



**GUYANA CIVIL AVIATION
AUTHORITY**

73 High Street
Kingston
Georgetown
GUYANA

TEL. NOs: (592) 225 6822,
225 0728
FAX: (592) 225 6800
E-mail: Aviation Security@gcaa-
gy.org

**GCAA
ADVISORY
CIRCULAR**

**AVIATION SECURITY/FAL
AC NO: 001/19**

**SUBJECT: AVIATION SECURITY APPROVAL FOR
CONSTRUCTION AT AIRPORTS**

DATE: September
INITIATED: 16, 2019
INITIATED BY: AVSEC/FAL

A. PURPOSE

This Advisory Circular (AC) provides information and guidance to Aviation Operators on the process for aviation security approval for construction at airports/aerodromes in Guyana. This advisory circular is given power under the Aviation Security Regulations (2004) and the National Civil Aviation Security Programme (NCASP) 2008.

B. GENERAL INFORMATION

This document provides the process all Aviation Operators shall follow to comply with aviation security requirements and to obtain aviation security approval for construction at any airport/aerodrome in Guyana.

C. RELEVANT REFERENCES

- a) Guyana Civil Aviation (Security) Regulations 2004
- b) Guyana Civil Aviation Act (2018)
- c) Guyana National Civil Aviation Security Programme (NCASP)
- d) ICAO Annex 17 - Security
- e) ICAO Security Manual Doc 8973

D. CONTACT INFORMATION

- **Approving Designation:** Director General
- **Point of Contact:** Manager – Aviation Security
- **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:** avsec@gcaa-gy.org; director-general@gcaa-gy.org

E. GCAA CONSTRUCTION AND DESIGN REQUIREMENTS

The GCAA shall ensure that airport/aerodrome design requirements, including architectural and infrastructure-related requirements necessary for the implementation of security measures in the NCASP, are integrated into the design and construction of new facilities and alterations to existing facilities at airports/aerodromes.

Security measures during construction should be carried out with a view to minimizing, as much as practicable, any disruptions to passengers and the public, while maintaining an optimized level of aircraft and airport operators' operations. Given this, the following must be considered by the Aviation Operator when embarking on construction at any airport/aerodrome in Guyana:

1. If construction work is done in an airside area, the work site should be temporarily redefined as a landside area that is to be accessed from the landside only, with specific access control requirements to that site so that it is not accessible from the airside;
2. Work site barriers should be constructed to ensure that airside access from any work site is not possible;
3. Work site access control systems should be deployed for staff and vehicles;
4. A system of keeping contractors accountable for their workforce and areas should be devised, which includes punitive measures to be applied for failures that result in security breaches;
5. All designs for and construction of temporary barriers or new facilities demarcating security restricted areas should be approved by airport security management prior to construction;
6. An incident reporting system shall be implemented and logged;
7. If construction is done on Airside, all construction workers shall be subjected to screening before entering the construction area;

F. PRIOR TO CONSTRUCTION

The following steps must be completed by the Aviation Operator for Aviation Security Approval by the GCAA.

1. **Step 1 - Inform the GCAA of intention to undergo Construction at the Airport/Aerodrome**
 - a) The Guyana Civil Aviation Authority must be informed in writing of the intention to undergo Construction at any Airport/Aerodrome of Guyana.
 - b) Written notification must be submitted at minimum two (2) weeks before the proposed dates for the commencement of construction.
2. **Step 2 - Submission of Construction Plans**

The Aviation Operator must then submit the following to the GCAA Aviation Security Department:

- a) A construction proposal containing the general description of the scope of construction works.
- b) A pictorial construction plan indicating public, restricted and security restricted areas. Additionally, all designs for and construction of temporary barriers demarcating security restricted areas should be stated.
- c) The name, designation and duties of the persons, designated as responsible for planning, coordinating and supervising construction works. The Aviation Security Department is particularly interested in the person(s) who will be responsible for coordinating Security. This person's contact number should be provided as the point person for communication with the GCAA Aviation Security Department.
- d) Any other plans or documents deemed necessary by the GCAA.
- e) The GCAA Aviation Security Department will indicate whether a meeting is required at this stage.

3. Step 3 – Submission of Standard Operating Procedures

The Aviation Operator is required to submit security Standard Operating Procedures to the Aviation Security Department. Standard Operating Procedures shall indicate how the operator plans to comply with the security requirements stated in Section E of this Advisory Circular.

4. Step 4 – Approval Letter to commence Construction from the GCAA

After Steps 1 -3 has been completed, the GCAA will issue the requisite approvals, including the Aviation Security Approval for commencement of Construction. Construction will not be permitted until approvals are issued by the GCAA.

G. DURING CONSTRUCTION

1. Security Briefing for Construction Workers

All Construction workers must be given a security briefing by the Aviation Operator Security Coordinator prior to commencement of Construction. The security briefing shall include at minimum: types of threats, access control procedures, prohibited items and practices and incident reporting methods. A participation roster shall be implemented to indicate name, date and time when the initial security brief is conducted. This roster shall be made available to the GCAA upon request.

2. Conduct of Aviation Security Risk Assessments and Aviation Security Inspections by the GCAA

The GCAA Aviation Security Department shall conduct a security survey and security inspections during the construction period to ensure that the submitted SOPs are being implemented and to recommend further improvements as necessary.


H. AFTER CONSTRUCTION HAS BEEN COMPLETED

1. Inform the GCAA in writing that construction has been completed.
2. Submit a report indicating any incidents reported/challenges faced during the construction, how they were resolved and measures to be put in place in the future to avoid similar occurrences.
3. Any amendments to the Aviation Operator's Security Programme upon completion of the construction shall be submitted at this point (e.g. change of Access Gate numbers).


I. FAILURE TO COMPLY

Failure to comply with any of the requirements in this Advisory Circular may result in the suspension of construction works.

J. AUTHORIZING SIGNATURES


Lt. Col. (Ret'd) Egbert Field, A.A.
Director General
Guyana Civil Aviation Authority




Mr. Abraham Dorris
Manager – Aviation Security
Guyana Civil Aviation Authority

