

**SUBJECT: AVIATION SECURITY REQUIREMENTS
FOR CONTRACTED SERVICE PROVIDERS**

DATE: October 14,
INITIATED: 2019
INITIATED BY: AVSEC/FAL

A. PURPOSE

This Advisory Circular (AC) provides information and guidance to Contracted Service Providers on complying with aviation security requirements in Guyana. This advisory circular is given force of law under the Civil Aviation Act (2018) and the National Civil Aviation Security Programme.

B. APPLICABILITY

This Advisory Circular applies to all Contracted Service Providers which includes, but is not limited to, Security Service Providers, Ground Handling Service Providers, Cargo Handling Providers, Inflight Cleaning Service Providers and Catering Service Providers. This Advisory Circular is applicable to current and new service providers operating at the airports 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
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E. SERVICE PROVIDERS

A “service provider” means an agent or entity, including a security service provider, or handling service or company which conducts business for an aircraft or airport operator in respect of conducting aircraft checks or searches, facility searches, documentation checks, passengers handling, passenger screening, screening and searching cargo, mail, baggage, carry-ons, check baggage handling, access control and any similar duty or function assigned by the aircraft or airport operator.

Service Providers shall provide security controls or establish security practices that are required by the GCAA and the Aircraft or Airport Operator. Security controls, as deemed appropriate by the GCAA, must be applied to aircraft, airport facilities, equipment, buildings, premises, transport facilities, vehicles, and employees involved in the daily operation at the airport.

F. CONTRACTUAL OR SERVICE LEVEL AGREEMENT

1. A contract or service agreement is required for **ALL** Service Providers performing security or related functions for or on behalf of an aircraft or airport operator prior to commencement of operations.
2. The agreement shall clearly outline the security duties, functions and responsibilities which the service provider will be required to conduct on behalf of the aircraft operator or airport operator.
3. An agreement must exist between the Service Provider and **EACH** aircraft or airport operator given that service is being provided.
4. A copy of the contractual or service level agreement between the parties must be provided to the GCAA for review.

G. AVIATION SECURITY REQUIREMENTS

The following aviation security requirements must be implemented by the Contracted Service Provider:

1. Submission of an Aviation Security Programme

- 1.1 Contracted Service Providers shall develop a security programme to comply with GCAA’s security requirements contained in the NCASP and the Security Regulations; and at minimum, define their roles and responsibilities in respect of security measures and practices which are required to be applied or performed on behalf of the airport or aircraft operator.
- 1.2 The Contracted Service Provider’s Security Programme contents shall be clearly defined; and shall be submitted to the GCAA for review and approval prior to its implementation. The following must also be incorporated into the security document; or submitted to the GCAA (but is not limited to):

- Scope of applicant’s operation giving details of facilities, management structure,

staffing, operational procedures, functions, etc.

- Clear outline of reporting structure for daily security operations, incidents and emergencies;
- Security equipment specifications and operating parameters (if applicable);
- Recruitment policy and provisions for background checks;
- Training and development including initial, on-the-job and recurrent training for all employees.
- Layout of operating facilities and security infrastructure (if applicable).

2. Supplementary documentation

2.1 The following supplementary documentation are required at the time of submission of the Security programme to the GCAA:

- a. Copy of Certificate of Incorporation for the company;
- b. Name of partners (if applicable) including supporting documentation, address, experience, nature of partnership arrangements;
- c. Applicant's experience in the area of proposed services;
- d. List of key personnel (including Security Managers) detailing qualifications, skills, experience and expertise, etc.

2.2 Upon submission of the above documents and evaluation of same, the GCAA may:

1. Meet with the Proprietors/Directors of the company to discuss the application and operation.
2. Seek comments/feedback from the Aircraft or Airport Operator on the proposed operation.

3. Aviation Security Training Requirements

3.1 The Service Provider shall develop an Aviation Security Training Manual in accordance with the National Civil Aviation Security Training Programme. The manual must include the training policy and procedures for initial, on-the-job and recurrent training for all employees involved in passenger screening, documentation checks, aircraft searches or checks, inflight cleaning, catering, handling of passengers, searching of cargo, mails and baggage; and for any other duties or functions assigned by the air operator, airport operator or contractor. The training manual must also contain presentation slides and training materials; and must be submitted to the GCAA for review and approval prior to implementation in Guyana.

3.2 Service providers are required to ensure that all employees are given appropriate aviation security training before being deployed to carry out their duties and functions. The provision of aviation security training is responsibility of the Service Provider; however,

this may be shared between the service provider and the Aircraft or Airport Operator. The table below provides a list of specific training programmes required for security personnel of handling companies:

NO.	TO BE CONDUCTED BY	NAME OF TRAINING COURSE	REQUIRED PARTICIPANTS
1	Service Provider	Service Provider AVSEC Awareness (Initial and Recurrent)	All employees
2	Aircraft/Airport Operator	Airline/Airport AVSEC Awareness (Initial and Recurrent)	All direct and contracted employees
3	Service Provider	Screener Training Course (Initial and Recurrent)	Operational Security Personnel and/or Contracted Employees
4	Aircraft/Airport Operator	Basic Aviation Security Training for Airline Security Person (Initial and Recurrent)	Operational Security Personnel and/or Contracted Employees
5	Aircraft/Airport Operator	Airline Security Supervisor Course (Initial and Recurrent)	Operational Supervisors and/or Contracted Employees
6	Service Provider & Aircraft/Airport Operator	Training for Aviation Security Management Personnel (Initial and Recurrent)	Management Personnel and/or Contracted Employees
7	Service Provider & Aircraft/Airport Operator	Aviation Security Instructor Training Course (Initial and Recurrent)	Aviation Security Instructors
8	Service Provider & Aircraft/Airport Operator	Cargo and Mail Security Training (If applicable) (Initial and Recurrent)	Operational Security Personnel and/or Contracted Employees

Table 1- Aviation Security Training to be conducted by Service Providers and/or Aircraft or Airport Operators.

3.3 An exemption to section 3.2, for Training Courses number **4, 5, 6, 7, 8** in Table 1 above may be granted, providing that the Aircraft or Airport Operator provides training for the service provider's personnel in accordance with the National Civil Aviation Security Training Programme. NB. The GCAA must be formally advised of the training plans and arrangements.

3.4 Should the Service Provider **not** enact the above exemptions stated in section 3.3, then the Service Provider must develop a Security Training Programme for the specific aviation security training course, inclusive of presentation slides and training materials, which must be submitted to the GCAA for review and approval.

3.5 Any Instructor delivering aviation security training courses must submit an Instructor's profile to the GCAA for review and approval. The profile must consist of the Applicant's academic and professional qualification, and experience. Approval to conduct instructing in Guyana will be granted should the Applicant meet the criteria outlined in the National Civil Aviation Security Training Programme. The delivery of training courses will be subjected to inspection and evaluation by the GCAA.

3.6 Following initial training, recurrent training is required every two (2) years.

4. Excerpt from Aircraft or Airport Operator Security Programme and Standard Operating Procedures (SOPs)

4.1 Each Service Provider must have the relevant excerpts from the Aircraft or Airport

Operator Operator's Security Programme in their possession. These must be relevant to their areas of responsibilities in order to effectively carry out their duties and functions.

- 4.2 Each Service Provider must establish clear security directives for staff and responsibilities in the form of standard operating procedures for each Aircraft or Airport Operator for which they operate on their behalf. Standard operating procedures must be approved by the Aircraft or Airport Operator and submitted to the GCAA for review.
- 4.3 Each operational employee or contracted personnel must have accessibility to job specific standard operating procedures for guidance and reference. This may be in the form of controlled print outs or encrypted softcopies.
- 4.4 Relevant excerpts from approved Security Programmes and standard operating procedures must be made available to the GCAA upon request, particularly during audits and inspections.

H. MAINTENANCE OF RECORDS

Service Providers shall maintain current records of the following:

1. **Training Records:** Records of all initial, on-the-job and recurrent training for EACH employee must be kept. All training records must be properly maintained and kept up-to-date.
2. **Background checks:** Records of background checks inclusive of criminal history and past employment history shall be maintained for EACH employee.
3. **Incident Records:** Records of actions taken to deal with security threats and/or incidents affecting the operation must be kept and made available upon request.

NB: A copy of each of these records must be made available by the Service Provider to the Airport or Aircraft Operator for verification and accountability.

All records, as required above, must be maintained and produced for inspection or examination by the GCAA upon request.

I. AIRPORT EMERGENCY OBLIGATIONS

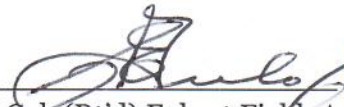
During heightened contingency or emergency situations, Service Providers may be required to lend support to the airport or aircraft operator and the Guyana Police Force to ensure that the airport is secure and control of access to Security Restricted Areas are maintain. This may include monitoring the airport perimeter and all access areas, access control points, including roads leading to the airport.

Service Providers are to adhere to the requirements of the Airport Emergency or Contingency Plan during crisis situations or events and work closely with airport and airline operators to resolve or address a crisis.

J. COMPLIANCE

Service Providers are to comply with the requirements of this Advisory Circular, the Security Regulations and the NCASP. Failing to comply the GCAA's requirements can result in enforcement measures being taken by the Authority.

K. AUTHORIZING SIGNATURES


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




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

