportation;
  - (7) recruitment, employment verification and initial and recurrent background checks;
  - (8) security training of staff involved in the handling of goods and meal preparation including initial, recurrent and on-the-job training and related certification criteria that is in keeping with the Civil Aviation Security Training Programme;
  - (9) detailed description of plans to deal with contingencies, including response to threats;
  - (10) incident reporting to the Authority and aerodrome operator in keeping with these Regulations and the Civil Aviation Security Programme; and
  - (11) quality control, including supervision and performance monitoring of staff and security personnel to include timely rectification of identified deficiencies and retention of records.
- (b) A Catering Security Programme shall also contain -
  - (1) a table of contents;
  - (2) a list of effective pages;

- (3) an explanation of the process for submitting and obtaining approval for programme amendments;
  - (4) a chronological list of approved amendments;
  - (5) a confidentiality statement; and
  - (6) procedures for emergency amendments and for applying security directives contained in information circulars.
- (c) A Catering Security Programme under Subparagraph (a), shall be set out in the manner specified in the attachment to the Civil Aviation Security Programme.

**20.022 Approval of a Catering Operator Security Programme**

- (a) Upon a proposed or existing Catering Security Programme submitted under Paragraph 20.010, being accepted by the Authority under Paragraph 20.012, the catering operator shall within thirty days of such acceptance ensure that such accepted Catering Security Programme is implemented and in full operation.
- (b) Where the catering operator has implemented his accepted Catering Security Programme in accordance with Subparagraph (a), he shall -
  - (1) notify the Authority that he has implemented his accepted Catering Security Programme; and
  - (2) wishes to commence operations under such implemented Catering Security Programme once it is approved by the Authority.
- (c) Where the Authority is satisfied that the Catering Security Programme implemented in the operations of the Catering Operator and the accepted Catering Security Programme are identical, the Authority will approve the Catering Security Programme, (hereinafter referred to as "an approved Catering Security Programme" for full operation in the operations of the Catering Operator.
- (d) Notwithstanding Subparagraph (c), where the Catering Security Programme implemented in the operations of the Catering Operator and the accepted Catering Security Programme are not identical, but the differences are within an acceptable level, the Authority may approve such Catering Security Programme subject to such conditions as the Authority deems appropriate.

**20.023 Modifications to Operational Particulars Affecting Security**

- (a) Where a security programme has been approved under Paragraphs 20.010 and 20.012 (hereinafter referred to as "an approved Security Programme"), the aerodrome operator, air operator, regulated agent or 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 Security Programme is no longer accurate; and
    - (ii) the changes to the designation of the Aerodrome Security Co-ordinator required under Paragraph 20.031; and
  - (2) any description of his operations set out in his programme is no longer accurate, including the procedures for the facilities and equipment described, in such Aerodrome Security programme.
- (b) Whenever a condition described in Subparagraph (a), occurs an aerodrome operator, air operator, regulated agent, catering operator, air traffic service provider, handling agent and contracted security service provider where applicable shall -
  - (1) immediately notify the Authority 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 Authority in accordance with Sub-paragraph (a), submit for approval in accordance with Paragraph 20.024, an amendment to his Security Programme to bring it into compliance with these Regulations.
- (c) Where a security programme has been approved for a handling agent, air traffic service provider and security service provider referred to in these Regulations, an operator shall immediately notify the Authority of any 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 when -
  - (1) there is a change to the designation of the Operator's Security Co-ordinator;
  - (2) any description of his operations set out in his approved programme is no longer accurate, including procedures for the facilities and equipment;

**20.024 Amendment of Approved Security Programmes**

- (a) Where an aerodrome operator, air operator, regulated agent, catering operator; handling agent, air traffic service provider or security service provider 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 and the Civil Aviation Security Programme, the Authority may approve the amendment to the approved Security Programme.

**20.025 Request to Amend an Approved Security Programme**

- (a) The Authority may require that an aerodrome operator, air operator, regulated agent, catering operator, handling agent or air traffic service provider amend his approved Security Programme, where he determines that safety and security of 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, catering operator, handling agent or air traffic service provider to amend his approved Security Programme under Subparagraph (a) above, the Authority shall notify the required operator or service provider 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 operator or service provider.
- (c) Upon receipt of a notice of a proposed amendment under Subparagraph (b), the aerodrome operator, air operator, regulated agent, catering operator, handling agent or air traffic service provider 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 Authority.
- (d) When the Authority 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 Authority 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, safety and security, the Authority may direct the aerodrome operator, air operator, regulated agent, catering operator, handling agent or air traffic service provider 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, catering operator, handling agent or air traffic service provider 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 Authority 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**

### **20.030 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 Authority may, 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.
- (d) An aerodrome operator shall where the Authority gives written 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 security measures that apply to the aerodrome operator under Paragraph 20.010(a) and (h); and
  - (2) a description of the nature of operations related to a particular area of the aerodrome;
- (e) An aerodrome operator shall ensure that –
  - (1) security controls are established to prevent acts of unlawful interference with aircraft when they are not in security restricted areas;
  - (2) measures are established at an airport for transit operations to protect transit passengers' cabin baggage from unauthorized interference and protect the integrity of the security of the airport of transit;
  - (3) practices are established at the aerodrome and required by air operators on board aircraft to assist in the identification and resolution of suspicious activity that may pose a threat to civil aviation;
  - (4) commercial air operators apply appropriate security controls, including screening where practicable, to cargo and mail, prior to their being loaded onto their aircraft;
  - (5) catering operator at his aerodrome apply appropriate security controls to catering, stores and supplies intended for carriage on passenger commercial flights and thereafter protected until loaded onto the aircraft.
  - (6) commercial air operators at his aerodrome do not accept cargo or mail for carriage on passenger aircraft unless the application of screening or other security controls is confirmed and accounted for by a regulated agent, or if such consignments cannot be confirmed and accounted for by a regulated agent such consignments are subjected to screening;
  - (7) security measures in aerodrome landside areas are established to mitigate possible threats of acts of unlawful interference in accordance with a risk assessment conducted at the national level;

- (8) measures are established to verify that a “known company”, once their security programme has been accepted and listed by the airport operator as such, maintains the security integrity of their “known products” being introduced into the airport restricted areas; and
  - (9) contingency plans are developed to assist in dealing with suspected or actual cases of acts of unlawful interference and tested on a regular basis as required by the Regulations.
- (f) An aerodrome operator shall provide the Authority with written notice of any new commercial air transportation operations that is to commence at the aerodrome.
  - (g) In keeping with facilitation and security requirements, the aerodrome operator, air operator and the pilot-in-command shall be informed when passengers are obliged to travel because they have been the subject of judicial or administrative proceedings, in order that appropriate security controls can be applied.
  - (h) An aerodrome operator shall be responsible for conducting passenger, cabin and centralized hold baggage screening on behalf of air operators and he shall ensure that screening check points are properly served with properly trained supervisory and non-supervisory personnel in adequate numbers and in accordance with the standards specified in his Aerodrome Security Programme.

**20.031 Aerodrome Security Co-ordinator**

- (a) An aerodrome operator shall designate, in his approved Aerodrome Security Programme, a qualified officer in his organization as the Aerodrome Security Co-ordinator, who shall be available at all times and shall be responsible for:
  - (1) coordinating the implementation of security controls at the aerodrome;
  - (2) establishing, implementing and maintaining a written Aerodrome Security Programme in keeping with these Regulations and the Civil Aviation Security Programme;
  - (3) submitting aerodrome expansion or modification plans requiring inclusion of security measures to the Authority prior to construction or alteration; and
  - (4) submitting electronic security control systems and security equipment specifications to the Authority for review and approval prior to purchase and installation.
- (b) An Aerodrome Security Co-ordinator shall serve as the primary contact of the aerodrome operator for security-related activities and communications with the Authority, as set forth in the approved Aerodrome Security Programme.

**20.032 Aerodrome Security Committee**

- (a) An aerodrome operator shall establish an Aerodrome Security Committee to assist the aerodrome operator Security Manager in his role of coordinating the implementation of security controls and procedures as specified in the Airport Security Programme.
- (b) An Aerodrome Security Committee under Subparagraph (a), shall comprise -
  - (1) the Authority with responsibility for aviation security;
  - (2) aerodrome manager;
  - (3) aerodrome security manager;
  - (4) aerodrome security service providers;
  - (5) aerodrome police authorities;
  - (6) Jamaica Defence Force, when applicable;
  - (7) emergency response units/first responders;
  - (8) a representative of each governmental agency resident at the aerodrome;
  - (9) air operators who utilize the aerodrome;
  - (10) a representative of the aerodrome tenants;
  - (11) municipal authorities;
  - (12) postal authorities;

- (13) border control authorities (customs, immigration);
- (14) a representative of general aviation, where applicable;
- (15) regulated agents or cargo operators;
- (16) handling agents;
- (17) catering operator;
- (18) cleaning companies; and
- (19) a representative of the Air Traffic Control;

- (c) The terms of reference for the Aerodrome Security Committee shall be as set out in the Attachment to the Civil Aviation Security Programme.

**20.033 Aerodrome Restricted Area Access Control**

- (a) An aerodrome operator shall ensure that the location and function of security restricted areas at the aerodrome are designated and approved by the Authority based on a national-level risk assessment.
- (b) The level of access to a security restricted or controlled area shall be clearly defined and made known to all persons at the aerodrome whose duties require them to have security restricted or controlled area access.
- (c) An aerodrome operator shall include in his approved Aerodrome Security Programme details of a system, method and procedure which shall ensure that –
  - (1) access points into security restricted or controlled 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 security restricted and controlled 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, other than a passenger, whose duties require him to be at the aerodrome is required to have on display on his person, a valid aerodrome identification media at all times while working on the premises and any baggage or item he carries shall be screened before being allowed access to security restricted or controlled areas;
  - (6) the screening under Sub-sub-paragraph (5) shall be to the same standard as that required for passengers, under Paragraph 20.040;
  - (7) persons at an aerodrome are aware of what areas they are prohibited access; and
  - (8) a person must not use a restricted area pass, key, combination code or personal identification code except while in the performance of his duties.
- (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.
- (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 employment verification, and background checks conducted initially and every two years thereafter on applicants for all types of restricted and controlled area passes issued.

- (g) An aerodrome operator's use of surveillance systems to offset security measures shall be in keeping with the standards of the Civil Aviation Security Programme and approved by the Authority.

#### **20.034 Aerodrome Restricted Area Pass System**

- (a) An aerodrome operator shall ensure that a person, other than a passenger granted unescorted access to security restricted areas of the airport, applying for a security restricted area pass shall be subject to employment verification, and a background check initially and every two years thereafter and shall provide the information necessary for such a check in accordance with the applicable Attachment to the Civil Aviation Security Programme.
- (b) An aerodrome operator shall ensure that access to a security restricted or controlled area of his aerodrome are controlled by the use of a restricted area pass to identify persons and vehicles to prevent unauthorized access to airside, security restricted and controlled areas.
- (c) An aerodrome operator shall ensure that all persons working at his aerodrome are issued with a 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 security restricted area unless the person has successfully completed aviation security training in accordance with a curriculum specified in the approved Aerodrome Security Programme.
- (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 Jamaica Constabulary Force 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) An aerodrome operator shall keep a record of all training given to each person under this regulation for one year after the termination of the unescorted access privileges of that person.
- (g) 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.
- (h) A person issued with a restricted area pass shall challenge unrecognized persons in airport restricted areas, those approaching or obtaining access to aircraft, or those not wearing an airport pass.

#### **20.035 Security of Aerodrome Restricted and Airside Movement Areas**

- (a) An aerodrome operator of an aerodrome serving scheduled commercial air transport operations shall perform the following control functions -
  - (1) establish designated checkpoints to prevent the entry of unauthorized persons and ground vehicles and control of access to each restricted and airside movement area;

- (2) verify the identity of a person at designated checkpoints before access is allowed to airside areas and security restricted areas;
  - (3) ensure control of movement of persons and ground vehicles within each airside movement area, including requirements for the display of security identification; and
  - (4) detect and take action to control each entry, or attempted entry to restricted or a airside movement area by a person whose entry is not authorized under his approved Aerodrome Security Programme.
- (b) An aerodrome operator shall monitor air operator compliance of 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 Air 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);
- (c) An aerodrome operator shall include random and unpredictable security measures to contribute to the deterrent effect of security measures;
- (d) An aerodrome operator shall ensure that the movement of persons and vehicles to and from aircraft is supervised in security restricted areas in order to prevent unauthorized access to aircraft;
- (e) An aerodrome operator shall ensure that vehicles being granted access to security restricted areas, together with items contained within them, are subject to screening or other appropriate security controls in accordance with a risk assessment carried out at the national-level; and
- (f) An aerodrome operator shall ensure that merchandise and supplies introduced into security restricted areas are subject to appropriate security controls, which may include screening.

**20.036 Aerodrome Operator to keep Map of Aerodrome**

An aerodrome operator shall keep at the aerodrome a copy of a current scale map and/or plan of the aerodrome certified by the Authority that identifies the security restricted and controlled areas, security barriers and restricted area access points and control area access points in the emergency operations centre.

**20.037 Aviation Security Officers and Aviation Screening Officers**

- (a) An aerodrome operator shall provide aviation security officers and contracted aviation security and screening officers, in the number and in a manner adequate to support –
- (1) his Aerodrome Security Programme;
  - (2) each passenger and staff screening checkpoint required under Subpart C of this Schedule; and
  - (3) the centralized hold baggage screening facility.
- (b) An aerodrome operator shall ensure that an aviation security officer or aviation screening officer employed or contracted 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 the applicable security training programme that is in keeping with the requirements set out in Subparagraph (g).



- (c) An aerodrome operator shall ensure that an aviation security officer employed or contracted by him -
  - (1) may be a district constable within the meaning of the Constabulary Force Act; and
  - (2) conduct 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 provided the applicable firearm license and training has been acquired in keeping with the Firearms Act.
- (e) An aviation security officer or contracted 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 aviation security training programme required by Subparagraph (b)(3), shall provide training as specified in Subparagraph (g) and meet the training standards for members of the Jamaica Constabulary Force performing comparable functions.
- (g) The security training programme required by Sub-subparagraph (b)(3) shall include -
  - (1) aviation security initial and annual training syllabi for the categories of aerodrome and contracted security officers as set out in the Civil Aviation Security Training Programme;
  - (2) initial, annual, on-the-job and certification of aerodrome contracted screening officers in keeping with the training requirements of the Civil Aviation Security Programme and Civil Aviation Security Training Programme;
  - (3) the courteous and efficient treatment of persons subject to inspection, search, detention, and arrest; and
  - (4) any other area the Authority determines necessary.
- (h) An aerodrome operator shall ensure that members of the Jamaica Constabulary Force assigned to his aerodrome are provided with -
  - (1) the aviation security training required in the Civil Aviation Security Training Programme; and
  - (2) provide supporting resources and adequate facilities to accommodate the required number of officers in the agreed Memorandum of Understanding with the Jamaica Constabulary Force.

**20.038 Employer Responsibility for Aviation Security Officers and Aviation Screening Officers**

- (a) An aerodrome operator shall not employ, or use contracted security provider personnel as an aviation security officer or aviation screening officer unless -
  - (1) such person meets the requirements of these Regulations and the Civil Aviation Security Training Programme;
  - (2) such person has been trained and certified in accordance with the requirements of these Regulations, where his duties are in respect to screening of passengers, crew, staff, baggage, cargo and mail or implement other security controls; and
  - (3) where an aerodrome tenant employs a contracted aviation security provider officer, such provider shall be approved by the Authority and such personnel is approved by the aerodrome operator.
- (b) An aerodrome operator shall ensure that persons implementing security controls -
  - (1) are subject to employment verification, and background checks initially and every two years thereafter;

- (2) possess all competencies required to perform their duties and are appropriately trained and certified according to the requirements of the Civil Aviation Security Training Programme; and
  - (3) that appropriate records are maintained up-to-date and such records shall be retained for the duration of his employment and thereafter for a period of one year.
- (c) An aerodrome operator shall ensure that personnel performance is in keeping with the Civil Aviation Security Programme standards and that initial and, at least, annual assessments shall be conducted to maintain those performance standards.
  - (d) An aerodrome operator shall ensure that persons contracted to carry out screening operations are certified according to the requirements of the Civil Aviation Security Programme to achieve consistency and reliability in their performance standards.

**20.039 Use of Members of the Security Forces**

- (a) Whenever the numbers of aviation security officers required under Paragraph 20.038 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 or acts of unlawful interference including aircraft hijacking at the aerodrome involving the operations of commercial air operators at the aerodrome;
  - (3) risk to civil aviation operations and safety caused from an increase in incidents of illicit movement of narcotics and psychotropic substances by air;
  - (4) a copy of that portion of the approved Aerodrome Security Programme of the aerodrome operator which describes the required support from the security forces necessary to comply with these Regulations;
  - (5) 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
  - (6) any other information the Authority considers necessary.
- (c) In response to a request submitted in accordance with this paragraph, the Authority, after consultation with the Minister, may recommend to the Minister with responsibility for National Security that, he approves the assignment of members of the security forces at the aerodrome.

**20.040 Requirement to Screen Persons, Cabin and Hold Baggage, Goods and Vehicles**

- (a) An Aviation Security Officer or Aviation Screening Officer employed or contracted by an aerodrome operator shall require every person entering or leaving a security restricted or controlled area to be screened along with his baggage, personal belongings, goods or vehicle; and
- (b) Items listed in the Prohibited Items Advisory Circular promulgated by the Authority are not taken into aerodrome Security Restricted Areas or into the cabin of aircraft.
- (c) An aerodrome operator shall ensure that -
  - (1) originating and transfer passengers of commercial air transport operations and their cabin baggage are screened prior to boarding an aircraft prior to boarding an aircraft departing from a security restricted area.

- (2) passengers and their cabin baggage which have been screened are protected from unauthorized interference from the point of screening until they board their aircraft and if mixing or contact does take place, the passengers concerned and their cabin baggage shall be re-screened before boarding an aircraft;
- (3) originating hold baggage is screened prior to being loaded onto an aircraft engaged in commercial air transport operations departing from a security restricted area;
- (4) hold baggage to be carried on a commercial aircraft is protected from unauthorized interference from the point it is screened or accepted into the care of the air operator, whichever is earlier, until departure of the aircraft on which it is to be carried. If the integrity of hold baggage is jeopardized, the hold baggage shall be re-screened before being placed on board an aircraft;
- (5) commercial air transport operators do not transport the baggage of persons who are not on board the aircraft unless that baggage is identified as unaccompanied and subjected to appropriate screening;
- (6) transfer hold baggage is screened prior to being loaded onto aircraft engaged in commercial air transport operations;
- (7) commercial air transport operators transport only items of hold baggage which have been individually identified as accompanied or unaccompanied, screened to the appropriate standard and recorded as authorized for carriage on that flight by the air operator's appointed person in accordance with the standards specified in the Civil Aviation Security Programme;
- (8) measures to deal with unidentified baggage are applied in keeping with the Aviation Security Programme;
- (9) security controls applied by air operators to cargo and mail for transportation on all-cargo aircraft are in keeping with the Civil Aviation Security Programme; and
- (10) an airport operator shall facilitate and ensure that an air operator wishing to conduct off-airport check-in of passengers and their hold baggage has implemented security measures and other controls that are approved by the Authority and subsequently monitored for continued effectiveness.

#### **20.041 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 hold baggage of such person.

#### **20.042 Screening 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.

#### **20.043 Use of X-ray & Explosive Detection Systems**

- (a) An aerodrome, air operator or person authorized to conduct screening on his behalf, shall not use an X-ray or explosive detection system within Jamaica to inspect cabin, personal belongings, or hold baggage, cargo and mail unless specifically authorized under an approved Aerodrome or Air Operator Security Programme required by Paragraph 20.010 or

use such a system contrary to his approved Aerodrome or Air Operator Security Programme.

- (b) An Aerodrome or Air Operator may be authorized by the Authority, to use X-ray and explosive detection systems for inspecting cabin, personal belongings, and hold baggage, cargo and mail under an approved Aerodrome or Air Operator Security Programme where he shows that –
  - (1) his X-ray or explosive detection system complies with the imaging and detection requirements for such systems, designed primarily for the inspection of cabin, personal belongings, hold baggage, cargo and mail and it meets the performance requirements of the manufacturer, the standards set out in the National Civil Aviation Security Programme and the regulations;
  - (2) a programme for initial, recurrent, on-the-job training and testing of screening operators of the system is established, which includes training in the efficient use of X-ray and explosive detection systems, and the identification of weapons, explosives or any other dangerous devices, articles or substance; and
  - (3) screening equipment-calibration and testing is conducted as required by the manufacturer's specifications, and where necessary, using appropriate test pieces in keeping with standards set out in the National Civil Aviation Security Programme;
- (c) An Aerodrome or Air Operator shall ensure that an X-ray or explosive detection system is not used –
  - (1) unless the preventive maintenance and corrective maintenance schedule is developed, implemented and maintained in keeping with the manufacturer's design specifications and standards of the National Civil Aviation Security Programme;
  - (2) on older X-ray systems to inspect cabin baggage, or personal belongings unless a sign is posted in a conspicuous place at the screening checkpoint and on the X-ray system which notifies passengers that such items are being inspected by exposure to an X-ray system;
- (d) An aerodrome or air operator shall maintain equipment maintenance records and personnel training records for operations conducted under Subparagraph (c) which are in keeping with the National Civil Aviation Security Programme and shall make it them available for inspection upon request by the Authority at each of the following locations –
  - (1) the principal business office of the aerodrome or air operator; and
  - (2) the place where the X-ray and explosive detection system is in operation.
- (e) An aerodrome or air operator shall ensure that screening staff comply with X-ray operator duty time limitations specified in his Aerodrome Security Programme or Air Operator Security Programme.
- (f) An aerodrome or air operator shall ensure that Screener Training and certification is in keeping with the Civil Aviation Security Training Programme, requirements of the Civil Aviation Security Programme and are incorporated in their Screener Training Programme.

#### **20.044 Approval 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 hold baggage mail and cargo in accordance with his Aerodrome Security Programme or Air Operator Security Programme.

#### **20.045 Handling Weapons, Explosives, Dangerous Devices, Articles, Substances or Threats at an Aerodrome**

- (a) An aerodrome operator shall establish measures to:

- (1) Prevent weapons, explosives or any other dangerous devices, articles or substances, which may be used to commit an act of unlawful interference, from being introduced, by any means whatsoever, on board an aircraft engaged in civil aviation at his aerodrome; and
  - (2) Require that carriage of weapons is allowed to be transported in the hold when:
    - (i) a passenger declares and completes the necessary air operator forms;
    - (ii) a company authorized and qualified security officer or uniformed airport police officer has determined that they are unloaded; and
    - (iii) the Pilot-in-Command is informed.
- (b) 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 Paragraph 20.045 of this Schedule ;
  - (2) the discovery, at the aerodrome, of an explosive substance, 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;
  - (4) a specific threat against the aerodrome; or
  - (5) a specific threat against an aircraft, a flight or a facility or part of an aerodrome under his control;
- (c) An aerodrome operator shall ensure that arrangements are made to investigate, render safe and/or dispose of suspected dangerous devices or other potential hazards at the aerodrome.

#### **20.046 Notification of Security Incidents**

- (a) An aerodrome operator, air operator, aerodrome tenant, catering operator, regulated agent, handling agent or air traffic provider shall immediately notify the aerodrome operator, 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 or any other dangerous devices, articles or substances;
  - (3) refusal by a person to submit to the security screening required under these Regulations;
  - (4) an unauthorized person found within a designated restricted area or other operating area at the aerodrome or related aeronautical facility;
  - (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;
  - (7) a specific threat against the aerodrome or an aircraft comes to his attention;
  - (8) a narcotic or psychotropic substance of any type, whether liquid or solid is discovered on a person, in cabin or in hold baggage, personal belongings or goods;
  - (9) discovery of a dangerous item in cargo or suspect mail;
  - (10) report of disruptive or unruly passenger(s) at the aerodrome or on board aircraft;
  - (11) an act of sabotage causing malicious or wanton destruction of property, endangering or resulting in unlawful interference with international civil aviation and its facilities.
  - (12) hostage taking on board an aircraft or on the aerodrome;
  - (13) forcible intrusion on board an aircraft at an aerodrome;
  - (14) communication of false information of an aircraft in flight or on the ground at an aerodrome or other civil aviation facility on or off airport; and
  - (15) passengers are overheard making threats against the aerodrome, aircraft or other Passengers.
- (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 the Regulations and procedures set out in his approved Aerodrome Security Programme.

- (c) An aerodrome operator, air operator, aerodrome tenant, catering operator, regulated agent, handling agent or air traffic service provider shall immediately notify the Authority when there is –
  - (1) the discovery of an unauthorized firearm within security restricted areas or the facility under his control;
  - (2) the discovery, at the aerodrome, on board an aircraft, or an aeronautical facility of an explosive or any other dangerous devices, articles or substances;
  - (3) a specific threat against the aerodrome, an aircraft or aeronautical facility comes to his attention;
  - (4) discovery of a dangerous item which has been positively identified in cargo; and
  - (5) report of disruptive or unruly passenger(s) at the aerodrome or on board an aircraft.

#### **20.047 Measures in the Event of Specific Threat at Aerodrome**

- (a) Where an aerodrome operator determines that a specific threat that jeopardizes the security of his aerodrome exists, he shall immediately implement additional measures necessary to ensure the safety of the aerodrome, passengers, crew, ground personnel and the general public at the aerodrome, including informing the –
  - (1) Authority; and
  - (2) airport police protective service unit; and, if needed;
  - (3) security forces
- (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.
- (c) Where the Authority receives intelligence, indicating that a specific aircraft may be subject to an act of unlawful interference, notification shall be sent to –
  - (1) the air operator concerned;
  - (2) any aerodromes at which the aircraft might land so they may implement additional security measures; and
  - (3) if still on the ground, the aircraft is searched by qualified personnel.

#### **20.048 Notification of Threat against Facility or Aerodrome**

- (a) 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;
  - (2) notify the Authority; and
  - (3) notify the police bomb detection unit; and
  - (4) determine whether there is a specific threat that jeopardizes the security of the aerodrome.
- (b) The person in charge of an aerodrome facility or tenant restricted area who is made aware of a threat against an aerodrome facility or any part of the aerodrome that is under the control or a person carrying on any activity at or connected with the aerodrome shall immediately notify the aerodrome operator and police protective services.

#### **20.049 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 or an air operator, such person shall -

- (1) immediately notify the aerodrome operator and air operator of the nature of the

- threat; and
- (2) assist the aerodrome operator and air operator in determining whether there is a specific threat that jeopardizes the security of the aerodrome or air operators' operations.

#### **20.050 Measures in Event of Specific Threat**

Where it is determined that there is a threat that jeopardizes the security of the aerodrome, the aerodrome operator shall immediately implement additional security measures necessary to ensure the safety of the aerodrome and persons at the aerodrome, including informing the Authority and security forces of the nature of the threat.

#### **20.051 Notification by Airport Security Screening Officers**

- (a) A person authorized to conduct screening activities on behalf of the aerodrome operator shall immediately notify the aerodrome operator, the Jamaica Constabulary Force, and the appropriate air operator when any of the following is detected at a security restricted area access control point where screening is conducted of persons and cabin baggage or other articles in their possession and where hold baggage is screened -
  - (1) guns, firearms and other devices that discharge projectiles that are designed to cause serious injury by discharging a projectile, or capable of being mistaken for such devices;
  - (2) stunning devices designed specifically to stun or immobilize;
  - (3) objects with sharp points or sharp edges capable of being used to cause serious injury;
  - (4) worker's tools capable of being used either to cause serious injury or to threaten the safety of aircraft;
  - (5) blunt instruments capable of being used to cause serious injury when used to hit;
  - (6) explosive and incendiary substances and devices capable of being used to cause serious injury or threatening the safety of the aircraft; and
  - (7) liquids, aerosols and gels unless in individual containers with a capacity not greater than 100 milliliters (3.4 ounces) and contained in one transparent re-sealable plastic bag of a capacity not exceeding 1 litre or (1 quart).
    - (i) the contents of the plastic bag shall fit comfortably and the bag shall be completely closed; and
    - (ii) exemptions for medications, baby milk/foods and special dietary requirements shall be adhered to in keeping with the Civil Aviation Security Programme standards for Prohibited Items that are not allowed into the aerodrome restricted area or on aircraft.
  - (8) a narcotic substance of any type, whether liquid or solid is discovered on an aircraft, on a person, in the aircraft cabin, personal belongings or in hold baggage or goods.
- (b) A person authorized to conduct screening activities on behalf of an air operator, regulated agent, cargo operator or aerodrome tenant shall immediately notify the operator, aerodrome operator, Jamaica Constabulary Force, when any of the following is detected on a person, in cabin baggage or other articles in their possession, in hold baggage, cargo or mail -
  - (1) a firearm other than a firearm or weapon allowed under Paragraph 20.045 of this Schedule;
  - (2) stunning devices designed specifically to stun or immobilize;
  - (3) objects with sharp points or sharp edges capable of being used to cause serious injury;
  - (4) worker's tools capable of being used either to cause serious injury or to threaten the safety of aircraft;
  - (5) blunt instruments capable of being used to cause serious injury when used to hit;
  - (6) explosive and incendiary substances and devices capable of being used to cause serious injury or threatening the safety of the aircraft; and

- (7) a narcotic substance of any type, whether liquid or solid is discovered on an aircraft, on a person, in the aircraft cabin, personal belongings or in hold baggage or goods.

#### **20.52 Aerodrome Tenant Responsibility**

- (a) An aerodrome tenant shall develop security measures to manage access to security restricted areas under his control in compliance with the Aerodrome 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 or bordering the aerodrome security restricted area, or has control over access to an aerodrome security restricted area shall develop a tenant restricted area security programme to safeguard both the tenant security 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 the Attachment to the Civil Aviation Security Programme.
- (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 security restricted area designation in the appropriate Aerodrome Security Programme.
- (d) An aerodrome tenant shall ensure that employment verification and background checks are conducted on his personnel and that they receive aerodrome security training or security awareness training as appropriate, in accordance with the approved Aerodrome 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.
- (f) An aerodrome tenant shall ensure screening of his goods to be conveyed into the security restricted area.

#### **20.053 Prohibition on Release of Security Measures at an Aerodrome**

- (a) A person shall not divulge documented information in respect of security measures in effect at an aerodrome without the permission of the aerodrome operator.
- (b) Information regarding aerodrome security measures are considered to be sensitive security information and protected under Paragraph 20.006 of these Regulations.

#### **20.054 False Statements, Entries or Unauthorized Reproductions**

- (a) A person shall not make, or cause to be made, any of the following -
  - (1) a fraudulent or intentionally false statement in any Aerodrome 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.

#### **20.055 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 two years;



- (2) be made available to the Authority upon request; and
- (3) include the number -
  - (i) and type of weapons, explosives or any other dangerous devices articles or substances discovered during any passenger screening process and the method of detection of each;
  - (ii) of acts and attempted acts of hijacking;
  - (iii) of bomb threats received, real and simulated bombs found and actual bombings at the aerodrome;
  - (iv) of detentions and arrests and the immediate disposition of each person detained or arrested;
  - (v) of unattended or suspect bags, suspicious packages, articles or goods;
  - (vi) of a specific threat against the aerodrome or an aircraft;
  - (vii) passengers overheard making threats against the aerodrome, air operator or other passengers;
  - (viii) narcotic or psychotropic substances discovered on an aircraft, on a person, in cabin or hold baggage, cargo or mail;
  - (ix) of times a person is found within a restricted area or other operating area at the aerodrome or related aeronautical facility; and
  - (x) unruly passenger behaviour at the aerodrome.

**20.056 Evidence of Compliance**

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

**SUBPART D: AIR OPERATOR SECURITY**

**20.060 Air Operator Security Programme**

- (a) An air operator security programme must be in compliance with the requirements of Paragraphs 20.010, 20.017 and 20.018.
- (b) 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 Sub-paragraphs (1) and (2), available for inspection upon request by the Authority; 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.
- (c) An air operator and contracted handling agent 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 and Contracted handling agent Security Programmes; 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.
- (d) An air operator and contracted handling agent 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 and Contracted handling agent Security Programmes; 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.

#### **20.061 Air Operator Ground Security Co-ordinator**

- (a) An air operator and contracted handling agent 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 and Contracted handling agent Security Programmes; 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.

#### **20.062 Security Training Requirements**

- (a) An air operator shall not use any person as a Security Co-ordinator to manage or supervise security operations unless, such person has satisfactorily completed the required security training specified in the Civil Aviation Security Training Programme and approved in the Air Operator Security Programme.
- (b) A Jamaican 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 Sub-paragraph 20.010 (i) 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 a person authorized to perform and performing a security-related function on his behalf has knowledge of –
  - (1) the provisions of Subpart C of these Regulations, applicable Security Directives and the requirement for passengers, persons, goods and vehicles to be screened pursuant to Paragraph 20.040; and
  - (2) elements of the approved Air Operator Security Programme required for the performance of his functions.
- (d) The Security Co-ordinator of an air operator, contracted handling agent or contracted security service provider at each aerodrome shall –
  - (1) review daily all security-related functions for effectiveness and compliance with –
    - (i) this Subpart;
    - (ii) the approved Air Operator or Contracted Service Provider Security Programme;
    - (iii) applicable Security Directives including monitoring of performance standards; and
  - (2) immediately initiate corrective action for each instance of non-compliance with –
    - (i) this Subpart;
    - (ii) the approved Air Operator Security or Contracted Security Service Provider Programme; and
    - (iii) 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 screener training and certification requirements of the Civil Aviation Security Training Programme.
- (f) An air operator and a contracted service provider shall ensure that all staff members receive security initial, recurrent and on-the-job training in keeping with their job functions and the National Civil Aviation Security Programme.

- (g) An air operator shall ensure that all security training records are kept up-to-date and readily available for inspection at the location where the employee is stationed.

**20.063 Screening of Passengers, Crew, Baggage, Cargo, Mail and Other Goods**

- (a) An air operator shall ensure screening of -
  - (1) originating passengers, transit passengers, transfer passengers and crew travelling on his aircraft;
  - (2) cabin baggage of persons under Sub-subparagraph (1);
  - (3) hold baggage of persons under Sub-subparagraph (1); and
  - (4) cargo, mail and other goods in the hold of his aircraft.
- (b) Notwithstanding Sub-paragraph (a), an air operator shall authorize the aerodrome operator of the aerodrome from which he operates or any other person to conduct the screening functions set out in Sub-paragraph (a) above and in keeping with 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 conduct screening in keeping with the Civil Aviation Security Programme and in his approved Air Operator Security Programme –
  - (1) to prevent or detect the carriage of any weapon, explosives or any other dangerous devices, articles or substances on or about the person of an individual or in cabin bags or hold baggage on aircraft;
  - (2) to inspect each person entering a sterile area at each pre-boarding screening check point and to inspect all cabin 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 movement areas;
    - (ii) ensure the aircraft is protected from unauthorized interference from the time the aircraft search or check has commenced until the aircraft departs;
    - (iii) ensure that baggage carried in the aircraft is checked in by a properly trained agent and that photo identification is obtained from all passengers and persons shipping goods or cargo on board the aircraft; and
    - (iv) ensure that cargo, mail, stores and hold baggage carried on board the aircraft are handled in a manner that prohibits unauthorized access after it has been screened and accepted and prior to being loaded onto a commercial aircraft.
- (e) An air operator shall refuse to transport –
  - (1) any person who does not consent to screening or 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, managed by the aerodrome operator, are properly served with properly trained supervisory and non-supervisory personnel in adequate numbers and in accordance with the standards specified in the Aerodrome Security Programme.
- (g) Contracted handling agents shall comply with the air operator screening requirements for passengers, cabin and hold baggage, cargo, mail, catering and stores.

#### **20.064 Approval of Explosives Detection Systems**

Where an air operator or any other person acting on his behalf is required to conduct screening under a security programme, he shall use an explosive detection system that has been approved by the Authority to screen hold baggage, mail and cargo in accordance with the requirements of the Civil Aviation Security Programme and approved his Air Operator Security Programme.

#### **20.065 Carriage of Weapons on Board Aircraft**

- (a) The carriage of weapons in the cabin by Law Enforcement Officers on foreign-registered aircraft and other authorized persons, acting in the performance of their duties requires special authorization from the Authority and Ministry of National Security.
- (b) Armed personnel are not allowed in the aircraft cabin.
- (c) Travel of armed personnel, including in-flight security officers, on foreign aircraft is allowed only after agreement by all States prior to travel and that the pilot-in-command is advised of the number of armed persons and their seat locations.
- (d) An air operator shall not permit a person, hunters, other sports persons and private security guards to have, concealed or unconcealed, any weapon accessible to him while on board an aircraft.
- (e) Subparagraph (a), shall not apply to in-flight security officers required to be on board a foreign registered aircraft under the provisions of Sub-paragraph 20.065 (c).
- (f) A person, hunter, other sports persons and private security guards shall not, while on board an aircraft operated by an air operator, carry on or about his person, a weapon, either concealed or unconcealed.
- (g) An air operator shall not knowingly permit any person to transport, nor shall any person transport or tender for transport, a weapon, explosives or any other dangerous-devices, articles or substances, nor a loaded firearm in hold baggage on board an aircraft.
- (h) An air operator shall not knowingly permit any person to transport, nor may any person transport or tender for transport, any personal firearm and ammunition in hold 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 hold baggage and it is unloaded;
  - (2) such person presents a current 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.
  - (3) an authorized or duly qualified security officer or airport police officer has determined that the firearm is unloaded;
  - (4) the hold baggage or container in which a personal firearm is carried is locked and the ammunition is carried separately in keeping with dangerous goods regulations;
  - (5) the hold baggage or container(s) containing the firearm and ammunition are loaded on the aircraft in an area that is inaccessible to passengers; and
  - (6) military munitions, including their component parts, are carried in accordance with these requirements and international regulations; and
  - (7) measures are established to prevent access by unauthorized persons on the ground during the loading and handling process;
- (i) Where a firearm belonging to individuals with licences, such as hunters, other sports persons and private security guards to be transported shall be carried in the hold of the

aircraft, in a crush-proof container manufactured specifically for the firearm or in hard-sided baggage which is locked and the ammunition placed in a separate locked container.

- (j) Air operators shall ensure that transported weapons and ammunition are safely returned to persons in an appropriate location at the destination airport.

#### **20.066 Carriage of Passengers Subjected to Judicial or Administrative Proceedings**

- (a) An air operator shall ensure that they have security procedures and measures, in keeping with the Civil Aviation Security Programme Standards to ensure safety on board their aircraft when transporting potentially disruptive passengers who are obliged to travel because they have been the subject of judicial or administrative proceedings.
- (b) An air operator may carry a passenger in the custody of a policing officer or other authorized person (hereinafter called an "escort officer") on board an aircraft.
- (c) An air operator providing service from Jamaica shall include in their Security Programme, measures and procedures to ensure safety on board their aircraft when passengers are to be carried who are obliged to travel because they have been the subject of judicial or administrative proceedings.
- (d) The Government Agency deporting or refusing persons shall advise the aerodrome operator and air operator when deportees or inadmissible persons are obliged to travel because they have been the subject of judicial or administrative proceedings.
- (e) An air Operator shall ensure that appropriate security controls are applied and that the pilot-in-command is informed when passengers are obliged to travel because they have been the subject of judicial or administrative proceedings.
- (f) 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 based on conduct or behaviour that raises a serious concern, the pilot-in-command may refuse to accept the person.
- (g) Sub-paragraphs (a) to (f) shall not apply to the carriage of passengers who are deemed to be inadmissible and for whom a removal order has been issued to the air operator in respect of the person found inadmissible.
- (h) An air operator shall not conduct a flight with a passenger on board who refuses to submit to screening, required under these Regulations, or while the cabin or hold baggage of such person is on board his aircraft.
- (i) A foreign air operator shall not conduct a flight into, or from Jamaica with a passenger on board who refuses to submit to screening, required under these Regulations or while the cabin or hold baggage of such person is on board his aircraft.
- (j) Where an escort officer is transported under this regulation, the air operator shall ensure that the escort(s) remains with the deportee(s) to his final destination, unless suitable alternative arrangements are agreed, in advance of arrival, by the authorities and the air operator involved at the transit location.
- (k) Air operators shall ensure that authorities at transit and destination States are informed before departure when inadmissible or deportees are obliged to travel on their aircraft.

#### **20.067 Prevention and Management of Hijackings and Sabotage Attempts**

- (a) An air operator and contracted handling agent shall apply security measures for the prevention and management of hijackings and sabotage attempts under this section, and shall ensure that the aircraft cabin restricted articles listed in an Attachment to the Civil Aviation Security Programme and other items prescribed by the Authority from time to time are screened and controlled in the manner specified therein.
- (b) An air operator shall, where directed by the Authority, permit and facilitate the carriage of in-flight security officers 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.
- (c) In-flight security officers 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.

**20.068 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 additional security 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, the appropriate security forces and the Authority of the nature of the threat;
  - (2) where the aircraft is on the ground, the air operator in consultation with the aerodrome operator shall implement the established procedures; and
  - (3) if the aircraft is in-flight, implement the established procedures, including search of the aircraft passengers and their cabin bags on board such aircraft, unless the search is 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 seizure of aircraft 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 implement additional security 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, the security forces and the Authority 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, the air operator shall attempt to determine whether or not any explosive or any other dangerous devices, articles or substances or dangerous goods is aboard the aircraft involved by doing the following –
  - (1) conducting a security search 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 search; and
  - (3) where the aircraft is in flight, immediately advising the pilot in command directly or through ATS of all pertinent information available about the threat and device so that necessary emergency action can be taken.
- (g) Notification of the appropriate air traffic service provider is sufficient action to meet the requirements of this Schedule.

#### **20.069 Reporting Security Incidents**

- (a) An air operator shall immediately notify the Authority when there is –
- (1) a hijacking or attempted hijacking of an aircraft in flight or on the ground;
  - (2) the discovery, on board an aircraft, of a weapon, other than an unloaded firearm allowed under Paragraph 20.065 of this Schedule;
  - (3) the discovery, on board an aircraft, of an explosive substance, an incendiary device or material intended for criminal purposes;
  - (4) an explosion on an aircraft;
  - (5) hostage taking on board an aircraft or on the aerodrome;
  - (6) forcible intrusion on board an aircraft at an aerodrome;
  - (7) a specific threat against an aircraft, a flight or a facility or part of an aerodrome under his control;
  - (8) communication of false information endangering safety of an aircraft in flight or on the ground, or passengers, crew, ground personnel or the general public at an aerodrome or on the premises of a civil aviation facility ;
  - (9) persons making threatening statements in the aircraft or on the aerodrome; and
  - (10) an act of sabotage causing malicious or wanton destruction of property, endangering or resulting in unlawful interference with international civil aviation and its facilities.
- (b) An air operator or his contracted handling agent shall immediately notify the aerodrome operator when a weapon other than a firearm allowed under Paragraph 20.065 of this Schedule, is detected in any part of the aerodrome under his control;
- (c) An air operator shall immediately notify the aerodrome operator and the Authority when a narcotic or psychotropic substances are found on his aircraft, in the area under his control, or in passenger cabin, hold baggage, cargo; mail, catering or stores.
- (d) Any air operator that is involved with an aircraft incident or accident shall, as soon as possible, inform the Authority of any dangerous goods carried as required by the Eighteenth Schedule, Paragraph 18.125.
- (e) An air operator shall ensure that a report of an act of unlawful inference or unruly passenger behaviour on the ground or in the air is made, without delay, to the Authority and the Authority in the State of the operator as required by the Twelfth Schedule, Paragraph 12.160.
- (f) An air operator shall ensure that –
- (1) a record is kept of security incidents;
  - (2) that all other required records are kept for a minimum of two years; and
  - (3) records are made available to the Authority upon request.

#### **20.070 Notification by Air Operator Security Screening Officers**

- (a) A person authorized to conduct screening activities on behalf of an air operator shall immediately notify the appropriate air operator, aerodrome operator, the Jamaica Police Force and the Authority when any of the following is detected in a security restricted area where screening is conducted of persons and their cabin and hold baggage prior to their boarding the aircraft -

- (1) a weapon, other than a weapon allowed under Paragraph 20.065 of this Schedule;
  - (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 20.065; or
  - (3) an incendiary device;
  - (4) a narcotic or psychotropic substance of any type, whether liquid or solid.
- (b) A person authorized by an air operator to conduct cargo, mail, catering and stores screening activities shall immediately notify the appropriate air operator, the aerodrome operator, the regulated agent, the flight catering operator, the security forces and the Authority when any of the following is detected on a person, in personal belongings or in hold baggage or goods -
- (1) a loaded firearm;
  - (2) an explosive substance, other than ammunition;
  - (3) an incendiary device; or
  - (4) a narcotic or psychotropic substance of any type, whether liquid or solid.

**20.071 Security Information to the Authority**

- (a) An air operator shall where the Authority provides written 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 security measures that apply to the air operator under Sub-paragraph 20.010(b) and (c); and
  - (2) a description of the nature of operations related to a particular flight and the services provided in respect of the flight; and
  - (3) report to the Authority and aerodrome operator an incident of an act, or attempted act, of unlawful interference or other illegal act or attempted act with his aircraft or air transport operations.
- (b) An air operator that provides service from Jamaica and participates in code-sharing or other collaborative arrangements with other operators shall notify the Authority of the nature of these arrangements and the identity of the other operators.

**20.072 Provision of Information to the Authority on Security Operations by Air Operator 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 written 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 Sub-paragraph 20.010 (b) and (c); and
- (2) a description of the nature of the operations related to a particular flight and the services provided in respect of the flight.

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

A person authorized to perform screening functions on behalf of an air operator shall provide to the Authority, on written 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 Sub-paragraph 20.010(b) and (c);and
- (2) a description of the nature of the screening operations related to a particular flight or at a particular aerodrome.

**20.074 Security Controls over Cargo and Mail**



- (a) An air operator shall not accept consignments of cargo, courier and express parcels or mail for carriage on passenger commercial air transport operations unless -
  - (1) the application of screening and other security controls is confirmed and accounted for by a regulated agent; or
  - (2) such consignments are subjected to screening when not accounted for by a regulated agent and protected thereafter to safeguard such aircraft against an act of unlawful interference.
- (b) An air operator shall ensure that cargo and mail to be carried on a passenger commercial aircraft is protected from unauthorized interference from the point screening or other security controls are applied until departure of the aircraft.
- (c) An air operator shall ensure that security controls to be applied to cargo and mail for transportation on all-cargo aircraft is protected from unauthorized access from it is screened until loaded in keeping with the Civil Aviation Security Programme.

#### **20.075 Handling Agents**

- (a) A Handling Agent contracted by an air operator to perform air transport operations including safety and security responsibilities shall have a Handling Agent Security Programme that is in keeping with these Regulations, the Civil Aviation Security Programme and approved by the Authority.
- (b) Security measures of a Handling Agent shall be in keeping with the Aerodrome Security Programme and Air Operator Security Programmes, as applicable.
- (c) A Handling Agent shall appoint a trained and qualified person as security coordinator in keeping with the Civil Aviation Security Programme, with overall responsibility for security of the handling agent's aerodrome operations.
- (d) A Handling Agent shall be responsible to -
  - (1) prevent weapons, explosives, or any other dangerous devices, articles or substances, from being introduced on board commercial aircraft;
  - (2) ensure that employees and contracted security service providers have received initial, recurrent and on-the-job training in keeping with their job functions, the Civil Aviation Security Training Programme;
  - (3) ensure that all security training records are kept up-to-date and readily available for inspection at the location where the employee is stationed.
  - (4) contingency plans have been developed in keeping with these Regulations, the Civil Aviation Security Programme and the Aerodrome Security Programme in order to respond to an increased threat;
  - (5) implement quality control measures and ensure identified deficiencies in security measures are corrected in a timely manner;
  - (6) ensure that security controls are applied to cargo and mail for transportation on all-cargo aircraft and protected from unauthorized access till loaded.
  - (7) ensure that off-airport check in is in keeping with the approved security measures and controls for the aerodrome and air operator.
  - (8) report incidents to the Authority and aerodrome operator in keeping with these Regulations and the Civil Aviation Security Programme;
- (e) A Handling agent that is contracted by an air operator shall ensure that passenger, cabin and hold baggage, cargo, mail, catering and stores are screened as set out in Paragraph 20.063 and a designated person shall be appointed to verify and authorize passenger/baggage reconciliation before departure of the aircraft.

- (f) A handling agent shall ensure protection of information and records which constitute sensitive security information that is set out in Paragraph 20.006 of this Schedule; and
- (g) He shall implement measures to protect information and communication technology systems against interference that may jeopardize the safety of civil aviation.

#### **SUBPART D: REGULATED AGENT SECURITY**

##### **20.080 Aviation Security Responsibilities of a Regulated Agent**

- (a) A regulated agent prior to accepting goods for transport on a passenger commercial or cargo only aircraft, in compliance with Paragraphs 20.010, 20.019 and 20.020 shall –
  - (1) establish and register the name and address of the agent consignor;
  - (2) designate a person as a Security Co-ordinator to implement and supervise security measures and the screening process and shall not use any person unless, within the preceding twelve months, such person has satisfactorily completed the required security training specified in the Civil Aviation Security Training Programme and approved in the approved Regulated Agent Security Programme.
  - (3) ensure that personnel implementing security controls and personnel receiving goods are properly recruited, subjected to background checks, initially and every-two years thereafter trained by him in keeping with the Civil Aviation Security Training and Cargo Security Programmes;
  - (4) establish and maintain an initial and annual aviation security training programme that shall meet the requirements of these Regulations, the Civil Aviation Security Training Programme and is approved by the Authority;
  - (5) ensure screening of all cargo to ensure that a consignment reflect their description on the air waybill/or cargo manifest and do not contain any weapons, explosives or any other dangerous devices, articles or substances;
  - (6) ensure implementation of access control measures for the safeguarding of such goods from unauthorized interference after acceptance, screening, storage and delivery;
  - (7) establish the credentials of the person who delivers the goods as an agent of the consignor;
  - (8) 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 or unknown consignor fails to certify that they do not contain any weapons, explosives or any other dangerous devices, articles or substances; and
  - (9) 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 shall ensure that security controls to be applied to cargo and mail for transportation on all-cargo aircraft are in keeping with the Civil Aviation Security Programme and these Regulations.
- (c) An approved regulated agent who offers goods to an air operator for transport on a passenger commercial or cargo only aircraft shall maintain all required records for a minimum of two years unless otherwise stipulated and shall-

- (1) 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; screener training and certification records and airway bills;
  - (2) implement quality control measures along with appropriate records and ensure identified deficiencies in security measures are corrected in a timely manner; and
  - (3) develop contingency plans.
- (d) An approved regulated agent shall ensure that screening staff comply with X-ray operator duty time limitations specified in his Regulated Agent Security Programme.
- (e) An approved regulated agent shall immediately notify the aerodrome operator, police and Authority when there is –
- (1) a hijacking or attempted hijacking of goods during ground transportation;
  - (2) the discovery of a weapon or components of a weapon and ammunition;
  - (3) the discovery of an explosive substance or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference; and
  - (4) a specific threat against a cargo shipment, or the facility.
  - (5) forcible intrusion on board an aircraft at an aerodrome;
  - (6) a specific threat against an aircraft, a flight or a cargo facility or part of an aerodrome under his control;
  - (7) communication of false information endangering safety of an aircraft in flight or on the ground;
  - (8) persons making threatening statements on the aerodrome or cargo facility; and
  - (9) an act of sabotage causing malicious or wanton destruction of property, endangering or resulting in unlawful interference with international civil aviation and its facilities.
- (f) A regulated agent or cargo operator shall immediately notify-
- (1) the aerodrome operator and police when a weapon other than a firearm and/or ammunition is detected in any part of the aerodrome under his control; and
  - (2) the aerodrome operator, police and the Authority when narcotic or psychotropic substances are found in the area under his control, or in, cargo, mail or goods.
- (g) A regulated agent shall ensure –
- (1) protection of information and records which constitute sensitive security information that is set out in Paragraph 20.006 of this Schedule; and
  - (2) Implement measures to protect information and communication technology systems used to prevent interference that may jeopardize the safety of civil aviation.

**20.081 Responsibility of the Air Operator Receiving Goods from a Regulated Agent**

- (a) An air operator accepting goods for transport on his passenger commercial or cargo only aircraft –
- (1) may conduct screening of such shipments of goods; and
  - (2) shall ensure –
    - (i) the safeguarding of such goods from unauthorized interference from the point security controls are applied until departure of 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 on passenger commercial or cargo only 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 on passenger commercial and cargo only 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, security procedures, training and quality control records of such regulated agent;
  - (2) assures the security of the goods are screened and maintained until dispatched in accordance with the procedures approved by the Authority; and
  - (3) 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.
- (d) An air operator shall ensure that an approved regulated agent is in compliance with the current ICAO Technical Instructions for the transportation of dangerous goods by air;
- (e) An air operator shall make available to the Authority 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 current ICAO Technical Instructions, shall not place on passenger commercial or cargo only aircraft any goods that are not acceptable; and
- (g) An air operator shall preserve for not less than one year any record of acceptance checklists and inspections carried out under this Subpart.

#### **20.082 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 on passenger commercial or cargo only aircraft 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 on passenger commercial or cargo only aircraft 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 and the Jamaica Constabulary Force in the prescribed form.

#### **20.083 Use of X-ray and Explosive Detection Systems**

- (a) An approved Regulated Agent or person authorized to conduct screening on his behalf, shall not use an X-ray or explosive detection system within Jamaica to inspect cargo or goods unless specifically authorized under an approved Regulated Agent Security Programme required by Paragraph 20.020 or use such a system contrary to his approved Regulated Agent Security Programme.
- (b) A Regulated Agent may be authorized by the Authority, to use X-ray and explosive detection systems for inspecting cargo and goods under an approved Regulated Agent Security Programme where he shows that –

- (1) his X-ray or explosive detection system complies with the imaging and detection requirements for such systems, designed primarily for the inspection of cargo and goods and meets the performance requirements of the manufacturer, the standards set out in the Regulations and the Civil Aviation Security Programme;
  - (2) a programme for initial, recurrent, on-the-job training and testing of screening operators of the system is established, which includes training in the efficient use of X-ray and explosive detection systems, and the identification of weapons, explosives or any other dangerous devices, articles or substance; and
  - (3) screening equipment calibration and testing is conducted as required by the manufacturers' specifications, and where necessary, using appropriate test pieces in keeping with standards set out in the Civil Aviation Security Programme.
- (c) A Regulated Agent shall ensure that an X-ray or explosive detection system is not used unless the preventive maintenance and corrective maintenance schedule is developed, implemented and maintained in keeping with the manufacturer's design specifications and standards prescribed in the Civil Aviation Security Programme.
- (d) An approved Regulated Agent shall maintain equipment maintenance records and personnel training records for operations conducted under subparagraph (c) which are in keeping with the Civil Aviation Security Programme and shall make them available for inspection upon request by the Authority at each of the following locations –
- (1) the principal business office of the Regulated Agent; and
  - (2) the place where the X-ray and explosive detection system is in operation.
- (e) An approved Regulated Agent shall ensure that screening staff comply with X-ray operator duty time limitations specified in his Regulated Agent Security Programme.
- (f) A Regulated Agent shall ensure that Screener Training and certification is in keeping with the Civil Aviation Security Training Programme and the Civil Aviation Security Programme

## **SUBPART E: CATERING OPERATOR SECURITY**

### **20.090 Aviation Security Responsibilities of a Catering Operator**

- (a) A catering operator prior to accepting raw materials and equipment for preparation as catering, stores and supplies for transport on a passenger commercial flight shall –
- (1) designate a person as a Security Co-ordinator to implement and supervise security measures and the screening process and shall not use any person unless, within the preceding twelve months, such person has satisfactorily completed the required security training specified under the National Civil Aviation Security Training Programme and approved in the approved Flight Catering Security Programme;
  - (2) establish and maintain an initial and annual aviation security training programme that shall meet the requirements of the Civil Aviation Security Training Programme, these Regulations and is approved by the Authority;
  - (3) establish and register the name and address of the supplier of such raw materials and equipment;
  - (4) 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;
  - (5) ensure by physical or technical screening that such raw materials and equipment do not contain any weapons, explosives or any other dangerous devices, articles or substances which may be used to commit an act of unlawful interference;
  - (6) ensure implementation of access control measures for the safeguarding of such raw materials and equipment from unauthorized interference after acceptance while stored in his facility;
  - (7) ensure the raw materials, equipment and security controls are implemented and/or received by staff who are properly recruited, subjected to a background check,

- initially and every two years thereafter and trained by him in keeping with the Civil Aviation Security Programme;
- (8) ensure that all catering, stores and supplies intended for carriage on passenger commercial flights be secured and protected within the facility and from the point at which it leaves the catering facility until it is loaded onto the aircraft, through the application of appropriate-security controls; and
  - (9) 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;
  - (10) ensure that contingency plans are in place to deal with threats and the types of threat detailed in Paragraph 20.090 (c) below; and
  - (11) quality control supervision and performance monitoring in keeping with the Civil Aviation Security Quality Control Programme.
- (b) An approved catering operator who offers catering, stores, and supplies to an air operator for transport on a passenger commercial flight shall produce and make available to the air operator, and the Authority on demand –
- (1) shipping documents,
  - (2) screening records of raw materials accepted and equipment;
  - (3) records of security screening of catering stores and supplies offered for air transport and their protection till loaded on aircraft;
  - (4) employee training and screener training and certification records, where applicable;
  - (5) quality control records and contingency plans; and
  - (6) other accountable catering, stores and supplies' documents.
- (c) An approved catering operator shall immediately notify the Authority, Aerodrome Operator, Air Operator and JCF when there is –
- (1) a hijacking or attempted hijacking of catering, stores or supplies during ground transportation;
  - (2) the discovery of a weapon or components of a weapon and ammunition within catering, stores, supplies or at the catering facility;
  - (3) the discovery of an explosive substance or other dangerous device, articles or substances which may be used to commit an act of unlawful interference within catering, stores, supplies or at the facility; and
  - (4) a specific threat against a flight, air operator, or the catering facility.

**20.091 Responsibility of the Air Operator Receiving Catering Stores and Supplies from a Catering Operator**

- (a) An air operator accepting catering, stores and supplies for transport on his passenger commercial aircraft from an approved catering operator –
- (1) will ensure that all catering, stores and supplies are properly recorded on documentation and are secured through the use of catering seals;
  - (2) may accept the integrity of the catering, stores and supplies if he is satisfied the seals and documentation are in order and that the catering, stores and supplies show no signs of being tampered with;
  - (3) may conduct screening of such shipments of catering, stores and supplies if the seals and documentation do not match, or if the catering, stores or supplies show any sign of having been tampered with; and
  - (4) that whenever the catering, stores and supplies are received they are delivered by an authorized employee of such approved catering operator.
- (b) An air operator shall not accept any catering, stores and supplies for transport on his passenger commercial aircraft unless the documentation for such catering, stores and supplies is examined for inconsistencies and is accompanied by a valid security declaration.

- (c) An air operator shall not accept any catering, stores and supplies from a catering operator, for transport on his passenger commercial aircraft unless initially and within the preceding twelve months prior to accepting the catering, stores and supplies, the air operator—
- (1) conducted an audit of the catering operators security programme;
  - (2) inspected the facilities and procedures of the catering operator;
  - (3) inspected the equipment and personnel training records;
  - (4) inspected the catering operator quality control records and contingency plans;
  - (5) issued a letter to the catering operator either accepting him or renewing his acceptance as a catering operator for the purposes of the transport of catering, stores and supplies on board his passenger commercial aircraft; and
  - (6) assures the security of the catering, stores and supplies in accordance with the procedures approved in the catering operator's security programme.
- (d) An air operator shall submit to the Authority a report of any incident -
- (1) where a catering or equivalent document did not provide an accurate record of the catering, stores and supplies being offered for air transport;
  - (2) the discovery of a weapon or components of a weapon and ammunition within catering and supplies on his aircraft;
  - (3) the discovery of an explosive substance or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference within catering, stores and supplies on his aircraft; and
  - (4) when a narcotic or psychotropic substances are found in catering, supplies or stores on his aircraft.
- (e) An air operator, except as provided in the Technical Instructions, shall not place in a passenger commercial aircraft any catering, stores and supplies that may contain any item of dangerous goods.
- (f) An air operator shall preserve for not less than one year any record of acceptance checklists and inspections carried out under this Subpart.

#### **20.092 Inspection of Catering Supplies and Stores**

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

#### **20.093 Use of X-ray & Explosive Detection Systems**

- (a) An approved catering operator or person authorized to conduct screening on his behalf, shall not use an X-ray or explosive detection system within Jamaica to inspect catering, stores, supplies or goods unless specifically authorized under an approved Catering Operator Security Programme required by Paragraph 20.010 or use such a system contrary to his approved Catering Operator Security Programme.
- (b) A catering operator may be authorized by the Authority, to use X-ray or explosive detection systems for inspecting catering, stores and supplies under an approved Catering Operator Security Programme where he shows that –
  - (1) his X-ray or explosive detection system complies with the imaging and detection requirements for such systems, and meets the performance standards set out in the Regulations and the Civil Aviation Security Programme;
  - (2) a programme for initial, on-the-job, recurrent training, testing and certification of screening operators for the system is established, which includes training in the efficient use of X-ray and explosive detection systems, and the identification of weapons, explosives or any other dangerous devices, articles or substance; and
  - (3) screening equipment calibration and testing is conducted as required by the manufacturers' specifications, and where necessary, using appropriate test piece in keeping with standards set out in the Civil Aviation Security Programme.
- (c) A catering operator shall ensure that an X-ray or explosive detection system is not used –
  - (1) unless the preventive maintenance and corrective maintenance schedule is developed, implemented and maintained in keeping with the manufacturer's design specifications and standards prescribed in the Civil Aviation Security Programme.
- (d) An approved catering operator shall maintain equipment maintenance records and personnel training records for operations conducted under Subparagraph (c) which are in keeping with the Civil Aviation Security Programme and shall make them available for inspection upon request by the Authority at each of the following locations –
  - (1) the principal business office of the catering operator; and
  - (2) the place where the X-ray and explosive detection system is in operation.
- (e) A catering operator shall ensure that screening staff comply with X-ray operator duty time limitations specified in his Catering Operator Security Programme.
- (f) A catering operator shall ensure that screener training and certification is in keeping with the Civil Aviation Security Training Programme and requirements of the Civil Aviation Security Programme.

## **SUBPART G: RESPONSIBILITIES OF PASSENGERS AND PERSONS AT AERODROMES**

### **20.100 Screening of Persons and Goods**

- (a) A person who, prior to entering a security restricted or sterile area is required by an aviation security officer or aviation screening officer to –
  - (1) submit to screening of his person;
  - (2) permit screening of the goods that such person intends to take or have placed on board an aircraft or take into a security restricted area; or
  - (3) permit screening 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 security restricted or control area unless such screening is conducted.
- (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 security restricted or control area access control point immediately and remove the goods, vehicle or means of conveyance in his possession from the restricted or controlled area.



- (c) An unauthorized person who is found within a designated security restricted or controlled area shall be detained, searched and interviewed by an aviation security officer or airport police officer to ascertain if there are suspicious or criminal intentions.
- (d) The aerodrome operator shall maintain a record of such incidents under Subparagraph (c).

**20.101 Restrictions on Passengers, Airport Staff and Members of the Public**

- (a) A person shall not carry, or attempt to carry, weapons, explosives or any other dangerous devices, articles or substances not authorized for transport, in cabin baggage, personal belongings, in hold baggage or on their person into an aerodrome restricted area or on board an aircraft.
- (b) A person shall not offer for air transport, as goods or in hold baggage a weapon, explosives or any other dangerous devices, articles or substances, or narcotic that are prohibited.
- (c) A person shall not submit to screening of his person or of his cabin baggage while in possession of a weapon, explosives or any other dangerous devices, articles or substances.
- (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, explosives, or any other dangerous devices, articles or substances.
- (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 Paragraphs 20.040 and 20.066, he shall disembark the aircraft and remove his cabin baggage and have his hold baggage removed from the aircraft.
- (g) A person under Subparagraph (f) shall upon a request to disembark, shall so disembark the aircraft and remove his cabin baggage and have his hold 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 security restricted or controlled 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 security restricted or controlled area.
- (i) A person shall not make threats jokingly or otherwise against an air operator, flight, aerodrome facility or personnel at an aerodrome or on the premises of a civil aviation facility.
- (j) A person may not use abusive or threatening language to aerodrome or air operator personnel, security officers or any other authorized person during the performance of his or her duties at an aerodrome.
- (k) A person shall not carry, or attempt to carry, weapons, explosives or any other dangerous devices, articles or substances not authorized by the aerodrome operator for use on the

#### **20.102 Restrictions on Access to Aerodrome Restricted Areas**

- (a) A person shall be allowed access to aerodrome security restricted or controlled areas in accordance with the provisions of the appropriate Aerodrome Restricted Area pass.
- (b) A person who has been granted access to a security restricted or controlled area of an aerodrome, shall only access or attempt to access such restricted area(s) at a designated restricted area access control point.
- (c) Subject to Sub-paragraph (d), a person shall not –
  - (1) provide another person with physical access to a security 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 security restricted area where the latter has been issued a restricted area pass, key, combination code or personal identification code but does not have such restricted area pass, key or code in his possession.
  - (3) provide false information for the purpose of obtaining a restricted area pass, key, combination code or personal identification code or clearance granted by the Ministry of National Security.
  - (4) A person must not enter or remain in a security restricted area unless the restricted area pass issued to the person is visibly displayed on the person's outer clothing.
- (d) Notwithstanding Subparagraph (c), a person may enter certain security 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;
  - (2) he is identified in the emergency response plan of the aerodrome operator and is attending to an aerodrome emergency; or
  - (3) in the case of a temporary employee, he is escorted by a person who holds a permanent restricted area pass.

#### **20.103 Restriction on Entry into Security Restricted or Controlled Areas**

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

#### **20.104 Submission to Screening**

A person shall not enter a security restricted or controlled area without submitting to the screening of his person, cabin bags or personal belongings in accordance with the procedures being applied to control access to that area under Paragraphs 20.033 and 20.040.

### **SUBPART H: AIR TRAFFIC SERVICE (ATS) PROVIDERS**

#### **20.111 Air Traffic Service Provider and Navigational Aids Security Programme**

- (a) An air traffic service provider shall establish, implement and maintain a written Air Traffic Service Security Programme which includes security measures for navigational aid sites off airport that meets the requirements of these Regulations, the Civil Aviation Security Programme and has been approved by the Authority.
- (b) A security programme under these Regulations shall be signed by the air traffic service provider chief executive officer and provide for the safety and security of-
  - (1) air traffic controllers;
  - (2) ATS facilities on aerodromes; and
  - (3) off-airport support facilities, in order to protect air navigation and telecommunication systems against acts of unlawful interference.
- (c) Proposed amendments and variations to security programmes, including changes resulting

from a change of national legislation, shall be submitted to the Authority for approval before incorporation in the programme.

#### **20.0112 Employment History Verification and Background Checks**

- (a) An Air Traffic Service provider shall ensure that persons implementing security controls are subject to employment verification, and background checks initially and every two years thereafter.
- (b) An Air Traffic Service provider shall ensure that employment verification, and background checks are conducted initially and every two years thereafter on all persons granted unescorted access to aerodrome restricted areas and navigation facilities.

#### **20.113 Responsibilities of Air Traffic Service Providers**

- (a) An Air Traffic Service and Navigational Aid Security Programme shall meet the requirements of the Regulations, the Civil Aviation Security Programme and Airport Security Programme, as applicable, and shall require that -
  - (1) a qualified person is appointed and approved as Security Coordinator with responsibility for security of the air traffic service provider's facility and off-site navigational aid locations;
  - (2) measures are implemented to prevent weapons, explosives, or any other dangerous devices, articles or substances, which may be used to commit an act of unlawful interference from being introduced on board an aircraft engaged in civil aviation or used against navigation aids;
  - (3) security measures are implemented for his buildings, premises, and equipment to prevent unauthorized access and the measures shall include the use of:
    - (i) perimeter fencing;
    - (ii) lighting;
    - (iii) gate access control;
    - (iv) personnel and vehicle pass control system; and
    - (v) surveillance systems.
  - (4) contingency plans have been developed in order to respond to threats; and
  - (5) an internal aviation security monitoring and quality Control programme is developed, implemented and maintain, to include the staff implementing security controls, to ensure identified deficiencies are corrected in a timely manner and records are maintained; and
  - (6) a record is kept of every security incident and that all other required records are kept for a minimum of two years unless otherwise stipulated in these Regulations.
- (b) An Air Traffic Service provider is responsibility to ensure that any company or person sub-contracted to conduct maintenance work on his behalf is provided with written security procedures for the measures for which they are responsible, and be able to prove that their personnel are adequately trained in the security aspects of their duties.

#### **20.114 Protection of Sensitive Security Information**

- (a) An Air Traffic Service provider shall ensure –
  - (1) protection of information and records which constitute sensitive security information that is set out in Paragraph 20.006 of this Schedule; and
  - (2) Measures to protect information and communication technology systems are used to prevent interference that may jeopardize the safety of civil aviation.

#### **20.115 Training and Record Keeping Requirements**

- (a) An Air Traffic Service provider shall establish and maintain an initial and annual aviation security training programme for his Security Coordinator and personnel that shall meet the

requirements of these Regulations, the Civil Aviation Security Training Programme, and is approved by the Authority.

- (b) An Air Traffic Service provider shall ensure that all security training records are kept up-to-date and readily available for inspection at the location where the employee is stationed.

#### **20.116 Reporting Incidents**

- (a) An Air Traffic Service provider shall immediately notify the Authority when there is –
  - (1) a threat against an aircraft, a flight or a facility or part of an aerodrome;
  - (2) destruction or damage to air navigation facilities or interference with their operation, if such an act is likely to endanger the safety of aircraft in flight;
  - (3) an occurrence of unlawful interference with aircraft is known or suspected;
  - (4) a bomb threat warning is received from an aircraft in flight;
  - (5) a threat is received indicating that a bomb or other explosive device has been placed on board a known aircraft;
  - (6) persons making threatening statements on the aerodrome or air navigation facility; and
  - (7) an act of sabotage causing malicious or wanton destruction of property, endangering or resulting in unlawful interference with international civil aviation and its facilities.
- (b) An air traffic service provider shall immediately notify the Authority when unlawful interference with an aircraft is known or suspected, or a bomb threat warning has been received, or a threat has been received indicating that a bomb or other explosive device has been placed on board a known aircraft in flight.
- (c) Where an aircraft is subjected to an act of unlawful interference, an Air Traffic Service provider shall provide prior notification before arrival of such aircraft to airport authorities and air traffic service units of the States concerned.
- (d) Where an aircraft is the subject of an act of unlawful interference, an Air Traffic Service provider shall collect all pertinent information on the flight of that aircraft and transmit it to all other States responsible for air traffic service units concerned, including airport of known or presumed destination.
- (e) An Air Traffic Service provider shall provide assistance to an aircraft subjected to an act of unlawful seizure by providing navigation aids, air traffic services and permission to land.

#### **20.117 Quality Control**

- (a) An Air Traffic Service provider shall keep records of operational and administrative monitoring and show where corrective action has been taken in a timely manner to correct an identified deficiency or non-compliance with his approved security programme.
- (b) Records shall be made available to the Authority the Authority for inspection.

### **SUBPART I: CONTRACTED SECURITY PROVIDERS**

#### **20.120 Contracted Security Provider Security Programme**

- (a) In developing a Contracted Security Provider Security Programme under Paragraph 20.010, a Contracted Security provider shall ensure that security measures are in keeping with his responsibilities required in the regulations, the Civil Aviation Security Programme, the approved airport, aerodrome, air operator, aerial work operator or tenant security programmes and include -
  - (1) an overview of the responsibility to adhere to the security measures designed, implemented and approved for the airport, aerodrome, air operator or tenant;
  - (2) landside/airside perimeter protection, patrols and access control, as applicable;

- (3) identification and verification requirements for airport personnel and vehicle passes;
  - (4) security restricted area protection, supervision and signage requirements;
  - (5) control of firearms and weapons, ensuring that an authorized and qualified security officer or airport police officer verifies that the firearm is unloaded, correctly stowed on the aircraft and the pilot-in-command is advised;
  - (6) the authority and procedures for using screening equipment and to screen all persons, their personal belongings, cabin and hold baggage, cargo, mail, catering, cleaning, company materials and bonded goods to prevent prohibited items and weapons from getting in the aerodrome restricted areas or cabin of aircraft;
  - (7) the authority to-
    - (i) deny persons and bags from entering a restricted area or boarding an aircraft when they decline screening or to be searched;
    - (ii) prevent unauthorized access of persons and goods to a restricted area;
  - (8) handling and procedures to deal with unidentified baggage;
  - (9) protection of screened originating, transit and transfer passengers and their cabin and hold bags till boarded;
  - (10) protection and security of cargo, mail, catering, supplies and stores including air operator company material, where applicable, till loaded;
  - (11) hold baggage is identified and accepted for travel by a person appointed by the air operator;
  - (12) aircraft security measures in keeping with the Regulations, as applicable;
  - (13) contingency plans for increased threats or high risk flights;
  - (14) recruitment, selection, employment verification and background checks of security personnel is conducted initially and every two years thereafter;
  - (15) training and certification requirements of security personnel, screeners and instructors that is in keeping with the Civil Aviation Security Training Programme;
  - (16) training for operational requirements, equipment usage, and record keeping;
  - (17) dangerous goods training and, where applicable, security provisions are implemented;
  - (18) internal quality control and timely corrective measures when deficiencies are identified, that are in keeping with the Civil Aviation Security Quality Control Programme;
  - (19) emergency response to safety, security threats or suspicious incidents;
  - (20) incident reporting and notification of suspicious activity to those contracting his security services and the police in keeping with these Regulations and the Civil Aviation Security Programme;
- (b) In addition to the requirements under Subparagraph (a), a contracted security provider shall ensure that his Security Programme contains -
- (1) security-specific definitions, abbreviations and acronyms;
  - (2) a security policy and organization structure, including roles and responsibilities of the contracted security provider involved with security of commercial air transport operations;
  - (3) programme objective stressing the need to meet the civil aviation regulations, Civil Aviation Security Programmes, and other national requirements, where applicable;
  - (4) reference to legal basis and pertinent national legislation, National Civil Aviation Security Programme provisions and other regulations, as applicable;
  - (5) a description of communication channels for exchanging security information between the Authority, those contracting the services of the contracted security provider, the policing authority and security personnel;
  - (6) appendices that contain organizational diagrams, the contingency plans that cover various acts of unlawful interference and other important information.
- (c) A Contracted Security Provider's Security Programme shall also contain -
- (1) a table of contents;
  - (2) a list of effective pages;

- (3) an explanation of the process for submitting and obtaining approval for programme amendments;
- (4) a chronological list of approved amendments;
- (5) a confidentiality statement; and
- (6) procedures for emergency amendments and for applying Security Directives contained in information circulars.

#### **20.121 Security Manager or Coordinator**

- (a) A contracted security service provider shall designate a person as a Security Co-ordinator to implement and supervise security measures and the screening process for which he has been contracted; and
- (b) He shall not use any person unless, within the preceding twelve months, such person has satisfactorily completed the required security training specified in the Civil Aviation Security Training Programme and approved in the approved Contracted Security Provider's Security Programme.

#### **20.122 Employment and Security Training Programme Requirements**

- (a) A domestic aerodrome operator, air operator or aerial work operator shall ensure that contracted security providers or persons implementing security controls are subject to -
  - (1) employment verification, and background checks initially and every two years thereafter; and
  - (2) that such persons possess all competencies required to perform their duties and are appropriately trained and certified according to the requirements of the Civil Aviation Security Training Programme.
- (b) A Contracted Security Service provider shall establish and maintain an initial and annual, on-the job and certification aviation security training programme that shall meet the requirements of the Civil Aviation Security Training Programme, these Regulations and is approved by the Authority.
- (c) A Contracted Security Service provider shall ensure that all security training has procedures and controls to prevent weapons, explosives and narcotic substances from being introduced on an aircraft, and is-
  - (1) provided by a certified security instructor;
  - (2) security personnel performance standards are maintained in keeping with these Regulations and the Civil Aviation Security Programme; and
  - (3) training records are kept up-to-date and readily available for inspection at the location where the employee is stationed.

#### **20.123 Reporting Incidents**

- (a) A Contracted Security Service provider shall immediately notify those contracting his security services and the police when he becomes aware of-
  - (1) a threat against an aircraft, a flight or a facility or part of an aerodrome;
  - (2) destruction or damage to the facilities he is contracted to protect or interference with their operation;
  - (3) an occurrence of unlawful interference with aircraft is known or suspected;
  - (4) a threat is received indicating that a bomb or other explosive device has been placed on board an aircraft, a facility or within the airport;
  - (5) persons making threatening statements against an airport, facility, aircraft, flight or air navigation facility;
  - (6) an act of sabotage causing malicious or wanton destruction of property, endangering or resulting in unlawful interference with international civil aviation and its facilities;
  - (7) the discovery, on board an aircraft on the ground, or facility of an explosive substance, an incendiary device or material intended for criminal purposes;

- (8) narcotic or psychotropic substances discovered on an aircraft, on a person, in cabin or hold baggage, cargo, mail, catering or stores; and
- (9) an unauthorized person within a restricted area or other operating area at the aerodrome or related aeronautical facility.

**20.124 Protection of Sensitive Security Information and Technology**

- (a) A Contracted Security Service provider shall ensure –
  - (1) protection of information and records which constitute sensitive security information that is set out in Paragraph 20.006 of this Schedule; and
  - (2) Develop and implement measures to protect information and communication technology systems used to prevent interference that may jeopardize the safety of civil aviation.

**SUBPART G: DOMESTIC OPERATIONS – GENERAL AVIATION & AERIAL WORKS**

**20.130 Domestic Aerodrome, General Aviation (GA) and Aerial Work (AW) Requirements**

- (a) The requirements in Subpart G are specific to domestic aerodromes used for aerial work, flight training and personal transportation.
- (b) Subpart A – “General” and Subpart G – “Responsibilities of Passengers and Persons at an Aerodrome” of this Schedule are applicable to a domestic aerodrome with General Aviation, domestic and private air operators, Aerial Work operations and persons using the aerodrome.
- (c) Domestic air transport, private general aviation or corporate aviation operations using aircraft with a maximum take-off mass greater than 5 700 kg (12 500 lbs) and aerial work operations shall comply with the security programme requirements set out under Sub-paragraphs 20.010, 20.111 and 20.112 of this Subpart.
- (d) In keeping with the Civil Aviation Security Programme, security evaluations of domestic aerodromes shall be conducted by national-level authorities within the established frequency and based on local conditions.

**20.131 Restrictions on Domestic Security Programmes**

- (a) A Domestic Aerodrome Operator shall not operate the aerodrome specified in his domestic aerodrome certificate unless he has established, implemented and maintained a written Aerodrome Security Programme, which meets the requirements of these Regulations, the Civil Aviation Security Programme and received approval from the Authority.
- (b) A person shall not operate domestic air transport, private general aviation or corporate aviation operations using aircraft with a maximum take-off mass greater than 5 700 kg (12 500 lbs) and aerial work operations within Jamaica or internationally unless he has submitted a proposed Air Operator Security Programme for his operations, to the Authority for its review, acceptance and subsequent approval.

**20.132 Domestic Aerodrome and Operator Security Programme Requirements**

- (a) Where a person, under paragraph 20.110, submits his Domestic Security Programme as part of his application for -
  - (1) a domestic aerodrome certificate under the Act or Regulations made thereunder;
  - (2) a domestic Air Operator Certificate or Aerial Work Operator Certificate under the Civil Aviation Regulations;

he shall in addition to meeting the requirements of the Regulations, meet the requirements for his security programme under the applicable Schedules and the Civil Aviation Security Programme.

- (b) A domestic aerodrome or air operator Security Programme shall also contain -
  - (1) a table of contents;
  - (2) a list of effective pages;
  - (3) an explanation of the process for submitting and obtaining approval for programme amendments;
  - (4) a chronological list of approved amendments;
  - (5) a confidentiality statement;
  - (6) procedures for emergency amendments and for applying security directives contained in information circulars; and
  - (7) must be signed by the aerodrome or air operator's chief executive officer, or the aircraft owner.
- (c) For the purpose of administering these Regulations a domestic aerodrome and air operator security programmes shall be assessed by the Authority for adequacy.
- (d) Where a person wishes his proposed security programme under the Regulations 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; and
  - (2) meet the requirements of these Regulations, and the Civil Aviation Security Programme.
- (e) Proposed amendments and variations to security programmes, including changes resulting from a change of national legislation, shall be submitted to the Authority for approval before incorporation.

#### **20.133 Domestic Aerodrome and Operator Security Coordinators**

- (a) An aerodrome operator, air operator and aerial work operator shall designate a person as a Security Co-ordinator with responsibility to supervise implementation, maintenance of security measures and take corrective action as required.
- (b) An aerodrome operator and air operator shall not use such person unless, within the preceding twelve months, such person has satisfactorily completed the required security training specified in the Civil Aviation Security Training Programme and approved in the operator's Security Programme.

#### **20.134 Domestic Aerodrome Operator Security Measures**

- (a) General Aviation aerodrome operators, including those hosting Aerial Work operations shall establish security measures consistent with the requirements of the Regulations, applicable Schedules and the Civil Aviation Security Programme for domestic aerodromes, and is required to:
  - (1) provide perimeter fencing;
  - (2) install perimeter and facility warning signs advising of legal consequences;
  - (3) provide apron lighting;
  - (4) establish restricted areas and provide access control measures for persons and vehicles;
  - (5) ensure that persons, other than passengers granted unescorted access to security restricted areas of the airport, applying for a security restricted area subject to employment verification and a background check, initially and every two years thereafter;



- (6) ensure surveillance of operating and storage areas; and
  - (7) coordinate security controls and establish liaison with local police and border control authorities, where applicable;
  - (8) require aerodrome staff and all restricted area pass holders to question any unknown person found on the apron or near aircraft;
- (b) In keeping with the Civil Aviation Security Programme, a General Aviation aerodrome operator, including those hosting Aerial Work operations shall also –
- (1) coordinate the Security Programme with all appropriate stakeholders, including aerodrome officials, tenants, aircraft owners and pilots and all other aerodrome users to include law enforcement agencies, such as local police, Jamaica Customs and Immigration, as applicable;
  - (2) hold quarterly meetings with the aerodrome community;
  - (3) develop and circulate reporting procedures to all who have a regular presence at the aerodrome;
  - (4) require proactive involvement in aircraft and facility security, including heightened awareness measures;
  - (5) post signs warning of penalties for security breaches and include appropriate emergency telephone numbers on warning signs;
  - (6) install a bulletin board for posting security information and meeting notices;
  - (7) provide security awareness training;
  - (8) establish response and reporting requirements for incidents or suspicious activity; and
  - (9) require that tenants make their staff aware of their security responsibilities in keeping with the aerodrome approved security programme.

#### **20.135 General Aviation and Aerial Work Security Controls at International Airports**

- (a) In keeping with the Civil Aviation Security Programme, a domestic aerodrome operator with air transport operations at his aerodrome and an international airport operator with General Aviation at his airport, shall ensure that General Aviation security controls are implemented to ensure segregation of screened and unscreened passengers and others by -
- (1) keeping the movement of persons and vehicles between the General Aviation area and the main terminal area to a strict minimum;
  - (2) there shall be a clear division between domestic and international operations to ensure that passengers or goods transferring to international operations are subjected to security screening and controls that meet international standards; and
  - (3) General Aviation and Aerial Work operations shall not be permitted inside designated airport security restricted areas without undergoing the same screening process required for international commercial air transport aircraft.

#### **20.136 Contracted Security Service Provider**

- (a) A domestic aerodrome operator, air operator or aerial work operator shall ensure that contracted security providers or persons implementing security controls are subject to -
- (1) employment verification and background checks initially and every two years thereafter; and
  - (2) that such persons possess all competencies required to perform their duties.
- (b) A domestic aerodrome operator shall ensure that each aviation security officer or screening officer in his employ or sub-contracted by him to apply security controls or screening of persons, goods and vehicles receive aviation security initial, on-the-job, recurrent and certification training according to the requirements of the Civil Aviation Security Training Programme.

- (c) A domestic aerodrome operator shall ensure that appropriate training records are maintained up-to-date and such records shall be retained for the duration of his employment and thereafter for a period of one year.
- (d) An aerodrome operator shall ensure that contracted security provider personnel performance is in keeping with the Civil Aviation Security Programme standards and initial and, at least, annual assessments shall be conducted to maintain those performance standards.

**20.137 Screening of Passengers, Crew, Baggage, Cargo, Mail and Other Goods**

- (a) An aerodrome operator, air operator and aerial work operator shall ensure that crew members, passengers and their cabin bags, hold baggage, cargo and mail going on aircraft are screened and protected from interference until boarded.
- (b) Where mixing of screened and unscreened passengers occurs, the aerodrome operator shall rescreen departing passengers and baggage.
- (c) Staff and other persons along with their personal belongings and any vehicle being granted access to restricted areas shall be screened.

**20.138 Carriage of Weapons on Board Domestic Civilian Corporate, General Aviation and Private Aircraft**

- (a) In keeping with the Civil Aviation Regulations, Part XI, Regulation 79 (2) weapons shall not be carried on aircraft in any compartment to which passengers have access.
- (b) Domestic, corporate and general aviation air operators may transport unloaded firearms and ammunition as hold baggage if they are -
  - (1) packed in a locked container that is placed in a tamper-proof stowage receptacle in the hold baggage compartment;
  - (2) inaccessible to unauthorized persons on the ground and during flight;
  - (3) the firearm and ammunition, if any, is transported separately as hold baggage;
  - (4) the pilot-in-command is provided with all necessary information; and
  - (5) the aerodrome or international airport of destination is advised.
- (c) Passengers who intend to travel with personal firearms and ammunition shall be fore-warned of -
  - (1) the need to identify themselves at check in;
  - (2) the need to produce a current firearm license;
  - (3) for international flights with hunters and other sports persons, that export and import licences are required;
  - (4) authorization has been received from Ministry of National Security; and
  - (5) ammunition is packaged and carried in keeping with the dangerous goods requirements of the Eighteenth Schedule.
- (d) In keeping with the Civil Aviation Security Programme, domestic air operators shall provide passengers travelling with personal firearms and ammunition with the required form for obtaining declarations.
- (e) Where a domestic general aviation or private air operator has an aircraft that does not have a cargo hold, he may only transport firearms and ammunition in hold baggage compartments that are accessible during flight provided that -
  - (1) the compartments' doors remain closed or cargo netting is secured; or
  - (2) the compartments' doors remain closed and is monitored during the flight, on aircraft so equipped; and

- (3) that the magazine or cartridge is removed from the firearm by an aerodrome police officer, qualified security officer, the passenger, or by staff under observation of the passenger;
  - (4) the unloaded firearm is packed separately from any ammunition in a lockable box or container to prevent misuse during the handling process;
  - (5) firearm baggage is loaded first so that other baggage blocks access; and
  - (6) the firearm and ammunition is returned to the passenger in the terminal on arrival.
- (f) If the passenger has no hold baggage, the weapon and ammunition, if any, shall be packed separately in suitable envelopes, and placed in lockable boxes or containers, either by the passenger or by staff under observation of the passenger.
  - (g) Where a domestic air operator provides transportation for high-value goods escorted by private security guards, prior arrangements must be made with the aerodrome operator or international airport operator.

#### **20.139 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 two years;
  - (2) be made available to the Authority upon request;
- (c) The aerodrome operator, air operator and aerial work operator shall keep all records required by the Regulations and the Civil Aviation Security Programme for a minimum of two years unless otherwise stipulated.

#### **20.140 General Aviation Air Operator and Aerial Work Operator Security Measures**

- (a) General Aviation and Aerial Work Operators shall establish security controls to:
  - (1) prevent theft, vandalism or misuse of aircraft;
  - (2) prevent unauthorized access to aircraft;
  - (3) establish contingency measures in high risk situations to immobilize aircraft; and
  - (4) establish perimeter security and access controls for areas under their control to prevent access to aprons, locked hangars and misuse of aircraft.

#### **20.141 Aerial Works Operator Security Programme Requirements**

- (a) An aerial works operator providing agricultural application and insect control shall develop an Aerial Works Security Programme and ensure that security measures are in keeping with his responsibilities required by the regulations, the Civil Aviation Security Programme, the approved aerodrome and/or airport security programmes and include -
  - (1) designation of a company security coordinator;
  - (2) facility and aircraft security measures and procedures;
  - (3) background checks for employees is conducted initially and every two years thereafter;
  - (4) initial and recurrent security training and record keeping in keeping with the Civil Aviation Security Training Programme requirements;
  - (5) compliance with Security Directives and Advisory Circulars;
  - (6) contingency and response plans;
  - (7) dangerous goods awareness training and security provisions are implemented in keeping with the Eighteenth Schedule;
  - (8) screen or properly identify passengers, baggage and cargo to be carried on their aircraft;
  - (9) internal quality control and corrective measures are in keeping with the Civil Aviation Security Quality Control Programme, when deficiencies are identified;
  - (10) emergency response to safety, security threats or suspicious incidents;

(11) incident reporting and notification of suspicious activity to the aerodrome operator and the police in keeping with the Civil Aviation Security Programme and these Regulations.

- (b) An Aerial Work Operator Security Programme shall also meet the requirements of Paragraph 20.140 above.

#### **20.142 General Aviation and Aerial Work Security Awareness Training**

A General Aviation Security Awareness Training may include the use of a video or other educational media and shall include the training topics in keeping with the Civil Aviation Security Training Programme.

#### **20.143 Reporting Security Incidents**

- (a) A domestic aerodrome operator, shall immediately notify the Authority when there is –
- (1) a security-related incident involving an act of unlawful interference with aviation;
  - (2) persons making threatening statements in the aircraft or on the aerodrome;
  - (3) narcotic or psychotropic substances discovered on the aerodrome or on aircraft;
  - (4) an unauthorized person within a restricted area or other operating area at the aerodrome;
- and
- (5) suspicious behaviour is detected.
- (b) An air operator and aerial work operator shall immediately notify the aerodrome operator, the police and Authority when he becomes aware of–
- (1) a threat against an aircraft, a flight or a facility or part of an aerodrome;
  - (2) destruction or damage to the facilities or interference with their operation;
  - (3) an act of sabotage causing malicious or wanton destruction of property,
  - (4) the discovery, on board an aircraft, or facility of an explosive substance, an incendiary device or material intended for criminal purposes or narcotic or psychotropic substances discovered on an aircraft, on a person, in cabin or hold baggage, cargo or mail.;
  - (5) an unauthorized person within a restricted area or other operating area at the aerodrome;
  - (6) forcible intrusion on board an aircraft at an aerodrome;
  - (7) suspicious behaviour is detected;
  - (8) communication of false information endangering safety of an aircraft in flight or on the ground; and
  - (9) unruly passenger behaviour on a flight.

#### **20.144 Communication Requirements**

- (a) A domestic aerodrome operator, air operator or aerial work operator or person authorized to access information, records or documents shall comply with the requirements of Subpart A for the protection of sensitive security information, including –
- (1) not disclosing security measures in place on the aerodrome, at the air operator or aerial works facility;
  - (2) taking every possible measure to safeguard such information, records or documents against unauthorized access; and
  - (3) each recipient of security information is responsible for ensuring that it is disclosed only to authorized persons.
- (b) In keeping with the Civil Aviation Security Programme standards, an air transport operator, and aerial work operator shall implement measures to protect information and communication technology systems used for civil aviation purposes from interference that may jeopardize the safety of civil aviation.

## **SUBPART K: PRIVATE AIRSTRIP AND HELIPORT OPERATORS**

### **20.150 Compliance**

- (a) In keeping with the Civil Aviation Security Programme, private air operators shall comply with the security requirements for -
- (1) their private airstrips and heliports;
  - (2) passenger, baggage and cargo screening for international flight departure and arrival at international airports; and
  - (3) customs and immigration filing of Advanced Passenger Information requirements for international flight departure and arrival.

### **20.151 Establishment, Alteration and Disablement of Airstrip**

- (a) Any person proposing to establish, alter or deactivate his landing strip or area is required to give prior notice to the Authority. This notice is accomplished by submission of a letter to the Authority no later than 90 days prior to the deactivation, discontinued use or closure.
- (b) When not in use, the airstrip shall be disabled by placing chains across the airstrip every 600 to 800 metres in distance to prevent the unauthorized use of the airstrip.

### **20.152 Private Airstrip and Heliport Security Requirements**

- (a) Fencing shall be commensurate with the threat of interference with aircraft in the area, therefore -
- (1) an animal fence will be adequate protection for an airstrip or heliport on a farm;
  - (2) an airstrip in the vicinity of an informal settlement, especially near a footpath, will require a 2.4m fence with an overhang;
  - (3) apply building security measures where a heliport is atop a building; and
  - (4) install warning signs.

### **20.153 Access Control**

- (a) Private air operators are responsible to ensure that persons are not able to gain access to aircraft or rotorcraft in order to commit an act of unlawful interference.
- (b) A locked gate may adequately protect a farm, or a security guard may be required at the gate depending on the location of the airstrip or heliport.
- (c) Apply aircraft security measures for normal operation and contingency measures for a period of heightened threat to immobilize aircraft.

### **20.154 Baggage & Passenger Screening - Civilian Aerodromes and Int'l Airports**

- (a) A private person commuting to another small private airstrip or heliport will not need to conduct any screening.
- (b) When a private air operator wants to transfer from his aircraft to a domestic air transport aircraft upon arrival at a domestic aerodrome or international airport, screening will be required upon his arrival at the transfer aerodrome or airport. The private air operator shall park his aircraft in keeping with the aerodrome or airport operators' procedures which shall ensure separation from domestic air transport and commercial aircraft.
- (c) Passengers from the private aircraft shall be separated from screened passengers by physical means until security screened. Domestic aerodrome and international airport operators shall be responsible to ensure that segregation is maintained.
- (d) All passengers and their cabin and hold baggage, prior to boarding either a scheduled commercial or their own private aircraft for the purpose of international travel, shall be security-screened prior to accessing the airside ramp and their aircraft.

- (e) A private air operator shall clear Customs, out-going Immigration and file the Advanced Passenger Information required for departure and arrival of all his international flights.

---