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**GCAA
ADVISORY
CIRCULAR**

**AVSEC/FAL
AC NO: 001/17**

**SUBJECT: AVIATION SECURITY START-UP
REQUIREMENTS FOR COMMERCIAL
AIRCRAFT OPERATIONS**

**DATE INITIATED: 08-05-2017
INITIATED BY: AVSEC/FAL**

A. Purpose

This Advisory Circular (AC) provides information and guidance to new Aircraft 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 air operators, specifically Airlines, 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 (NCSTP) 2008
- e) Guyana National Civil Aviation Security Quality Control Programme (NCASQCP) 2008

D. Contact Information

- **Designation:** Director General
- **Appropriate Authority:** Guyana Civil Aviation Authority
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- **Phone:** (592) 225 6800 or (592) 225 0728
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E. Relevant information and requirements needed by the GCAA's Aviation Security Department for all start-up or new Aircraft Operations in Guyana are as follows:

- 1. Submission of an Aircraft Operator Security Programme for review and approval prior to the starting of aircraft operations in Guyana:** *(Civil Aviation (Security) Regulations 2004 Section 8; NCASP (2008) Section IV (E) & NCASP (2008) Appendix 2 Section IX - Part 9.3)*

- a) A draft Aircraft Operator Security Programme must be submitted to the AVSEC Department
 - b) The NCASP will be provided to Prospective Aircraft. However, in the interim, an outline of what is expected to be in an Aircraft Security Programme will be provided
 - c) GCAA will review and approve the Aircraft Security Programme once requirements have been satisfied
- 2. Submission of an Aviation Security Training Programme for review and approval prior to the starting of aircraft operations in Guyana:** *(Civil Aviation (Security) Regulations 2004 Section 8; NCASP (2008) Section IV (E) & NCASP (2008) Appendix 2 Section IX - Part 9.3)*
- a) A draft Aviation Security Training Programme must be submitted to the AVSEC Department.
 - b) The NCASP and NCASTP will be provided to the Prospective Aircraft. However, in the interim, an outline of what is expected to be in an Aircraft Security Training Programme will be provided.
 - c) GCAA will review and approve the Aircraft Security Training Programme once requirements have been met.
- 3. Provision of initial aviation security training for all personnel (security, handling, ground, and frontline staff) must be completed before commencement of aircraft operation:** *(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 air operator must inform the GCAA of the dates for AVSEC training and facilitate the GCAA's attendance to evaluate the Training Course.
- 4. Provision of On-The-Job Training for all personnel (security, handling, ground, and frontline staff) by Prospective Air 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.

5. 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.

6. Provide an indication/information on type of service /operation the aircraft plans to commence such as: *(NCASP (2008) Section IV - E)*

- a) Passenger only operation
- b) Passenger and/or Cargo operation
- c) Schedule or non-schedule operation
- d) Turn around or Overnight operation

7. Provide indication of the organizational structure for operations in Guyana with emphasis on the following: *(NCASP (2008) Section IV - E)*

- 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

8. A sanitized copy of the draft contractual arrangements/agreements between the following parties and the air operator must be provided to the GCAA. *(NCASP (2008) Section IV - E)*

- a) Aviation Security Service Provider (documentation checks, baggage search, hold baggage reconciliation, aircraft search, security search at boarding gate, etc.)

- b) Handling Company/Service Provider (passenger check-in, boarding, aircraft cleaning, baggage reconciliation, passenger profiling, etc.)
- c) Cargo Handling Company

NB. This is to indicate the level of accountability and responsibility for security functions.

9. 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 aircraft operators to ensure that security requirements are adhered to. Particular emphasis shall be placed on the following areas and processes: *(NCASQCP (2008) Section 2.3.1)*

1. Clear and effective lines of communication
2. Passenger Check-in Process (document verification, security signage and passenger profiling)
3. Hold Baggage Acceptance (Continuous search, baggage profiling, etc.)
4. Passenger Name list (Selectee Passengers-identification, classification and screening)
5. Aviation Security Training – All Personnel/Handling Company/Security Service Provider
6. Flight & Cabin Crew Aviation Security Training (communication, self-defense, suspicious behavior, threats, least-risk bomb locations)
7. Baggage Search Methods– Continuous (boarding gate and otherwise)
8. Aircraft search or checks procedures
9. Aircraft Protection
10. Passenger Baggage reconciliation
11. Cargo Screening Procedures
12. Cargo Security Training
13. Contingency plans for scenarios such as hijacking, bomb threats
14. Procedures for dealing with a bomb threat
15. Ground Security Coordination
16. SOP's for dealing with prohibited items and substances
17. SOP's for dealing with dangerous goods

10. The GCAA Aviation Security Department will conduct a security assessment or validation visit of the air 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 Airline Operation will consist, at minimum, of an examination of the security systems and processes including the following:


- a) Passenger Check-in Process (document verification and passenger profiling)
- b) Security Measures and Passenger Boarding Process
- c) Passenger Name List (Selectee Passengers-identification, classification and screening)
- d) Aircraft Security Programme and Maintenance of Training Records
- e) SOP's– Threats, Bomb Threats, Suspicious Items, Suspicious Persons, Response to an Act of Terrorism
- f) SOP's for dealing with prohibited items and dangerous goods

- g) Hold Baggage Acceptance (Continuous search, baggage profiling, etc.)
- h) Aviation Security Training – All Personnel/Handling Company/Security Service Provider, agreements, etc.
- i) Flight & Cabin Crew Aviation Security Training (communication, self-defense, suspicious behavior, threats, least-risk bomb locations)
- j) Baggage Search Methods– Continuous (boarding gate and otherwise)
- k) Aircraft search or checks procedures
- l) Passenger Baggage reconciliation
- m) Cargo Screening Procedures
- n) Cargo Security Training
- o) Ground Security Coordination

11. Meeting with AVSEC Department

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

Approved by:


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

