A. Purpose

This Advisory Circular (AC) provides information and guidance to new Cargo Operators on the aviation security start-up requirements for commercial air operations in Guyana. These aviation security start-up requirements are given power under the Aviation Security Regulations (2004) and are in compliance with the National Civil Aviation Security Programme (NCASP) 2008.

B. General Information

This document provides the process which cargo operators shall follow to comply with aviation security requirements for operations in Guyana.

C. Relevant References

a) Guyana Civil Aviation (Security) Regulations 2004  
b) Guyana Civil Aviation Act (2000)  
c) Guyana National Civil Aviation Security Programme (NCASP) 2008  
d) Guyana National Civil Aviation Security Training Programme (NCASTP) 2008  
e) Guyana National Civil Aviation Security Quality Control Programme (NCASQCP) 2008

D. Contact Information

- **Designation:** Director General  
- **Appropriate Authority:** Guyana Civil Aviation Authority  
- **Address:** 73 High Street, Kingston, Georgetown, Guyana, South America  
- **Phone:** (592) 225 6800 or (592) 225 0728  
- **E-mail:** director-general@gcaa-gy.org

E. Relevant information and requirements needed by the GCAA’s Aviation Security Department for all start-up or new Cargo Operations in Guyana are as follows:

1. **Submission of a Cargo Operator Security Programme for review and approval prior to the starting of aircraft operations in Guyana:** (Civil Aviation (Security) Regulations 2004 Section 9; NCASP (2008) Section IV (I))

   a) A draft Cargo Operator Security Programme must be submitted to the AVSEC Department.
b) The NCASP will be provided to the Prospective cargo operators. However, in the interim, an outline of what is expected to be in a Cargo Operator Security Programme will be provided.

c) GCAA will review and approve the Cargo Operator Security Programme once requirements have been satisfied.

2. Submission of an Aviation Security Screener Certification Policy for review and approval prior to the starting of cargo operations in Guyana: (Civil Aviation (Security) Regulations 2004 Section 9 (3) d; NCASP (2008) Section IV (I))

a) A draft Cargo Operator Security Screener Certification Policy must be submitted to the AVSEC Department.

b) The National Civil Aviation Security Training Programme (NCASTP) and National Civil Aviation Security Screener Certification Programme (NCASSCP) will be provided to the Prospective Cargo Operator. However, in the interim, an outline of what is expected to be in a Cargo Operator Security Screener Certification Policy will be provided.

c) GCAA will review and approve the Cargo Operator Security Certification Policy once requirements have been met.

NB: The Screener Certification Policy may be in the form of a separate Programme or as an appendix to the Cargo Operator Security Programme.

3. The following security personnel must be trained and then certified by the GCAA as screeners before the start of operations: (NCASCCP Chapter 2 (6.3))

1. Consignment Receiver
2. Security Equipment Operator (X Ray or Explosive Trace Detection, etc.)
3. Consignment Searcher

4. Cargo Screeners must (at a minimum) be trained on the following:

1. New and emerging threats to civil aviation
2. Components of an improvised explosive device
3. X-ray image interpretation
4. Recognition of prohibited items
5. Response to suspicious items/situations
6. Large cargo screening procedures
7. Screening procedures for perishables
8. Known and unknown shipper measures
9. Screening procedures for high value cargo
10. Human remains handling procedures
11. Live animals handling procedures
12. Dangerous goods and substances handling procedures
13. Sterile and search procedures
14. Both protection and control of screened cargo
15. Company material (COMAT) and Company mail (COMAIL) procedures

A more detailed outline of cargo security training is found in the NCASTP (2008) Appendix G.

5. **GCAA Certification and Approval of Cargo Screeners:**

GCAA is responsible for the certification and recertification of Screeners, and establishing standards of performance. *(NCASSCP (2008) Chapter 3 (3.7))*

a. Competency testing/evaluation/s conducted as part of the certification process shall be conducted no less than every 24 months. Competency testing/evaluation shall be comprised of theory, oral and practical examinations.

b. Theoretical/written exams shall take into consideration all documents relating to the assigned screening process, to include security programmes, standard operating procedures, and manufacture's guidance when applicable. A list of aspects is listed on the previous slide.

c. A passing mark of 70% is required for successful completion of the theoretical aspect of the training, 70% for orals and 90% for practical or hands-on training. This will be applicable to the “Certification” and “Re-certification” process.

d. Upon successful completion of all training, and competency testing/evaluation, the GCAA shall issue a document of Certification (signed by GCAA) to Screeners. A copy of the Certificate is to be retained in each Screener's training record.

6. **Provision of initial aviation security training for all personnel:** *(NCASP (2008) Appendix 2 Section IX - Part 9.3)*

a) All Initial AVSEC training must be completed before the start of operations.

b) Course content and slides must be approved by the GCAA before delivery.

c) The AVSEC Course Instructor must be approved by the GCAA based on requirements of the NCASP and NCASTP.

d) The cargo operator must inform the GCAA of the dates for AVSEC training and facilitate the GCAA's attendance to evaluate the Training Course.

7. **GCAA Approval Process for AVSEC Course Instructor**

a) The Instructor delivering aviation security training must submit an Instructor's Profile consisting of the following to the GCAA for review and approval before delivering the training course: *(NCASP (2008) Appendix 2 Section IX - Part 9.3)*

1. General academic qualifications attained.
2. Successfully completed courses in aviation security.
3. Training on Instructing methodologies.
4. Experience as an Instructor.
5. Training Instructor Certificate of Approval by other Civil Aviation Authorities (if any).
6. Any other relevant experience and qualification.

b) A Letter of Approval (or Provisional Approval) of the AVSEC Instructor will be granted should the Instructor meet the requirements.

c) An Instructor can only conduct the AVSEC Training Course once approval is granted by the GCAA.

8. Provision of On-The-Job Training for all AVSEC personnel (screeners, ground and frontline staff) by Prospective Cargo Operator:

a) In addition to initial training, all operational, supervisory and management staff who has direct aviation security duties must be subjected to forty (40) hours of on-the-job training

b) Similarly, senior executive staff and directors must be subjected to ten (10) hours of on-the-job training

c) Administrative staff must be subjected to five (5) hours of on-the-job training to gather the understanding, relevance and importance of aviation security and related concepts and measures to their areas of operation.

9. Provide an indication/information on type of service/operation the aircraft plans to commence such as:

a) Nature of cargo operation
b) Schedule or non-schedule operation
c) Turn around or Overnight operation

10. Provide indication of the organizational structure for operations in Guyana with emphasis on the following:

a) Lines of authority for aviation security (particularly on the designation of a Chief Security Officer who will be responsible for coordinating security in Guyana).

b) Contact information for key personnel with responsibility for aviation security for the air operation in Guyana.

11. A sanitized copy of the draft contractual arrangements/agreements between the following parties and the cargo operator must be provided to the GCAA.

a) Aviation Security Service Provider - (consignment receivers, equipment operators, consignment searchers, access control officers, aircraft searchers, etc.).

b) Known Shippers/ Consignor Arrangements.

NB. This is to indicate the level of accountability and responsibility for security functions.
12. AVSEC Start-up Inspection

The Aviation Security Department will conduct an inspection/assessment of the start-up operations at the local airport of operations of all new cargo operators to ensure that security requirements are adhered to (NCASQCP (2008) Section 2.3.1). Particular emphasis shall be placed on the following areas and processes:

1. Cargo Operator Security Programme, Airport Security Programme, NCASP, etc.
2. Clear and effective lines of communication
3. Airport and Cargo Facility Security Measures
4. Cargo Acceptance (known shipper arrangements)
5. Chain of Custody of Cargo (Secure supply chain)
6. Cargo Processing (document verification, security signage and access control to the cargo processing area)
7. Consignment Security Declaration
8. Protecting cargo and mail from unauthorized interference
10. Cargo Search Methods/Procedures
11. Maintenance of Security Equipment (if any)
12. Cargo screening exemption lists
13. Cargo requiring special handling (live animals, human remains)
14. Measures for dealing with High Risk Cargo
15. Aircraft search or checks procedures
16. Aircraft Protection
17. Contingency plans for scenarios such as hijacking, bomb threats
18. Procedures for dealing with a bomb threat
19. Ground Security Coordination
20. Prevention of mixing of screened and unscreened cargo and mail
21. SOP’s for dealing with prohibited items and dangerous goods
22. Measures for dealing with Transit and Transfer Cargo

13. The GCAA Aviation Security Department will conduct a security assessment or validation visit of the cargo operator’s existing operation in the “country of origin” or “country of operation” or “country of registration” if deemed necessary. The security assessment of out-country Cargo Operation will consist, at minimum, of an examination of the security systems and processes including the following:

a) Cargo Operator Security Programme, Security Structure, Maintenance of Training Records, Service Agreements, etc.
b) Airport and Cargo Facility Security Measures
c) Cargo Acceptance
d) Cargo Screening Methods/Procedures
e) Cargo requiring special handling (live animals, human remains)
f) Measures for dealing with High Risk Cargo
g) Consignment Security Declaration Procedures
h) SOPs – Threats, Bomb Threats, Suspicious Items, Suspicious Persons, Response to an act of terrorism
i) SOPs for dealing with prohibited items
j) Background Checks
k) Aviation Security Training of Personnel – Security Provider, Cargo Handler, etc.
l) Aircraft Search or Checks Procedures
m) Ground Security Coordination
n) Aircraft Protection
o) Measures for dealing with Transit and Transfer Cargo

14. Meeting with AVSEC Department

Representatives of the potential cargo operator must meet with the AVSEC Department to discuss the areas identified above.

Approved by:

[Signature]

Lt. Col. Egbert Field
Director General
Guyana Civil Aviation Authority