

**THE COOPERATIVE REPUBLIC OF GUYANA**  
**CIVIL AVIATION SECURITY REGULATIONS 2020**

**ARRANGEMENT OF SECTIONS**

**PART I – PRELIMINARY**

- 1. Citation*
- 2. Interpretation*
- 3. Applicability*
- 4. Prohibition Orders*
- 5. National Civil Aviation Security Programmes*
- 6. Appropriate Authority Responsible for Aviation Security*
- 7. Management and Response to Acts of Unlawful Interference*
- 8. Promoting International Cooperation*
- 9. National Civil Aviation Security Committee*

**PART II - AVIATION SECURITY PROGRAMMES**

- 10. Security Programme*
- 11. Additional Requirements for Applications*
- 12. Approval of Security Programmes*
- 13. Contents of an Aerodrome or Airport Operator Security Programme*
- 14. Development of Airport Operator Security Measures*
- 15. Approved Airport Operator Security Programme*
- 16. Development of Aircraft Operator Security Measures*
- 17. Content of Aircraft Operator Security Programme*
- 18. Approval of Aircraft Operator Security Programme*
- 19. Contents of a Regulated Agent Security Programme*
- 20. Approval of Regulated Agent Security Programme*
- 21. Contents of a Catering Operator Security Programme*
- 22. Approval of Catering Operator Security Programme*
- 23. Contents of Air Navigation Service Security Programme*
- 24. Approval of Air Navigation Service Security Programme*
- 25. Contents of an Aviation Service Provider Security Programme*
- 26. Approval of an Aviation Service Provider Security Programme*
- 27. Changed Conditions Affecting Aviation Security*
- 28. Amendment of Stakeholders' Approved Security Programmes*

*29. Amendment of Approved Security Programme by the Authority*

**PART III – AIRPORT OR AERODROME SECURITY**

- 30. Airport or Aerodrome Operator Responsibilities*
- 31. Airport Security Committee*
- 32. Airport or Aerodrome Security Services*
- 33. Aviation Security Officers and Aviation Screening Officers*
- 34. Employer Responsibility for Aviation Security Officers and Screening Officers*
- 35. Use of Members of the Security or Protective Services*
- 36. Requirement to Screen Carry-on Baggage, Goods and Vehicle*
- 37. Refusal of Screening*
- 38. Unaccompanied Goods and Baggage*
- 39. Security Incidents*
- 40. Aerodrome or Airport Tenant Responsibility*
- 41. Sensitive Security Information*
- 42. False Statements, Entries or Unauthorized Reproduction*
- 43. Access Control System*
- 44. Airport or Aerodrome Identification Media System*
- 45. Unrestricted Access to Aerodromes*
- 46. Security of Air Operations Area*
- 47. Maintaining Records*
- 48. Evidence of Compliance*
- 49. Aircraft Operator and Airport or Aerodrome Security Point of Contact*
- 50. Measures in event of Specific Threat at Airport or Aerodrome*
- 51. Obligation of Airport or Aerodrome Operator in Addressing Threats*
- 52. Informing the Aerodrome Operator of Threat against the Aerodrome*
- 53. Discovery of Weapons, Incendiary Devices or Explosives at Aerodrome*
- 54. Aerodrome Operator to keep Map of Aerodrome*
- 55. Aerodrome Operator to Provide Information and Map of Aerodrome*

**PART IV - SCREENING OF PERSONS AND GOODS**

- 56. Authority for Screening*
- 57. Use of Screening Equipment*
- 58. Requirement for Screening*
- 59. Discovery of Prohibited Items*
- 60. Use of Explosives Detection Systems*

## **PART V - AIRCRAFT OPERATOR SECURITY**

- 61. Requirement of Aircraft Operator Security Programme*
- 62. Screening of Passengers and Property*
- 63. Prevention and Management of Hijackings and Sabotage Attempts*
- 64. Carriage of Firearms*
- 65. Use of X-ray Systems*
- 66. Security Threats and Procedures*
- 67. Reporting of Security Incidents*
- 68. Person Authorized to Conduct Screening Activities*
- 69. Security Information*
- 70. Provision of Information on Security Operations by Service Providers*
- 71. Provision of Information on Security Operations by Screening Personnel*
- 72. Carriage of Passengers under Control of the Protective Services*
- 73. Aviation Security Training*
- 74. Standards for Security Oversight*
- 75. Separation of Domestic and International Operations*

## **PART VI - CARGO AND REGULATED AGENT SECURITY**

- 76. Security Controls over Cargo*
- 77. Aviation Security Responsibilities of Cargo Operators and Regulated Agent*
- 78. Responsibility of Aircraft Operator Receiving Goods from Regulated Agent*
- 79. Inspection of Goods Offered for Transport by Regulated Agent*
- 80. Screening of Cargo*
- 81. Acceptance of Goods from a Known Consignor*

## **PART VII - CATERING OPERATOR SECURITY**

- 82. Aviation Security Responsibilities of a Catering Operator*
- 83. Responsibility of Aircraft Operator Receiving Stores and Supplies*
- 84. Inspection of Catering Supplies and Stores for Transport by Air*

## **PART VIII - DOMESTIC OPERATIONS – GENERAL AVIATION & AERIAL WORKS**

- 85. Requirements for Domestic, General, and Corporate Aviation*
- 86. Domestic Aerodrome and Operator Security Programme Requirements*
- 87. Air Operator Security Manager and Coordinator*
- 88. General Aviation Operator Security Measures*

- 89. *General Aviation and Aerial Work Security Controls at International Airports*
- 90. *Contracted Security Providers*
- 91. *Screening of Passengers, Crew and Baggage, Cargo, Mail Other Goods*
- 92. *Carriage of Weapons on Board Domestic Aircraft and General Aviation*
- 93. *Records of Incidents*
- 94. *Reporting Security Incidents*
- 95. *Communication Requirements*

## **PART IX - PRIVATE AND HELIPORT OPERATORS**

- 96. *Compliance*
- 97. *Access Control*
- 98. *Private Airstrip and Heliport Security Requirements*
- 99. *Screening – International and Domestic Airports or Aerodromes*

## **PART X - QUALITY CONTROL**

- 100. *Objectives and Content of Quality Control Programme*
- 101. *Compliance Monitoring*
- 102. *Qualification Criteria for Inspectors*
- 103. *Aviation Security Inspector's Credentials and Authority*
- 104. *Power of Investigation*
- 105. *Power to Suspend Security Programme, Licenses, Certificates and Specifications*
- 106. *General Power of Entry*
- 107. *Other Powers of Aviation Security Inspectors*
- 108. *Notification of Audits*
- 109. *Conduct of Inspections and Audits*
- 110. *Failure to Comply with Inspection or Audit Request*
- 111. *Obstruction of Authorized Persons*
- 112. *Inspection Report and Audit Report*
- 113. *Stakeholder, Operator or Service Provider Response to Inspections*

## **PART XI - OFFENCES AND PENALTIES**

- 114. *Possession of Prohibited items*
- 115. *Entering Security Restricted Areas*
- 116. *Offences Relating to Airport Security Airside Passes*
- 117. *Operating without an Aviation Security Programme*
- 118. *Obstructing Airport Security Officers*
- 119. *Offences by Body Corporate*

*120. Other Offences Related to Aviation Security*

**PART XII - ENFORCEMENT OF REGULATIONS**

- 121. Unidentified baggage*
- 122. Power to Stop Passengers Travelling*
- 123. Powers and responsibilities of Pilot in Command*
- 124. Powers of Aviation Security Officers*
- 125. Exemptions*
- 126. Application for Exemption*
- 127. Grant or Refusal of Exemption*
- 128. Power to Enforce Compliance*
- 129. Purpose and Effect of Infringement Notices*
- 130. Fine payable under Infringement Notice*
- 131. Authorized persons to issue Infringement Notices*
- 132. Contents of Infringement Notice*
- 133. Service of Infringement Notice*
- 134. Time for Payment of Fine*
- 135. Extension of Time to Pay Fine*
- 136. Effect of Payment of Fine*
- 137. Withdrawal of Infringement Notice*
- 138. Notice of withdrawal of Infringement Notice*
- 139. Refund of Fine*

**PART XIII - MISCELLANEOUS**

- 140. Protection of Sensitive Security Information*
- 141. Standards for Security Oversight*
- 142. Issue of Security Directive or Information Circular*
- 143. Search of Persons and Goods*
- 144. Restrictions of Passengers*
- 145. Access to Airport and Aerodrome Security Restricted Areas*
- 146. Minister may amend Schedules*

**PART XIV - FACILITATION**

- 147. Agencies involved in Facilitation*
- 148. Appropriate Authority Responsible for Facilitation*
- 149. National Air Transport Facilitation Programme*
- 150. National Air Transport Facilitation Committee*

- 151. Airport Facilitation Programmes*
- 152. Establishment of Airport Facilitation Committee*
- 153. Application of Facilitation Requirements*
- 154. Entry and Departure of Passengers and Baggage*
- 155. Entry and Departure of Cargo and Other Articles*
- 156. Inadmissible Persons and Deportees*
- 157. Landing at an Alternate Aerodrome*
- 158. Endangering Aircraft and Passengers*
- 159. Safeguard Against Tampering, Theft and Pilferage*

## **PART XV - CYBER SECURITY**

- 160. Cyber Security Measures*
- 161. Cyber Attack and Threat Reporting*
- 162. Resulting Offences and Penalties*

## **TABLE OF SCHEDULES**

- Schedule 1 - Review Fees for Aviation Security Programmes*
- Schedule 2 - Airport Operator Security Programme Template*
- Schedule 3 - Aircraft Operator Security Programme Template*
- Schedule 4 - Regulated Agent Security Programme Template*
- Schedule 5 - Catering Operator Security Programme Template*
- Schedule 6 - Terms of Reference Airport Security Committee*
- Schedule 7 - Security Measures*
- Schedule 8 - Screening Equipment*
- Schedule 9 - Combined Test Requirements*
- Schedule 10 - Screening Personnel*
- Schedule 11 - Air Navigation Service Security Programme Template*
- Schedule 12 - Information and Communication Technology Systems Security Controls*

**THE COOPERATIVE REPUBLIC OF GUYANA**  
**REGULATIONS MADE UNDER**  
**THE CIVIL AVIATION ACT OF 2018**  
**MADE BY THE AUTHORITY WITH THE APPROVAL OF THE MINISTER UNDER**  
**THE CIVIL AVIATION ACT, 2018**  
**THE**  
**CIVIL AVIATION SECURITY**  
**REGULATIONS 2020**

**CITATION**

1. These Regulations may be cited as the Civil Aviation Security Regulations, 2020 Citation

**PART I - INTERPRETATION**

2. Interpretation  
For the purpose of these Regulations -
- “act of unlawful interference” means an act which seeks to or jeopardizes the safety of civil aviation and air transport such as -
- 1) unlawful seizure of an aircraft in flight or on the ground;
  - 2) destruction to an aircraft in service;
  - 3) hostage-taking on board an aircraft or on aerodromes;
  - 4) forcible intrusions on board an aircraft, at an airport or at the premises of an aeronautical facility;
  - 5) introduction on board an aircraft or at an airport of a weapon or hazardous device or material intended for criminal purposes;
  - 6) use of an aircraft in service for the purpose of causing death, serious bodily injury, or serious damage to property or the environment,

- 7) 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 airport or at the premises of a civil aviation facility;

“aerial work” means an aircraft operation in which the aircraft is used for specialized services such as agriculture, construction, photography, surveying observation and patrol, search and rescue and aerial advertisement;

“aerodrome” 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;

“aerodrome operator” means a person who operates an aerodrome in Guyana, holding an aerodrome license issued under the Civil Aviation Regulations, 2018 in respect of such aerodrome and regularly serving scheduled, non-scheduled passenger operations and cargo operations in accordance with the Act or Regulations made there under;

“aerodrome tenant” means any enterprise that is resident at an aerodrome;

“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, articles and substances;

“aircraft security search” means a thorough inspection of the interior and exterior of the aircraft for the purpose of discovering suspicious objects, weapons, explosives or other dangerous devices, articles and substances;

“aircraft operator” means a national aircraft operator and a foreign aircraft operator;

“Aircraft operators’ documents” means air waybills/consignment notes, passenger tickets and boarding passes, bank and agent settlement plan documents, excess baggage tickets, miscellaneous charges orders (M.C.O.), damage and irregularity reports, baggage and cargo labels, timetables, and weight and balance documents, for use by aircraft operators.

“air operations area” means a portion of an aerodrome designed and used for landing, take-off or surface maneuvering of aircraft;

“airport” any area in which is open for commercial aircraft operations;

“Airport Facilitation Committee (AFC)” means a Committee established under regulation 153.



“Airport Facilitation Programme (AFP)” means the written programme referred to in regulation 152.

“airside” means the movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is controlled;

Air traffic management system. A system that provides ATM through the collaborative integration of humans, information, technology, facilities and services, supported by air and ground- and/or spaced-based communications, navigation and surveillance;

“authority” means the Guyana Civil Aviation Authority established under the Civil Aviation Act, 2018;

“authorized agent” means a person who represents an aircraft operator and who is authorized by or on behalf of such operator to act on formalities connected with the entry and clearance of the operator’s aircraft, crew, passengers, cargo, mail, baggage or stores and includes, where national law permits, a third party authorized to handle cargo on the aircraft.

“authorized search” means a search carried out of persons or goods destined to enter or is 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 Guyana Civil Aviation Authority.

“aviation security officer” means -

- 1) a person who is trained in accordance with the security training requirements of the approved Aerodrome Operator Security Programme and who has been appointed as an aviation security officer by an aerodrome operator, aircraft operator or aerodrome tenant; and
- 2) any member of the Guyana Police Force or Supernumerary Constable when assigned aerodrome security duties;

“aviation security screening officer” means a person who by virtue of his training has been employed by the aerodrome operator to carry out aviation security screening duties;

“background check” means a check of a person’s identity and previous experience, including criminal history and any other security related information relevant for assessing the person’s

suitability, as part of the assessment of an individual's suitability to be employed or contracted to implement security control or for unescorted access to security restricted areas;

“behaviour detection” means within an aviation security environment, the application of techniques involving the recognition of behavioral characteristics, including but not limited to physiological or gestural signs indicative of anomalous behaviour, to identify persons who may pose a threat to civil aviation.

“cargo” means any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage;

“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;

“carry-on baggage” means luggage and personal belongings to which a person will have access while on board an aircraft;

“cargo” any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage;

“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 and blankets, amenity kits;

“catering supplies” means food, beverages, other dry stores and associated equipment used on board an aircraft;

“checked baggage” means luggage and personal belongings accepted for transportation by an aircraft operator and to which a person will not have access while on board an aircraft;

“clearance of goods” means the accomplishment of the customs formalities necessary to allow goods to enter home use, to be exported or to be placed under another customs procedure;

“commercial air transport operation” means an aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire;

“computer data” means any representation of facts, concepts, machine-readable code or instructions; or information, including text, audio, image or video, that is in a form suitable for

processing in a computer system and is capable of being sent, received or stored; and includes traffic data or a computer programme;

“computer data storage medium” means anything in which computer data is capable of being stored; or from which computer data is capable of being retrieved or reproduced, with or without the aid of a computer system;

“computer programme” means computer data which represents instructions or statements that, when executed in a computer system, can cause the computer system to perform a function;

“computer system”: –

- a) means a device or group of interconnected or related devices, which follows a computer programme or external instruction to perform automatic processing of computer data; and
- b) includes, but is not limited to, a desktop computer, a laptop computer, a netbook computer, a tablet computer, a video game console, a smart phone, a personal digital assistant, or a smart television;

“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;

“dangerous goods” means articles or substances which are capable of posing significant risk to health, safety or property when transported by air and which are classified according to the International Civil Aviation Organization Technical Instructions for the Safe Transport of Goods by Air;

“disruptive passenger” means a passenger who fails to respect the rules of proper conduct at an airport or on board an aircraft or to follow the instructions of the airport staff or flight or cabin crew members and thereby disturbs the good order and discipline at an airport or on board an aircraft;

“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;

“exclusive area” means that part of an air operations area for which an aircraft 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 Part V of these Regulations;

“FAL” means facilitation.

“facilitation” means the efficient management of the necessary control process, with the objective of expediting the clearance of persons or goods and preventing unnecessary operational delays;

“firearm” means any lethal barreled weapon of any description from which any shot, bullet or missile can be discharged and includes any prohibited weapon whether such a lethal weapon as aforesaid or not, any component part of any such lethal or prohibited weapon, and any accessory to any such weapon designed or adapted to diminish the noise or flash caused by firing the weapon.

“foreign air operator” means an aircraft operator who conducts international air transport operations under the authority of an air operator certificate issued by a State other than Guyana;

“function” in relation to a computer system includes logic, control, arithmetic, deletion, storage or retrieval, and communication or telecommunication to, from or within a computer system;

“general aviation” means all aviation activity at an aerodrome associated with the arrival and departure of aircraft other than air operators;

“general aviation operation” means an aircraft operation other than a commercial air transport operation or an aerial work operation and includes corporate aviation;

“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;

“hijacking” means any person who on board an aircraft in flight unlawfully, by force or threat thereof, or by any other form of intimidation, seizes, commandeers or exercises control of, that aircraft, or attempts to perform any such act;

“Human Factors principles” means principles which apply to design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance;

“human performance” means human capabilities and limitations which have an impact on the safety, security and efficiency of aeronautical operations;

“immigration control” Measures adopted by States to control the entry into, transit through and departure from their territories of persons travelling by air;

“import duties and taxes” means customs duties and all other duties, taxes or charges, which are collected on or in connection with the importation of goods;

“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;

“in-flight security officer” means a person who is authorized by the government of the State of the Operator and 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.

“information and communication technology (ICT) mean any information or communication device - analog or digital, or application, encompassing: radio, television, telephones smartphones, smart pads, computer and network hardware and software, data storage systems and devices, satellite systems, surveillance systems, navigation systems, as well as the various services and applications associated with them;

“Interactive API system” means an electronic system that transmits, during check-in, API data elements collected by the aircraft operator to public authorities who, within existing business processing times for passenger check-in, return to the operator a response message for each passenger and/or crew member;

“intercept” includes: (a) listening to, viewing, or recording a function of a computer system; or (b) acquiring the substance, meaning or purport of a function of a computer system, by use of technical means;

“lading” means this is the placing of cargo, mail, baggage or stores on board an aircraft to be carried on a flight;

“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).

“narcotics control” means measures to control the illicit movement of narcotics and psychotropic substances by air;

“National Air Transport Facilitation Committee (NATFC)” means a Committee established under regulation 151.

“National Air Transport Facilitation Programme (NATFP)” means the written programme to be developed under regulation 150.

“national aircraft operator” means an aircraft operator operating under the authority of the Guyana Civil Aviation Authority;

“National Civil Aviation Security Committee” means the Committee established under Part I of these regulations;

“passenger amenities” means facilities provided for passengers which are not essential for passenger processing;

“person in custody” means a person who is for the time being under the control of an escort officer or law enforcement officer;

“personnel security” means the part of security concerned with procedures designed to assess whether an individual can, taking into account his loyalty, trustworthiness and reliability, be authorized to have initial and continued access to classified information and controlled areas without constituting an unacceptable risk to security;

“person with disabilities” means any person whose mobility is reduced due to a physical incapacity - sensory or loco-motor, 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;

“personal search” means a search of the clothing of a person and personal belongings for prohibited items and substances by a designated aviation security officer, an airport security officer or a member of the Guyana Police Force;

“physical security” means the part of security concerned with physical measures designed to safeguard people; to prevent unauthorized access to equipment, facilities, material and documents; and to safeguard them against a security incident;

“piracy” means any illegal acts of violence or detention, or any act of depredation, committed by the crew or the passengers of an aircraft, or and directed against another aircraft, or against persons or property on board an aircraft;

“protective services” means officers of the Guyana Police Force and the Guyana Defense Force;

“private charter” means an agreement to hire an entire aircraft for the carriage of passengers and goods;

“public authorities” means the agencies or officials of a Contracting State responsible for the application and enforcement of the particular laws and regulations of that State which relate to any aspect of these Standards and Recommended Practices;

“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;

“record” includes any writing, drawing, map, tape, film, video, photograph, or other means by which information is preserved;

“regulated agent” means an agent, freight forwarder or any other entity who conducts business with an air operator and provides security controls that are accepted or required by the appropriate authority in respect to cargo and mail;

“restricted area” means any area of an aerodrome that is identified as an area to which access is restricted to authorized persons and includes any aircraft or vehicle on that aerodrome;

“restricted area pass” means a document issued by the designated pass issuing authority, that entitles the holder to have access to a specific restricted area of an aerodrome during a specified period;

“risk” means the potential for an unwanted outcome resulting from an incident, event or occurrence. Risk can be estimated by considering the likelihood of threats, vulnerabilities and consequences or impacts;

“risk assessment” means the continual, on-going exercise to update the complete range, magnitude and type of credible threats and their likelihood, based on reliable information from the intelligence services, the vulnerabilities to them, and the possible consequences or impacts of loss of degradation from successful attacks;

“screening” means the application of technical or other means which are intended to identify or detect weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference;

“screening staff” includes aviation security officer and aviation security screening officer;

“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, gazette or other advertising medium;

“security” means safeguarding civil aviation against acts of unlawful interference, achieved by a combination of measures and human and material resources;

“security audit” means an in-depth compliance examination of all aspects of the implementation of the National Civil Aviation Security Programme;

“security control” means the 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;

“security inspection” means an examination of the implementation of relevant National Civil Aviation Security Programme requirements by an aircraft operator, airport or other entity involved in security;

“security measure” includes, safeguards, controls, policies, procedures, passwords, access codes and encryption codes developed to prevent entry or accessibility;

“security restricted area” means those areas of the airside of an airport which are identified as priority risk areas where in addition to access control, other security controls are applied and will include areas such as all commercial aviation passenger departure areas between the screening checkpoint and the aircraft, the ramp, the apron, the baggage make-up areas, including those areas where aircraft are being brought into service and where screened baggage and cargo are present, cargo sheds, mail centers, airside catering and aircraft cleaning premises;

“security survey” means an evaluation or 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;

“security test” means a covert or overt trial of an aviation security measure which simulates an attempt to commit an unlawful act;

“security programme” means an Aviation Security Programme, Aerodrome Operator Security Programme, Airport Security Programme, National Aircraft Operator Standard Security Programme, Foreign Aircraft Operator Standard Security Programme, Airline Security



Programme, Catering Operator Security Programme and a Regulated Agent Security Programme, where applicable;

“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.

“sterile area” means: -

- 1) an area between any passenger inspection or screening checkpoint and aircraft, into which access is strictly controlled;
- 2) an area within a restricted area to which access is controlled by the inspection of persons and property in accordance with Parts I and II of these Regulations;
- 3) a facility within a restricted area of an aerodrome accessible to screened persons and set apart to facilitate security control of persons embarking and disembarking aircraft;

“Technical Instructions” means the International Civil Aviation Organization Instructions for the transport of Dangerous Goods by air;

“threat” for aviation security means that threats are deliberate, intentional acts carried out by individuals or organizations, generally with a hostile purpose.

“transit passenger” means a passenger departing from an aerodrome or airport on the same flight as that on which he arrived;

“transfer passenger” means a passenger making direct connection between two different flights;

“unidentified baggage” means baggage at an airport, with or without a baggage tag, which is not picked up by or identified with a passenger;

“vulnerability” means the physical feature or operational attribute that renders an entity, asset, system, network, or geographic area open to exploitation or attack or susceptible to a given hazard;

“weapon” means anything designed, used or capable of inflicting harm and includes a firearm.

***Applicability***

3.

(1) These Regulations apply to -

- (a) airport operators;
- (b) aerodrome operators;
- (c) national aircraft operators;
- (d) foreign aircraft operators;
- (e) aerodrome tenants;
- (f) person or persons in or within the vicinity of an airport or aerodrome;
- (g) regulated agents
- (h) air navigation service providers
- (i) catering service providers
- (j) security service providers
- (k) handling service providers
- (l) known consigners
- (m) known shippers
- (n) account consigners
- (o) a person or persons who offers goods for transport by air;
- (p) a person or persons who provides contracted services to air operators, aerodrome operators or tenants
- (q) a person on board an aircraft
- (r) all persons and personnel granted authorized access to the Airport.

(2) The provisions of Part I of the Civil Aviation Security Regulations, 2020 with respect to the surrender, suspension or revocation of aviation documents apply to licenses, approvals, certificates, Air Operator Certificates, Foreign Air Operator Specification, security programmes and authorizations issued under these Regulations.

***Prohibition Orders***

4.

The Director General may issue an order prohibiting the carriage by aircraft of any item, either as personal belongings, freight, catering, cargo or mail.

***National Civil Aviation Security Programmes***

5.

A written National Civil Aviation Security Programme shall be established, implemented and maintained by the Authority to safeguard civil aviation operations against acts of unlawful interference, through regulations, programmes, practices and procedures which take into account the safety, regularity and efficiency of flights

*Appropriate Authority Responsible for Aviation Security*

6.

(1) For the purpose of these Regulations, the Authority shall be the authority responsible for the oversight of aviation security in Guyana; and designated as the appropriate Aviation Security agency responsible for the development and implementation of the National Civil Aviation Security Programme of Guyana and shall be responsible, inter alia, for: -

- a) monitoring the implementation of the National Civil Aviation Security Programme by the Government agencies and bodies to which responsibilities have been assigned;
- b) approving the security programmes drawn up by aerodrome or airport operators, airline operators, cargo operators, regulated agents, catering services and air traffic services providers, prior to their implementation, and monitoring the implementation of the security programmes; and
- c) liaising with the National Civil Aviation Security Committee and from time to time, the national security services and intelligence agencies on matters of aviation security and taking adequate measures to respond to different levels of threats.
- d) Certification of Aircraft and Airport or Aerodrome Operator Security Managers, Security Instructors, Security Screeners, Security Personnel, and Quality Control Personnel through a training and evaluation processes as outlined in the National Civil Aviation Security Programme, the National Civil Aviation Security Training Programme, and the National Civil Aviation Security Screeners' Certification Programme.
- e) Certifying cargo operators and regulated agents to ensure that security measures, facilities and security practices are maintained in accordance with the National Civil Aviation Security Programme.

(2) The Director General of the Authority (GCAA) shall ensure that: -

- a) a written National Civil Aviation Security Programme is established, implemented and maintained to safeguard civil aviation operations against acts of unlawful interference;
- b) the level of threat to civil aviation within Guyana is kept under constant review and policies, methods and procedures are established to adjust the relevant elements of the National Civil Aviation Security Programme accordingly, based upon a security risk assessment conducted and acceptable to the Authority;

- c) tasks are defined and allocated, and activities are coordinated between departments, agencies and other organizations, aerodrome or airport and aircraft operators and other entities concerned with or responsible for the implementation of various aspects of the National Civil Aviation Security Programme;
- d) a written National Civil Aviation Security Training Programme is developed, implemented and maintained for personnel of all entities involved with or responsible for the implementation of various aspects of the National Civil Aviation Security Programme and designed to ensure effectiveness of the National Civil Aviation Security Programme;
- e) training standards for the National Civil Aviation Security Training Programme referred to in sub-regulations (2) (d) are defined, and trainers and training programme meet those standards;
- f) a written National Civil Aviation Security Quality Control Programme is developed, implemented and maintained to determine compliance with and validate the effectiveness of the National Civil Aviation Security Programme and any civil aviation regulations, policies and procedures;
- g) a written National Civil Aviation Security Screeners Certification Programme is developed, implemented and maintained to ensure that persons assigned to conduct aviation security screening functions are properly trained and tested and meet the basic qualifications to perform such screening functions;
- h) a written National Civil Aviation Security Risk Assessment Programme is developed, implemented and maintained to ensure that risk and vulnerability assessment methodologies are applied where necessary to guide decisions and actions regarding security threat levels, security posture and response, implementing aviation security measures, and strengthening the aviation security systems within the sector and the oversight system of the Authority;
- i) a written version of the appropriate parts of the National Civil Aviation Security Programme and relevant information or guidelines are made available to all airport operators, aircraft operators and other appropriate security entities operating in Guyana, enabling them to meet the requirements of the National Civil Aviation Security Programme;
- j) the National Civil Aviation Security Programme shall include procedures for: -

- i. sharing, as appropriate, the results of audits carried out by International Civil Aviation Organization and the corrective actions taken by Guyana, if requested, by a Contracting State;
- ii. the inclusion in each bilateral and multilateral agreement on air transport, clause or clauses related to aviation security in accordance with the model developed by International Civil Aviation Organization.
- iii. making available to other Contracting States on request a written version of the appropriate parts of the National Civil Aviation Security Programme;
- iv. notifying International Civil Aviation Organization where information was shared under sub-regulations (2), i), (iii); and
- v. providing the International Civil Aviation Organization with the information regarding the current office of the Authority in Guyana responsible for the development, implementation and maintenance of the National Civil Aviation Security Programme.

***Management and Response to Acts of Unlawful Interference***

7.

- (1) The Director General shall ensure that the following provisions are established for the management of response to acts of unlawful interference:
  - a) Preventive measures when reliable information exists that an aircraft may be subjected to an act of unlawful interference: -
    - (i) to safeguard the aircraft where it is still on the ground; and
    - (ii) to provide as much prior notification as possible of the arrival of the aircraft to relevant airport authorities and air traffic services of the States concerned where the aircraft has already departed;
    - (iii) for the aircraft to be searched for concealed weapons, explosives or other dangerous devices, articles or substances having provided prior notification of the search to the operator concerned;
    - (iv) for arrangements to be made to investigate, render safe or dispose of, where necessary, suspected dangerous devices or other potential hazards at aerodromes;

- (v) for contingency plans to be developed by airport or aerodrome operators and tested as follows:
    - i. a full-scale contingency exercise conducted biennially or at intervals not exceeding two years; and
    - ii. a table-top contingency exercises in the intervening year.
  - (vi) for adequate resources to be made available to respond rapidly to safeguard against threats to civil aviation or against acts of unlawful interference perpetrated against civil aviation; and
  - (vii) to ensure authorized and suitably trained personnel are readily available for response and deployment at airports or aerodromes serving civil aviation to assist in dealing with suspected or actual cases of threats or acts of unlawful interference towards civil aviation;
- b) Response actions which include taking appropriate measures to ensure the security and safety of passengers and crew of an aircraft, which is subjected to an act of unlawful interference, while on the ground in Guyana, until their journey can be continued, including:
- c) Response actions must also include:
- (i) providing assistance to an aircraft subjected to an act of unlawful seizure, including the provision of navigation aids, air traffic services and permission to land as may be necessitated by the circumstances;
  - (ii) ensuring the collection of all pertinent information of the flight of that aircraft and transmittal of that information to all other States responsible for the air traffic services units concerned, including those at the airport of known or presumed destination, so that timely and appropriate action may be taken en route and at the known, likely or possible destination of the aircraft;
  - (iii) taking measures, as may be practicable, to ensure that an aircraft subjected to an act of unlawful seizure which has landed in Guyana is detained on the ground unless its departure is necessitated by the overriding duty to protect human life;
  - (iv) recognizing the importance of consultations, wherever practicable, between the State where that aircraft has landed and the State of the Operator of the aircraft,

and notification by the Director General where the aircraft has landed in Guyana to the States of assumed or stated destination;

- (v) notifying by the most expeditious means the State of Registry of the aircraft subjected to an act of unlawful interference which has landed in Guyana and the State of the Operator of the landing and shall similarly transmit by the most expeditious means all other relevant information to: -

1. the State of Registry and the State of the Operator;
2. each State whose citizens suffered fatalities or injuries;
3. each State whose citizens were detained as hostages;
4. each State whose citizens are known to be on board the aircraft; and
5. the International Civil Aviation Organization.

- (vi) in the exchange of information and reporting, provide the International Civil Aviation Organization with all pertinent information concerning the security aspects of the act of unlawful interference which concerns Guyana, as soon as practicable after the act is resolved.

(2) Subject to sub-regulation (1), a, (v), all forms of contingency and emergency exercises shall be evaluated by the Director General or by authorized Inspectors of the Authority or other authorized persons empowered to exercise the powers and discharge the functions entrusted to them by the Director General.

(3) Subject to sub-regulations (2), evaluation of all contingency and emergency exercises shall be in accordance with ICAO and the Authority's requirements.

(4) Subject to sub-regulations (1), airport or aerodrome operators must submit their contingency plan to the Authority for review and approval.

(5) The National Civil Aviation Security Programme shall establish and expand on all of the provisions referred to in sub-regulations (1) of Section 7.

### ***Promoting International Cooperation***

8.

(1) In promoting international co-operation in aviation security, the Director General may, where he or she considers it appropriate: –

- a) ensure that request from other Contracting States for additional security measures in respect to a specific flight by operators of the other State are met, as far as practicable;

- b) co-operate with other Contracting States in the development and exchange of information concerning: –
    - i. National Civil Aviation Security Programme;
    - ii. National Civil Aviation Security Training Programme;
    - iii. National Civil Aviation Security Quality Control Programme;
    - iv. National Civil Aviation Security Certification Programme;
    - v. National Civil Aviation Security Risk Assessment Programme;
    - vi. any other National Civil Aviation Security document of the Authority.
  - c) ensure that where procedures are established and implemented, to share with other Contracting States threat information that applies to aviation security interest of those States;
  - d) establish and implement suitable handling procedures for the protection of security information shared with other Contracting States, in order to ensure that inappropriate use of disclosure of the security information is avoided; and
  - e) promote research and development of new security equipment, processes and procedures with other Contracting States which will better achieve civil aviation security objectives while observing Human Factors principles.
- (2) The Director General may request another Contracting State to provide additional security measures and information in respect of a specific flight by a national operator.
- (3) Where a request is made by the Director General under sub-regulation (2), the Director General shall give consideration to alternative security measures offered by that State which are equivalent to the request.

***National Civil Aviation Security Committee***

9.

- (1) There shall be established a National Civil Aviation Security Committee for the purposes of: -
- a) advising the Government and the civil aviation industry on Aviation Security initiatives and measures required to mitigate against threats to civil aviation and its facilities;
  - b) supporting the implementation of the National Civil Aviation Security Programme by the Authority which sets out the Government's Aviation Security policy in respect of civil aviation operations within Guyana and for aircraft registered in Guyana;



- c) assisting in the coordination between the Ministries, Government agencies, departments and other relevant agencies to ensure that there is cooperation and that effective implementation of the National Civil Aviation Security Programme is also realized;
  - d) re-evaluating security measures and procedures following an act of unlawful interference and providing advice of actions to be taken as may be necessary to remedy weaknesses and prevent recurrence of any act of unlawful interference;
  - e) considering recommendations made by Airport Security Committees of any designated airport in Guyana and, where appropriate, recommending for changes to be considered for the National Civil Aviation Security Programme developed by the Authority;
  - f) assisting in the coordination, exchange and dissemination of information on incidents, threats and appropriate counter measures relating to Aviation Security; and
  - g) advocating and promoting security consideration in the design of new airports or the expansion of existing facilities.
- (2) The National Civil Aviation Security Committee may issue advice, not inconsistent with these Regulations to the Authority, and the Authority shall consider and implement such advice where necessary.
- (3) The National Civil Aviation Security Committee shall consist of: –
- a) the Minister with responsibility for Civil Aviation as Chairperson;
  - b) a representative of the Minister with responsibility for Civil Aviation as Secretary;
  - c) a Security Adviser to the President or his representative;
  - d) the Director, National Intelligence and Security Agency or his representative;
  - e) the Permanent Secretary of the Ministry responsible for civil aviation (as first Deputy Chairperson);
  - f) the Director General of the Guyana Civil Aviation Authority (as second Deputy Chairperson);
  - g) the Permanent Secretary of the Ministry of Public Security or his representative;
  - h) the Commissioner of Police or his representative;
  - i) the Chief Fire Officer or his representative;
  - j) the Commanding Officer of the Guyana Defense Force or his representative;
  - k) the Commissioner General of the Guyana Revenue Authority or his representative;
  - l) the Permanent Secretary of the Ministry of Communities or his representative;

- m) the Director General of the Ministry of Foreign Affairs or his representative;
  - n) the Chief Executive Officer of the Cheddi Jagan International Airport;
  - o) the Chief Executive Officer of the Eugene F. Correia International Airport;
  - p) the representative of small aircraft association;
  - q) the representative of the large airline association.
- (4) An official mentioned in sub-regulation (3) may send a representative where he is not in a position to attend a meeting.
- (5) The Chairman may co-opt any other person with specialized knowledge of a matter under consideration by the National Civil Aviation Security Committee to be present at any meetings of the Committee.
- (6) Subject to sub-regulations (5), the National Civil Aviation Security Committee shall regulate its own procedures.
- (7) Eight (8) members or their representative of the National Civil Aviation Security Committee, including not less than five of the members referred to in sub-regulations (3) (a), (c), (e), (f), (g), (h), (j) and (m) shall constitute a quorum.

## **PART II - AVIATION SECURITY PROGRAMMES**

### ***Security Programme***

10.

- (1) An airport or aerodrome operator shall not operate the aerodrome or airport specified in his aerodrome license unless he has submitted, for such aerodrome, a proposed Aerodrome or Airport Operator Security Programme, which meets the requirements of these Regulations and the National Civil Aviation Security Programme for acceptance and subsequent approval by the Authority.
- (2) A person shall not operate a Guyana registered aircraft within Guyana or internationally unless he has submitted a proposed Aircraft Operator Security Programme for his operations, to the Authority for its acceptance and subsequent approval.
- (3) A foreign air operator shall not conduct operations in Guyana unless he has submitted a proposed Aircraft Operator Security Programme to the Authority for its acceptance and subsequent approval. The submission of an Aircraft Operator Security Programme to the Authority must also be done during the application for a Foreign Air Operations Specifications.

- (4) A person shall not operate an enterprise or an organization whose purpose is the movement of goods by air, within, through and from Guyana, unless he has submitted a proposed Cargo Security Programme or Regulated Agent Security Programme for his operation, to the Authority for its acceptance and subsequent approval.
- (5) A person shall not operate an enterprise or an organization whose purpose is the provision of catering supplies and stores for use in air transport, within, through and from Guyana, unless he has submitted a proposed Catering Operator Security Programme for his operations, to the Authority for its acceptance and approval.
- (6) A person shall not operate an enterprise or an organization which provide handling services or security services at, or connected with any aircraft or airline operator, airport operator within Guyana, whether or not that handling service provider or security service provider occupies land deemed to be a tenant at, within or have access to any security restricted areas of the airport, unless he has submitted a proposed Aviation Security Programme for his operations, to the Authority for approval.
- (7) A person shall not operate an enterprise or an organization whose purpose is the provision of Air Navigation Services at any designated airport within Guyana unless he has submitted a proposed Air Navigation Service Security Programme for his operations, to the Authority for its acceptance and approval.
- (8) Where a person, airport operator, airline or aircraft operator, handling company, catering operator, cargo operator, regulated agent, security service provider or any other aviation organization who wishes to have his or their proposed aviation security programme, screener certification programme, security training programme, security quality control programme, and other aviation documents or approvals referred to throughout these regulations approved by the Authority, he or they shall: -
- a) submit the aviation security programme, training programme, screener certification programme, quality control programme or any other security programme, in writing at least ninety days before the intended date of operations;
  - b) pay the prescribed fees in accordance with Schedule 1 which outlines the various types of security programmes, size of operation, and the fees required for their review, acceptance and approval.
  - c) pay the prescribed fees in accordance with Schedule 1 which outlines the various fees required for the review, acceptance and approval of his or their aviation security training programme, and aviation security quality control programme.

- d) pay the prescribed fees in accordance with Schedule 1 which outlines the various fees required for the review, acceptance and approval of his or their aviation security programme for catering establishments, security services, handling services, and cargo operators and regulated agents.
  - e) meet the requirements of these Regulations as well as the National Civil Aviation Security Programme; the National Civil Aviation Security Screeners Certification Programme; the National Civil Aviation Security Training Programme; and the National Civil Aviation Security Quality Control Programme.
- (9) A security programme, under these regulations, submitted for the approval of the Authority, must last for a period of two years and shall be:
- a) updated and amended;
  - b) re-submitted for review, acceptance and approval.
- (10) A security programme under these Regulations:
- a) must be signed by the applicant, specifically the operator's most senior representative.
  - b) must provide for the protection, security and safety of: –
    - i. passengers, crew, ground personnel and the general public and their property;
    - ii. the aircraft; and related aviation support facilities, in all matters related to safeguarding against acts of unlawful interference with civil aviation; and
  - c) must provide for responding rapidly to meet any increased security threat.

***Additional Requirements for Applications***

11.

- (1) Where a person, under regulation 10, submits his security programme as part of his application for: -
- a) an airport or aerodrome license under the Act or Regulations made there under;
  - b) an Air Operator Certificate under the Civil Aviation Safety Regulations; and
  - c) a Foreign Air Operator Operations Specifications under the Civil Aviation Safety Regulations.

he shall in addition to meeting the requirements of that Regulation, meet the requirements for his aviation security programme under these Regulations.

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

*Approval of Security Programmes*

12.

- (1) An Aviation Security Department is established within the Guyana Civil Aviation Authority to, inter alia, assess and evaluate the security programmes submitted under regulations 10 and 11. The department acts on behalf of the Director General in conducting regulatory oversight and surveillance of security measures implemented by all civil aviation stakeholders.
- (2) Where the Authority is satisfied that a proposed security programme submitted under regulation 10 and 11, meets the requirements of these Regulations and does not conflict with the National Civil Aviation Security Programme, the Authority may accept the proposed security programme.
- (3) Where it is determined that a proposed security programme submitted under regulation 10 and 11 requires modification, the Authority may direct the applicant or operator to modify and re-submit the proposed security programme for the Authority's review and acceptance.
- (4) A submission under this Regulation does not authorize the airport or aerodrome operator, aircraft operator, cargo operator, regulated agent, air navigation service provider, handling service provider, security service provider or catering operator to use the proposed security programme, submitted for approval under these Regulations, in his operations until the programme has been evaluated and approved for use.
- (5) Where the Director General is satisfied that the security programme does not meet the requirements of these Regulations or conflicts with the National Civil Aviation Security Programme, then such a Security Programme will not be approved and the airport operator, aircraft operator, catering operator, air navigation service provider, handling service provider, security service provider, tenant, cargo operator or regulated agent, if he continues operations, commits an offence against these regulations and shall be subjected to penalty as prescribed in Regulations 117.

***Contents of an Aerodrome or Airport Operator Security Programme***

13.

- (1) An Aerodrome or Airport Operator Security Programme under regulations 10, 11 and 12 in respect of a licensed aerodrome or airport shall be designed to safeguard against acts of unlawful interference and shall include at minimum: -
  - a) the objective of the security programme;
  - b) a description and plan of the aerodrome;
  - c) structure, composition and responsibilities of the Management of Airport Security;
  - d) composition and responsibilities of the Airport Security Committee;
  - e) details of the security measures at the aerodrome;
  - f) description of the standard operating procedures for the airport security system;
  - g) description of the administration and control of the airport access control permit system;
  - h) duties and responsibilities of persons who are required by the nature of their duties to be resident at the aerodrome;
  - i) description of the security and communication procedures;
  - j) details of the procedures to be followed in response to acts of unlawful interference;
  - k) details of security training for staff;
  - l) recruitment and selection of staff; and
  - m) such other matters as may be required by the Authority.
- (2) An Airport or Aerodrome Operator Security Programme under sub-regulation (1) shall be accompanied by a current scale map of the aerodrome under sub-regulation 30 (5).
- (3) An Airport or Aerodrome Operator Security Programme under sub-regulation (1) shall be laid out in the manner set out in Schedule 2.

***Development of Airport Operator Security Measures***

14.

- (1) In developing an Aerodrome or Airport Operator Security Programme under regulation 10, 11, 12 and 13, an airport operator shall take into consideration: -
  - a) the National Civil Aviation Security Programme;
  - b) the National Civil Aviation Security Training Programme;
  - c) the National Civil Aviation Security Screeners Certification Programme;
  - d) the National Civil Aviation Security Quality Control Programme;

- e) the special needs of general aviation, including reasonable access to aerodrome facilities and aircraft; and
- f) the optimizing of airport security arrangements in the development, renovation and expansion plans.

***Approved Airport Operator Security Programme***

15.

- (1) Upon a proposed Aerodrome or Airport Operator Security Programme submitted under regulation 10 and 11 being accepted by the Authority under regulation 12, an aerodrome or airport operator shall within thirty days of such acceptance ensure that such Aerodrome or Airport Operator Security Programme is implemented and in full operation.
- (2) Where an aerodrome or airport operator has implemented his accepted Aerodrome or Airport Operator Security Programme he shall notify the Authority that he: -
  - a) has implemented the accepted Aerodrome or Airport Operator Security Programme; and
  - b) wishes to commence operations under the implemented Aerodrome or Airport Operator Security Programme once it is approved by the Authority.
- (3) Where the Director General is satisfied that the Aerodrome or Airport Operator has implemented security measures at the aerodrome or airport and the Aerodrome or Airport Operator Security Programme are identical to the measures implemented, he may recommend that the Authority approve the Aerodrome or Airport Operator Security Programme for full operation.
- (4) Notwithstanding sub-regulation (3), where the Aerodrome or Airport Operator has implemented security measures at the aerodrome or Airport and the Aerodrome or Airport Operator Security Programme are not identical, but the differences are within an acceptable level, the Director General may recommend that the Authority approve such an Aerodrome or Airport Operator Security Programme subject to a limitation of operation.

*Development of Aircraft Operator Security Measures*

16.

- (1) A proposed Aircraft Operator Security Programme under regulations 10, 11 and regulations 12, (2) and (3), shall meet the requirements of the National Civil Aviation Security Programme and shall contain measures to ensure that: -
- a) passengers and their carry-on baggage are screened prior to boarding an aircraft engaged in civil aviation operations;
  - b) transfer and transit passengers and the carry-on baggage of such passengers are subjected to adequate security controls aimed at preventing unauthorized articles, items and substances from being introduced into the baggage and taken on board an aircraft engaged in civil aviation operations;
  - c) weapons, incendiary devices, explosives or any other dangerous device or substance, the carriage or bearing of which is not authorized and which may be used to commit an act of unlawful interference, are not introduced, by any means whatsoever, on board an aircraft engaged in civil aviation operations;
  - d) measures are taken to ensure that disembarking passengers do not leave items on board the aircraft at transit stops for such flights;
  - e) adequate measures are taken to ensure that during flight unauthorized persons are prevented from entering the flight crew compartment;
  - f) adequate measures are taken to ensure that during flight unruly and disruptive persons are prevented or restricted from endangering the safety of the flight;
  - g) there is no possibility, after the security screening points at aerodromes or airport serving civil aviation operations have been passed, of mixing or contact between passengers subjected to screening and other security control and other persons not subjected to screening or other security controls;
  - h) checked baggage is subjected to screening and other appropriate security controls prior to being loaded into an aircraft engaged in civil aviation operations;
  - i) checked baggage intended for carriage in commercial air transportation operations and general aviation operations flights is protected from unauthorized access, interference



- and tampering from the point it is screened or checked in whether at an aerodrome, airport or elsewhere, until departure of the aircraft on which it is carried;
- j) re-screening of checked baggage for which security has been jeopardized having been subjected to unauthorized access, interference or tampering;
  - k) the baggage of passengers who are not on board the aircraft are not transported unless that baggage are subjected to appropriate security controls which may include additional screening and identified as unaccompanied;
  - l) secured and controlled storage areas are established at the aerodrome or airport through which the aircraft operator operates, where mishandled baggage may be held until forwarded, claimed or disposed of in accordance with local laws to ensure that they are not tampered with;
  - m) consignments checked in as baggage by courier services for carriage on passenger aircraft engaged in civil aviation operations are screened;
  - n) transfer checked baggage is screened prior to being loaded onto an aircraft to protect against unauthorized interference and to prevent unauthorized articles or substances from being taken on board aircraft engaged in civil aviation operations, except where a validation process has been accepted by the Authority which determined that the baggage has been screened at the point of origin and subsequently protected from unauthorized interference from the originating aerodrome or airport to the departing aircraft at the transfer aerodrome or airport to prevent unauthorized articles from being taken on board aircraft engaged in civil aviation operations;
  - o) when providing a passenger service, only checked baggage which is authorized for carriage by the aircraft operator in accordance with the requirements specified in the National Civil Aviation Security Programme must be allowed on aircraft;
  - p) procedures are specified for the control of entry of firearms on board an aircraft which ensure that checked firearms are not loaded and are not accessible to passengers during flight time.
  - q) cargo and mail accepted for transport on an aircraft engaged in commercial air transport operations are subjected to appropriate security controls and protected from interference from the point of screening to loading onto an aircraft;

- r) adequate supervision is provided to monitor and control the movement of screened passengers between the boarding gate and the aircraft to prevent screened passengers from coming into contact with unscreened persons; as well as to avoid mixing of departing and arriving passengers;
- s) the movement of persons and vehicles to and from the aircraft and within the footprint or vicinity of the aircraft are supervised in the Security Restricted Areas in order to prevent unauthorized access to aircraft. Such measures shall include the use of appropriate escorts and marshals to supervise the movement of passengers boarding or embarking the aircraft; and passengers who are deplaning or disembarking aircraft.
- t) only items of hold baggage which have been individually identified as accompanied or unaccompanied, screened to the appropriate standard, and recorded as meeting the criteria for acceptance and transport, and authorized for that flight are accepted for carriage on the flight by an aircraft operator; and
- u) procedures including emergency procedures are established to deal with unidentified baggage and suspect baggage or cargo.

***Content of Aircraft Operator Security Programme***

17.

- (1) In addition to the matters set out in regulation 16, an aircraft operator shall ensure that his Aircraft Operator Security Programme, required under regulation 10 and 11, contains -
  - a) provisions to meet his international obligations;
  - b) provisions to meet the requirement of the National Civil Aviation Security Programme and his national obligations under the Civil Aviation Act 2018 or Regulations made there under;
  - c) In addition to the requirements under sub-regulation (1), a national aircraft operator shall ensure that his Aircraft Operator Security Programme contains: -
    - i. security policy and the procedures for ensuring: -
      - (a) security of passengers and passenger carry-on baggage and checked baggage;
      - (b) security of crew, crew carry-on and checked baggage;
    - ii. procedures for ensuring security of: -
      - (a) aircraft;
      - (b) airline catering, stores and supplies;

- (c) aircraft cleaning operations;
    - (d) cargo, courier, express parcels and mail.
  - iii. procedures for: -
    - (a) passenger and checked baggage reconciliation;
    - (b) selection and recruitment of personnel;
    - (c) initial and refresher training of all personnel including operational and security personnel;
    - (d) initial and refresher training of flight crew and cabin crew;
    - (e) initial and refresher training of contracted service providers personnel;
    - (f) initial and recurrent background checks of all personnel;
    - (g) initial and recurrent background checks of contracted service providers personnel and;
    - (h) incident reporting.
  - iv. details of contingency planning; and
  - v. supervision and performance monitoring procedures through the establishment of an internal security management system and an internal quality control system to meet the security requirements for aerodromes or airports through which he operates.
- (2) An Aircraft Operator Security Programme under sub-regulation (1) Programme under sub-regulation (1) shall be laid out in the manner set out in Schedule 3; and shall include details of how he plans to meet those requirements contained therein.

***Approval of Aircraft Operator Security Programme***

18.

- (1) Upon a proposed Aircraft Operator Security Programme submitted under regulation 10, 11, 16, and 17 being accepted by the Authority under regulation 12, (2) and (3), the aircraft operator shall within thirty days of such acceptance ensure that such Aircraft Operator Security Programme is implemented and in full operation.
- (2) Where an aircraft operator has implemented his accepted Aircraft Operator Security Programme, he shall notify the Authority that he -
  - a) has implemented such accepted Aircraft Operator Security Programme; and

- b) wishes to commence operations under the Aircraft Operator Security Programme once it is approved by the Authority.
- (3) Where the Director General is satisfied that the aircraft operator established security measures which are identical to the Aircraft Operator Security Programme, he may approve the Aircraft Operator Security Programme for full implementation and operation for commercial air transport operations or general aviation operations.
- (4) Notwithstanding sub-regulation (3), where the Director General is satisfied that the aircraft operator established security measures which are not identical to the Aircraft Operator Security Programme, but the differences are within an acceptable level, the Director General may approve such an Aircraft Operator Security Programme subject to a limitation of operation.

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

19.

- (1) Cargo operator or regulated agent shall ensure that his Cargo Operator or Regulated Agent Security Programme, required under regulation 10, contains: -
  - a) the objective of the security programme
  - b) a description and plan of the cargo facility
  - c) provisions to meet his international obligations;
  - d) provisions to meet the requirement of the National Civil Aviation Security Programme and his national obligations under the Act or Regulation made there under; and
  - e) structure, composition and responsibilities of the management for security;
  - f) description of the access control system;
  - g) details of security training for staff;
  - h) such other matters as may be required by the Authority.
  - i) include details of how he plans to meet the requirements set out in Schedule 4 in the manner set out therein;
  - j) procedures for -

- (a) ensuring the security of his goods and cargo;
  - (b) ensuring the security of his buildings, premises, transport facilities, bonds and cargo buildings;
  - (c) ensuring the separation and protection of screened and unscreened goods and cargo;
  - (d) selection and recruitment of personnel;
  - (e) initial and refresher training of all personnel;
  - (f) initial and recurrent background checks; and
  - (g) description of the standard operating procedures for the security system and processes;
  - (h) details of the procedures to be followed in response to acts of unlawful interference or reporting an incident.
- (2) A Cargo Operator or Regulated Agent Security Programme under sub-regulation (1) shall be set out in the manner specified in Schedule 4.

***Approval of Regulated Agent Security Programme***

20.

- (1) Upon a proposed Cargo Operator or Regulated Agent Security Programme submitted under regulation 10 being accepted by the Authority under regulation 12, the cargo operator or regulated agent shall within thirty days of such acceptance ensure that such accepted Cargo Operator or Regulated Agent Security Programme is implemented and in full operation.
- (2) Where the regulated agent has implemented his accepted Cargo Operator or Regulated Agent Security Programme in accordance with sub-regulation (1), he shall -
  - a) notify the Authority that he has implemented his accepted Cargo Operator or Regulated Agent Security Programme; and
  - b) wishes to commence operations under such implemented Cargo Operator or Regulated Agent Security Programme once it is approved by the Authority.
- (3) Where the Director General is satisfied that the Cargo Operator or Regulated Agent implemented security measures which are identical to the Cargo Operator or Regulated Agent Security Programme, he may approve the Cargo or Regulated Agent Operator Security Programme for full implementation in the cargo operations or regulated agent operation.
- (4) Notwithstanding sub-regulation (3), where the Cargo Operator or Regulated Agent implemented security measures which are not identical to the Cargo Operator or Regulated Agent Security Programme, but the differences are within an acceptable level, the Director

General may approve the Cargo Operator or Regulated Agent Security Programme subject to a limitation in operation.

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

21.

- (1) A catering operator shall ensure that his Catering Operator Security Programme, required under regulation 10, contains: -
- a) the objective of the security programme
  - b) a description and plan of the cargo facility
  - c) structure, composition and responsibilities of the management for security;
  - d) provisions to meet his international obligations;
  - e) provisions to meet the requirement of the National Civil Aviation Security Programme and his national obligations under the Act or Regulation made there under; and
  - f) include details of how he plans to meet the requirements set out in Schedule 5 in the manner set out therein;
  - g) procedures for -
    - (a) ensuring the security of his catering goods;
    - (b) ensuring the security of his buildings, premises, transport facilities and catering buildings;
    - (c) selection and recruitment of personnel;
    - (d) initial and refresher training of personnel involved in the handling of goods;
    - (e) initial and recurrent background checks; and
    - (f) incident reporting.
- (2) A Catering Operator Security Programme under sub-regulation (1) shall be set out in the manner specified in Schedule 5.

***Approval of Catering Operator Security Programme***

22.

- (1) Upon a proposed Catering Operator Security Programme submitted under regulation 10, being accepted by the Authority under regulation 12, the catering operator shall within thirty days of such acceptance ensure that such accepted Catering Operator Security Programme is implemented and in full operation.

- (2) Where the catering operator has implemented his accepted Catering Operator Security Programme in accordance with sub-regulation (1), he shall -
- a) notify the Authority that he has implemented his accepted Catering Operator Security Programme; and
  - b) wishes to commence operations under such implemented Catering Operator Security Programme once it is approved by the Authority.
- (3) Where the Director General is satisfied that the Catering Operator implemented security measures which are identical to the Catering Operator Security Programme, he may approve the Catering Operator Security Programme for full implementation in the cargo operations or regulated agent operation.
- (4) Notwithstanding sub-regulation (3), where the Cargo Operator or Regulated Agent implemented security measures which are not identical to the Cargo Operator or Regulated Agent Security Programme, but the differences are within an acceptable level, the Director General may approve the Cargo Operator or Regulated Agent Security Programme subject to a limitation in operation.
- (5) Notwithstanding sub-regulation (3), where the Catering Operator Security Programme implemented in the operations of the catering operator and the accepted Catering Operator Security Programme are not identical, but the differences are within an acceptable level the Director General may approve such Catering Operator Security Programme subject to a limitation in operation.

***Contents of Air Navigation Service Security Programme***

23.

- (1) The Air Navigation Service Provider shall ensure that his ***Air Navigation Service Security Programme***, required under regulation 10, contains: -
- a) the objective of the security programme
  - b) a description of the scope of Air Traffic Management Security
  - c) provisions to meet his international obligations;
  - d) provisions to meet the requirement of the National Civil Aviation Security Programme and his national obligations under the Act or Regulation made there under; and

- e) structure, composition and responsibilities of the management for security;
  - f) description of the access control system;
  - g) details of security training for staff;
  - h) such other matters as may be required by the Authority.
  - i) include details of how he plans to meet the requirements set out in Schedule 11 in the manner set out therein;
  - j) procedures for: –
    - (a) ensuring the security of the physical facility and access control (ACCs, approach control facilities, air traffic control towers);
    - (b) ensuring the security and protection of Air Traffic Management Personnel
    - (c) ensuring the security of Information and Communication Technology (ICT) including cyber-security;
    - (d) ensuring personnel screening and vetting;
    - (e) visitor control system;
    - (f) facility layers of defense and mitigation options;
    - (g) selection and recruitment of personnel;
    - (h) initial and refresher training of all personnel;
    - (i) initial and recurrent background checks; and vetting of personnel.
  - k) description of the standard operating procedures for the security system and processes;
  - l) details of the procedures to be followed in response to acts of unlawful interference or reporting an incident.
- (2) An Air Navigation Service Security Programme under sub-regulation (1) shall be set out in the manner specified in Schedule 11.

***Approval of Air Navigation Service Security Programme***

24.

- (1) Where the Director General is satisfied that a proposed security programme submitted under regulation 12, meets the requirements of these Regulations and does not conflict with the National Civil Aviation Security Programme, he may recommend that the Authority accept such proposed security programme.



- (2) Upon a proposed air navigation service provider security programme submitted under regulation 10, being accepted by the Authority under regulation 12, the aviation service provider shall within thirty days of such approval ensure that such approved Security Programme is implemented and in full operation.
- (3) Where the Director General determines that a proposed security programme submitted under regulation 10 requires modification he may direct the applicant to modify and re-submit the proposed security programme for the acceptance of the Authority.

***Contents of an Aviation Service Provider Security Programme***

25.

- (1) A service provider including handling service provider and security service provider shall ensure that his Security Programme, required under regulation 10 (6), contains provisions to meet the requirements of the National Civil Aviation Security Programme and his national obligations under these Regulations made thereunder.
- (2) A service provider including handling service provider and security service provider shall ensure that his Security Programme required under regulation 10 (6) shall be designed to describe the measures in place to safeguard his facility or premises, the airport, the aircraft operator, and equipment and vehicles against acts of unlawful interference and shall be in such form, manner and content as specified in the National Civil Aviation Security Programme.
- (3) Subject to sub-regulations (2), aviation security programme shall be developed and submit to the Authority for review and approval prior to implementation; and must also include:
  - a) Scope of applicant's operation giving details of facilities, management structure, staffing, operational procedures, functions, etc.
  - b) Clear outline of reporting structure for incidents, contingencies and emergencies.
  - c) Security Instructors' academic and professional qualification and experience.
  - d) Service level agreement containing security responsibilities and requirements to be carried out on behalf of the airline or airport operator.
  - e) Copy of certificate of incorporation and registration for the business or company.
  - f) Name of partners, if any, including name, address, experience, and nature of partnership arrangements.

- g) Applicant's experience in the area of proposed services.
  - h) List of key personnel detailing qualifications, skills, expertise and experience.
- (4) Service providers including handling service providers and security service providers must clearly define their roles and responsibilities in respect of security measures and practices which will be applied or performed on behalf of the airport or aircraft operator or contractor;
  - (5) Service providers including handling service providers and security service providers must clearly outline in their security programme their recruitment policy, how background checks are conducted, how employees are selected, and provisions for formal and recurrent training for all employees;
  - (6) Service providers including handling service providers and security service providers must ensure that staff employed and under their control are given appropriate aviation security training before being deployed to carry out their duties and functions;
  - (7) Service providers including handling service providers and security service providers shall include in their security programme, provisions for training and development of staff including refresher training for all staff involved in passenger screening, documentation checks, aircraft searches or checks, handling of passengers, searching cargo, baggage and for any other duties or functions assigned by the air operator, airport operator or contractor.
  - (8) Service providers including handling service providers and security service providers must develop a security training programme or manual, and presentations and training materials which shall be reviewed and approved by the Authority.
  - (9) Service providers including handling service providers and security service providers' Security Training Programme must be in accordance with the National Civil Aviation Security Training Programme. The delivery of training courses will be subjected to inspection and evaluation by the Authority.

***Approval of an Aviation Service Provider Security Programme***

26.

Upon a proposed Aviation Service Provider Security Programme submitted under regulation 10, being accepted by the Authority under regulation 12, the aviation service provider shall within thirty days of such approval ensure that such approved Security Programme is implemented and in full operation.

***Changed Conditions Affecting Aviation Security***

27.

- (1) Where a security programme has been accepted under regulations 12 hereinafter referred to as an approved Security Programme, the airport or aerodrome operator, aircraft operator, air navigation service provider, cargo operator or regulated agent, catering operator, handling service provider or security service provider where applicable shall follow the procedures under sub-regulation (2), whenever he determines: -
  - a) in respect of an airport or aerodrome operator -
    - (a) any description of the airport or aerodrome area set out in such Airport or Aerodrome Operator Security Programme is no longer accurate;
    - (b) there are changes to the designation of the Aircraft Operator and Airport or Aerodrome Security Manager.
  - b) any description of his operations set out in the security programme including related procedures, facilities and equipment described in such Airport or Aerodrome Operator Security programme which are no longer accurate or applicable.
- (2) Whenever a condition described in sub-regulation (1) occurs the airport or aerodrome operator, aircraft operator, air navigation service provider, cargo operator or regulated agent, catering operator or aviation service provider where applicable shall: -
  - a) immediately notify the Authority of the changed condition, and identify the interim measures which are being taken to maintain adequate security measures until approval is granted for an appropriate amendment to be made to approved Security Programme; and
  - b) within thirty (30) days after notifying the Authority in accordance with sub-regulations (2)(a), submit for approval in accordance with regulation 28, an amendment to the Security Programme to bring it into compliance with these Regulations and the National Civil Aviation Security Programme.

***Amendment of Stakeholders' Approved Security Programmes***

28.

- (1) Where an airport or aerodrome operator, aircraft operator, cargo operator or regulated agent, or catering operator wishes to amend his approved Security Programme, he shall submit the request for such approval to the Authority at least thirty (30) days before the

proposed effective date of intended implementation of the amended approved Security Programme.

- (2) When the Director General is satisfied that the proposed amendment to the Security Programme provides the level of security required by these Regulations, he may approve the amendment or amended Security Programme.

***Amendment of Approved Security Programme by the Authority***

29.

- (1) The Director General may recommend that the Authority require an airport or aerodrome operator, aircraft operator, regulated agent or catering operator to amend his approved Security Programme, where he determines that security, safety and the public's interest requires the amendment.
- (2) Except in an emergency as provided in sub-regulation (5), where the Authority requires an airport or aerodrome operator, aircraft operator, regulated agent or catering operator to amend his approved Security Programme under sub-regulation (1), the Director General shall notify the airport or aerodrome operator, aircraft operator, regulated agent or catering operator in writing of the required amendment and allow for a period of up to thirty (30) days from the date contained in the notice, for a written response from such airport or aerodrome operator, aircraft operator, regulated agent or catering operator.
- (3) Upon receipt of a notice of a proposed amendment under sub-regulation (2), the airport or aerodrome operator, aircraft operator, regulated agent or catering operator may submit an alternative amendment to his approved Security Programme which meets the intent of the required amendment under sub-regulation (2), for consideration by the Director General.
- (4) When the Director General is satisfied that the alternative amendment submitted under sub-regulation (3), would provide an overall level of security equal to that required by the Authority, he may approve the alternative amendment to the approved Security Programme.
- (5) Where the Director General determines that an emergency exists which requires immediate action that makes the procedure in sub-regulations (2) and (3), impracticable or contrary to the security, safety and the public interest, he may direct the airport or aerodrome operator, aircraft operator, regulated agent or catering operator to deviate in a specified manner from his approved security programme in the area of concern, for a specified period.

### **PART III – AIRPORT OR AERODROME SECURITY**

#### ***Airport or Aerodrome Operator Responsibilities***

30.

- (1) An airport or aerodrome operator shall ensure that airport or aerodrome design requirements including architectural and infrastructure related requirements necessary for the implementation of security measures in the National Civil Aviation Security Programme are integrated into the design and construction of new facilities and alteration to existing facilities at his airport or aerodrome.
- (2) An airport or aerodrome operator shall, prior to the implementation of any new construction, renovation and expansion works to an aerodrome or the construction of additional aerodrome facilities at the same location, submit to the Authority for review and approval, the plans, drawings, proposals and relevant documents including architectural and infrastructure-related designs, and the security measures and considerations which are to be integrated into the plans, designs and works to safeguard civil aviation against acts of unlawful interference which may arise.
- (3) Where a national or foreign aircraft operator uses the facilities of an airport or aerodrome in Guyana and operates services into the State of Registry or the State of Operation, and the appropriate foreign Authority of that State, requests permission to conduct an inspection of the security measures in place at the airport or aerodrome in Guyana, the Director General may, in coordination with the airport or aerodrome operator, approve of an inspection to be conducted by the appropriate foreign Authority to be able to assess the adequacy of the security measures implemented at the said airport or aerodrome.
- (4) Further to sub-regulations (3), airport or aerodrome operators and national or foreign aircraft operator must cooperate with the appropriate foreign Authority as required by the Director General.
- (5) Where a national or foreign aircraft operator operates services into another State, or the State of Registry or State of Operation, the Authority may request permission from the appropriate Authority for security of that foreign State to conduct an inspection in order to assess the adequacy of the security measures in place governing the activities of that national or foreign aircraft operator's operations in that State.
- (6) Further to sub-regulations (5), national or foreign aircraft operator must cooperate with the Authority's request for permission to conduct an inspection as required by the Director General.

- (7) An airport or aerodrome operator shall keep at the airport or aerodrome a current scale map of the airport or aerodrome that identifies the restricted areas, security restricted areas, security barriers and security restricted area access control points.
- (8) When arranging security controls and procedures at an airport or aerodrome, an airport or aerodrome operator shall take into consideration minimum interference with or delay of the activities of civil aviation provided the effectiveness of such security controls and procedures are not compromised.
- (9) An airport or aerodrome operator shall ensure that adequate human and material resources, equipment and facilities are made available to meet the requirements of his approved Airport or Aerodrome Security Programme and the National Civil Aviation Security Programme.

***Airport Security Committee***

31.

- (1) An airport or aerodrome operator must establish an Airport or Aerodrome Security Committee to ensure the implementation of any national civil aviation security initiatives that may be required by the Authority from time to time.
- (2) An Airport or Aerodrome Security Committee under sub-regulation (1), must comprise of representatives from (and including): -
  - a) the Airport or aerodrome operator as the Chair-person;
  - b) the Airport Security Manager;
  - c) the Guyana Police Force responsible for airport duties;
  - d) the GCAA's Aviation Security Department;
  - e) the Guyana Defense Force;
  - f) the Guyana Fire Service;
  - g) the Air Navigation Service Provider;
  - h) the Guyana Revenue Authority;
  - i) the Passport and Immigration Office;
  - j) the handling companies;
  - k) the aircraft operators or airlines operating at the airport,
  - l) the airport or aerodrome security;
  - m) the cargo operator or regulated agents;
  - n) the airport or aerodrome tenants;
  - o) representative of the government agencies at the aerodrome;
  - p) representative of general aviation operation
  - q) representative of other security services or agencies operating at the aerodrome; and

- r) where applicable any other representatives operating at the aerodrome who the aerodrome operator determines should be included.
- (3) Subject to sub-regulations (2), the Committee shall regulate the procedure at its meetings in such a manner as it thinks fit and shall meet at least quarterly, unless it is deemed necessary by the chair-person to increase the frequency of meeting.
- (4) Six members of the Committee shall constitute a quorum.
- (5) The “Terms of Reference” for the Aerodrome or Airport Security Committee shall be as set out in Schedule 6.

***Airport or Aerodrome Security Services***

32.

- (1) Every airport or aerodrome operator shall be responsible for implementing the following security measures, systems and services: –
  - (a) X-ray screening of hand baggage and hold baggage;
  - (b) Screening of passenger and all personnel or employees granted authorized access;
  - (c) Screening of persons granted authorized access into security restricted areas;
  - (d) Control of access within any airport security restricted areas;
  - (e) Erection of a perimeter fence or barrier with a minimum height of 2.1 meters or 7 feet and a minimum of 0.3 meter or 1-foot anti-climb.
  - (f) Security surveillance and maintenance of Airport perimeter road, fencing and access control points which must be kept clear of all obstructions.
  - (g) Maintenance of a clear zone of a distance of four (4) meters or 13.1 feet along the perimeter fence must be established on both sides of the fence and perimeter road.
  - (h) Control of inner and outer access control gates;
  - (i) Security surveillance in and around the terminal;
  - (j) Security surveillance of airport airside and landside areas including parking facilities;
  - (k) Screening of persons intending to embark on any departing flight;
  - (l) Screening of cargo and mail intended for uplifting by passenger aircraft;
  - (m) Screening of person providing aviation related service to an aircraft and objects taken on board the aircraft in connection with that service.
  - (n) Ensuring that the main entrances to the airport and other landside areas are hardened and protected against threats and possible acts of unlawful interference.
  - (o) Ensuring that regular surveillance, including risk and threat assessments of all landside areas are conducted; and measures are implemented to mitigate any acts of unlawful interference.

- (p) Ensuring that behaviour detection systems and software are integrated into the camera and video systems to monitor and detect unusual activities and behavior which can result in an act of unlawful interference.
  - (q) Ensuring that all security personnel conducting security surveillance, implementing security measures and other patrols are provided with security training including behaviour detection training and contingency or incident response training.
- (2) An airport or aerodrome operator shall conduct screening of -
  - (a) originating passengers, transit passengers, transfer passengers and crew;
  - (b) carry-on baggage of travelling passengers;
  - (c) checked baggage of travelling passengers; and
  - (d) other goods, cargo and mail placed in the hold of the aircraft.
- (3) There shall be levied such security charge or fee as may be prescribed, in relation to the security services provided by the airport or aerodrome operator.
- (4) Airport or aerodrome operators must provide security services for its airport or aerodrome; but must not provide direct security services to an airline or aircraft operator.
- (5) A clear separation of the tiers of airport security and airline or aircraft operator security must be maintained at all times.

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

33.

- (1) An airport or aerodrome operator shall provide aviation security officers and aviation security screening officers, in the number and in a manner adequate to support: -
  - a) his Airport or Aerodrome Operator Security Programme; and
  - b) each passenger screening system required under these Regulations.
- (2) An airport or aerodrome operator shall ensure that an aviation security officer or aviation security screening officer employed by him: -
  - a) abstains from the consumption of alcoholic beverages or psychotropic substances while assigned to duty; and
  - b) is readily identifiable by uniform and displays or carries a badge or other identification of his authority while assigned to duty; and



- c) has completed a training programme that meets the requirements in sub-regulation (7).
- (3) An airport or aerodrome operator shall ensure that an aviation security officer employed by him: -
- a) has powers of arrest and at minimum is a supernumerary officer within the meaning of the Guyana Police Act; and
  - b) conducts security duties in accordance with the applicable provisions of these Regulations, the National Civil Aviation Security Programme and the airport or aerodrome operator security programme.
- (4) An airport or aerodrome operator shall have aviation security officer or police officers armed with a firearm while on duty at the airport or aerodrome in order to respond to acts of unlawful interference or unlawful incidents.
- (5) An aviation security officer shall, while on duty at an aerodrome, have the authority to arrest with or without a warrant, for: -
- a) a crime committed in his presence; or
  - b) an offence, when he has reason to believe that the suspect has committed such offence.
- (6) Any person at an airport, who obstructs, insults, intimidates or performs any act of violence against an aviation security officer or aviation security screening officer, while that officer is on duty at an airport, shall commit an offence and shall be liable on summary conviction to pay a fine of five hundred thousand dollars (G\$500,000.00) or imprisonment for three months.
- (7) The training programme required by sub-regulation (2), c), shall provide training in the subjects specified in sub-regulation (8) and meet the training standards for members of Airport Security Officers and Officers of the Guyana Police Force performing comparable functions.
- (8) The training programme required by sub-regulation (2), c) shall include training in -
- a) the courteous and efficient treatment of persons subjected to inspection, detention, search, arrest, and other aviation security activities;

- b) the responsibilities of members of the Airport Security Officers and Guyana Police Force under the approved Airport or Aerodrome Operator Security Programme; and
  - c) any other area the Authority determines necessary.
- (9) An airport or aerodrome operator shall ensure that an aviation security screening officer employed by him: –
- a) meets the basic selection criteria and qualification for performing aviation security screening duties as outlined in the National Civil Aviation Security Programme and National Civil Aviation Security Screener Certification Programme prior to being assigned to conduct the aviation security screening duties;
  - b) meets the training standards required for aviation security screening officers established by the Authority and where appropriate, the International Civil Aviation Organization; and
  - c) is not assigned to perform any aviation security screening functions until properly trained, examined, tested and certified.

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

34.

- (1) An airport or aerodrome operator shall not employ any person as an aviation security officer or aviation security screening officer unless: -
- a) such person meets the requirements of these Regulations and the National Civil Aviation Security Programme;
  - b) such person has been trained in accordance with the requirements of these Regulations, the National Civil Aviation Security Training Programme, and the National Civil Aviation Security Screeners Certification Programme where his duties are in respect to screening of passengers, crew, checked baggage, cabin baggage, and cargo and mail;
  - c) where employed by the airport or aerodrome tenant as an aviation security officer, such person is approved by the airport or aerodrome operator.
- (2) An airport or aerodrome operator shall ensure that: -

- a) initial background checks for the preceding five (5) years and recurrent background checks not exceeding a two-year period are performed in respect of each aviation security officer and aviation security screening officer; and
  - b) initial and recurrent training on aviation security meet the requirements of these Regulations and his approved Airport or Aerodrome Security Programme is taught to each aviation security officer and aviation security screening officer in his employ.
- (3) An airport or aerodrome operator shall keep an accurate current record of the initial and periodic background check, experience and training of an aviation security officer and aviation security screening officer in his employ and such record shall be retained for the duration of his employment and thereafter for a period of two years from the date the person ceased to be in his employ.

*Use of Members of the Security or Protective Services*

35.

- (1) Whenever the numbers of aviation security officers, required under regulation 30, are not available to meet the requirements of these Regulations, an airport or aerodrome operator may request to the Ministry of Public Security and the Guyana Police Force use security personnel from the Guyana Police Force.
- (2) A request to use security personnel from the Guyana Police Force under sub-regulation (1), shall be copied to the Authority and be accompanied by the following information:
- a) the number of passengers who boarded at the airport or aerodrome during the preceding year and the current year as of the date of the request;
  - b) the anticipated risk of criminal violence and acts of unlawful interference including aircraft piracy at the airport or aerodrome involving the operations of aircraft operator at the airport or aerodrome;
  - c) a copy of that portion of the approved Airport or Aerodrome Operator Security Programme of the airport or aerodrome operator which describes the required support from the protective services necessary to comply with these Regulations;
  - d) an estimate from the airport or aerodrome operator of the number of persons required from the protective services to supplement available aviation security officers and the period of time for which they would be needed; and
  - e) any other information the Authority considers necessary.

- (3) In response to a request submitted in accordance with this regulation, the Authority may support the request by recommending for the assignment of members of the protective services at the airport or aerodrome to be approved by the Ministry of Public Security.

***Requirement to Screen Carry-on Baggage, Goods and Vehicle***

36.

- (1) An Aviation Security Screening Officer employed by an airport or aerodrome operator shall require each person entering or leaving a security restricted area to have his carry-on baggage and any hand-carried items screened or inspected by an appropriate means or method which may include physical search or X-ray screening or the use of other screening technology.
- (2) An Aviation Security Officer or an Aviation Security Screening Officer shall require each person entering and leaving a restricted area to have his hand-carried items, goods and vehicle screened or inspected by an appropriate means or method which may include physical search or X-ray screening or the use of other screening technology.

***Refusal of Screening***

37.

- (1) Where, after entering a restricted area, security restricted area or sterile area or enhanced security restricted area, a person who is required by an aviation security officer or aviation security screening officer, to submit to screening of his person, baggage, goods, vehicle or means of conveyance refuses such a search, the aviation security officer or aviation security screening officer shall order such person to leave the restricted area or security restricted area or enhanced security restricted area and remove the goods, vehicle or means of conveyance in his possession from the security restricted area or enhanced security restricted area.
- (2) Where, after having boarded an aircraft, a passenger is required by an aviation security officer or aviation security screening officer to submit to the screening of his person, or of the goods, baggage or cargo that he carried or had placed on board the aircraft and he refuses such a screening, the aviation security officer or aviation security screening officer shall order such person to disembark the aircraft and remove the carry-on baggage, cargo, goods or checked baggage of such person.

***Unaccompanied Goods and Baggage***

38.

Where goods or baggage are received at an airport or aerodrome for transport on an aircraft and such goods or baggage are not accompanied by a person who may give the permission

to screen such goods or baggage, an aviation security officer or aviation security screening officer, may carry out an authorized search of the goods or baggage in the presence of the aircraft operator concerned, cargo operator or a regulated agent and in carrying out that search may use such force as may be reasonably necessary to gain access to the goods or baggage.

*Security Incidents*

39.

- (1) An airport or aerodrome operator, aircraft operator, aerodrome tenant, catering operator, cargo operator or regulated agent shall immediately notify an aviation security officer or aviation security screening officer, when there is: -
  - a) the discovery of an unauthorized firearm other than an unloaded firearm allowed under the security programme of an aircraft operator;
  - b) the discovery, at the airport or aerodrome, or on board an aircraft, of an explosive device or substance or an incendiary device or a suspected explosive device or suspected incendiary device;
  - c) refusal by a person to submit to the security screening required under these Regulations;
  - d) refusal by a person to remove himself and his goods from a restricted area when so ordered by an aviation security officer;
  - e) a report of unattended baggage, and unidentified baggage located in his area of responsibility;
  - f) a report of suspicious packages, baggage, articles or goods in his area of responsibility;
  - g) a specific threat against the airport or aerodrome comes to his attention.
- (2) An airport or aerodrome operator shall immediately investigate any of the reported security incidents set out in sub-regulation (1) and take immediate and appropriate actions to mitigate the possible threat; and after resolution, provide a written report of the incident to the Authority.
- (3) An airport or aerodrome operator shall not assign, let or rent any area in the defined sterile area to any person other than an aircraft operator, service provider or person that provides direct support to aircraft operation.

***Aerodrome or Airport Tenant Responsibility***

40.

- (1) An airport or aerodrome tenant shall develop security measures to manage access to restricted areas under his control in compliance with the Airport or Aerodrome Operator Security Programme of the airport or aerodrome and submit the details in writing for the approval of the airport or aerodrome operator.
- (2) An airport or aerodrome tenant shall ensure that his personnel receive airport or aerodrome security training or security awareness training as appropriate, in accordance with the approved Aerodrome or Airport Operator Security Programme.
- (3) An airport or aerodrome tenant shall not use a person as an aviation security officer unless the employment of such person has been approved by the airport or aerodrome operator.
- (4) An airport or aerodrome tenant shall provide to the airport or aerodrome operator details of his service providers relating to the provision of security measures for his operations at the airport or aerodrome, including contact details of the person responsible for his security operations.

***Sensitive Security Information***

41.

A person shall not divulge documented or undocumented sensitive security information in respect of security measures to any persons which is in effect at an airport or aerodrome without the permission of the airport or aerodrome operator.

***False Statements, Entries or Unauthorized Reproduction***

42.

- (1) A person shall not make, or cause to be made, any of the following:
  - a) a fraudulent or intentionally false statement in any aviation document, airport or aerodrome Operator Security Programme or an application for any aviation document, security programme, access medium, or identification medium;
  - b) a fraudulent or intentionally false entry in any record or report that is kept, made or used to show compliance with any part of these regulations or exercise any privileges under any part of these regulations; and
  - c) a reproduction or alteration of any report, record, security programme, access medium or identification medium issued under these regulations without the approval of the airport or aerodrome operator.

- (2) Any person, entity or company who fails to comply with sub-regulation (1) is liable to a fine of four hundred thousand dollars (G\$400,000.00) or a summary conviction of up to two (2) months in jail.

*Access Control System*

43.

- (1) An airport or aerodrome operator shall ensure that the location and function of security restricted areas at the airport or aerodrome are clearly designated and properly defined; and must be protected through a combination of physical protective measures, human resources, and the use of technological systems including cameras, video recordings, storage devices and systems, and motion detection sensors, to prevent unauthorized access.
- (2) The areas identified in sub-regulation (1) shall be clearly identified using appropriate signs that are strategically located at the airport or aerodrome and prominently displayed.
- (3) The level of access to a security restricted or sterile area shall be clearly defined and made known to all persons at the airport or aerodrome whose duties require them to have security restricted or sterile areas access.
- (4) Security restricted areas must be kept separated from public access or non-security restricted areas by an appropriate physical barrier that shall be inspected at regular intervals.
- (5) An airport or aerodrome operator shall include in his Approved Airport or Aerodrome Operator Security Programme details of a system, method and procedure which shall ensure that: -
  - a) access control points into security restricted or sterile areas are limited in number and physical access through those points are strictly controlled;
  - b) the places or points to be used for entry into the security restricted area are clearly identified or specified;
  - c) external entry or access control points are equipped with adequate physical protection as the same quality as the fence or barrier.
  - d) all active external access control points or security checkpoints must always be staffed with a minimum of two security personnel;

- e) identification of each person is verified, and name, date and time logged at each designated security checkpoint or access control point before access is allowed to the airside or security restricted areas;
  - f) entry points which cannot be effectively controlled are locked or otherwise secured against entry by unauthorized persons;
  - g) access by persons and vehicles to security restricted and sterile areas are restricted only to persons who have a clear operational or legitimate need for such access by virtue of their duties or functions;
  - h) security restricted areas not subject to continual access control measures shall be subjected to a thorough search prior to being brought into use;
  - i) with the exception of persons, Inspectors and Officers so designated by the Authority, a person whose duties require him to be at the airport or aerodrome is required to be screened or searched; and to have on display on his person, a valid airport or aerodrome identification media or pass. Any baggage or item he or she carries shall also be screened or searched before being allowed access to security restricted or sterile areas;
  - j) the screening under sub-regulations (5) (i) shall be to the same standard as that required for passengers, under regulation 32 and 36;
  - k) persons at an aerodrome or airport are aware of what areas they are prohibited access; and;
  - l) the movement of persons and vehicles to and from the aircraft is closely supervised in security restricted areas to prevent unauthorized access to aircraft.
- (6) The system under sub-regulation (5), shall provide a means to differentiate between persons authorized to have access to only a particular portion of the secured areas on a frequent or infrequent basis; and persons authorized to have access only to other portions or to the entire secured area on a frequent or infrequent basis, and shall be capable of limiting the access of an individual by time and date.
- (7) Subject to the provisions under sub-regulation (5), the airport or aerodrome security programme shall describe the scope of initial and periodic background checks conducted on applicants for all types of passes issued.
- (8) An airport or aerodrome operator shall ensure that:



- a) the departments and personnel must follow approved standard operating procedures in the preparation and issuance of identification media or airside passes.
- b) standard operating procedures must provide clear guidelines to departments and personnel involved in preparation and issuance of identification media or airside passes on:
  - i. the various type of identification media or airside passes used by the airport;
  - ii. the requirements needed for airside passes;
  - iii. the authorization and approval process for issuance of airside passes;
  - iv. the persons with responsibility for the authorization, approval of airside passes.
  - v. the persons and departments with responsibility for issuance of airside passes.
- c) standard operating procedures are specifically designed and tailored for each access control point at the airport or aerodrome.
- d) standard operating procedures are placed at access control points to guide security personnel on the security measures which shall be applied to identification media, passes or badges;
- e) standard operating procedures are placed at access control points to guide security personnel on the security screening measures which shall be applied to bags, baggage, tool-kits, vehicles, passengers, persons, mails, cargo, catering, goods;
- f) standard operating procedures are placed at access control points to guide security personnel on how to respond to all acts of unlawful interference including any threats and bomb threats.
- g) all security personnel manning access control points must be adequately trained pertaining to access control functions as well as trained on all standard operating procedures required for manning the access control points.
- h) up-to-date stop lists are made available to security personnel at access points along with information relating to lost, stolen or otherwise unaccountable passes.
- i) security personnel at each access points are aware of the contents and any changes in the stop lists.

- (9) The standard operating procedures referred to in sub-regulations (8), b), shall be included as an appendix in the Airport or Aerodrome Security Programme and submitted to the Authority for review and approval.
- (10) An airport or aerodrome operator shall ensure that the security restricted areas are protected and that:
- a) vegetation within and along the airport or aerodrome must be constantly maintained at a low level at all times to allow for visibility and security surveillance and to safeguard against breaches into security restricted areas.
  - b) excess foliage and obstructions are removed from within the vicinity of the perimeter fence and a clear area or exclusion zone consisting of four (4) meters or 13.1 feet must be established on both sides of the fence (airside and landside) to facilitate the movement of foot and vehicle patrols.
  - c) the perimeter fence or other suitable barrier is constructed to a minimum height of 7 feet and a minimum of 1-foot anti-climb to prevent access of unauthorized person into security restricted areas.
  - d) the perimeter fence or suitable barrier are kept clear of all obstructions, such as lamp posts, signposts, equipment, vehicles, vegetation and trees.
  - e) perimeter roads are constructed inside and outside along the airport or aerodrome perimeter fence for use by security vehicle and foot patrols.
  - f) fences or suitable barriers are equipped with lighting throughout the perimeter so that the ground area on both sides of the fence or barrier, particularly at access control points, security restricted areas, and vulnerable points are properly lit.
  - g) signages are erected or prominently displayed throughout the airport and along the perimeter fence clearly indicating the security restricted areas of the airport.
- (11) An airport or aerodrome operator shall ensure that security personnel carrying out duties and functions at the access control points, security screening checkpoints, or when conducting vehicle or foot patrolling:
- a) are appropriately trained, equipped and issued with firearms to respond rapidly and effectively to incidents, threats, and acts of unlawful interference perpetrated against the airport, security personnel or civil aviation operations.

- b) are provided with radio communication equipment or devices to facilitate communication and response to incidents and threats or acts of unlawful interference.

(12) An airport or aerodrome operator shall ensure that:

- a) systems are implemented to monitor and account for items, sharp objects and tools which are used in the security restricted areas by persons or entities granted access to security restricted areas to carry out construction or improvement works or to perform maintenance duties.
- b) locks, bolts, keys and deterrent systems that are established for the protection of all security restricted areas are maintained, controlled and audited regularly.
- c) locks, bolts, keys and deterrent systems that are established for the protection of VIP areas or lounges are maintained, controlled and audited regularly.
- d) clear instructions are developed and implemented for the escorting of persons issued with temporary passes, including persons or companies contracted to carry out construction or improvement works, or to perform maintenance duties in the security restricted areas of the airport.

(13) An airport or aerodrome operator shall inform and consult with the Authority when planning to expand or modify any part of the security restricted areas to improve airport and aircraft operations.

***Airport or Aerodrome Identification Media System***

44.

(1) An airport or aerodrome operator shall ensure that access to security restricted areas or sterile areas of the aerodrome or airport or other designated off-airport facilities is controlled by the use of a security restricted area permit system or an identification media system to: –

- a) identify persons including aircraft crew members, and vehicles; and
- b) facilitate access by such persons and vehicles where authorized.

(2) The identification media system referred to in sub-regulation (1) shall: –

- a) be designed to prevent unauthorized tampering and falsification;

- b) be issued for a specific period, but not more than two years, in accordance with the approved Aerodrome or Airport Operator Security Programme; and
  - c) meet the specifications established by the International Civil Aviation Organization and outlined by the National Civil Aviation Security Programme for identity documents.
- (3) An airport or aerodrome operator shall ensure that all persons working at the aerodrome or airport are issued with an airport or aerodrome security identification media 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.
- (4) An airport or aerodrome operator shall not issue to a person, a permit or an identification medium that allows unescorted access privileges to a restricted or security restricted area unless: –
- a) a background check has been completed that include a person's identity, verification of previous work experience and criminal history: –
    - i. for every employee or potential employee of any organization involved in implementing aviation security measures; and
    - ii. when determining suitability of an individual for unescorted access to airside or security restricted areas; and
  - b) the person has successfully completed training and awareness training where applicable in accordance with a curriculum specified in his approved Aerodrome or Airport Operator Security Programme.
- (5) A background check shall be updated every time the security area permit needs to be renewed.
- (6) A restricted area permit shall not be issued if, during the performance of a background check, it is determined that the applicant was convicted of: –
- a) A criminal offence under the Laws of Guyana, trafficking in weapons or the illegal possession of weapons, assault, extortion, acts endangering public safety including acts of unlawful interference against civil aviation, sexually related offences or membership in a criminal organization, unless in an exceptional circumstance, the Minister

- responsible for Public Security determines that such a person has been fully rehabilitated and therefore no longer constitutes a risk; and
- b) other offences such as burglary, fencing of stolen goods, embezzlement, fraud and fraudulent misrepresentation, without making restitution.
- (7) An airport or aerodrome operator shall be fully satisfied of the applicant's suitability as a holder before issuing a permit.
- (8) A person responsible for air navigation facilities on an off-airport location, shall apply the requirements for conducting initial and recurrent background checks on personnel assigned to those locations in keeping with the civil aviation security programme and these Regulations.
- (9) All employers of the companies and organizations operating at the airport are to complete adequate pre-employment checks or other inquiries to ensure that their employees concerned does not pose a potential threat to the airport and to civil aviation before applying for employee restricted area permits.
- (10) Background checks referred to in sub-regulation (4) shall be conducted on a regular basis in accordance with the National Civil Aviation Security Programme and the approved Airport or Aerodrome Operator Security Programme.
- (11) The curriculum under sub-regulation (4), shall detail the methods of instruction and shall include: -
- a) control, use and display of approved airport or aerodrome security identification media;
  - b) standard operating procedures for aviation security officers, aviation screening officers and members of the protective services for dealing with perceived unauthorized access;
  - c) restrictions on disclosure of information concerning an act of unlawful interference with civil aviation where such information is likely to jeopardize the safety of civil aviation operations;
  - d) non-disclosure of information regarding the airport or aerodrome security system or any security system of an aerodrome or airport tenant; and
  - e) any other topic deemed necessary by the Authority.

- (12) A person shall not use an airport or aerodrome identification medium that provides unescorted access to a security restricted area to gain such access unless that medium was issued to such person by the airport or aerodrome operator.
- (13) An airport or aerodrome operator shall keep a record of all training given to each person under this regulation for twelve months after the termination of the unescorted access privileges of that person.
- (14) Any person issued with an airport or aerodrome identification medium must ensure that their face remains visible at all times when in a security restricted or sterile area of the airport or aerodrome.

***Unrestricted Access to Aerodromes***

45.

Notwithstanding the requirements under Regulations 43 and 44, the Director General and Inspectors designated by him to conduct regulatory oversight shall have unimpeded, unrestricted and uninterrupted access to all areas of an airport or aerodrome for the purposes of performing their duty under the authority of a credentials, or approval or warrant issued by the Authority for that purpose.

***Security of Air Operations Area***

46.

- (1) An airport or aerodrome operator of an airport or aerodrome serving commercial air transport which include schedule and non-schedule passenger, and air cargo operations shall perform the following control functions:
- a) control access to each aircraft operation area, including establishing methods for preventing the entry of unauthorized persons and ground vehicles;
  - b) control movement of persons and ground vehicles within each aircraft operation area, including, when appropriate, requiring the display of security identification;
  - c) demarcation of area and control of the movement of passengers and other persons within each aircraft operation area when boarding and disembarking aircraft or when loading or offloading the aircraft;
  - d) detection and taking action to control each entry, or attempted entry to an aircraft operation area by a person whose entry is not authorized under his approved Airport or Aerodrome Operator Security Programme;

- e) screening of persons, other than passengers, granted unescorted access to each aircraft operation area, together with items carried; and
  - f) ensuring that all aircraft operation areas including cargo aircraft operations are provided with adequate lighting to facilitate the effective application of security controls.
- (2) An airport or aerodrome operator is not required to comply with sub-regulation (1), with respect to an exclusive area under the control of the aircraft operator, where the airport or aerodrome operator is satisfied that the aircraft operator has included the following in his approved Aircraft Operator Security Programme:
- a) a description of the procedure to satisfy the control functions under sub-regulation (1);
  - b) a description of the facilities and equipment, used by the aircraft operator to perform the control functions described in sub-regulation (1); and
  - c) procedures by which the aircraft operator will notify the airport or aerodrome operator when his procedures, facilities, and equipment are not adequate to perform the control functions described in sub-regulation (1).
- (3) Airport, aerodrome, and aircraft operators shall prohibit their human resource personnel including security and operational personnel from consuming alcoholic beverages and psychotropic substances while working at the aerodrome or airport; and specifically, while on the airside or within any security restricted areas of the airport or aerodrome.
- (4) Notwithstanding sub-regulation (3), an airport or aerodrome operator may permit the consumption of alcoholic beverage at restaurants and bars established in waiting areas within the sterile areas, and lounges which are used exclusively by passengers, aircraft operators, special categories of passengers and very important persons, where the airport or aerodrome operator satisfies the following requirements in his Airport or Aerodrome Operator Security Programme:
- a) a description of the procedure to control access, including method of preventing entry of unauthorized persons;
  - b) a description of the procedure to control the consumption of alcoholic beverages and substances to ensure that no person or travelling passenger becomes intoxicated; and

- c) a description of the procedures by which the airport or aerodrome operator will notify the Authority when his procedures and facilities are not adequate to perform the control functions specified in sub-regulations (4) (a) and (b).
- (5) An airport or aerodrome operator shall not hold any public functions in the airside or any other open security restricted areas of the airport or aerodrome.
- (6) Notwithstanding sub-regulation (5), the Director General may recommend that the Authority authorize an airport or aerodrome operator to hold a public function in the Airside or within the security restricted area of an airport or aerodrome where -
- a) the aerodrome or airport operator submits an application in writing to the Authority with all pertinent details of the public function and the proposed additional measures that would be implemented to maintain the required standard of safety and security at the airport or aerodrome; and
  - b) the Director General has determined that the proposed additional security measures would not adversely affect security and safety of the airport or aerodrome.

#### ***Maintaining Records***

47.

- (1) An airport or aerodrome operator shall ensure that a detailed record is kept of every security incident that occurred at his airport or aerodrome.
- (2) A record required to be kept under sub-regulation (1), shall: -
- a) be kept for a minimum period of 15 years, or for such period that may be directed by the Authority;
  - b) be made available to the Authority upon request; and
  - c) include the number: -
    - i. and type of weapons and incendiary devices discovered during any passenger screening process and the method of detection of each;
    - ii. of acts, threats and attempted acts of air piracy, hijacking, unruly or disruptive passengers and events, and other acts of unlawful interference;
    - iii. of bomb threats received, real and simulated bombs found and actual bombings at the airport or aerodrome; and



- iv. of detentions and arrests and the immediate disposition of each person detained or arrested.

***Evidence of Compliance***

48.

On request of the Director General, an airport or aerodrome operator shall provide evidence of compliance with this Part and his approved Airport or Aerodrome Operator Security Programme.

***Aircraft Operator and Airport or Aerodrome Security Point of Contact***

49.

- (1) An aircraft operator or an airport or aerodrome operator shall employ a suitably qualified and trained person as a Security Manager for the management and co-ordination of the implementation of security controls for his aircraft, airport or aerodrome operation.
- (2) An aircraft and airport or aerodrome operator shall designate, in his approved aviation security programme or the Airport or Aerodrome Operator Security Programme, an officer in his organization as the Security Manager, or Airport or Aerodrome Security Manager, who shall be available and accessible at all times to address, resolve, and deal with or respond to security incidents.
- (3) An aircraft operator security manager, or airport or aerodrome security manager shall serve as the primary contact of the aircraft operator or airport or aerodrome operator for security-related matters and activities and communications with the Authority, as set forth in the approved Aircraft Operator Security Programme, or the Airport or Aerodrome Operator Security Programme.
- (4) An aircraft operator security manager, or airport or aerodrome security manager referred to under sub-regulation (1) shall be responsible for the development, implementation and maintenance of the approved Aircraft Operator Security Programme, or the Airport or Aerodrome Operator Security Programme, and the Airport or Aerodrome Contingency Plan, Programme or Manual for the aircraft operator or airport or aerodrome where he is employed.
- (5) Personnel employed as security managers by the aircraft operator or airport or aerodrome operators to coordinate or manage security-related activities must possess and demonstrate the necessary competencies to perform their assigned functions to a level acceptable to the Authority through a Certification process.

- (6) Subject to sub-regulations (5), aircraft operators or airport or aerodrome operators must ensure that all personnel employed as security managers to carry out security-related duties and functions or to coordinate or manage security-related activities, must be certified by the Authority in accordance with these regulations, the National Civil Aviation Security Programme and the National Civil Aviation Security Training Programme.
- (7) Subject to sub-regulations (6), aircraft operators, airport or aerodrome operators are required to pay the prescribed fees as outlined in Schedule 1 which is required for the certification of a security managers by the Authority.
- (8) Subject to sub-regulations (5) the Authority shall issue a letter or certificate of approval for each security manager providing that they would have successfully completed the certification process and granted recognition by the Authority.

***Measures in event of Specific Threat at Airport or Aerodrome***

50.

- (1) Where an airport or aerodrome operator determines that a specific threat that jeopardizes the security of his airport or aerodrome exists, he shall immediately take all the measures necessary to ensure the safety of the airport or aerodrome and persons at the airport or aerodrome, including informing the Guyana Police Force and the Authority of the nature of the threat.
- (2) Where under sub-regulation (1) an airport or aerodrome operator: –
- a) implements measures, the airport or aerodrome operator shall notify the Authority as soon as practicable; or
  - b) proposes to implement measures, the airport or aerodrome operator shall endeavor to notify the Authority of those measures prior its implementation and shall specify the time period for which the measures will be implemented.
- (3) An airport or aerodrome operator shall immediately inform the Authority on receipt of a bomb threat or any other threat that jeopardizes the safety of an aircraft which is at his airport or aerodrome; or which is en-route to his airport or aerodrome.

***Obligation of Airport or Aerodrome Operator in Addressing Threats***

51.

An airport or operator aerodrome who is made aware of a threat against the facility or any part of the airport or aerodrome that is under the control of a person carrying on any activity

at the owner's airport or aerodrome, other than the airport or aerodrome operator, he shall immediately: -

- a) notify the person of the nature of the threat; and
- b) determine whether there is a specific threat that can jeopardize the security of the aerodrome or airport and of civil aviation.

***Informing the Aerodrome Operator of Threat against the Aerodrome***

52.

Where a person authorized to conduct any screening activity at an airport or aerodrome is made aware of a threat against the aerodrome or airport, such person shall: -

- a) immediately notify the airport aerodrome or operator of the nature of the threat; and
- b) assist the airport or aerodrome operator in determining whether there is a specific threat that can jeopardize the security of the airport or aerodrome.

***Discovery of Weapons, Incendiary Devices or Explosives at Aerodrome***

53.

(1) An airport operator or aerodrome shall immediately notify the Guyana Police Force and the Authority when there is: -

- a) the discovery, at the airport or aerodrome, of a weapon, other than an unloaded firearm allowed under regulations 64 and 93;
- b) the discovery, at the airport or aerodrome, of an explosive substance or device or an incendiary device, other than an explosive substance or device or incendiary device allowed under the Act or regulations made thereunder;
- c) an explosion at the airport or aerodrome, unless the explosion is known to be the result of an excavation, a demolition, construction or the use of fireworks displays; or
- d) a specific threat against the airport or aerodrome.

(2) An airport or aerodrome operator shall ensure that arrangements are made to investigate, render safe or dispose of, where necessary, suspected explosive or incendiary devices or other potential hazards at his airport or aerodrome.

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

54.

An airport or aerodrome operator shall keep at the airport or aerodrome a current map to scale of the airport or aerodrome that identifies the controlled areas, restricted areas, security restricted and sterile areas, security barriers and restricted area access points and sterile area access points.

***Aerodrome Operator to Provide Information and Map of Aerodrome***

55.

- (1) The airport or aerodrome operator shall provide to the Authority, on reasonable notice given by the Authority, written or electronic records or other information relevant to the security of the airport or aerodrome, including: -
  - a) information concerning the method of implementing the security measures that apply to the airport or aerodrome operator under regulation 32; and
  - b) a copy of the scale map referred to in regulation 54.
- (2) An airport or aerodrome operator shall provide the Authority with written notice of any new commercial air transportation service or general aviation service that is to commence operations at his airport or aerodrome.

**PART IV - SCREENING OF PERSONS AND GOODS**

***Authority for Screening***

56.

- (1) The Director General may specify by means of a written notice or certification, a person or persons who are authorized or approved to carry out screening duties and functions at an airport, for an aircraft operator, or cargo or catering operator or to those stakeholders which the Regulations apply.
- (2) All security screeners employed by the airport or aerodrome operators, airline or aircraft operators, catering, cargo and mail operators, or any aviation entities or organizations to carry out security-related duties must possess and demonstrate the necessary competencies to perform their assigned functions to a level acceptable to the Authority through a Certification process.
- (3) Subject to sub-regulations (2), airport or aerodrome operators, airline or aircraft operators, catering, cargo and mail operators, or aviation entities or organizations must ensure that all

security screeners employed to carry out security-related duties and functions must be certified by the Authority in accordance with these regulations, the National Civil Aviation Security Programme and the National Civil Aviation Security Screeners Certification Programme.

- (4) Subject to sub-regulations (1) and (2) the Authority shall issue a letter or certificate of approval for each security screeners providing that they would have successfully completed the certification process and granted recognition by the Authority.
- (5) Subject to sub-regulations (3), airport or aerodrome operators, airline or aircraft operators, catering, cargo and mail operators, or aviation entities or organizations are required to pay the prescribed fees as outlined in Schedule 1 which is required for the certification of security screeners by the Authority.

### *Use of Screening Equipment*

57.

- (1) An airport operator, aircraft operator, regulated cargo agent, cargo handler, flight catering operator, security service provider or person authorized to conduct screening on their behalf, shall not use any screening equipment or detection system within Guyana to inspect persons, carry-on baggage, checked baggage, cargo or aircraft catering and stores unless specifically authorized under an approved Security Programme required by Regulations 10 and 11.
- (2) An airport operator, aircraft operator, regulated cargo agent, tenant restricted area operator, flight catering operator, aviation service provider or any other person authorized to conduct screening on his behalf, may be authorized by the Authority, to use explosive detection systems and X-ray detection systems for inspecting carry-on baggage or checked baggage, cargo, catering and stores, or items or devices under an approved Security Programme, where he shows that:
  - a) the explosive detection systems and X-ray detection system complies with the standards for explosive detection systems; and for X-ray detection systems – the standards of which is contained in Schedule 8, which are designed primarily for the inspection of carry-on baggage, checked baggage, cargo and mail, persons, items, or devices; and that the detection systems further meets the performance requirements set out by the Authority in the National Civil Aviation Security Programme;
  - b) a programme for initial and recurrent training for operators of the systems is established, which includes training in radiation safety, the efficient and effective use of explosive detection systems and X-ray detection systems, and the identification of

- weapons, prohibited items, devices and substances, and other dangerous articles, as prescribed in the National Civil Aviation Security Training Programme; and
- c) the explosive detection systems and X-ray detection system meets the imaging requirements described in the approved Security Programme, in accordance with the testing requirements prescribed by the Authority.
- (3) An airport operator, aircraft operator, regulated cargo agent, flight catering operator, security service provider or any other person authorized to conduct screening on his behalf, shall ensure that an explosive detection systems or X-ray detection system is not used:
- a) unless within the preceding twelve months, a test has been conducted which shows that the system meets the applicable performance standards or guidelines prescribed by the Director General;
- b) After the system is initially installed or after it has been moved from one location to another, a test has been conducted which shows that the system meets the applicable performance standards or guidelines prescribed by the Director General.
- (4) An airport operator, aircraft operator, regulated cargo agent, flight catering operator, security service provider or any other person authorized to conduct screening on his behalf, shall maintain at least one copy of the results of the most recent test conducted under subsection (3) and shall make it available for inspection upon request by the Authority at each of the following locations:
- a) the principal place of business of the organization conducting the screening; and
- b) the place where the explosive detection and X-ray detection systems are in operation.
- (5) An airport operator, aircraft operator, regulated cargo agent, flight catering operator, aviation service provider or any other person authorized to conduct screening on his behalf, shall ensure that screening staff comply with X-ray operator's duty time limitations which is 40 minutes on screening monitoring and 20 minutes off; or as specified in his approved Security Programme.

***Requirement for Screening***

58.

- (1) Every person entering a restricted area, or a security restricted area, or an enhanced security restricted area at any airport or aerodrome as specified within the airport or aerodrome security programme, is required to be screened, including any carry-on baggage, cargo, goods or other articles in their possession.

- (2) An organization and its security personnel approved and certified by the Authority to carry out screening functions must ensure that any person who acts as a screening officer on its behalf meets the minimum standards set out by the Authority in the National Civil Aviation Security Programme and the National Civil Aviation Security Screeners Certification Programme.
- (3) An organization approved by the Authority to carry out screening functions must not permit a screening officer to conduct an authorized search on its behalf unless the screening officer meets the objectives outlined in Schedule 10, and the minimum standards set out by the Authority in the National Civil Aviation Security Programme and the National Civil Aviation Security Screeners Certification Programme.
- (4) An aircraft operator shall not transport a person or goods that must be screened in accordance with sub-section (1), unless the person or goods have been screened in accordance with that regulation.
- (5) A person who must be screened under subsection (1) must not circumvent a screening of their person, baggage or goods or other things in their possession or control or a vehicle under their care or control or assist another person who must be screened in circumventing a screening of that person or goods or other things in that person's possession or control or a vehicle under that person's care or control.
- (6) Subject to sub-regulation (5), a person commits an offence who circumvent screening of their person, baggage or goods or other things in their possession or control or a vehicle under their care or control or assist another person who must be screened in circumventing a screening of that person or goods or other things in that person's possession or control or a vehicle under that person's care or control and, is liable to a fine of five hundred thousand dollars (G\$500,000.00) or a summary conviction of up to (3) months in jail.
- (7) A person who is at an airport or aerodrome or on board an aircraft must not falsely declare that:
  - a) they are carrying a weapon, an explosive substance, an incendiary device or other dangerous item that could be used to jeopardize the security of an airport or aircraft or that such an item is contained in goods or other things in their possession or control or in a vehicle under their care or control that they have tendered or are tendering for screening or transportation; or

- b) another person who is at the airport or on board an aircraft is carrying a weapon, an explosive substance, an incendiary device or other dangerous item that could be used to jeopardize the security of an airport or aircraft or that such an item is contained in goods or other things in that person's possession or control or in a vehicle under their care or control and is being tendered or has been tendered for screening or transportation.
- (8) Subject to sub-section (7), a) and b), a person commits an offence who falsely declare that they are, or another person is carrying a weapon, an explosive substance, an incendiary device or other dangerous item that could be used to jeopardize the security of an airport or aircraft or that such an item is contained in goods or other things in their possession or control or in a vehicle under their care or control that they have tendered or are tendering for screening or transportation, is liable to a fine of five hundred thousand dollars (G\$500,000.00) or a summary conviction of up to three (3) months in jail.
- (9) Notwithstanding subsection (1), the Authority may, in writing, approve of an exemption list to exempt persons deems appropriate, from the requirements to be screened. Any exemption made under this regulation shall be promulgated in the appropriate airport or aerodrome security programme.
- (10) Subject to Regulation 58 (1), any person who refuses to allow themselves and their carry-on baggage, goods or other articles in their possession to be screened will be denied access to the restricted area, security restricted area or enhanced security restricted area.

#### ***Discovery of Prohibited Items***

59.

- (1) A person authorized to conduct screening activities shall immediately notify the appropriate aircraft operator, airport or aerodrome operator, the Airport Police, the Guyana Police Force and the Authority when any of the following is detected at a security restricted area access or at an control point where screening is conducted of persons and carry-on baggage and other articles in their possession or control of persons who are being or have been screened:
- a) a weapon, other than a weapon allowed under regulations 33 (4);
- b) an explosive device or substance, other than:
- i. ammunition carried by a person allowed to carry or have access to a weapon or firearm under 33 (4), or



- ii. a hazardous substance allowed under these regulations and packed in accordance with dangerous goods requirements;
  - c) an incendiary device, other than an incendiary device allowed under these regulations and packed in accordance with dangerous goods requirements.
- (2) A person authorized to conduct screening activities shall immediately notify the appropriate aircraft operator, the airport or aerodrome operator, the Airport Police, the Guyana Police Force and the Authority when any of the following is detected in checked baggage:
- (1) a loaded firearm;
  - (2) an explosive device or substance, other than ammunition; or
  - (3) an incendiary device.

#### ***Use of Explosives Detection Systems***

60.

Where required by the Authority, a person, airport or aerodrome operator or an aircraft operator required or authorized to conduct screening activities under an approved airport or aerodrome security programme shall use an explosive detection system that has been approved by the Authority to screen carry-ons, hand luggage, checked baggage, and cargo in accordance with his approved airport or aerodrome Security Programme or an approved Aircraft Operator Security Programme.

### **PART V - AIRCRAFT OPERATOR SECURITY**

#### ***Requirement of Aircraft Operator Security Programme***

61.

- (1) An aircraft operator having an approved Aircraft Operator Security Programme shall: -
- a) lodge for retention a complete copy of his approved Aircraft Operator Security Programme with the Authority;
  - b) maintain one complete copy of his approved Aircraft Operator Security Programme at his principal business office;

- c) maintain a complete copy or the pertinent portions of his approved Aircraft Operator Security Programme at each airport or aerodrome where security screening and other security measures are being implemented;
- d) make the documents under sub-regulations (1), (a) and (b), available for inspection upon request by the Authority's Aviation Security Inspectors; and
- e) restrict the distribution, disclosure, and availability of sensitive security information and his approved Aircraft Operator Security Programme only to persons who by their defined roles and responsibilities in the security programme are required to have such information for the performance of their duties and functions.

### *Screening of Passengers and Property*

62.

- (1) An aircraft operator shall conduct screening of: -
  - a) originating passengers, transit passengers, transfer passengers and crew traveling on his aircraft;
  - b) carry-on baggage of persons under sub-regulation (1), a);
  - c) checked baggage of persons under sub-regulation (1), a); and
  - d) other articles, goods and cargo transported in the hold of his aircraft.
- (2) Notwithstanding sub-regulation (1), an aircraft operator may make a request in writing to, or may authorize in writing to, the airport or aerodrome operator of the airport or aerodrome to or from which he operates or any other person to conduct the screening functions set out in his approved Aircraft Operator Security Programme.
- (3) In giving an authorization or making a request to an airport or aerodrome operator or any other person under sub-regulation (2), the aircraft operator shall further instruct, or require such airport or aerodrome operator or person, to prohibit any passenger refusing to be screened from entry onto any of his aircraft.
- (4) An aircraft operator or person authorized by him under sub-regulation (1), shall use the procedures and the facilities and equipment described in his Aircraft Operator Security Programme: -

- 1) to prevent or deter the carriage of any weapon, explosive or incendiary device or any dangerous articles or substances which may be used to commit an act of unlawful interference on or about the person of an individual or accessible property and the carriage of any weapon or incendiary device in checked baggage on aircraft;
  - 2) to detect the existence of a weapon or incendiary device, to inspect each person entering a security restricted or a sterile area at each pre-boarding screening check point and to inspect all accessible property under the control of such person; and
  - 3) to perform the following security control functions with respect to each aircraft operation for which screening is required:
    - (a) prohibit unauthorized access to the aircraft;
    - (b) ensure that checked baggage carried on an aircraft is screened, checked, reconciled and authorized by the aircraft operator or his representative;
    - (c) ensure that baggage carried on an aircraft is checked in by an authorized and properly trained security personnel or security agent and that appropriate identification is obtained and verified from all passengers and persons shipping goods, mail and cargo on board the aircraft;
    - (d) ensure that cargo, mail and checked baggage carried on board the aircraft are handled in a manner that prohibits unauthorized access from the point of acceptance to loading onto the aircraft; and
    - (e) conduct an aircraft security search of the interior and exterior of the aircraft and protecting it before placing it in service;
    - (f) where an aircraft has been left unattended after an aircraft security search was accomplished, the aircraft security search shall be performed again before flight commences.
  - 4) to ensure that all personnel as well as security personnel employed by the air operator to implement security measures, are provided with behaviour detection training and emergency response training to address new and emerging threats.
- (5) An aircraft operator shall refuse to transport: -

- (a) any person who does not consent to an authorized search of his person when required to do so by the aircraft operator or security personnel or security agent authorized to conduct such searches on his behalf; and
  - (b) any property of any person who does not consent to a search, screening or inspection of that property in accordance with the screening system prescribed by sub-regulation (1).
- (6) Aircraft operator or airport aerodrome operators shall ensure that the screening checkpoint areas under their control are properly served with appropriately trained supervisory and non-supervisory security personnel in adequate numbers and in accordance with the standards specified in their Security Programmes.
- (7) An aircraft operator shall take measures to ensure that passengers disembarking from an aircraft at any time do not leave items on board the aircraft.

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

63.

- (1) An aircraft operator shall: -
- a) assign an appropriately qualified and trained person as a Ground Security Coordinator to coordinate the ground security duties specified in his approved Aircraft Operator Security Programme;
  - b) designate the Pilot-in-Command as the In-flight Security Coordinator for each flight, as required by his approved Aircraft Operator Security Programme to co-ordinate activities in response to threats of acts of unlawful interference;
  - c) conduct an aircraft security search of the interior and exterior of aircraft for the purpose of discovering suspicious objects, weapons, explosives, incendiary devices, or other dangerous devices, articles or substances prior to the boarding of passengers and the loading of baggage, cargo, mail, stores and catering;
  - d) conduct an aircraft security check of the interior and exterior of aircraft to which passengers may have had access and conduct an inspection of the hold in order to discover suspicious objects, weapons, explosives incendiary devices, or other dangerous devices, articles or substances;
  - e) take the necessary measures to ensure that passengers disembarking from an aircraft at any time do not leave any items on board;

- f) ensure that the aircraft subjected to security measures referred to in sub-regulation (1) c) and d) are protected from unauthorized interference from the time the search or check has commenced until the aircraft departs;
- g) ensure that appropriate measures are taken during flight to prevent unauthorized persons from entering the flight crew compartment;
- h) ensure that the aircraft security search or check referred to in sub-regulation (1) c) and d) are documented on a checklist, a copy of which must be presented to the Pilot-in-Command and to Inspectors of the Authority when required;
- i) develop the checklist referred to sub-regulation (1) h) in accordance with the guidance established in the National Civil Aviation Security Programme and in the International Civil Aviation Organization's Security Manual for Safeguarding Civil Aviation against Acts of Unlawful Interference, Document 8973;
- j) ensure that only items of hold baggage which have been individually identified as accompanied or unaccompanied, using a verifiable tracking system and authorized for carriage on that flight are accepted for carriage on the specific flight;
- k) verify the identity of each passenger by examining their travel documents, at the point of check-in and at the time of boarding the aircraft;
- l) ensure that security controls are applied to an aircraft when the aircraft is not in the security restricted area to prevent unauthorized access;
- m) ensure that all items of hold baggage under sub-regulation (1) j) are screened;
- n) ensure that passengers and cabin baggage which have been screened are protected from unauthorized interference from the point of screening until they board the aircraft;
- o) ensure that where mixing or contact take place, with passengers and their cabin baggage that the passengers concerned, and their cabin baggage must be re-screened before boarding the aircraft; and
- p) ensure that measures are implemented to deal with unidentified baggage in accordance with the approved aircraft operator, or airport or aerodrome operator security programme from which he operates.

- q) require each passenger to confirm or verify during the check-in process whether the hold baggage presented for acceptance for transport belongs to him.
  - r) require each passenger to confirm or verify during the check-in process whether the contents of their hold baggage and hand luggage were packed by him and maintained under his care and supervision.
  - s) require each passenger to confirm or verify during the check-in process whether they are aware of the items which are prohibited from being transported in checked baggage and hand luggage or carry-on bags.
- (2) Notwithstanding the measures required under sub-regulation (1), in applying security measures for the prevention and management of hijackings and sabotage attempts under this regulation, an aircraft operator or the airport or aerodrome operator shall ensure that the security measures set out in Schedule 7 and other measures prescribed in the National Civil Aviation Security Programme, and by the Authority from time to time, are applied in the manner specified.
- (3) An aircraft operator shall, where directed by the Director General, permit and facilitate the carriage of an inflight security officer on specific flights to prevent: -
- a) unauthorized persons from gaining access to the flight deck; and
  - b) hijackings and other criminal acts on board the aircraft.
- (4) An in-flight security officer under this section, where required to be on board a flight, shall: -
- a) prevent unauthorized persons from gaining access to the flight deck and prevent hijackings and other criminal acts on board the aircraft; and
  - b) conduct a crew briefing prior to departure to ensure the flight crew and cabin crew understand his role on board the aircraft.
- (5) Subject to sub-regulation (1) q), r), s) where confirmations are not obtained from passengers, hold baggage must not be accepted for carriage by check-in agents and aircraft operators unless the passenger or owner of the baggage is present and answers the agent's questions or confirmations satisfactorily.
- (6) A person commits an offence of hijacking who by force or threat of force, or by any form of intimidation, unlawfully seizes, exercises control of or commandeers or attempts to

unlawfully seize, exercise control or commandeer an aircraft on the ground in Guyana or while the aircraft is airborne whether in or out of Guyana's airspace.

- (7) A person commits an offence if he commits act of violence against a passenger or air crew member on an aircraft and which is likely to endanger the safety of the aircraft whether being flown in or outside of Guyana's airspace.
- (8) A person who commits an offence under sub-regulations (6) and (7) is liable on conviction on indictment to a fine of five million dollars and to imprisonment for life.

### *Carriage of Firearms*

64.

- (1) An aircraft operator required to conduct screening under an approved Aircraft Operator Security Programme shall not permit any person to have on or about his person or property, a weapon, concealed or unconcealed, accessible to him while on board an aircraft.
- (2) Sub-regulation (1), shall not apply to an in-flight security officer required to be on board under regulation 63.
- (3) A person shall not, while on board an aircraft operated by an aircraft operator, carry on or about his person, a weapon, either concealed or unconcealed.
- (4) An aircraft operator shall not knowingly permit any person to transport, nor shall any person transport or tender for transport, a weapon, incendiary device or loaded firearm on his person or in carry-on in the cabin of an aircraft.
- (5) For the purpose of this regulation, 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.
- (6) An aircraft operator shall not knowingly permit any person to transport, nor may any person transport or tender for transport, any firearm in checked baggage on board an aircraft unless: -
  - a) such person declares to the aircraft operator or his representative, either orally, in writing, or by presenting his firearm license and other documents, before tendering the baggage for the purpose of being checked in, that he has a firearm carried in his checked baggage and that it is unloaded;
  - b) a suitably qualified and trained person verify that the firearm is unloaded;

- c) the firearm is transported in an appropriate hard container or case and is locked to prevent unauthorized access;
  - d) the checked baggage or container containing the firearm is loaded on the aircraft in an area that is inaccessible to passengers; and
  - e) such person presents: –
    - i. a license for the firearm from the State that permitted him to have in his possession the firearm;
    - ii. an export license for the firearm from the State of departure; and
    - iii. an import license for the firearm to the State of destination;
    - iv. any other document which may be required by law.
- (7) Where a firearm is to be transported in checked baggage but is not secured in such checked baggage, it shall be carried in the hold of the aircraft, in a container that the aircraft operator considers appropriate for air transportation.
- (8) Where an aircraft operator is granted approval by the Authority to transport unloaded firearms in the hold of his aircraft, the aircraft operator shall notify all passengers in writing or by placing appropriate signage at the point of check-in, relating to the declaration and transportation of firearms.

#### *Use of X-ray Systems*

65.

- (1) An airport or aerodrome operator or an aircraft operator or persons authorized to conduct screening on their behalf, shall not use an X-ray system within Guyana to inspect carry-on or checked baggage unless specifically authorized under an approved Airport or Aerodrome Operator Security Programme or an approved Aircraft Operator Security Programme required by regulation 10 or use such a system contrary to his approved Airport or Aerodrome Operator Security Programme or his approved Aircraft Operator Security Programme.
- (2) An airport or aerodrome operator or an aircraft operator may use X-ray system for inspecting carry-on or checked baggage under an approved Airport or Aerodrome Operator Security Programme or an approved Aircraft Operator Security Programme where it is shown that: -



- a) the X-ray system complies with the standards for X-ray systems designed primarily for the inspection of carry-on and checked baggage and meets the performance requirements set out in Schedule 8 and has been appropriately calibrated;
  - b) a programme for initial and recurrent training and certification of operators of the system is established, which includes training in radiation safety, the efficient use of X-ray systems, and the identification of weapons and other dangerous articles and approved by the Authority; and
  - c) the system meets the imaging requirements described in the approved Airport or Aerodrome Operator Security Programme or the approved Aircraft Operator Security Programme in accordance with the combined test requirements set out in Schedule 9.
- (3) An airport or aerodrome operator or an aircraft operator shall ensure that an X-ray system is not used: –
- a) unless within the preceding twelve months, a radiation survey has been conducted which show, that the system meets the applicable performance standards or guidelines prescribed by the Director General;
  - b) after the system is initially installed or after it has been moved from one location to another, unless a radiation survey is conducted which shows that the system meets the applicable performance standards or guidelines prescribed by the Director General; and
  - c) to inspect carry-on baggage or checked baggage or articles unless appropriate signs are prominently displayed or posted in a conspicuous place at the screening checkpoint or prominently displayed which: –
    - i. notifies passengers that security measures are being taken to screen and or inspect passengers and all carry-on items;
    - ii. notifies passengers that persons refusing to subject themselves and or their carry-on items to screening will not be allowed beyond the screening checkpoint;
    - iii. advises passengers of items which are not permitted beyond the screening checkpoint;
    - iv. notifies passengers that such items are being inspected by an X-ray machine and advises them to remove all X-ray, scientific and films from carry-on and checked baggage before inspection; and

- v. advises passengers that an inspection may be made of their photographic equipment and film packages without exposure to an X-ray system.
- (4) Where the X-ray system under sub-regulation (3) (c), exposes any carry-on or checked articles to more than 1 milliroentgen during the inspection, the airport or aerodrome operator or the aircraft operator shall post a sign which advises passengers to remove films of all kinds from their baggage before inspection.
- (5) Where a passenger requests his photographic equipment and film packages be inspected without exposure to an X-ray system under sub-regulation (3) (c) (v), such photographic equipment and film packages shall be inspected without exposure to an X-ray system.
- (6) An airport or aerodrome operator or an aircraft operator shall maintain at least one copy of the results of the most recent radiation survey conducted under sub-regulation (3) and shall make it available for inspection upon request by the Authority at each of the following locations:
  - a) the principal business office of the aircraft or aerodrome operator or aircraft operator; and
  - b) the place where the X-ray system is in operation.
- (7) An airport or aerodrome operator or aircraft operator shall ensure that screening staff comply with X-ray operator duty time limitations, and rotation time periods as specified in their Security Programmes.

### ***Security Threats and Procedures***

66.

- (1) Where an aircraft operator determines that there is a specific threat which jeopardizes the security of an aircraft on the ground or in flight, he shall immediately take all measures necessary to ensure the safety of the aircraft, passengers and crew on board such aircraft, including: -
  - a) informing the pilot-in-command, the crew members assigned to the aircraft or flight, the airport or aerodrome operator, air traffic control or air navigation service provider, and the appropriate security response agency of the nature of the threat;

- b) where the aircraft is on the ground, moving such aircraft to a place of safety such as an isolated aircraft parking position at the airport or aerodrome according to the directions of the airport or aerodrome operator; and
  - c) an aircraft security search or check as necessitated by the nature of the threat and screening of the passengers, baggage, cargo and goods on board the aircraft, unless the aircraft search or check and screening is likely to jeopardize the safety of the passengers and crew members.
- (2) Where the aircraft, under sub-regulation (1), is on the ground, the Pilot-in-Command shall comply with any direction given by the airport or aerodrome operator under sub-regulation 1(a), or a member of the appropriate protective service, unless complying with such direction is likely to jeopardize the safety of the passengers and crew members.
- (3) Upon receiving information that an act or suspected act of unlawful interference has been committed, the aircraft operator shall immediately notify the Authority.
- (4) Where an aircraft operator determines that there is a specific threat which jeopardizes the security of a facility or part of an airport or aerodrome under his control, he shall immediately take all of the measures necessary to ensure the safety of the facility or part of the airport or aerodrome and persons at the facility airport or aerodrome or, including informing the airport or aerodrome operator and the appropriate security response agency or protective service of such threat.
- (5) Where the aircraft under sub-regulation (3), is in airspace within the jurisdiction of a State other than Guyana, the aircraft 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.
- (6) Upon receipt of a bomb threat against a specific aircraft, each aircraft operator shall attempt to determine whether or not any explosive or incendiary device is aboard the aircraft involved by doing the following:
- a) conducting an aircraft security search on the ground before the next flight or, where the aircraft is in flight, immediately after its next landing;
  - b) where the aircraft is being operated on the ground, advising the Pilot-in-Command to immediately submit the aircraft for an aircraft security search; and

- c) where the aircraft is in flight, immediately advising the Pilot-in-Command of all pertinent information available so that necessary emergency action can be taken.
- d) Immediately notify the appropriate air traffic control authority of the nature of the threat.

### ***Reporting of Security Incidents***

67.

- (1) An aircraft operator or airport or aerodrome operator shall immediately notify the Authority when there is: -
  - a) a hijacking or attempted hijacking of an aircraft;
  - b) the discovery, on board an aircraft, of a weapon, other than an unloaded firearm allowed under regulations 64 (6);
  - c) the discovery, on board an aircraft, of an explosive device or substance or an incendiary device, other than an explosive substance or incendiary device allowed on board the aircraft under the Act or regulations made thereunder;
  - d) an explosion on an aircraft; or
  - e) a specific threat against an aircraft, a flight or a facility or part of an airport or aerodrome under its control.
- (2) An aircraft operator shall immediately notify the airport or aerodrome operator and the authority when a weapon other than a firearm allowed under regulations 64 or 33, is detected in any part of the airport or aerodrome under its control.
- (3) An aircraft operator shall immediately notify the airport or aerodrome operator and the Authority when a weapon or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference is discovered in any area beyond a screening checkpoint or within the security restricted area.

### ***Person Authorized to Conduct Screening Activities***

68.

- (1) A person authorized to conduct screening activities shall immediately notify the appropriate aircraft operator, airport or aerodrome operator, airport security, the Guyana Police Force and the Authority when any of the following is detected at a restricted area access control point or within a security restricted area where screening is conducted of

persons and carry-on baggage and other articles in the possession or control of persons who are screened:

- a) a weapon, other than a weapon allowed under regulations 64 (6);
- b) an explosive substance, other than: -
  - i. ammunition carried by a person allowed to carry or have access to a weapon or firearm under regulations 33 (4);
  - ii. an explosive substance allowed under the Act or regulations made thereunder; or
- c) an incendiary device, other than an incendiary device allowed under the Act or regulations made thereunder.

(2) A person authorized to conduct screening activities shall immediately notify the appropriate aircraft operator, the airport or aerodrome operator, the regulated agent, the catering operator, airport security, the Guyana Police Force and the Authority when any of the following is detected in checked baggage: -

- a) a loaded firearm;
- b) an explosive substance, other than ammunition; or
- c) an explosive or incendiary device.

### ***Security Information***

69.

An aircraft operator shall where the Authority provides reasonable notice, provide the Authority, with a written or electronic record or other information relevant to the security of his operations, including: -

- a) information concerning the method of implementing the security measures that apply to the aircraft operator under regulations 10, (2) and (3); and
- b) a description of the nature of operations related to a particular flight and the services provided in respect of the flight.

***Provision of Information on Security Operations by Service Providers***

70.

A person who provides handling, security or other services to an aircraft operator and a person who provides handling, security or other service related to the transportation of passengers, goods or cargo by air, shall provide to the Authority, on reasonable notice given by the Authority, written or electronic records or other information relevant to the security of the operations of the aircraft operator, including: -

- a) information concerning the method of implementing the security measures that apply to those persons under regulations 3;
- b) a description of the nature of the operations related to a particular flight and the services provided in respect of the flight;
- c) information concerning the aircraft, operational documents, flight plans, general declarations, passenger information, security declaration, and other documents related to cargo transport; and
- d) any other information related to aviation security.

***Provision of Information on Security Operations by Screening Personnel***

71.

A person authorized to perform screening on behalf of an aircraft, airport or aerodrome operator shall provide to the Authority, on reasonable notice given by the Authority, written or electronic records or other information relevant to the security of his screening operations, including -

- a) information concerning the method of implementing the security measures that apply to it under regulation 10;
- b) a description of the nature of the screening operations related to a particular flight or at a particular airport or aerodrome; and
- c) information including time logs, test logs, images, findings, incident times, and incident and other reports related to a flight, screening equipment, passengers, persons, baggage, cargo, catering, or vehicle.

*Carriage of Passengers under Control of the Protective Services*

72.

- (1) An aircraft operator required to conduct screening under an approved security programme may carry a passenger in the custody of a police officer or security officer (hereinafter called an escort officer) on board an aircraft.
- (2) The State agency requesting the carriage of a person subjected to judicial or administrative proceedings shall inform the aircraft operator prior to the departure date of the person, the nature of the escort, including the results of any risk assessment carried out to determine the number of escorts required, the use of restraining devices and any special boarding and disembarking requirements not required under this regulation.
- (3) An aircraft operator shall ensure that prior to departure: -
  - a) the escort officer, under sub-regulation (1), is equipped with adequate restraining devices to be used in the event that restraint of any passenger under his control becomes necessary;
  - b) each passenger under the control of the escort officer under sub-regulation (1), has been searched and does not have on or about his person or property anything that can be used as a weapon;
  - c) a passenger under the control of an escort officer, under this regulation, is: -
    - i. boarded before any other passengers when boarding at the airport or aerodrome from which the flight originates and deplaned at the destination after all other deplaning passengers have deplaned;
    - ii. seated in the rear-most passenger seat when boarding at the aerodrome or airport from which the flight originates; and
    - iii. seated in a seat that is neither located in any lounge area nor located close to or directly across from any exit; and
  - d) an escort officer and his escorted passengers shall be seated only in a row of two or more seats and at least one escort officer shall sit between the escorted passenger and any aisle.
- (4) An aircraft operator operating an aircraft under sub-regulation (1), shall: -

- a) not serve food, beverage, or provide eating utensils made of metal to a passenger under the control of an escort officer while on board such aircraft;
  - b) not serve an escort officer or the passenger under the control of the escort officer any alcoholic beverages while on board such aircraft; and
  - c) ensure that the Pilot-in-Command and the cabin crew are informed of: -
    - i. the names and assigned seats of persons under escort and the names of the escorting officers; and
    - ii. the reason for the escort officers.
- (5) An escort officer carried under the provisions of sub-regulation (1), shall, at all times, accompany the passenger under his control and keep the passenger under surveillance while on board the aircraft including visits to the lavatory.
- (6) Where an escort officer is transported under this regulation, the aircraft operator shall ensure that such escort officer or any passenger under the control of such escort officer are not served and do not consume alcoholic beverages while on board the aircraft.
- (7) This regulation shall not apply to the carriage of passengers under voluntary protective escort.
- (8) An aircraft operator shall not conduct a flight with a passenger on board who refuses to submit to a screening, required under these Regulations, or while the carry-on or checked baggage of such person is on board his aircraft.
- (9) A foreign aircraft operator shall not conduct a flight within Guyana with a passenger on board who refuses to submit to a screening, required under these Regulations or while the carry on or checked baggage of such person is on board his aircraft.
- (10) Where a Pilot-in-Command of an aircraft has reasonable grounds to believe that a person on board an aircraft is in violation of any regulation under this Part or is a potential risk to the security and safety of the passenger and crew on board the aircraft, he may order the person to disembark the aircraft.



*Aviation Security Training*

73.

- (1) An aircraft operator shall not use any person as a Security Manager and as a Ground Security Coordinator unless, within the preceding twelve months, such person has satisfactorily completed the required security training and certification as specified in the National Civil Aviation Security Programme, the National Civil Aviation Security Training Programme and any other training in his approved Aircraft Operator Security Programme.
- (2) A national aircraft 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 specified in the National Civil Aviation Security Training Programme required under these Regulations or as specified in his approved Aircraft Operator Security Programme.
- (3) An airport or aerodrome operator and an aircraft operator shall not use any person as an: -
  - a) Aviation Screening Officer to perform any screening functions unless, within the preceding twelve months, that person has successfully completed the security training specified in the National Civil Aviation Security Training Programme and the National Civil Aviation Security Screeners Certification Training Programme; and was tested and certified by the Authority;
  - b) Aviation Security Officer to perform any aviation security functions unless, within the preceding twelve months, such person has satisfactorily completed security training specified in the National Civil Aviation Security Training Programme or as specified in his approved Aircraft Operator Security Programme; or
  - c) Aviation Security Instructor to deliver the security training specified in the National Civil Aviation Security Training Programme or his approved Aircraft Operator Security Programme unless, within the preceding twelve months, such person has met the qualifications for those duties as specified by the Authority and has been assessed and certified by the Authority.
- (4) An aircraft operator shall develop and implement aviation security training programmes to meet the requirements of the National Civil Aviation Security Training Programme and any other training required under these Regulations.

- (5) An aviation security training programme under sub-regulation (4) shall be submitted to the Authority for review and subsequent approval.
- (6) Sub-regulations (3)(c) shall not apply to any qualified person or organization outside Guyana providing professional aviation security training and education provided that he satisfies the requirements and, is recognized by the Authority.
- (7) All security instructors employed by the airport or aerodrome operators, airline or aircraft operators, cargo and mail operators, or any aviation entities or organizations to carry out security-related duties must possess and demonstrate the necessary competencies to perform their assigned duties and functions to a level acceptable to the Authority through a Certification process.
- (8) Subject to sub-regulations (7), airport or aerodrome operators, airline or aircraft operators, cargo and mail operators, or aviation entities or organizations must ensure that all security screeners employed to carry out security-related duties and functions must be certified by the Authority in accordance with these regulations, the National Civil Aviation Security Programme and the National Civil Aviation Security Training Programme.
- (9) Subject to sub-regulations (7) and (8), airport or aerodrome operators, airline or aircraft operators, cargo and mail operators, or aviation entities or organizations are required to pay the prescribed fees as outlined in Schedule 1 which is required for the certification of security instructors by the Authority.
- (10) Subject to sub-regulations (8) the Authority shall issue a letter or certificate of approval for each security instructor providing that they would have successfully completed the certification process and granted recognition by the Authority.

#### ***Standards for Security Oversight***

74.

- (1) An aircraft operator shall employ suitably qualified persons within its organization as:
  - a) Security Manager who must be responsible for the management of the security systems and security related activities including ensuring that all personnel are provided with aviation security training to carry out their duties and functions for the aircraft operations;
  - b) Ground Security Coordinator who must be responsible for the coordination and implementation of ground security duties and controls as required for the aircraft operations and as required by the aircraft operator security programme.

(2) Subject to sub-regulations (1), an aircraft operator shall designate, in his approved Aircraft Security Programme:

- a) the Security Manager as the primary contact of the aircraft operator for all aviation security related activities and communications with the Authority, and who shall be available at all times.
- b) Subject to sub-regulations (1) a) and (2) a), in the absence of the security manager, aircraft operators shall designate interim senior personnel such as the country manager, country representative, airport manager, or station manager to act as liaison or point person on security matters.
- c) Subject to sub-regulations (2) b), the aircraft operator shall ensure that directors, security managers and other senior personnel such as the country managers, country representatives, airport managers, or station managers have satisfactorily completed:
  - a. Aviation Security Familiarization Course for Senior Executives;
  - b. Aviation Security Supervisory and Management Training;
  - c. Aviation Security Crisis Management Training;
  - d. Other aviation security training as required by the National Civil Aviation Security Programme and the National Civil Aviation Security Training Programme;
  - e. Any other applicable aviation security training in the Aircraft Operator Security Programme.

(3) The Security Manager shall be responsible for the development, maintenance and implementation of the Aircraft Operator Security Programme and standard operating procedures required under these Regulations.

(4) An aircraft operator shall ensure that: -

- a) a person authorized to perform security related function on his behalf has knowledge of: -
  - i. the provisions of these Regulations, applicable security directives and information or advisory circulars promulgated pursuant to regulation 142; and

- ii. elements of the approved Aircraft Operator Security Programme required for the performance of his functions.
- b) the Security Manager of the aircraft operator at each airport or aerodrome: -
  - i. reviews daily all security-related functions for effectiveness and compliance with:
    - 
    - 1) these Regulations;
    - 2) the approved Aircraft Operator Security Programme; and
    - 3) the National Civil Aviation Security Programme; and
    - 4) applicable security directives; and
    - 5) immediately initiates corrective action for each instance of non-compliance with: –
      - 1. these Regulations;
      - 2. the approved Aircraft Operator Security Programme;
      - 3. the National Civil Aviation Security Programme; and
      - 4. applicable security directives.
- (5) The requirements prescribed under sub-regulation (1), shall apply to all security-related functions performed for the aircraft operator whether by his employee or the employee of a contracted services provider conducting duties on the aircraft operator's behalf.
- (6) An aircraft operator or an airport or aerodrome operator shall not use any person to perform any required screening function, unless such person -
  - a) meets the selection criteria and qualifications for such duties prior to being assigned to conduct screening function;
  - b) meets the training standards for aviation screening officers established by the Authority and where appropriate, by the International Civil Aviation Organization; and
  - c) is properly trained, evaluated or examined, tested and certified by the Authority.
- (7) An airport or aerodrome operator operating in Guyana or an aircraft operator conducting operations in Guyana shall not use any person to perform any required screening function, unless such person has -
  - a) a combination of education and experience, which the airport or aerodrome operator or aircraft operator has determined is necessary for the person to perform his duties;

- b) the following basic aptitudes and physical abilities:
- i.* the ability to distinguish on the X-ray monitor the appropriate imaging standard specified in his national aircraft operator security programme including the perception of colours where displayed by the X-ray system;
  - ii.* the ability to distinguish each colour displayed on every type of screening equipment and explain what each colour signifies;
  - iii.* the ability to hear and respond to the spoken voice and to audible alarms generated by screening equipment in an active check point environment;
  - iv.* the ability to efficiently and thoroughly manipulate and handle such baggage, containers, cargo, and other objects subject to security processing; and
  - v.* the ability to have sufficient dexterity and capability to conduct partial and full body physical search of persons or using Hand-Held Metal Detectors, Walk-Through Metal Detectors, and Advance Imaging Technology full-body scanner to conduct the search of person(s);
  - vi.* the ability to read, write, and speak the English Language well enough to: -
    - 1) carry out written and oral instructions in the English Language regarding the proper performance of screening duties;
    - 2) read English Language identification media, passports, credentials, airline tickets, and labels on items normally encountered in the screening process;
    - 3) provide direction to and understand and answer questions from English-speaking persons undergoing screening; and
    - 4) write incident reports and statements and log entries into security records in the English Language; and
    - 5) satisfactorily completed all initial, recurrent, and appropriate specialized aviation security training required by the National Civil Aviation Security Programme; the National Civil Aviation Security Training Programme and the approved Airport or Aerodrome Operator Security Programme or the approved Aircraft Operator Security Programme.

- (8) Notwithstanding the provisions of sub-regulation (7) b), vi, an airport or aerodrome operator or aircraft operator may use a person during the on-the-job portion of the training to perform security functions, provided that the person is closely supervised by a trained and qualified person and does not make independent judgments as to whether persons or property may enter a sterile area without further inspection.
- (9) An airport or aerodrome operator or aircraft operator shall not use a person to perform a screening function after that person has failed an operational test related to that function, until such person has successfully completed the remedial training specified in the National Civil Aviation Security Training Programme and the Airport or Aerodrome Operator Security Programme or the Aircraft Operator Security Programme; and, has passed a re-test related to that function.
- (10) An airport or aerodrome operator or aircraft operator shall ensure that screening officers are rotated regularly among the positions during a tour of duty. No screening officer shall be required to scrutinize X-ray images continually for more than 20 minutes and shall not resume this duty again for a further 40 minutes.
- (11) An airport or aerodrome operator or aircraft operator shall ensure that the Security Manager conducts and documents an annual evaluation of each person assigned screening duties and may continue the employment of that person in a screening capacity only upon the determination by the Security Manager that the person: -
- a) has not suffered a significant diminution of any physical ability required to perform a screening function since the last evaluation of those abilities;
  - b) has a satisfactory record of performance and attention to duty; and
  - c) demonstrates the current knowledge and skills necessary to courteously, vigilantly, and effectively perform screening functions.
- (12) Sub-regulations (1) through (6), shall not apply to those aviation security screening functions conducted outside of Guyana over which the national aircraft operator does not have operational control.
- (13) At locations outside of Guyana where the national aircraft operator has operational control over a screening function, he may use aviation security screeners who do not meet the requirements of sub-regulation (7), provided that at least one of his representatives who

has the ability to functionally read and speak the English language is present while the passengers of the aircraft operator are undergoing security processing.

***Separation of Domestic and International Operations***

75.

- (1) A domestic aircraft operator shall apply security measures to secure his parked aircraft.
- (2) A domestic aircraft operator shall comply with security measures required by the airport or aerodrome operator for: –
  - a) screening personnel, cargo, mail and other goods going airside;
  - b) applying landside/airside security measures within his facility, where required;
  - c) complying with the requirements for the carriage of firearms on an aircraft; and
  - d) the separation of domestic bound passengers and domestic aircraft operation from screened international passengers and international aircraft operation when they are flying onwards to an international airport.
- (3) A domestic aircraft operator shall ensure that air operator personnel receive aviation security awareness training in keeping with the National Civil Aviation Security Training Programme and the airport or aerodrome approved security programme and training requirements.
- (4) General aviation operation, private aircraft operators, and private aerodrome operators shall ensure that security measures are implemented to ensure that their aircraft or aerodrome is not used for any criminal or unlawful activities when not in use for aviation operation.

**PART VI - CARGO AND REGULATED AGENT SECURITY**

***Security Controls over Cargo***

76.

Aircraft operator must not accept consignments of cargo, courier and express parcels or mail for carriage on passenger flights unless the security of such consignments is accounted for by a regulated cargo agent that is approved by the Authority, or such consignments are subjected to other security controls, that are approved by the Authority, to safeguard the aircraft against an act of unlawful interference.

***Aviation Security Responsibilities of Cargo Operators and Regulated Agent***

77.

- (1) A cargo operator and a regulated agent prior to accepting goods for transport in an aircraft shall: -
- a) be granted approval to operate; and must be subject to an approval and certification process conducted by the Authority;
  - b) obtain a letter or certificate of approval from the Authority to operate as a cargo company or as a regulated agent who accepts and prepares cargo for transport by applying appropriate security and controls as required by the National Civil Aviation Security Programme;
  - c) develop and implement a cargo operator or regulated agent aviation security programme approved by the Authority to apply security controls to cargo, mail and other goods for the purposes of transport by national or international aircraft operators;
  - d) establish and register the names and addresses of the consignors;
  - e) ensure that consignors prepare cargo for air transport in a secured and sterile environment;
  - f) establish the credentials of the person who delivers the goods as an agent of the consignor;
  - g) ensure on the basis of random checks or security screening that such goods do not contain any prohibited items;
  - h) ensure the safeguarding of or protect such goods from unauthorized interference after acceptance from the point security controls are applied until departure of the aircraft;
  - i) ensure the goods are received by staff who are recruited and properly trained by him in accordance with his approved Regulated Agent Security Programme;
  - j) designate a person as Security Manager to implement and supervise the screening process;
  - k) ensure that the following categories of goods are not carried by air unless they have been subjected to security screening: -



- i. unaccompanied baggage;
  - ii. goods from unknown consignors;
  - iii. goods for which the contents do not coincide with the description delivered; and
  - iv. ensure that each shipment of goods be accompanied by the Security Declaration or documentation providing the statement of the security status of such shipment.
- (2) Subject to sub-regulations (1), a) and b) and in accordance with meeting the requirements of National Civil Aviation Security Programme, cargo operators and regulated agents are required to pay the prescribed fees for approval and certification as outlined in Schedule 1 of the regulations.
- (3) An approved regulated agent who offers goods to an aircraft operator for transport by aircraft shall produce and make available to the aircraft operator, and the Authority on demand, shipping documents, logs and records of goods accepted and offered for air transport, employee training records and airway bills.

***Responsibility of Aircraft Operator Receiving Goods from Regulated Agent***

78.

- (1) An aircraft operator accepting goods for transport on his aircraft: -
- a) may conduct screening of such shipments of goods; and
  - b) shall ensure: -
    - i. the safeguarding of such goods against unlawful interference until such goods have been placed in the aircraft;
    - ii. that his shipments of goods are recorded; and
    - iii. that whenever goods are received from an approved regulated agent such goods are delivered by an authorized employee of such regulated agent.
- (2) An aircraft operator shall not accept any goods for transport by aircraft unless the documentation for such goods is examined for inconsistencies and, is accompanied by a valid Security Declaration.
- (3) An aircraft operator shall not accept any goods, from a regulated agent, for transport by aircraft unless initially and within the preceding twelve months prior to accepting the goods, the aircraft operator: -

- a) has inspected the facilities and procedures of such regulated agent;
  - b) has issued a letter to the regulated agent either accepting him or renewing his acceptance as a regulated agent for the purposes of the transport of goods through the national or international aircraft operator; and
  - c) assures the security of the goods in accordance with the procedures approved by the national or international aircraft operator.
- (4) An aircraft operator shall require an approved regulated agent to comply with the Technical Instructions.
- (5) An aircraft operator shall make available to the Authority a report of any incident where an air waybill or equivalent document did not provide an accurate record of the goods being offered for air transport.
- (6) An aircraft operator, except as provided in the Technical Instructions, shall not place in an aircraft any goods that are not acceptable.
- (7) An aircraft operator shall preserve for not less than one year any record of acceptance checklists and inspections carried out under this Part.

***Inspection of Goods Offered for Transport by Regulated Agent***

79.

- (1) An aircraft operator may inspect any goods or any package, or container having goods offered for transport by air by a regulated agent.
- (2) Where an inspection is conducted pursuant to sub-regulation (1), a regulated agent or a representative of the regulated agent may observe the inspection.
- (3) In the absence of a regulated agent, or a representative of a regulated agent, an aircraft operator may use such force or measure as is necessary to access the contents of any package or container containing goods offered for transport by air by such regulated agent, representative of a regulated agent or another aircraft operator.
- (4) Where an inspection is conducted by an aircraft operator pursuant to sub-regulation (1), the package, container or goods shall remain in possession of the aircraft operator until after the inspection is complete.

- (5) Where an inspection of goods under this regulation provides evidence of a breach of this Part, the aircraft operator shall maintain possession of the goods offered for air transport by a regulated agent and the air waybill and inform the Authority in the prescribed form.

***Screening of Cargo***

80.

An aircraft operator accepting goods from a consignor, or any authorized representative of the consignor, that is not a regulated cargo agent, or a known consignor approved by the Authority, must conduct complete screening or searching of those goods to determine that they do not contain any weapons, explosives or other dangerous devices or substances, prior to them being carried on any aircraft.

***Acceptance of Goods from a Known Consignor***

81.

- (1) An aircraft operator may accept goods from a known consignor, or any authorized representative of a known consignor that is approved by the Authority, without subjecting those goods to screening, provided that the aircraft operator is satisfied that: -
- a) the security of those goods is consistent with the provisions of the known consignor security programme;
  - b) such goods have been safeguarded against unlawful interference from the point they left the premises of the known consignor until such time as the goods are presented for carriage;
  - c) that his shipments of goods are recorded; and
  - d) such goods are delivered by an authorized employee of the known consignor.

**PART VII - CATERING OPERATOR SECURITY**

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

82.

- (1) A catering operator prior to accepting raw materials and equipment for preparation as catering supplies for transport in an aircraft shall: -
- a) obtain a letter of approval from the Authority to operate as a catering operator who accepts and prepares catering supplies for air operators by applying appropriate security and controls as required by the National Civil Aviation Security Programme;

- b) obtain and implement a catering operator aviation security programme approved by the Authority to apply security controls to catering supplies for national or international aircraft operators;
  - c) establish and register the name and address of the supplier of such raw materials and equipment;
  - d) 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;
  - e) ensure on the basis of random checks or security screening that such raw materials and equipment do not contain any prohibited items;
  - f) ensure the safeguarding of such raw materials and equipment from unauthorized interference after acceptance;
  - g) ensure the raw materials and equipment are received by staff who are properly recruited and trained by him;
  - h) designate a person to implement and supervise the screening process;
  - i) ensure that all catering stores and supplies are not carried by air unless they have been subjected to screening;
  - j) ensure that each shipment of catering stores and supplies be accompanied by documentation providing the statement of the security status of such shipment.
- (2) An approved catering operator who offers catering stores and supplies to an aircraft operator for use or transport by aircraft shall produce and make available to the aircraft operator, and the Authority on demand, shipping documents, records of raw materials, equipment, catering stores and supplies offered for air transport, employee training records and other accountable catering documents.

***Responsibility of Aircraft Operator Receiving Stores and Supplies***

83.

- (1) An aircraft operator accepting catering stores and supplies for transport on his aircraft: -
- a) may conduct screening of such shipments of catering stores and supplies; and
  - b) shall ensure: -

- i. the safeguarding of such catering supplies and stores against unlawful interference from the point where security controls are applied until such catering supplies and stores have been placed in the aircraft;
  - ii. that his shipments of catering supplies and stores are recorded; and
  - iii. that whenever the catering supplies and stores are received such catering supplies and stores are delivered by an authorized employee of such catering operator.
- (2) An aircraft operator shall not accept any catering supplies and stores for transport by aircraft unless the documentation for such catering supplies and stores is examined for inconsistencies and, it is accompanied by a Security Declaration.
- (3) An aircraft operator shall not accept any catering supplies and stores, from a catering operator, for transport by aircraft unless initially and within the preceding twelve months prior to accepting the catering supplies and stores, the aircraft operator: -
  - a) has inspected facilities and procedures of such catering operator;
  - b) has issued a letter to the catering operator either accepting him or renewing his acceptance as a catering operator for the purposes of use or the transport of catering supplies and stores through the aircraft operator; and
  - c) assures the security of the catering supplies and stores in accordance with the procedures approved by the aircraft operator.
- (4) An aircraft operator shall be guided by their technical instructions; and ensure that catering operators comply with their technical instructions regarding provision and transport of acceptable catering supplies.
- (5) An aircraft operator shall make available to the Director General a report of any incident where a catering document or equivalent document did not provide an accurate record of the catering supplies and stores being offered for air transport.
- (6) An aircraft operator, except as provided in the Technical Instructions, shall not place in an aircraft any catering supplies and stores which are not acceptable.
- (7) An aircraft operator shall preserve for not less than one year any record of acceptance checklists and inspections carried out under this Part.

***Inspection of Catering Supplies and Stores for Transport by Air***

84.

- (1) An aircraft operator may inspect any catering supplies and stores or any package, or container having catering supplies and stores offered for transport by air by an approved catering operator.
- (2) Where an inspection is conducted pursuant to sub-regulation (1), a catering operator or a representative of the catering operator may observe the inspection.
- (3) In the absence of a catering operator, or a representative of a catering operator, an aircraft operator may use such force or measure as is necessary to access the contents of any package or container containing catering supplies and stores offered for transport by air by such catering operator, or representative of a catering operator.
- (4) Where an inspection is conducted by an aircraft operator pursuant to sub-regulation (3), the package, container or catering supplies and stores shall remain in possession of the aircraft operator until after the inspection is complete.
- (5) Where an inspection of catering supplies and stores under this regulation provides evidence of a breach of this Part, the aircraft operator shall maintain possession of the catering supplies, stores and catering documents offered for air transport by a catering operator and inform the Authority of the breach.

**PART VIII - DOMESTIC OPERATIONS – GENERAL AVIATION & AERIAL WORKS**

***Requirements for Domestic, General, and Corporate Aviation***

85.

- (1) The requirements in this part are specific to domestic aircraft used for commercial operation, general aviation, aerial work, corporate aviation, flight training and personal transportation.
- (2) Domestic aircraft operations, general aviation, corporate aviation, and aerial work shall comply with the security programme requirements set out under this part and the National Civil Aviation Security Programme.
- (3) In keeping with the National Civil Aviation Security Programme, security risk evaluations of domestic aircraft operations shall be conducted by Authority in collaboration with other national security agencies based on local conditions.

- (4) All domestic aircraft operations flown or operated for commercial purposes are required to submit a proposed Air Operator Security Programme for his operations to the Authority for its review, acceptance and approval.
- (5) All general aviation operations, aerial work, corporate aviation, flight training and personal transportation operating within Guyana or internationally are required to submit a proposed Aircraft Operator Security Programme for his operations to the Authority for its review, acceptance and approval.

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

86.

- (1) Where a person, under regulations 85 (4) and (5), submits his Air Operator Security Programme as part of his application for: –
  - a) 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 of his Air Operator Security Programme and the requirements of the National Civil Aviation Security Programme.
  - b) 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;
    - 6. procedures for emergency amendments and for applying security directives contained in information or advisory circulars;
    - 7. a statement of commitment to and obligation to implement security measures and comply with security requirements; and
    - 8. must be signed by the air operator's chief executive officer, or the aircraft owner.
- (2) For the purpose of administering these Regulations an air operator security programme shall be assessed by the Authority for adequacy.
- (3) Where a person wishes his proposed security programme under the Regulations to be approved by the Authority he shall:

- a) submit such security programme in writing at least ninety days before the intended date of operations; and
  - b) meet the requirements of these Regulations, and the National Civil Aviation Security Programme.
- (4) 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.

***Air Operator Security Manager and Coordinator***

87.

- (1) A domestic air operator, general aviation operator, and aerial work operator shall designate a person as a Security Manager or a Security Coordinator with responsibility to supervise implementation and maintenance of the security measures and take corrective action when deficiencies are identified or when required.
- (2) Pursuant to sub-regulations (1), an 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 National Civil Aviation Security Training Programme and approved in the air operator's Security Programme.

***General Aviation Operator Security Measures***

88.

- (1) General aviation operators, including those conducting aerial work shall establish security measures consistent with the requirements of the Regulations and the National Civil Aviation Security Programme for their operations and, is required to:
  - a) prevent theft, vandalism or misuse of aircraft;
  - b) prevent unlawful interference and unauthorized access to aircraft;
  - c) establish contingency measures in high risk situations to immobilize aircraft; and
  - d) establish perimeter security and access controls for areas under their control to prevent access to aprons, locked hangars and aircraft.
  - e) provide perimeter fencing;
  - f) install perimeter and facility warning signs advising of legal consequences;
  - g) provide apron lighting;
  - h) establish restricted areas and provide access control measures for persons and vehicles;
  - i) ensure that background checks are conducted initially and subsequently every two years for persons, other than passengers, who are granted unescorted access to security restricted areas;
  - j) ensure surveillance of operating and storage areas; and



- k) coordinate security controls and establish liaison with the Airport Security, Police, and other enforcement agencies, including Customs, and Immigration Authority;
  - l) require airport or aerodrome staff and all restricted area pass holders to question any unknown person found on the apron or near an aircraft.
- (2) 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 National Civil Aviation Security Programme, and the approved airport or aerodrome operator security programmes; and must include:
- a) designation of a company security coordinator;
  - b) facility and aircraft security measures and procedures;
  - c) background checks for employees conducted initially and subsequently every two years thereafter;
  - d) initial and recurrent security training and training records in keeping with the National Civil Aviation Security Training Programme requirements;
  - e) dangerous goods awareness training and security provisions;
  - f) contingency plans, response SOPs to emergency, security threats or suspicious incidents;
  - g) incident reporting and notification of suspicious activity to the airport or aerodrome operator and the Airport Security or the Police.
- (3) In keeping with the National Civil Aviation Security Programme, a General Aviation Operator, including those conducting aerial work at their place of operation shall also: -
- a) provide the Security Programme to appropriate stakeholders, including airport or aerodrome officials, tenants, aircraft owners and pilots and airport users including, Police, law enforcement agencies, and Customs and Immigration;
  - b) hold quarterly meetings with relevant airport or aerodrome stakeholders;
  - c) develop and circulate reporting procedures to those who have a regular presence at the airport or aerodrome;
  - d) require proactive involvement in aircraft and facility security, including heightened awareness measures;
  - e) post signs warning of penalties for security breaches and include appropriate emergency telephone numbers on warning signs;
  - f) install a bulletin board for posting security information and meeting notices;

- g) provide General Aviation security awareness training in keeping with the National Civil Aviation Security Training Programme;
- h) establish response and reporting requirements for incidents or suspicious activity; and
- i) require that tenants make their staff aware of their security responsibilities in keeping with the airport or aerodrome approved security programme.

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

89.

- (1) In keeping with the National Civil Aviation Security Programme, domestic and international airport or aerodrome with General Aviation operations, shall ensure that security controls specific to General Aviation are implemented to ensure segregation of screened and unscreened passengers and others by:
  - a) keeping the movement of persons and vehicles between the General Aviation area and the main domestic or international operation areas to a strict minimum;
  - b) establishing a clear division between domestic and international operation to ensure that passengers, cargo or goods being transferred to international operations are subjected to appropriate security screening and controls that meet international standards; and
  - c) controlling only authorized access to designated airport security restricted areas by subjecting persons to the same level of screening required for international aircraft operations.

***Contracted Security Providers***

90.

- (1) An airport or aerodrome operator, aircraft operator shall ensure that contracted security providers or persons implementing security controls on their behalf including handling agents, catering services or any other service provider:
  - a) formalize or enter into a contractual agreement or arrangement, or service agreement between the parties; and include a detailed description of the security duties and functions or scope of work to be carried out;

- b) follow specific procedures and practices as outlined by the operators in their security programme in order to protect passengers, crew, ground personnel, aircraft and facilities from crimes, acts of unlawful interference and terrorism;
  - c) are subject to employment verification and background checks initially and every two years thereafter; and
  - d) That such persons or parties possesses all competencies required to perform their duties and functions.
- (2) An airport or aerodrome operator or aircraft operator shall ensure that each aviation security officer or screening officer in his employ or 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 National Civil Aviation Security Training Programme.
- (3) An airport or aerodrome operator or aircraft operator shall ensure that appropriate training records for aviation security officer 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.
- (4) An airport or aerodrome operator or aircraft operator shall ensure that contracted security provider personnel's performance is in keeping with the National Civil Aviation Security Programme standards, and initial and annual assessments shall be conducted to maintain those performance standards.

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

91.

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

***Carriage of Weapons on Board Domestic Aircraft and General Aviation***

92.

- (1) In keeping with Regulation 64 (6), firearms shall not be carried on aircraft in any compartment to which passengers have access.
- (2) Domestic, corporate and general aviation aircraft operators may transport unloaded firearms and ammunition if they are: -
  - a) packed in a locked container that is placed in a tamper-proof stowage receptacle in the hold baggage compartment;
  - b) inaccessible to unauthorized persons on the ground and during flight;
  - c) the firearm and ammunition, if any, is transported separately as hold baggage;
  - d) the pilot-in-command is provided with all necessary information; and
  - e) the airport or aerodrome, international airport of destination is advised.
- (3) Passengers who intend to travel with personal firearms and ammunition shall be forewarned of:
  - a) the need to identify themselves at check in;
  - b) the need to produce a current firearm license;
  - c) for international flights, the export and import licenses are required;
  - d) appropriate authorization has been received from the Ministry of Public Security; and
  - e) ammunition is packaged and carried in keeping with the dangerous goods requirements.
- (4) In keeping with the National Civil Aviation Security Programme, domestic aircraft operators shall provide passengers travelling with personal firearms and ammunition with the required forms for making or obtaining declarations.
- (5) 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 during flight provided that: -
  - a) the compartments' doors remain closed or cargo netting is secured; or
  - b) the compartments' doors remain closed and is monitored during the flight, on aircraft so equipped; and
  - c) that the magazine or cartridge is removed from the firearm by a police officer, qualified security officer, the passenger, or by trained and qualified staff under observation of the passenger;
  - d) the unloaded firearm is packed separately from any ammunition in a lockable box or container to prevent misuse during the handling process;
  - e) firearm baggage is loaded first so that other baggage can block access to it; and
  - f) the firearm and ammunition are returned to the passenger discretely in the terminal on arrival under the oversight of law enforcement.

- (6) 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.
- (7) Where a domestic aircraft operator provides transportation for high-value goods escorted by private security personnel, prior arrangements must be made with the airport or aerodrome operator or international airport operator.

### ***Records of Incidents***

93.

- (1) An airport or aerodrome operator shall ensure that a record is kept of every security incident at his airport or aerodrome.
- (2) A record is required to be kept under sub-regulations (1), shall -
  - a) be kept for a minimum of two years;
  - b) be made available to the Inspectors from the Authority upon request;
- (3) The airport or aerodrome operator, aircraft operator and aerial work operator shall keep all records required by the Regulations and the National Civil Aviation Security Programme for a minimum of two years unless otherwise stipulated.

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

94.

- (1) A domestic aircraft operator and airport or aerodrome operator, shall immediately notify the Police and the Authority when there is:
  - a) a security-related incident involving an act of unlawful interference with aviation;
  - b) persons making threatening statements in the aircraft or at the airport or aerodrome;
  - c) persons are behaving unruly, disruptive or disorderly in the aircraft or at the airport or aerodrome;
  - d) narcotic or psychotropic substances are discovered on the airport or aerodrome or on an aircraft;
  - e) an unauthorized person is found within a security restricted area or other operating area at the airport or aerodrome; and
  - f) suspicious behaviour is detected.
- (2) An aircraft operator and aerial work operator shall immediately notify the airport or aerodrome operator, the police, airport security, and the Authority when he becomes aware of:
  - a) a threat against an aircraft, a flight or a facility or part of an airport or aerodrome;

- b) destruction or damage to the facilities or interference with their operation;
- c) an act of sabotage causing malicious or wanton destruction of property,
- d) the discovery, on board an aircraft or facility of an explosive device or 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;
- e) an unauthorized person within a security restricted area or other operating area at the airport or aerodrome;
- f) forcible intrusion on board an aircraft at an airport or aerodrome;
- g) suspicious behaviour is detected;
- h) communication of false information endangering the safety of an aircraft in flight or on the ground; and
- i) unruly, disorderly and disruptive passenger behaviour on a flight or at an airport or aerodrome.

***Communication Requirements***

95.

- (1) A domestic airport or aerodrome operator, aircraft operator or aerial work operator or person authorized to access information, records or documents shall comply with the requirements of regulation (41) and (61) for the protection of sensitive security information, including: -
  - a) not disclosing security measures in place on the airport or aerodrome, at the aircraft operator or aerial works facility;
  - b) taking every possible measure to safeguard such information, records or documents against unauthorized access; and
  - c) each recipient of security information is responsible for ensuring that it is disclosed only to authorized persons.
- (2) In keeping with the National Civil Aviation Security Programme standards, an aircraft 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 and security of civil aviation.

## **PART IX - PRIVATE AND HELIPORT OPERATORS**

### ***Compliance***

96.

- (1) In keeping with the National Civil Aviation Security Programme, private aircraft operators shall apply security measures and comply with the security requirements for: -
- a) their private aircraft, their airstrips and their heliports;
  - b) passenger, baggage and cargo screening for domestic and international flight departure and arrival at domestic or international airports; and
  - c) customs and immigration filing of Advanced Passenger Information requirements for international flight departure and arrival.

### ***Access Control***

97.

- (1) Private aircraft 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.
- (2) A locked gate and fencing must adequately protect the aircraft and facility, or security personnel may be required to protect and control access; or placed at the gate depending on the location of the airstrip or heliport.
- (3) Private aircraft operators must apply aircraft security measures for normal operation and contingency measures for a period of heightened threat to immobilize aircraft.

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

98.

- (1) Fencing and barriers shall be commensurate with the threat of interference with aircraft in the area, therefore:
- a) a properly erected fence will serve as protection for an airstrip or heliport;
  - b) an airstrip in the vicinity of an informal settlement, especially near a footpath, will require a 2.4 m fence with an overhang or anti-climb;
  - c) apply building security measures where a heliport is at the top of a building; and install warning signs which must be prominently displayed.

***Screening – International and Domestic Airports or Aerodromes***

99.

- (1) A private person commuting to another small private airstrip or heliport will not need to conduct any screening.
- (2) When a private aircraft operator wants to transfer passengers and baggage from his aircraft to a domestic commercial aircraft upon arrival at a domestic aerodrome or airport or an international airport, screening of passengers and baggage will be required upon his arrival at the airport or aerodrome. The private aircraft operator shall park his aircraft in keeping with the airport operator or aerodrome's procedures which shall ensure separation of operation, passenger and baggage from domestic aircraft operations and international aircraft operations.
- (3) Passengers from the private aircraft shall be separated from screened passengers by physical means until security-screened. Domestic airport operators or aerodromes and international airport operators shall be responsible to ensure that segregation is maintained.
- (4) 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 security restricted area, airside ramp and their aircraft.
- (5) 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.

**PART X - QUALITY CONTROL**

***Objectives and Content of Quality Control Programme***

100.

- (1) For the purposes of protecting passengers, crew members, aircraft, persons and goods on board aircraft, airport or aerodrome facilities, air navigation facilities, and for preventing acts of unlawful interference against civil aviation and ensuring that appropriate actions are taken where unlawful interferences are likely to occur, the Authority may prescribe Aviation Security standards and requirements in the National Civil Aviation Security Programme applicable to airport or aerodrome operators; aircraft operators; air cargo operators; regulated agents; catering operator; persons or businesses providing handling services to an aircraft operator or airport or aerodrome; persons or businesses providing security services to an aircraft operator or airport or aerodrome; an airport or aerodrome



tenant, or any other person conducting a commercial activity at an airport or aerodrome; including ground personnel; and the general public.

- (2) The Authority shall also ensure that a National Civil Aviation Security Quality Control Programme is developed, implemented and maintained to satisfy the requirements of these regulations to determine and validate the effectiveness of Aviation Security standards and requirements contained in the National Civil Aviation Security Programme;
- (3) The National Civil Aviation Security Quality Control Programme (NCASQCP) shall contain all necessary quality control monitoring measures taken to assess on a regular basis the implementation of the regulations and the National Civil Aviation Security Programme, including the policies on which they are based.
- (4) The National Civil Aviation Security Quality Control Programme shall be in such form and include such elements as stipulated within the National Civil Aviation Security Programme (NCASP).
- (5) The Authority shall ensure that the implementation of civil aviation security measures in Guyana is regularly subjected to verification of compliance with the National Civil Aviation Security Programme; and as guided by the National Civil Aviation Security Quality Control Programme;
- (6) The Authority shall arrange for security audits, tests, surveys, security assessments, risk assessments, threat assessments, vulnerability assessments and inspections to be conducted on a regular basis to verify compliance with these regulations and determine and validate the effectiveness of the National Civil Aviation Security Programme;
- (7) The Authority shall ensure the rapid and effective rectification of any deficiencies or non-compliance identified during a security audit, test, survey, assessment or inspection; and
- (8) Where applicable, the Authority shall ensure the priority and frequency of monitoring under sub-regulation (5) is based on a security risk, threat and vulnerability assessment.

### ***Compliance Monitoring***

101.

- (1) The implementation of the NCASP by all stakeholders and government agencies shall be monitored by GCAA to ensure compliance by all stakeholders.
- (2) Monitoring shall be undertaken in accordance with the approved National Civil Aviation Security Quality Control Programme and the approved National Civil Aviation Security

Programme, taking into consideration the risks, threat level, type and nature of the operation, standard of implementation, and other factors and assessments which will necessitate more frequent monitoring.

- (3) The management, setting of priorities and organization of the quality control programme shall be undertaken independently by the GCAA from the operational implementation of the security measures, by all civil aviation stakeholders, established under the National Civil Aviation Security Programme (NCASP).
- (4) All stakeholders including airport or aerodrome operators and aircraft operators who are required to:
  - a) hold and implement an approved aviation security programme;
  - b) or operates, maintains, or provides handling or security services, or does any other act in respect of any airport or aerodrome, aircraft, aeronautical facility, aviation related service, air traffic service, or aeronautical procedure;must develop and implement an internal quality control programme and system to monitor their aviation operation and security system and practices.
- (5) Subject to sub-regulations (4), the internal quality control programme must consist of inspections, audits, tests, assessments, risk assessments, surveys and monitoring of their facility or operation.
- (6) The internal quality control programme must be developed in accordance with the requirements of the National Civil Aviation Security Programme and the National Civil Aviation Security Quality Control Programme; and submitted to the Authority for review and approval.
- (7) Subject to the requirements of sub-regulations (4), all personnel employed by the airport or aerodrome operators, airline or aircraft operators, cargo and mail operators, or any aviation entities or organizations to carry out quality control duties must possess and demonstrate the necessary competencies to perform their assigned duties and functions to a level acceptable to the Authority through a Certification process.
- (8) Subject to sub-regulations (7), airport or aerodrome operators, airline or aircraft operators, cargo and mail operators, or aviation entities or organizations must ensure that all personnel employed to carry out quality control duties and functions must be certified by the Authority in accordance with these regulations, the National Civil Aviation Security Programme and the National Civil Aviation Security Training Programme.

- (9) Subject to sub-regulations (8), airport or aerodrome operators, airline or aircraft operators, cargo and mail operators, or aviation entities or organizations are required to pay the prescribed fees as outlined in Schedule 1 which is required for the certification of quality control personnel by the Authority.
- (10) Subject to sub-regulations (7) the Authority shall issue a letter or certificate of approval for each quality control personnel providing that they would have successfully completed the certification process and granted that recognition by the Authority.
- (11) For the purposes of any inspection, audit, test, assessment, or monitoring carried out in respect of any aircraft operator, airport operator, aviation facility or person under sub-regulation (4) of this section, the Director General or Aviation Security Inspectors authorized by the Director General, shall require such information and results of the audits, inspections and monitoring activities to be presented and made available upon request.

***Qualification Criteria for Inspectors***

102.

- (1) The GCAA shall ensure that inspectors carrying out duties and performing functions on behalf of the Authority have the requisite experience and qualifications, which shall include sufficient theoretical and practical experience in the relevant field in keeping with the GCAA's National Civil Aviation Security Inspectors' Training Policy.
- (2) The inspector(s) shall have at minimum: -
  - a) a good understanding of the National Civil Aviation Security Programme and how it is applied to the operations being examined;
  - b) have appropriate, knowledge of stringent security measures that can be applicable to the location being examined;
  - c) a good working knowledge of security technologies and techniques;
  - d) knowledge of audit principles, procedures and techniques; and
  - e) Working knowledge of the operations being examined.

***Aviation Security Inspector's Credentials and Authority***

103.

- (1) The Director-General shall sign and issue to each Aviation Security Inspector of the Authority, a formal credentials consisting of a unique badge accompanied by an

identification card which shall state the inspector's full name and contain a photograph of the inspector and a statement indicating that: –

- a) the Aviation Security Inspector has been delegated under subsection (1); and
- b) the Aviation Security Inspector is empowered: –
  - i. to exercise the powers and discharge functions entrusted to the inspector directly;  
or
  - ii. to exercise the powers and discharge the functions of the Director-General and the Authority entrusted to the inspector under delegation.

(2) The Director-General shall sign and issue to each authorized person, a document which shall state the full name and contain a photograph of the authorized person and contain a statement indicating that the authorized person is empowered to exercise the powers and discharge the functions entrusted to the authorized person directly.

(3) For the purpose of the granting or renewing an aviation document, aviation security programme or for the purposes of conducting inspections, audits, tests, surveys, security, risk, threat or vulnerability assessments, investigations, approvals, certification, surveillance and enforcement, or for the purpose of conducting evaluation of emergency and contingency exercises, the Director-General, an Aviation Security Inspector or any Aviation Inspector or persons authorized by the Director-General, shall be granted by a holder of an aviation document, unrestricted access to any airport, aerodrome, aircraft or aviation facility and to any place at an airport or aerodrome which includes the terminal, jet bridges, restricted areas, security restricted areas, enhanced security restricted areas, controlled areas, video monitoring and surveillance rooms, offices, hangars, ramp, apron, equipment, document, workshop, or facility, including facilities for training, workshops, air navigation services, maintenance, fuel storage or cargo handling areas, catering or any other area involved in civil aviation operation at any time and on any day in order to determine that operations are conducted in accordance with the prescribed security requirements of these regulations, the National Civil Aviation Security Programme and other recommended standards and requirements of the Authority.

(4) No person shall intentionally and unlawfully obstruct, impede, refuse or cause the Director-General, or an Aviation Security Inspector or any person authorized by the Director-General to be obstructed or impeded or refused access, while in performance of his functions and display of credentials, at any aircraft or aviation facility and at any airport or aerodrome or place at the airport which includes the terminal, jet bridges, restricted areas,

security restricted areas, enhanced security restricted areas, controlled areas, offices, hangars, ramp, apron, equipment, video monitoring and surveillance rooms, documents, workshop or facility, including facilities for training, workshops, air navigation services, maintenance, fuel storage or cargo handling, catering, hangars, and as specified in sub-regulations (3).

- (5) Subject to sub-regulations (4), every person or operator commits an offence when they intentionally and unlawfully obstruct, impede or cause the Director-General, or an Aviation Security Inspector or any person authorized by the Director-General to be obstructed or impeded or refused access, or otherwise interfere with when carrying out his or her duties or functions.
- (6) Subject to sub-regulations (5), every person or operator who commits an offence under regulations 103 shall be held liable on summary conviction –
- a) in the case of an individual, to a fine of three million dollars and to imprisonment for six months; or
  - b) in the case of a body corporate, to a fine not exceeding five million dollars.
- (7) Subsection (5) of this section shall apply only where the Aviation Security Inspector or person who is duly authorized by the Director General is obstructed or impeded produces evidence or credential of his or her authority to the person, operator or stakeholder.
- (8) No person shall possess or use an Inspector's credentials unless that person: -
- a) has been delegated and appointed by the Director-General as an Inspector; and
  - b) is using the credentials in the performance of his duty or a specific function for the Authority.
- (9) Subject to sub-regulations (8), any person who gains possession and misuses an Inspector's credentials commits an offence.
- (10) Subject to sub-regulations (8) and sub-regulation (9) under regulations 103, any person who commits an offence shall be held liable on summary conviction to a fine not exceeding three million dollars.
- (11) For the purposes of exercising his responsibilities under these Regulations, an Inspector shall carry his formal credentials on his person at all times while on duty.

***Power of Investigation***

104.

- (1) The Director General may require any airport or aerodrome operator, any aircraft operator, any holder of an aviation document or an approved aviation security programme to undergo an investigation conducted by the Authority, if the Director General believes, on reasonable grounds, that it is necessary in the interests of civil aviation security, and if the Director General:
  - a) has reasonable grounds to believe that the holder has failed to comply with any requirements in these regulations, the national civil aviation security programme or his aviation security programme; or
  - b) considers that the privileges or duties for which the security programme has been approved, are being carried out by the holder in a careless, irresponsible or incompetent manner.
- (2) If the Director General requires a holder of an aviation document or of an approved aviation security programme to undergo an investigation, the Director General shall:
  - a) conclude the investigation as soon as practicable; and
  - b) inform the holder of: -
    - i. the date on which the investigation will begin; and
    - ii. the results of the investigation, including: -
      1. any sanctions or recommendations arising out of the investigation; and
      2. the grounds for those sanctions or recommendations.

***Power to Suspend Security Programme, Licenses, Certificates and Specifications***

105.

- (1) The Director General may suspend any aviation document including Airport or Aerodrome Licenses, Air Operator Certificates, Foreign Air Operator Specifications or any aviation security programme and contingency plan approved under these regulations; or impose conditions in respect of any such aviation document or aviation security programme if he:
  - a) considers such actions as necessary in the interests of security and safety;

- b) considers such action necessary to ensure compliance with these regulations and the National Civil Aviation Security Programme;
- c) is satisfied that the holder has failed to comply with any conditions of an aviation document, these regulations, the National Civil Aviation Security Programme or their aviation security programme; or
- d) considers that the privileges or duties for which the aviation document or the aviation security programme has been approved are being carried out by the holder in a reckless, negligent or incompetent manner.

***General Power of Entry***

106.

- (1) For the purpose of carrying out his or her functions, duties, or powers under these regulations, Aviation Security Inspectors or any person duly authorized by the Director-General shall have right of access, at any time, to the following:
  - a) any aircraft, aerodrome or airport, building, facility or place; and
  - b) any document or record, and video and audio recordings concerning any airport or aerodrome, aircraft, aeronautical product, or aviation related service.
- (2) Without limiting the power conferred by regulation 103, sub-regulations (3) and (4), Aviation Security Inspectors or any person duly authorized by the Director General who has reasonable grounds to believe that:
  - a) any breach of these regulations is being or is about to be committed;
  - b) a condition imposed under any civil aviation security programme is not being complied with; or
  - c) a situation exists within the civil aviation system or is about to exist that constitutes a serious threat or danger to persons or property, or may result in an act of unlawful interference, may at any time enter any aircraft, aerodrome or airport, building, or place, and carry out an inspection to determine whether or not a matter referred to in sub-regulation (2) a) to c) exists.
  - d) subject to a situation existing or arising as referred to in sub-regulation (2) (a) to (c) of regulation 106, an Aviation Security Inspector or any person duly authorized by the Director-General shall: -

- i. have the airport or aerodrome operator or aircraft operator take immediate steps or measures to address any serious threat or vulnerability that endangers the safety and security of persons or property; or
  - ii. if unable to address the serious threat or vulnerability immediately, have the airport or aerodrome operator or aircraft operator cease or suspend their operation until such time that measures are taken to return the operation to a safe and secure level of operation.
- (3) Every person who is authorized to have access to or to enter any aircraft, airport, aerodrome, building, or place under sub-regulation (1) or sub-regulation (2): -
  - (a) may require any person who is in possession of an aviation document or an aviation security programme, or of any certificate, book, log-book, manual, standard operating procedure, record, list, notice, or other document that is required to be kept under these regulations, to produce or surrender it; and
  - (b) must, if a document is surrendered under sub-section (3)(a), inform the relevant aviation document holders orally as soon as practicable and, in writing, that the document has been surrendered.
  - (c) Nothing in sub-regulation (1) or (2) of this section shall confer on any person the power to enter any residential or dwelling house, unless the entry is authorized by a warrant issued by a judicial officer on written application on oath, which shall not be granted unless the judicial officer is satisfied that the entry is essential to enable the inspection to be carried out.
  - (d) Any warrant issued under sub-regulation (3) of this section shall be directed to a named person and shall be valid for a period of 1 month from the date of its issue or such lesser period as the judicial officer considers appropriate; and the period of validity shall be shown in the warrant.
  - (e) In accordance with the provisions of regulation 104, every person exercising the power of unrestricted entry conferred by regulation 107, subsection (1) and (2) of this section shall carry a proof of identity and authority, issued by the Director General specifying:
    - i. The name and the office or offices held by the person; and



- ii. That the person is authorized to exercise the power conferred by sub-sections (1) and (2) of this section to enter aircraft, airports, buildings, and places, and to carry out such inspection.
- (f) Every person exercising the power of entry conferred by sub-section (1) and (2) of this section shall produce the credential of authority and evidence of identity:
- i. on entering an airport, aerodrome, aircraft, building, or place; and
  - ii. whenever subsequently reasonably required to do so.

***Other Powers of Aviation Security Inspectors***

107.

- (1) An Aviation Security Inspector shall have the power to inspect an airport or aerodrome, aircraft, or aviation facility, and copy any certificate, license, logbook, aviation document, document, or record raised or issued pursuant to these Regulations, the National Civil Aviation Security Programme and any advisory or directions issued thereunder, and to require such certificate, license, logbook, aviation document, document, or record, to be produced.
- (2) An Aviation Security Inspector, during any inspection, audit, survey, investigation, test, or assessment of any part of an airport or aerodrome, aircraft, or aviation facility, shall have the power to immediately review and make or obtain copies of any video footage and audio recordings of:
- (a) any person whilst they are conducting an aviation security function;
  - (b) any check-in areas, boarding gates, and departure areas of an airport;
  - (c) any security screening checkpoints and access control points and gates at airports;
  - (d) any act of unlawful interference which occurred;
  - (e) any security incident or situation which threatened civil aviation;
  - (f) any building, terminal or facility on the airport or part thereof;
  - (g) any part of the airport or aerodrome and perimeter; and
  - (h) any aviation security training session;
  - (i) any aircraft or part thereof;
  - (j) any other applicable areas when necessary

for the purposes of reporting, quality assurance, quality control, compiling a report or for use as evidence in an investigation or any legal proceedings.

(3) An Aviation Security Inspector shall have the power during any inspection, audit, survey, investigation, test, assessment or investigation to take video footage, audio recordings and photographs of: -

- (a) any person whilst they are conducting an aviation security function;
- (b) any aviation security document (records, log book, checklist, training materials);
- (c) any check-in areas, boarding gates, and departure areas of an airport;
- (d) any security screening checkpoints and access control points and gates at airports;
- (e) any aviation security training session;
- (f) any aircraft or part thereof;
- (g) any building, terminal or facility on the airport or part thereof;
- (h) any part of the airport or aerodrome and perimeter; and
- (i) any other applicable areas when necessary

for the purposes of enforcement, quality assurance, quality control, investigating, reporting, compiling a report or for use as evidence in any legal proceedings.

(4) An Aviation Security Inspector shall have the power to inspect or subject to aviation inspection and testing:

- a. any aircraft registered or operating in Guyana.
- b. any part of any airport or aerodrome in Guyana.
- c. any air navigation facilities in Guyana.
- d. any land outside an airport or aerodrome occupied for any aviation-related business purposes by a person who has access to the security restricted area of the airport or aerodrome for business purposes.
- e. any property found on any airport or aerodrome property.

(5) An Inspector shall have the power to:

- a. inspect, investigate and test the effectiveness of security systems, and security practices and procedures of any aviation stakeholder or service provider.
- b. require an aircraft operator, airport or aerodrome operator or occupier of land outside the aerodrome or airport occupied for any aviation-related business purposes connected with the airport or aerodrome to provide information relevant to the audit, inspection or test.
- c. stop any aviation operation or detain any aircraft for the purpose of inspecting it, providing that the aviation operation or aircraft operator is non-compliant with the regulations and with the requirements of the National Civil Aviation Security Programme;

- d. issue enforcement and infringement notices to any operator who is in breach of these regulations.
- (6) No person shall obstruct, impede or otherwise interfere with an Aviation Security Inspector when he is conducting his or her duties including collecting information, copying documents or recording video and audio or taking photograph which are referred to in sub-regulation (1) through (5).
- (7) Subject to sub-regulations (1) through (6), every person or operator commits an offence when they obstruct, impede or otherwise interfere with an Aviation Security Inspector when carrying out his or her duties or functions.
- (8) Subject to sub-regulations (7), every person or operator who commits an offence under regulations 107 shall be held liable on summary conviction –
- c) in the case of an individual, to a fine not exceeding three million dollars or six (6) months imprisonment; or
- d) in the case of a body corporate, to a fine not exceeding five million dollars.
- (1) Subsection (8) of this section shall apply only where the Aviation Security Inspector or person who is duly authorized by the Director General is obstructed or impeded produces evidence or credential of his or her authority to the person, operator or stakeholder.

#### *Notification of Audits*

108.

- (1) The GCAA shall inform an operator or service provider beforehand that they will be subjected to a security audit.
- (2) When an airport or aerodrome operator, or aircraft operation is to be audited, the GCAA shall notify the appropriate airport or aerodrome operator, or aircraft operator accordingly.
- (3) When giving notice of an audit to an airport or aerodrome operator, aircraft operator or service provider, the GCAA may provide a pre-audit questionnaire, for completion by the airport or aerodrome operator, aircraft operator or service provider and a request must be made for the following security documents to be made available:
- (a) the approved aviation security programme of the airport or aerodrome operator, airline operator, or service provider;

(b) records, and results of any internal quality control audits undertaken;

(c) results of any investigations conducted into security incidents since the date of the last audit; and

(d) results or actions from previous audits or inspections carried out by the Authority.

(4) The completed questionnaire and the documents requested in sub-regulation (3) shall be submitted to the GCAA within two (2) weeks of receipt of the audit notification.

### ***Conduct of Inspections and Audits***

109.

(1) A standard methodology shall be used to monitor all stakeholders' compliance with the requirements laid down in these regulations, their aviation security programme and the National Civil Aviation Security Programme.

(2) The GCAA inspector(s) shall, wherever appropriate and practicable, deliver an informal oral summary or debrief of their findings on the spot to the operator or stakeholder. In any case, the airport or aerodromes operator, aircraft operator, service provider or stakeholder shall be informed promptly of any serious deficiencies identified by the Authority's inspection or audit.

### ***Failure to Comply with Inspection or Audit Request***

110.

(1) Every person or operator commits an offence who, without reasonable excuse, fails to comply with any requirement of the Director General under sub-section (3) of Regulation 108.

(2) Every person who commits an offence against sub-section (3) of regulations 108 shall be liable to a fine of five hundred thousand dollars (G\$500,000.00).

### ***Obstruction of Authorized Persons***

111.

(1) Any person or operator commits an offence who obstructs or impedes any Aviation Security Inspector or person who is duly authorized by the Director General from acting in the performance or exercise of any functions, duties, or powers conferred on him or her by these regulations, commits an offence and is liable on summary conviction—

a) in the case of an individual, to a fine of three million dollars and to imprisonment for six (6) months; or

b) in the case of a body corporate, to a fine not exceeding five million dollars

- (2) Subsection (1) of this section shall apply only where the Aviation Security Inspector or person who is duly authorized by the Director General is obstructed or impeded produces evidence or credential of his or her authority to the operator or stakeholder.

***Inspection Report and Audit Report***

112.

- (1) Within two weeks of completion of an inspection or audit, an appropriate report shall be communicated by the GCAA to the appropriate stakeholder or operator or service provider.
- (2) The report shall identify findings established during the inspection or audit and deficiencies. The report may contain recommendations for remedial action; and require the operator, stakeholder or service provider to take immediate action or prepare and submit a Corrective Action Plan to the Authority.
- (3) When assessing the implementation of the requirements of the individual stakeholder's or operator's, or service provider's approved aviation security programme, and the requirements of the National Civil Aviation Security Programme, the following classifications shall apply:
- (1) fully compliant;
  - (2) compliant, but improvement desirable;
  - (3) not compliant, with minor deficiencies;
  - (4) not compliant, with serious deficiencies;
  - (5) not applicable;
  - (6) not confirmed.

***Stakeholder, Operator or Service Provider Response to Inspections***

113.

- (1) Some of the deficiencies identified by inspections or audits shall require the stakeholder, operator, or service provider to rectify the deficiencies immediately;
- (2) Where corrective actions are required, within one (1) week of the date of dispatch of an inspection or audit report, the stakeholder, operator, or service provider shall submit in writing to the GCAA an answer to the report which:
- a) addresses the findings and recommendations;

- b) provides a Corrective Action Plan, specifying actions and deadlines, to remedy any identified deficiencies.

(3) Where the inspection or audit report identifies no deficiencies, no answer shall be required.

## **PART XI - OFFENCES AND PENALTIES**

### ***Possession of Prohibited items***

114.

A person who is in unlawful possession of a prohibited item or substance, firearm, ammunition, weapon, incendiary device, or explosive at an airport, in a security restricted area, on board an aircraft or at an air navigation installation; or has with him or her a prohibited item contrary to regulations 58; commits an offence and is liable, on conviction, to a fine up to one million, five hundred thousand dollars (G\$1,500,000.00) or to imprisonment for a term not exceeding three (3) years or both.

### ***Entering Security Restricted Areas***

115.

A person who is unauthorized or without lawful authority, breaches or enters a security restricted area at an aerodrome or airport commits an offence and is liable, on conviction, to a fine not less five hundred thousand dollars (G\$500,000.00) or to imprisonment for a term not exceeding one year or both.

### ***Offences Relating to Airport Security Airside Passes***

116.

- (1) A person who, for the purpose of, or in connection with, an application to obtain a security pass gain access at an aerodrome or airport; or in connection with continuing to hold an existing airport security pass, makes a statement which he or she knows to be false in a material particular or recklessly makes a statement which is false in a material particular, commits an offence and is liable, on conviction, to a fine not less than two hundred thousand dollars (G\$200,000.00).
- (2) A person who uses an airport security pass or permit to gain access to an aircraft, or to an area of an airport or an air navigation facility when he or she is not entitled to such access commits an offence and is liable, on conviction, to a fine not less than five hundred thousand dollars (G\$500,000.00) or to imprisonment for a term not exceeding three months or both.
- (3) A person who uses a false or unauthorized airport security pass or permit for the purpose of gaining access to a security restricted area or to an air navigation facility commits an

offence and is liable, on conviction, to a fine not less than five hundred thousand dollars (G\$500,000.00) or to imprisonment for a term not exceeding three months or both.

(4) A person commits an offence who: -

- a) Fails to comply with any conditions applying to an airport security pass or permit system;
- b) Fails to display an airport security pass or permit upon being required to do so by an Airport or Aviation Security Officer;
- c) Fails to return an airport security pass or permit promptly following its expiry or upon his or her becoming no longer authorized to possess it; or
- d) Continues using an airport security pass or permit after it has expired; or uses a valid pass or permit after he or she is no longer authorized to possess it.

(5) A person who commits an offence under sub-regulation (4) of this section is liable, on conviction, to a fine not less than two hundred thousand dollars (\$200,000.00) or to imprisonment for a term not exceeding two months or both.

(6) A holder of an airport security pass or permit, who transfers, lends, gives or sells his or her permit to another person with the intention of enabling that other person to gain access to an aircraft, a security restricted area or an air navigation facility when he or she is not authorized to gain such access, commits an offence and is liable, on conviction, to a fine not less than five hundred thousand dollars (G\$500,000.00) or to imprisonment for a term not exceeding three months or both.

(7) A person who, being a person authorized by the airport or aerodrome operator to issue airport security permits or passes, issues a security permit or pass to a person who is not authorized to be issued with such a permit, with the intention of enabling that other person to gain access to an aircraft, a security restricted area or an air navigation facility commits an offence and is liable, on conviction, to a fine not less than five hundred thousand dollars (G\$500,000.00) or to imprisonment for a term not exceeding three months or both.

(8) A person who is not authorized by the airport or aerodrome operator to issue airport security permits or passes, but issues a security permit or pass to a person who is not authorized to be issued with such a permit, with the intention of enabling that other person to gain access to an aircraft, a security restricted area or an air navigation facility commits

an offence and is liable, on conviction, to a fine not less than five hundred thousand dollars (G\$500,000.00) or to imprisonment for a term not exceeding three months or both.

- (9) A person who is authorized by the airport or aerodrome operator to issue airport security permits or passes, but issues a security permit or pass to a person who is not eligible or authorized to be issued with such a permit, with the intention of enabling that other person to gain access to an airport or aerodrome security restricted area, or an aircraft, or an air navigation facility commits an offence and is liable, on conviction, to a fine not less than five hundred thousand dollars (G\$500,000.00) or to imprisonment for a term not exceeding three months or both.

***Operating without an Aviation Security Programme***

117.

- (1) A person commits an offence who:
- a) operates without a security programme as required by regulations 10, 11, 12, 13, 15, 16, 17 and 18;
  - b) Fails to implement a security programme referred to in regulations 10, 11, 12, 13, 15, 16, 17 and 18;
- (2) A person who commits an offence under sub-regulation (1) is liable, on conviction, to a fine not less than eight hundred thousand dollars (G\$800,000.00) or to imprisonment for a term not exceeding one year, or both.

***Obstructing Airport Security Officers***

118.

- (1) A person commits an offence who refuses not to obey any instruction, order or reasonable request of an Aviation Security Officer or Airport Police Officer acting in the execution of his or her duty at an airport or aerodrome.
- (2) A person who commits an offence under sub regulation (1) is liable, on conviction, to a fine not less than two hundred thousand dollars or imprisonment for a term not exceeding two months, or both.

***Offences by Body Corporate***

119.

- (1) Where an offence under these Regulations is committed by a body corporate and is proven to have been committed with the consent or connivance of, or is attributable to any neglect on the part of:



- 1) any director, manager, secretary, agent or similar officer of the body corporate; or
- 2) any person who was purporting to act in any such capacity, that person, as well as the body corporate, commits the offence and is liable to be proceeded against and punished accordingly.

***Other Offences Related to Aviation Security***

120.

- (1) A person, representative or agent with responsibility for an entity, airport or aerodrome operator, aircraft operator, or body corporate commits an offence and, is liable on conviction, to a penalty not exceeding seven hundred thousand dollars (G\$700,000.00) or to imprisonment for a period not exceeding five months or both where their actions, whether by commission or omission results in failure: -
  - a) to establish security restricted areas at airports;
  - b) to control access to airside areas at the airports;
  - c) to screen all persons accessing the airside;
  - d) to supervise the movement of persons and vehicles to and from the security areas of an airport in order to prevent unauthorized access to the aircraft;
  - e) by an airport or aerodrome operator to ensure that originating passengers and their cabin baggage are screened prior to boarding an aircraft;
  - f) by an aircraft operator to ensure that originating passengers and their cabin baggage are screened prior to boarding an aircraft;
  - g) to ensure that passengers and their cabin baggage and hold baggage which has been screened are protected from unauthorized interference from the point of acceptance and screening until they are placed on the aircraft;
  - h) to ensure that transfer hold baggage is screened prior to being loaded into an aircraft engaged in air transport operations;
  - i) to train and develop suitably qualified aviation security officers and security screeners to serve at the airport or aerodrome serving civil aviation;

- j) by an aircraft operator to put adequate controls, such as background checks, on the issuance of crew member certificates and other official crew identity documents to prevent fraud;
  - k) to develop, maintain and keep current aviation security equipment (X-rays, metal detectors, explosive trace detection system) maintenance programme;
  - l) to properly maintain aviation security equipment such as X-rays, metal detectors, explosive trace detection system;
  - m) to allocate appropriate resources which includes human and material, to the aviation security function;
  - n) by allowing for parking to take place in a prohibited place or area at the airport;
  - o) by allowing for trespassing or beaching of a security restricted area to occur because of negligence.
- (2) A person, representative or agent with responsibility for an entity, airport or aerodrome operator, aircraft operator, or body corporate commits an offence and, is liable on conviction, to a penalty not exceeding one million dollars (G\$1,000,000.00) or to imprisonment for a period not exceeding six months or both where their actions, whether by commission or omission results in failure: -
- a) to conduct background checks on persons, other than passengers granted unescorted access to the security restricted areas of the airport prior to granting access to security restricted area prior to their taking up these duties or accessing such areas;
  - b) to conduct background checks on persons implementing security controls and persons with access to sensitive aviation security information prior to their taking up these duties or accessing such areas or information;
  - c) by aircraft operators to ensure that the baggage of passengers who are not on board the aircraft, unless the baggage is identified as unaccompanied baggage and, subject to additional screening, is not transported;
  - d) by aircraft operators or airport or aerodrome operators to take appropriate measures for the safety of the passengers and crew of an aircraft, which is subject to an act of unlawful interference;

- e) by airport or aerodrome operators to provide assistance, as may be necessitated by the circumstances, to an aircraft subjected to an act of unlawful seizure including use of navigation aids and air traffic services;
  - f) to ensure that security measures are applied to cargo and mail prior to them being loaded into an aircraft engaged in passenger commercial air transport operations;
  - g) to protect mail and cargo to be carried on a passenger commercial aircraft from unauthorized interference from the point security controls are applied until departure of the aircraft;
  - h) to ensure that there are adequate security control measures for the cargo and mail to be taken on an aircraft engaged in passenger air transport operations;
  - i) to ensure that catering stores and supplies intended for carriage on passenger commercial flights are subject to appropriate security controls and thereafter protected until loaded into the aircraft;
  - j) by operators to implement aviation security controls to ensure the protection of Critical Information and Communication Technology Systems (ICTs) referred to in regulations 159.
  - k) by an operator to use approved or regulated agents to process cargo and mail which is to be loaded in passenger aircraft engaged in air transport operations;
- (3) A person, representative or agent with responsibility for an entity, airport or aerodrome operator, aircraft operator, or body corporate commits an offence and, is liable on conviction, to a penalty not exceeding one million, five hundred thousand dollars (G\$1,500,000.00) or to imprisonment for a period not exceeding one year or both where their actions, whether by commission or omission results in failure: -
- a) by an operator to carry out an aircraft security checks or searches;
  - b) by an operator to ensure that passengers of a commercial flight disembarking from the aircraft at any given time do not leave items on board the aircraft;
  - c) to protect an originating aircraft from an unauthorized interference from the time the aircraft search or check has commenced until the aircraft departs;

- d) by operators to ensure that the hold baggage has been screened, reconciled, cleared and authorized for carriage before being placed on board an aircraft involved in commercial air transport;
- e) to ensure that the carriage of weapons in an aircraft is allowed only when an authorized and duly qualified person has determined that they are not loaded;
- f) to establish measures to prevent weapons, explosives or any other dangerous devices, articles or substances which may be used to commit an act of unlawful interference from going on board an aircraft;
- g) by an operator to ensure that unauthorized persons are prevented from entering the flight crew compartment during a flight;
- h) by an airport to establish and implement contingency plans to safeguard civil aviation against acts of unlawful interference;
- i) by an operator to ensure that the cockpit doors of an aircraft engaged in civil aviation operations are reinforced and always locked during the flight;
- j) by an operator to prevent the unlawful carriage, whether on a person or in the baggage, mail or other cargo, of any firearm, ammunition, weapon, incendiary device or explosive or other substance or a thing that by reason of its nature or condition, may endanger the safety of the aircraft or the persons or property on board the aircraft;
- k) by an operator to protect an aircraft, persons and property in the event of a threat or warning having been received or when otherwise there is reason to believe that there exists a danger to the safety of those persons or property;
- l) by an operator to ensure that the aircraft security checks or an aircraft security search of originating aircraft engaged in civil aviation operations, whether on a domestic or international flight, are performed or carried out;
- m) by an operator to ensure that an originating aircraft is protected from unauthorized interference from the time the aircraft search or check has commenced until the aircraft departs;
- n) by an aircraft operator or airport or aerodrome operator to ensure that if mixing of passengers occur, passengers and their cabin baggage are re-screened;

- o) by an operator to ensure that baggage of any passenger who is not on board the aircraft is not transported, unless that baggage is identified as unaccompanied and is screened to the appropriate standard and accepted for carriage on that flight by the air carrier;
- p) by an operator to ensure that security controls are applied to cargo and mail prior to them being loaded into an aircraft engaged in passenger commercial air transport operation;
- q) by an operator to ensure that cargo and mail to be carried on a passenger commercial aircraft is protected from unauthorized interference from the point security controls are applied until departure of the aircraft;
- r) by an operator to take necessary precautions at the point of embarkation to ensure that passengers are in possession of documents prescribed by the state of transit and destination;
- s) to seize fraudulent, falsified or counterfeit travel documents;
- t) to seize travel documents of a person impersonating the rightful holder of travel documents.

## **PART XII - ENFORCEMENT OF REGULATIONS**

### ***Unidentified baggage***

121.

- (1) Where an aviation security officer has reasonable cause to suspect that an item of baggage or any other object may constitute a security risk, whether because it is unidentified, unattended or for any other reason, that officer may, after subjecting the baggage to security controls, including investigating and evaluating to ascertain whether there are explosives, remove the item of baggage or object and neutralize or destroy it by whatever means necessary.

### ***Power to Stop Passengers Travelling***

122.

Where an aviation security officer or a police officer has reasonable cause to suspect that a person: -

- a) is about to embark on an aircraft in Guyana; or is on board an aircraft in Guyana, and that that person intends to commit an offence that amounts to an act of unlawful interference, the police officer may, with the approval of the police officer in charge at the airport, or in case of an aviation security officer, with the approval of the officer in charge of the airport, prohibit that person from travelling on board the aircraft by: -

- i. preventing him or her from embarking on the aircraft;
- ii. removing him or her from the aircraft; or
- iii. in case of aviation security officer, arresting him without warrant and immediately handing him over to the police for appropriate action.

***Powers and responsibilities of Pilot in Command***

123.

- (1) The pilot in command shall, while the aircraft is in flight, have the power and responsibility to:
  - a) protect the safety of persons and property on board;
  - b) restrain persons on board who may be a threat to the safety and security of the aircraft and passengers;
  - c) disembark persons who may be a threat to safety;
  - d) search persons and baggage on an aircraft and take possession of or confiscate items which could be used in connection with any act of unlawful interference;
  - e) notify authorities of Guyana as soon as practicable and, before landing, in the territory of Guyana, inform them of any infringements of these regulations by any person on board the aircraft;
  - f) Provide the authorities of Guyana with evidence and information regarding the incident that necessitated the restraint and or disembarkation of a passenger.
- (2) In case of severe threat to the safety and security of the aircraft by a disruptive passenger on board, the pilot in command shall have the mandate to land at the nearest suitable airport and disembark the passenger in consultation with the local authorities.
- (3) The police or person in charge of the airport shall accept delivery of persons disembarked in accordance with sub regulation (2) for appropriate action.

***Powers of Aviation Security Officers***

124.

- (1) An Aviation Security Officer shall have power to: -

- a) screen goods and cargo;
- b) screen persons and their personal effects, hold baggage, carry-on baggage and vehicles;
- c) stop unauthorized persons from entering a security restricted area;
- d) stop unauthorized persons from entering an aircraft; and
- e) arrest any person who commits or attempts to commit an offence or an act of unlawful interference in accordance with regulation 123 (1).

***Exemptions***

125.

- (1) The Authority may, at its discretion, or on direction of the Minister exempt any person, airport or category of airports from the application of these Regulations.
- (2) The Authority may, in an emergency situation, exempt any person, airport or category of airports from the application of these Regulations.
- (3) An emergency situation in regulation 29 (5) includes an aircraft emergency, war or natural disaster.

***Application for Exemption***

126.

- (1) An application for exemption shall be in writing and shall contain:
  - 1) the particulars of the applicant;
  - 2) the specific regulation or regulations, or the specific security requirement from which the applicant seeks exemption;
  - 3) the justification or reasons for the exemption;
  - 4) the proposed duration of the exemption;
  - 5) a description of any alternative means by which the applicant proposes to safeguard civil aviation from acts of unlawful interference;
  - 6) any other relevant information that the Authority may require.
- (2) An application for an exemption shall be provided to the Authority.

***Grant or Refusal of Exemption***

127.

- (1) The Authority may, in considering an application for exemption under these Regulations:
  - a) have due regard to the impracticability of the application of the regulations or the specific requirements from which exemption is required;
  - b) carry out a security risk assessment to determine the threat levels.
- (2) The Authority shall, within thirty days after receiving the application, refuse or grant the exemption.
- (3) The Authority: -
  - a) may impose conditions in an exemption granted under these Regulations; and
  - b) shall state the duration of the exemption in the exemption approval.
- (4) Where the Authority refuses to grant an exemption, the Authority shall inform the applicant in writing, and shall give the applicant reasons in writing for the refusal.
- (5) The Authority shall publish every exemption granted under these Regulations in a Security Advisory Circular or Aeronautical Information Circular.

***Power to Enforce Compliance***

128.

- (1) The Authority or any authorized person may, for purposes of ensuring the implementation of the National Aviation Security Programme, or the requirements of the National Civil Aviation Security Quality Control Programme, or an air operator security programme, or requirements set out under these Regulations, and without prejudice to the provisions of Regulations 101 through 113, adopt procedures for aviation security monitoring and enforcement recommended by the National Civil Aviation Security Committee.
- (2) The procedures referred to in sub regulation (1) shall establish enforcement to ensure rectification of any matter, including but not limited to the following:
  - a) failure to comply with any order, advisory circular or directive issued under these Regulations;



- b) failure to comply with any requirement set out under the National Civil Aviation Security Programme or the respective operator security programme;
  - c) failure to comply with an oversight recommendation made by the Authority;
  - d) failure to take into account unique or exceptional circumstances which, although not expressly provided under the National Civil Aviation Security Programme, or the respective operator security programme but may expose an airport, aircraft or catering facility to threats and vulnerabilities.
- (3) The Authority or any Aviation Security Inspector or authorized person may, without limiting the generality of this regulation, compound offences under these regulations after assessing the contravention, by issuing infringement notices set out in the provisions of Regulations 129 through 133.
- (4) For avoidance of doubt, offences for the purposes of sub regulation (3) of this regulation shall include serious or prolonged breaches of security or failure to rectify security lapses that may endanger the safety of civil aviation.
- (5) An infringement notice may require that the operations of a particular operator be halted until the breach has been rectified.

***Purpose and Effect of Infringement Notices***

129.

- (1) The purpose of this Part is to create a system of infringement notices for offences against these Regulations as an alternative to prosecution.
- (2) This Part does not:
- a) require an infringement notice to be issued to a person for an offence;
  - b) affect the liability of a person to be prosecuted for an offence if an infringement notice is not issued to the person for the offence;
  - c) prevent the issue of more than two infringement notices to a person for an offence;
  - d) affect the liability of a person to be prosecuted for an offence if the person does not comply with an infringement notice for the offence; or

- e) limit or otherwise affect the penalty that may be imposed by a court on a person convicted of an offence.

***Fine payable under Infringement Notice***

130.

The fine for an offence payable under an infringement notice issued to the person for the offence shall be prescribed, but in any case, the fine shall not be more than the minimum fine expressly provided for the offence.

***Authorized persons to issue Infringement Notices***

131.

- (1) In this regulation, “infringement notice offence” means any offence committed against any regulation under these regulations.
- (2) Where an Aviation Security Inspector or an authorized person has reason to believe that a person has committed an infringement notice offence, the Aviation Security Inspector or authorized person may issue a notice, called an infringement notice, to the person for the offence.

***Contents of Infringement Notice***

132.

- (1) An infringement notice shall: -
  - a) bear a serial number;
  - b) state the name of the authorized person who issued it;
  - c) state its date of issue;
  - d) state the full name, or the surname and initials, and the address, of the person to whom it is issued;
  - e) give brief details of the offence for which it is issued, including:
    - i. the date and time of the offence;
    - ii. where the offence happened;

- iii. the provision of these Regulations contravened;
  - f) state the penalty for the offence payable under the notice;
  - g) state where and how that penalty can be paid;
  - h) state that if the person to whom it is issued (the recipient) pays the penalty within twenty-eight days after the day on which the notice is served, or any longer time allowed in writing by an authorized person, then, unless the infringement notice is subsequently withdrawn, and any penalty paid refunded:
    - i. any liability of the recipient for the offence will be discharged;
    - ii. the recipient will not be prosecuted in a court for the offence;
    - iii. the recipient will not be taken to have been convicted of the offence;
    - iv. state the greatest penalty that a court could impose on the recipient for the offence;
    - v. state that if the recipient is prosecuted in court and found guilty of the offence, the recipient may be convicted of the offence and ordered to pay a penalty and costs, and be subject to any other order that the court makes;
    - vi. State how and to whom the recipient can apply to be allowed more time to pay the penalty; and be signed by the authorized person who issued it.
- (2) An infringement notice may contain any other information that the authorized person who issues it thinks necessary.

#### *Service of Infringement Notice*

133.

- (1) An infringement notice shall be served on the person to whom it is issued.
- (2) An infringement notice may be served on an individual: -
  - a) by giving it to the individual;
  - b) by leaving it at, or by sending it by post, email, or fax or similar facility to, the address of the place of residence or business (the relevant place) of the individual last known to the authorized person who issues it;

- c) by giving it, at the relevant place, to someone who lives or is employed, or apparently lives or is employed, there; and is, or the Aviation Security Inspector or authorized person who issued it has reason to believe is, over eighteen years of age.

(3) An infringement notice may be served on a corporation: -

- a) By leaving it at, or by sending it by post, email, or fax or similar facility to the address of the head office, a registered office or a principal office of the corporation;
- b) By giving it, at an office mentioned in sub-section (1), to someone who is, or the Aviation Security Inspector or authorized person who issued it has reason to believe is, an officer or employee of the corporation.

#### ***Time for Payment of Fine***

134.

(1) The fine stated in an infringement notice shall be paid: -

- a) within twenty-eight days after the day on which the notice is served on the person to whom it is issued;
- b) if the person applied for a further period of time in which to pay the penalty, and that application is granted, within the further period allowed;
- c) if the person applies a further period of time in which to pay the penalty, and the application is refused, within seven days after the notice of the refusal is served on the person;
- d) if the person applies for the notice to be withdrawn, and the application is refused, within twenty-eight days after the notice of the refusal is served on the person.

#### ***Extension of Time to Pay Fine***

135.

(1) The person to whom an infringement notice is issued may apply, in writing, to the Authority for a further period of up to twenty-eight days in which to pay the fine stated in the notice.

(2) Within fourteen days after receiving the application, the Authority shall:

- a) grant or refuse a further period not longer than the period sought; and

- b) Notify the recipient in writing of the decision and, if the decision is a refusal, the reasons for it.
- c) Notice of the decision may be served on the recipient in any way in which the infringement notice could have been served on the recipient.

***Effect of Payment of Fine***

136.

- (1) Where an infringement notice is not withdrawn, and the person to whom it is issued for an offence pays the fine stated in the notice:
  - a) any liability of the person for the offence is discharged;
  - b) the person shall not be prosecuted in a court for the offence;
  - c) the person is not taken to have been convicted of the offence.
- (2) Where two or more infringement notices are issued to a person for the same offence, the person's liability to be prosecuted for the offence ceases if the person pays the fine stated in any of the notices.

***Withdrawal of Infringement Notice***

137.

- (1) A person may apply in writing to the Authority, before the end of twenty-eight days after receiving an infringement notice, for the infringement notice to be withdrawn.
- (2) The Authority shall, within fourteen days after receiving the application: -
  - a) withdraw or refuse to withdraw the notice;
  - b) notify the person in writing of the decision and, if the decision is a refusal, the reasons for the decision.
- (3) Where the Authority has not approved, or refused to approve, the withdrawal of the notice within the period allowed by sub-regulation (2), the Authority is taken to have refused to approve the withdrawal of the notice.
- (4) The Authority shall, before withdrawing or refusing to withdraw a notice, consider: -

- a) whether the person has been convicted previously of an offence against these Regulations;
  - b) the circumstances of the offence stated in the notice;
  - c) whether the person has previously paid a penalty under an infringement notice issued to the person for an offence of the same type as the offence mentioned in the notice; and
  - d) any other relevant matter.
- (5) The Authority may also withdraw an infringement notice without an application having been made.

***Notice of withdrawal of Infringement Notice***

138.

- (1) Notice of the withdrawal of an infringement notice may be served on a person in any way in which the infringement notice could have been served on the person.
- (2) A notice withdrawing an infringement notice served on a person for an offence: -
- a) shall include the following information: -
    - i. the full name, or surname and initials, and address of the person;
    - ii. the number of the infringement notice;
    - iii. the date of issue of the infringement notice;
  - b) Shall state that the notice is withdrawn; and
  - c) if the Authority intends to prosecute the person in a court for the offence, shall state that the person may be prosecuted in a court for the offence.

***Refund of Fine***

139.

- (1) Where an infringement notice is withdrawn after the fine stated in it has been paid, the Authority shall refund the fine to the person who paid it, within sixty days after the withdrawal of the notice.

## **PART XIII - MISCELLANEOUS**

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

140.

- (1) For the purpose of these Regulations the following information and records containing such information constitute sensitive security information: -
- a) an approved aviation security programme for an aircraft operator, airport or aerodrome operator, regulated agent or catering operator, any security programme that relates to transportation by air and any comments, instructions or implementing guidance pertaining thereto;
  - b) Security Directives, Security Information Circulars, Security Advisory Circular and any comments, instructions or implementing guidelines pertaining thereto;
  - c) any profile used in any security screening process, including for persons, baggage, cargo or mail;
  - d) any security contingency plan or information and any comments, instructions, or implementing guidelines pertaining thereto;
  - e) technical specifications of any device used for the detection of any deadly or dangerous weapon, explosive, incendiary devices, or destructive substance;
  - f) a description of, or technical specifications of, objects used to test screening equipment;
  - g) communication procedures and technical specifications of any security communication equipment;
  - h) any information which the Authority has determined may reveal a systemic vulnerability of the aviation security system or a vulnerability with the aviation facilities, to attack;
  - i) information concerning threats against civil aviation released by the Authority;
  - j) 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 details of Aviation Security Personnel and Aviation Security Inspectors, deployments or missions, and the methods involved in such operations;

- k) any other information, the disclosure of which the Authority has prohibited; and
  - l) any draft proposed or recommended change to the information and records identified in these Regulations.
- (2) Subject to sub-regulations (1), an aircraft operator, airport or aerodrome operator, catering operator, regulated agent, security service provider, handling company, air traffic service provider or any other person authorized to access information, records or documents shall:
- a) take every possible measure to safeguard such information, records or documents against unauthorized access; and
  - b) not disclose such information, records or documents to any person who do not have a need to know, on the basis of his functions.
- (3) An aircraft operator, airport or aerodrome operator, regulated agent and catering operator shall not release his approved Security Programme required under these Regulations to any person outside his organization without authorization from the Authority.
- (4) Subject to sub-regulations (1), the Authority shall ensure that measures are in place throughout its operation to control and safeguard sensitive security information from unauthorized persons and unauthorized access.

### *Standards for Security Oversight*

141.

- (1) Any holder of an approved Security Programme to which these Regulations apply, shall ensure that: -
- a) a person authorized to perform a security related function on his behalf has knowledge of the relevant provisions of these Regulations, applicable security instructions, security directives and information or advisory circulars promulgated pursuant to regulation 142; and elements of the approved Security Programme required for the performance of his or her functions;
  - b) the Security Manager of a holder of an approved Security Programme: -
    - (i) reviews daily all security-related functions for effectiveness and compliance with:
      - a. these regulations;
      - b. the approved Security Programme; and



- c. applicable security instructions; and
- (ii) immediately initiates corrective action for each instance of non-compliance with:
  - a. these regulations;
  - b. the approved Security Programme; and
  - c. applicable security instructions.
- (2) The requirements prescribed under subsection (1), shall apply to all security-related functions performed for the holder of an approved Security Programme whether by his employee or the employee of a contractor contracted by him.
- (3) The holder of an approved Security Programme conducting operations in Guyana shall not use any person to perform any required screening function, unless such person has: -
  - a) a combination of education and experience, which the Authority has determined is necessary for the person to perform his duties and as stipulated in the National Civil Aviation Security Training Programme and National Aviation Security Quality Control Programme;
  - b) the following basic aptitudes and physical abilities: -
    - (i) the ability to distinguish on the X-ray monitor the appropriate imaging standard specified in his air operator security programme, or airport security programme including the perception of colours where displayed by the X-ray system;
    - (ii) the ability to distinguish each colour displayed on every type of screening equipment and explain what each colour signifies;
    - (iii) the ability to hear and respond to the spoken voice and to audible alarms generated by screening equipment in an active check point environment;
    - (iv) the ability to efficiently and thoroughly manipulate and handle such baggage, containers, and other objects subject to security processing; and
    - (v) the ability to have sufficient dexterity and capability to conduct partial and full body searches or hand-held metal detector searches in accordance with the guidelines prescribed by the Authority;
    - (vi) the ability to read, write, and speak English well enough to: -

1. carry out written and oral instructions in English regarding the proper performance of screening duties;
  2. read airport airside pass or permits, credentials, airline tickets, travel documents and labels on items normally encountered in the screening process;
  3. provide direction to and answer questions from persons undergoing screening;
  4. write incident reports and statements and log entries into security records; and
  5. satisfactorily complete all initial, recurrent, and appropriate specialized aviation security training required by the Security Programme and the National Civil Aviation Security Training Programme.
- (4) Any holder of an approved Security Programme shall not use a person to perform a screening function after that person has failed an operational test related to that function, until such person has successfully completed the remedial training specified in the screeners' certification programme and has passed a re-test related to that function.
- (5) Any holder of an approved Security Programme shall ensure that a Security Manager conducts and documents an annual evaluation of each person assigned screening duties and may continue the employment of that person in a screening capacity only upon the determination by that Security Manager that the person:
- a) has not suffered a significant diminution of any physical ability required to perform a screening function since the last evaluation of those abilities;
  - b) has a satisfactory record of performance and attention to duty; and
  - c) demonstrates the current knowledge and skills necessary to courteously, vigilantly, and effectively perform screening functions.

***Issue of Security Directive or Information Circular***

142.

- (1) The Authority may issue a security directive or information circular to an airport or aerodrome operator, aircraft operator, catering operator or regulated agent or any person or business or entity who provides a service to an aircraft operator, airport or aerodromes operator where necessary.

- (2) An airport or aerodrome operator, aircraft operator, catering operator or regulated agent or any person, business, or entity who provides a service to an aircraft or airport operator, including security service providers and handling agents shall comply with all security directives issued by the Authority within the time frame prescribed for compliance.
- (3) An airport or aerodrome operator, aircraft operator, catering operator or regulated agent or any person, business or entity who provides a service to a national aircraft operator who receives a security directive shall: -
- a) no later than forty-eight hours after delivery by the Authority or within the time prescribed in the security directive, acknowledge receipt of such security directive;
  - b) within the time prescribed in such security directive, specify the method by which the airport or aerodrome operator, aircraft operator, catering operator or regulated agent, business or entity has implemented or plans to implement the measures in the security directive; and
  - c) 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.
- (4) In the event that an aerodrome or airport operator, aircraft operator, catering operator or regulated agent is unable to implement the measures contained in the security directive, received under sub-regulation (3), he shall submit proposed alternative measures, and the basis for submitting the alternative measures, to the Authority within the time frame for compliance prescribed in the security directive.
- (5) The Authority shall review alternative measures submitted by the aerodrome or airport operator, aircraft operator, catering operator or regulated agent, under sub-regulation (4), and where they satisfy the requirements of the Authority's security directive, the Authority shall approve such alternative measures.
- (6) The airport or aerodrome operator, aircraft operator, catering operator or regulated agent shall implement any alternative measures approved by the Authority under sub-regulation (5).
- (7) An airport or aerodrome operator, aircraft operator, catering operator or regulated agent who receives a security directive or information circular, under sub-regulation (1), and each person, business or entity who receives information from a security directive or information

or advisory circular from the aerodrome or airport operator, aircraft operator, catering operator or regulated agent in respect of his duties, shall:

- a) restrict the availability of the security directive or information or advisory circular and information therein to those persons who require such information for the performance of their functions; and
- b) refuse to release the security directive or information or advisory circular and information regarding the security directive or information circular to other persons without the prior written consent of the Authority.

### *Search of Persons and Goods*

143.

- (1) A person, other than an Aviation Security Inspector or authorized person, who prior to entering a security restricted or sterile area, is required by an aviation security officer or aviation screening officer: -
  - a) to submit to a search of his person and to permit a search to be carried out of the goods that he intends to take or have placed on board an aircraft or take into a security restricted area; or
  - b) to submit to a search of a vehicle or other means of conveyance, under his control before entering the security restricted or sterile area
- (2) A person, other than an Aviation Security Inspector or authorized person, shall not be allowed to board an aircraft or enter the security restricted or sterile area unless he submits to a search or permits a search to be carried out on the vehicle or other means of conveyance, under his control.
- (3) Where a person is given an order by an aviation security officer or aviation screening officer pursuant to sub-regulation (1) and (2) and refuses to submit to screening the person shall thereupon leave the checkpoint of the security restricted or sterile area immediately and remove the goods, vehicle or means of conveyance in his possession from the checkpoint of the security restricted or sterile area.
- (4) A person under sub-regulation (3) who is requested to leave the checkpoint of a restricted or sterile area shall be escorted away from the security restricted or sterile area by an aviation security officer or aviation screening officer or Airport Police.
- (5) This regulation shall not apply to: -

- a) uniformed members of the protective services of Guyana who are on duty at the airport; and
- b) the Director General and Inspectors of the Authority on official duties at an airport or aerodrome where appropriate identification or credentials of those persons have been presented and verified by an aviation security officer or aviation screening officer.

***Restrictions of Passengers***

144.

- (1) A person shall not carry, or attempt to carry, prohibited items or dangerous good not authorized for transport under the Civil Aviation Act or Civil Aviation Regulations, in carry-on baggage on board an aircraft.
- (2) A person shall not offer for air transport, as goods or in checked baggage a weapon, incendiary device or any other dangerous and prohibited device or substances;
- (3) A person shall not submit to screening of his person or of his carry-on baggage while in possession of a weapon, incendiary device, or any other dangerous device;
- (4) A person shall not make a false statement to an aviation security officer or aviation screening officer, an aircraft operator, an airport or aerodrome operator, or a member of the Guyana Police Force assigned to airport or aerodrome duties, in regard to possession of a weapon, incendiary device or any other dangerous device;
- (5) A person shall not knowingly communicate false information by any means that will or is likely to jeopardize the safety of an aircraft in flight or on the ground, or passengers, crew, ground personnel or the general public, at an airport or aerodrome or at the premises of a civil aviation facility
- (6) A person shall not enter or remain in any part of an airport or aerodrome that is not a public area where a notice is given orally by the airport or aerodrome operator, tenant, aircraft operator or by posted sign stating that trespassing is prohibited, or that entry is restricted to authorized persons.
- (7) Where a person has been ordered to disembark an aircraft in accordance with regulation 37 (2) or 72 (10), he shall disembark the aircraft.

- (8) A person who acts in contravention of sub-regulations (1) through (6) commits an offence and shall be liable on summary conviction to a fine not exceeding one million five hundred thousand dollars and to imprisonment not in excess of one year.
- (9) A person under sub-regulation (7) shall upon a request to disembark, shall so disembark the aircraft and remove his carry-on baggage and have his checked baggage removed from the aircraft.
- (10) A person who refuses the screening of goods that he intends to have transported on an aircraft or intends to take into a restricted or sterile area, shall not -
  - a) place or attempt to place such goods; or
  - b) cause the goods to be placed on board the aircraft or taken into a restricted or sterile area.

***Access to Aerodrome Security Restricted Areas***

145.

- (1) A person, other than authorized persons, shall not access or attempt to access a security restricted area of an airport or aerodrome unless the airport or aerodrome operator has granted him a security restricted area pass and granted him access to the security restricted area in accordance with the provisions of such security restricted area pass.
- (2) A person who has been granted access to a security restricted area of an airport or aerodrome shall only access or attempt to access such security restricted area when on duty and must only access the security restricted areas at a security restricted area access control point.
- (3) Subject to sub-regulation (2), a person shall not -
  - a) provide another person with physical access to a security restricted area where the latter has not been issued with a security restricted area pass; or
  - b) assist another person in gaining physical access to a security restricted area where the latter has been issued with a security restricted area pass but does not have such security restricted area pass in his possession.
- (4) All persons granted authorized access to the security restricted area of an airport or aerodrome and whose duties and functions require him to be within the operational areas of the airport or aerodrome including parking positions, fences, perimeter roads, aprons,

taxi-ways, and runways, shall at all times wear a high-visibility vests which must be visible during the day and at nights.

(5) Notwithstanding sub-regulation (3), a person may enter certain security restricted areas of an airport or aerodrome where such person -

- a) has a valid boarding pass issued by an aircraft operator, is proceeding to the assigned gate for the purpose of boarding an aircraft and has been subjected to the screening requirements of these Regulations; or
- b) displays on his person, a valid airport or aerodrome emergency identification media or pass; and, is identified in the emergency or contingency response plan of the airport or aerodrome operator and, is attending to or responding to an airport or aerodrome emergency or contingency.

***Minister may amend Schedules***

146.

The Minister may, by Order amend these regulations or any of the Schedules.

**PART XIV - FACILITATION**

***Agencies involved in Facilitation***

147.

- (1) This Part shall apply to the authorities and agencies operating at the airport with responsibility for:
- a) Customs
  - b) Agriculture and environment
  - c) Aviation Security
  - d) Narcotics
  - e) Immigration and border control
  - f) Port Health and Quarantine
  - g) General Aviation
  - h) Tourism
  - i) Airport or Aerodrome Operators
  - j) Domestic Air Operators
  - k) Foreign Air Operators
  - l) Flight Crew and Cabin Crew
  - m) Handling Agents

*Appropriate Authority Responsible for Facilitation*

148.

- (1) For the purpose of these Regulations, the Guyana Civil Aviation Authority shall be designated as the appropriate agency responsible for the oversight of the security-related aspects of facilitation in accordance with ICAO's Annex 9.
- (2) The Guyana Civil Aviation Authority shall be responsible, inter alia, for:
  - a) Monitoring the implementation of the National Air Transport Facilitation Programme (NATFP) by the agencies to which responsibilities have been assigned by the National Air Transport Facilitation Programme and the National Air Transport Facilitation Committee;
  - b) Approving the Facilitation Programmes drawn up by the airport operators prior to their implementation, and monitoring the implementation of their Facilitation Programmes; and
  - c) Liaising with the National Air Transport Facilitation Committee and the National Civil Aviation Security Committee on all matters of facilitation and aviation security.
- (3) The GCAA's Aviation Security Department shall be responsible for the development and maintenance of the National Air Transport Facilitation Programme; and shall coordinate with the respective agencies and Ministries with regards to facilitation matters. The facilitation responsibilities of the GCAA's Aviation Security Department are:
  - a) To ensure operations are carried out in such a manner to accomplish effective compliance with security and facilitation requirements while maintaining a high level of productivity for the operators, airports and government agencies involved.
  - b) To ensure the implementation of the National Air Transport Facilitation Programme to improve the efficiency of civil aviation operations in Guyana.
  - c) To define and allocate tasks and coordinate activities between the departments, agencies and other organizations of the State, including airport and aircraft operators, air traffic service providers and other entities concerned with, or responsible for, the implementation of various aspects of the National Air Transport Facilitation Programme.



- d) To encourage the allocation of sufficient supporting resources and facilities required by stakeholders to effectively implement facilitation measures at each airport serving civil aviation.
- e) Coordinate and work closely with other government agencies and aircraft and airport operators in the application of facilitation measures in such a manner so as to minimize unnecessary delays and inconvenience to passengers, cargo and aircraft operators.
- f) Arrange for security controls and procedures to have minimal interference with, or delay to, the activities of civil aviation, whenever possible, provided the effectiveness of these security controls and procedures are not compromised.
- g) Ensure the use of efficient screening and examination techniques when processing passengers, baggage, and cargo to facilitate scheduled departure of aircraft.
- h) Coordinate with the immigration authority to ensure that new technologies are incorporated into passports to enhance the security and facilitation of passenger control systems.

***National Air Transport Facilitation Programme***

149.

- (1) A written National Air Transport Facilitation Programme (NATFP) shall be established and maintained to guide the improvement and optimization of passenger and cargo flows through airports and to improve customer service, while maintaining appropriate security requirements.
- (2) The objectives of developing a National Air Transport Facilitation Programme (NATFP) are to coordinate between relevant ministries, agencies and industry partners in order to:
  - a) Ensure that measures are implemented to comply with the Standards and Recommended Practices (SARPs) contained in ICAO's Annex 9 - Facilitation.
  - b) Enhance processes and procedures to facilitate the movement of aircraft, crews, passengers, cargo, baggage, mail and stores by removing unnecessary obstacles and delays, in addition to enhancing efficiency, productivity and service quality of civilian air transport services.
  - c) Proactively support the development of innovative strategies to address facilitation issues in the air transport industry and civil aviation environment of Guyana.

***National Air Transport Facilitation Committee***

150.

- (1) There shall be established a National Air Transport Facilitation Committee for the purposes of: -
- (a) Providing guidance and advice regarding making improvements to border-crossing and border security formalities which must be accomplished with respect to aircraft engaged in international operations and their passengers, crew and cargo, in line with the Chicago Convention of 1944 and ICAO's Annex 9;
  - (b) Ensuring coordination between relevant ministries, agencies and industry to remove unnecessary obstacles and delays and improve the efficiency in the services which facilitate commercial air transport operations;
  - (c) Developing and implementing the provisions of the National Air Transport Facilitation Programme in accordance with the provisions of Annex 9 to the Chicago Convention of 1944;
  - (d) Considering recommendations to enhance facilitation of civil air transport made by relevant entities;
  - (e) Encouraging the development of best practices in all areas of facilitation of civil air transport including immigration, customs, and handling of the traveling passengers including persons with disabilities;
  - (f) Discussing proposed changes to regulations concerning facilitation of civil air transport;
  - (g) Informing agencies, departments and other organizations concerned of significant facilitation developments in the field of civil aviation;
  - (h) Coordinating with the National Civil Aviation Security Committee on security related elements of facilitation matters; and advising Government and the aviation sector on meeting compliance with new requirements.
- (2) The National Air Transport Facilitation Committee may issue advice, not inconsistent with these Regulations to the Authority, and the Authority shall consider and implement such advice where necessary.

- (3) The National Air Transport Facilitation Committee shall be established as a sub-committee of the National Civil Aviation Security Committee. The composition of the National Air Transport Facilitation Committee shall consist of members from the following agencies:
- a) Ministry of Public Infrastructure (member as Chairperson)
  - b) Guyana Civil Aviation Authority (member as Deputy Chairperson)
  - c) Ministry of Citizenship
  - d) Cheddi Jagan International Airport Corporation
  - e) Ministry of Public Security
  - f) Ministry of Tourism
  - g) Guyana Police Force
  - h) Central Immigration and Passport Office
  - i) Eugene F. Correia International Airport
  - j) Ministry of Foreign Affairs
  - k) Ministry of Public Health
  - l) Ministry of Agriculture
  - m) Guyana Revenue Authority
  - n) Representative of Airline Association
  - o) Representative of Small Aircraft Association
- (4) Subject to sub-regulation (3), the National Air Transport Facilitation Committee shall compose of government officials representing the main interests involved in the various domains of facilitation, representatives of the aviation industry and other representatives permanent or temporary, that can assist in the work of the committee.
- (5) The committee members identified above reserve the right to allow for a representative to attend the committee meeting on his or her behalf.
- (6) Alternates may be designated by their respective organizations to sit on the committee. Such persons should be given sufficient authority to speak on behalf of their organizations and to initiate necessary action in support of the National Air Transport Facilitation Committee's work.
- (7) The Chairman may co-opt any other person with specialized knowledge of a matter under consideration by the National Air Transport Facilitation Committee to be present at any meeting of the Committee.
- (8) Subject to sub-regulation (7), the National Air Transport Facilitation Committee shall regulate its own procedures. Experts may be invited by the National Air Transport Facilitation Committee to advise or contribute on specific subjects.

- (9) Eight members or their representative of the National Air Transport and Facilitation Committee, including not less than five of the members listed under sub-regulation (3) a), b), c), d), h), i), and j) shall constitute a quorum.
- (10) The chairperson of the National Air Transport and Facilitation Committee shall be responsible for convening both the regular and ad hoc meetings of the committee, and for ensuring that policies proposed by the National Air Transport and Facilitation Committee are considered in national legislation by the authorities concerned.

***Airport Facilitation Programmes***

151.

- (1) Every certified airport operator shall draw up and implement an Airport Facilitation Programme in accordance with the National Air Transport Facilitation Programme and ICAO Annex 9 together with the relevant guidance of the ICAO's manual on facilitation.
- (2) The Airport Facilitation Programme shall be a written statement of the measures to be adopted by the certified airport operators to facilitate the efficient flow of passengers through the airport and shall be submitted to the Authority for approval, prior to implementation.
- (3) The Airport Facilitation Programme shall include at minimum: –
- a) A list of measures to establish, review and amend, as necessary, procedures for entry and clearance of flights at the airport concerned.
  - b) Arrangements to review regularly all parties' performance with respect to meeting a 45-minute goal for processing inbound passengers and the 60-minute goal for processing outbound passengers. Time studies and queuing analysis should be used to determine where adjustments need to be made.
  - c) A list of procedures to establish modern systems for immigration and customs inspection, using applicable technology and should collaborate in setting up automated passenger clearance systems.
  - d) Arrangements to make necessary changes in traffic flows and checkpoints in the airport to cope with rising traffic volumes.
  - e) Measures to improve the quality and quantity of signage in the inspection facilities in order to reduce customer confusion.

- f) Arrangements to review staffing of inspection stations, work shifts, overtime, and seek adjustments to meet traffic demands.
- g) Provide input on behalf of aircraft operators and inspection agencies to the design of airports or new inspection facilities.
- h) Arrangements to monitor and improve delivery of baggage to the customs inspection area.
- i) Appropriate coordination of facilitation, narcotics control, aviation security and dangerous goods handling procedures so that the objectives of all four programmes are met.
- j) Appropriate coordination of the activities and requirements of the various inspection agencies in order to assure prompt clearance and delivery of air cargo shipments.
- k) Establishing provisions for adequate facilities for loading and unloading and for secure storage of cargo while awaiting customs clearance.
- l) Setting up and maintaining electronic systems for cargo manifesting, customs clearance, and delivery.
- m) Developing and establishing a list of measures to review regularly all parties' performance with respect to meeting a 3-hour goal for completion of inspection formalities and make adjustments where necessary and feasible to improve efficiency and effectiveness.
- n) Appropriate measures to review inspection agency staffing of cargo clearance area, work shifts, overtime; and to seek adjustments to meet customer needs.

***Establishment of Airport Facilitation Committee***

152.

- (1) There shall be established an Airport Facilitation Committee at each certified airport in Guyana for the purposes of: -
  - a) Implementing the National Air Transport Facilitation Programme at the airport level;
  - b) Implementing the policies and directives of the National Air Transport Facilitation Committee;

- c) Liaising with Airport Security Committee to ensure that security in the airports do not hinder smooth passage of passengers, cargo, mail, crew and aircraft;
  - d) Reviewing reports of activities relating to facilitation at the airports and make suggestions for improvement.
  - e) Examining problems arising in connection with the clearance of aircraft, crew, passengers, cargo, baggage, mail and stores and, where possible, provide and effect solutions to the problems which may arise at the airport concerned; and
  - f) Making recommendations as appropriate to the National Air Transport Facilitation Committee for the implementation of proposals which cannot be addressed by the Airport Facilitation Committee.
- (2) The Airport Facilitation Committee shall consist of representatives from the following agencies:
- a) Airport Operator (as Chairperson)
  - b) Airport Security
  - c) Guyana Police Force
  - d) Air Navigation Services
  - e) Guyana Revenue Authority (Customs and Trade Administration)
  - f) Customs Anti-Narcotic Unit (CANU)
  - g) Immigration and Passport Office
  - h) Representative of handling companies
  - i) Representative of large airlines
  - j) Representative of cargo companies
  - k) Representative of Guyana Post Office
  - l) Representative of Port Health
  - m) Representative of Ministry of Agriculture (Quarantine Division)
- (3) Subject to sub-regulations (2), the Committee shall regulate the procedures at its meetings in such a manner as it thinks fit and shall meet at least once quarterly except in cases of emergency.
- (4) The venue of the meetings shall be as determined by the Chairman of the Airport Facilitation Committee.
- (5) Six (6) members of the Committee shall constitute a quorum.

- (6) The Airport Facilitation Committees shall provide updates on airport facilitation matters to the National Air Transport and Facilitation Committee or designate a representative to serve as a member of the National Air Transport and Facilitation Committee who may raise facilitation issues which cannot be resolved at an operational level.
- (7) The Airport Facilitation Committee, through its meetings, shall ensure that organizations engaged in facilitating the arrival and departure of aircraft, including the airport operators, air operators, and Government agencies, implement measures for aviation security and narcotics control that will facilitate the efficient clearance of aircraft, passengers, and cargo, arriving into, or departing from Guyana to prevent unnecessary delays, while respecting all aviation security policies and procedures.
- (8) The Airport Facilitation Committee shall assist in solving the day-to-day problems which may arise from the implementation of the Airport Facilitation programme, including: -
- a) giving consideration to airport traffic flow arrangements;
  - b) including and facilitating consultation during planning and expansion of the airport to new or existing facilities for: –
    - i. establishing common provisions for users;
    - ii. ensuring signage are prominently displayed;
    - iii. ensuring adequate aircraft parking provisions are established;
    - iv. handling of outbound passengers, crew and baggage;
    - v. handling of inbound passengers, crew and baggage;
    - vi. establishing cargo and mail handling and clearance facilities; and
    - vii. providing accessibility for persons with disabilities.
  - c) the provision of public health, medical emergencies, plant and animal quarantine facilities;
  - d) the provision of adequate staffing and facilities for clearance controls to allow for the efficient operation of immigration and customs entry and departure services;
  - e) the provision of training to all relevant persons in their duties and responsibilities, including their relationship to facilitation as a whole and for the handling of unruly passengers and disruptive;
  - f) the provision of passenger amenities at the airport to improve its efficiency and services.

*Application of Facilitation Requirements*

153.

(1) This Part prescribes the requirements for: -

- a) airport or aerodrome and aircraft operation, except where a particular provision specifically refers to only one type of operation;
- b) facilitating the movement of passengers and their baggage, mail and cargo, both incoming and outgoing, through an aerodrome or airport in a timely manner and with the least amount of discomfort;

(2) The Authority shall ensure that -

- a) aircraft operator, airport or aerodrome operator, government agencies and aviation stakeholders identified by the National Air Transport Facilitation programme: -
  - i. implement systems and measures to improve on their efficiency
  - ii. participate in scheduled meetings; and
  - iii. participate in the design or alteration of airports or aerodromes.
- b) airport or aerodrome operator coordinates the implementation of facilitation, narcotics control, aviation security, and dangerous goods programmes, as applicable;
- c) aircraft and airports operators put procedures in place to handle relief flights after emergencies, or natural or man-made disasters;
- d) international health requirements and related provisions are complied with by aircraft and airport operators;
- e) aerodrome and aircraft operators have emergency plans and procedures in place to handle a communicable disease outbreak of national and international concern;
- f) aircraft and airports operators have provisions in place for the processing and transport of passengers who require special assistance, including provisions for therapeutic animals;
- g) aircraft operators provide medical assistance to victims and families of an emergency occurrence or aircraft accident.



(3) The efficient clearance referred to in regulation 152 sub-regulation (7) shall also apply to air operators and their responsibilities for: –

- a) aircraft clearance documents;
- b) disinsection of aircraft;
- c) disinfection of aircraft; and
- d) arrangements for handling international general aviation and non-scheduled flights to include:
  - i. prior authorization;
  - ii. advanced notification of arrival;
  - iii. clearance and sojourn of aircraft;
- e) facilitating the entry of authorized persons involved in search and rescue, accident investigation and salvaging activities, while on duty;
- f) facilitating the response to marine pollution events and other emergencies;
- g) transport of passengers requiring special assistance, including;
  - i. the communication of information and directions in media that can be understood by travelers with cognitive or sensory disabilities;
  - ii. the provision of personnel trained to assist persons with disabilities;
  - iii. the provision of special facilities and services, as well as the access to such facilities and services for persons with disabilities;
  - iv. physical access to equipment on board the aircraft;
  - v. air operator services;
  - vi. carriage of service animals;
  - vii. aircraft boarding and assistance; and

viii. carriage of disabled passengers' wheelchairs and mobility aids.

***Entry and Departure of Passengers and Baggage***

154.

- (1) The measures which are to be implemented by operators and border control authorities in Regulation 151 shall apply to: -
  - a) documents required for travel by passengers, crew, persons on duty and civil aviation inspectors;
  - b) travel document security requirements of the issuing authority;
  - c) travel document content and issuance standards;
  - d) exit visa requirements;
  - e) entry/re-entry visa requirements; and
  - f) embarkation/disembarkation card requirements;
  - g) health authority requirements, including the use of international certificates of vaccination or prophylaxis.
  - h) inspection of travel documents;
  - i) departure procedures;
  - j) entry procedures and responsibilities of an airport operator, air operator and border control authorities, including the application of advanced passenger information
  - k) transit procedures and requirements;
  - l) handling baggage separated from its owner;
  - m) identification and entry requirement of crew and other air operator personnel;
  - n) handling civil aviation inspectors; and
  - o) emergency assistance/entry visas in cases of force majeure.
- (2) An aircraft operator shall ensure the validity of passenger travel documents at embarkation and that they are in possession of the documents prescribed by States of transit and destination for control purposes.
- (3) Prior to arrival, Air Traffic Services shall advise the airport operator who will be responsible for notification to other border inspection agencies, including customs, immigration, police or quarantine, of intended arrivals, departures or transit operations.

***Entry and Departure of Cargo and Other Articles***

155.

- (1) The airport operators in consultation with their Airport Facilitation Committee shall ensure that organizations responsible for facilitating the entry, transit, and departure of cargo and other articles, expedite the release and clearance of goods carried by air, by implementing appropriate procedures for air cargo operations to prevent unnecessary delays in the following: -

- a) clearance of export and import cargo, including information required by the Guyana Revenue Authority;
  - b) movement of spare parts, equipment, stores and other material imported or exported by air operators in connection with international services, and the relief from import duties and taxes for such shipments;
  - c) handling of containers and pallets;
  - d) handling of mail; and
  - e) handling of dangerous goods and associated materials.
- (2) An aircraft operator and his cargo handling agent shall be responsible for: -
- a) the production and presentation of the cargo manifest, cargo security declaration forms, and air waybills; and
  - b) ensuring that information is disseminated to the appropriate agencies and are current and readily available and accessible.
  - c) The production and presentation of other documents required for the clearance of the goods shall be the responsibility of the declarant.
- (3) An aircraft operator and his handling agent shall individually and collectively ensure that the clearance and release of import cargo, transit cargo, transfer cargo and export cargo shall at all times be in keeping with the applicable security measures of these regulations and the National Civil Aviation Security Programme as well as the procedures approved for use by the Guyana Revenue Authority regarding importation and exportation.

***Inadmissible Persons and Deportees***

156.

- (1) The Immigration Authority at the airport must advise the airport operator and the aircraft operator if an inadmissible person or deportee offers resistance to his removal so that airport and aircraft security measures and other air operator responsibilities can be applied, as required.
- (2) The Immigration Authority must: -

- a) facilitate the transit of persons being removed from another State and extend the necessary courtesy and cooperation to the aircraft operator and escorts carrying out such removal;
  - b) notify the aircraft operator without delay, confirming as soon as possible in writing, either in paper form or in electronic form, when a person is found to be inadmissible;
  - c) consult with an aircraft operator on the time-frame for removal of a person found inadmissible, in order to allow the aircraft operator a reasonable amount of time during which to effect the person's removal via its own services or to make alternative removal arrangements;
  - d) issue a Removal Order to an aircraft operator in respect of a person found inadmissible which shall include, if known:
    - a. the name;
    - b. age;
    - c. gender; and
    - d. citizenship of the person in question.
  - e) be responsible for the cost of custody and care of all other categories of inadmissible persons, including persons not admitted due to document problems beyond the expertise of the aircraft operator or for reasons other than improper documents, from the moment these persons are found inadmissible until they are returned to the aircraft operator for removal from Guyana;
  - f) consult with the aircraft operator where appropriate, regarding the most practicable place to which the inadmissible person is to be removed; and
  - g) not prevent the departure of an aircraft operator's aircraft pending a determination of admissibility of any of its arriving passengers, except in the case of infrequent flights or if the Immigration Authority has reason to believe that there might be an irregularly high number of inadmissible persons on a specific flight.
- (3) An aircraft operator shall be responsible for the cost of custody and care of an improperly documented person from the moment that person is found inadmissible and returned to the Air Operator for removal from Guyana.
- (4) An aircraft operator shall remove the inadmissible person to the point where he commenced his journey; or to any place where he is admissible.

- (5) The Immigration Authority shall ensure that a person being deported is served a Deportation Order which shall indicate to the deportee the name of the State of destination.
- (6) Guyana shall assume all obligations, responsibilities and costs associated with a deportee's removal.
- (7) The Immigration Agency shall: -
- a) when making arrangements with an aircraft operator for removal of a deportee, make available the required information as soon as possible but not later than 24 hours before scheduled departure, to include:
    - i. providing a copy of the Deportation Order;
    - ii. giving details of the risk assessment and any other pertinent information that would help the air operator assess the risk to the security of the flight;
    - iii. giving the names and nationalities of any escorts; and
    - iv. ensuring that the security requirements of these Regulations are taken into consideration.
  - b) utilize direct non-stop flights whenever practicable in making arrangements for the removal of a deportee to the next State destination;
  - c) when presenting a deportee for removal, ensure that all official travel documentation required by a transit or destination State is provided to the air operator;
  - d) admit a person deported from another State into Guyana only after the person has been verified to be a Guyana national;
  - e) ensure that procurement of replacement travel documents of inadmissible passengers and other persons is facilitated, as is practicable;
  - f) when determining that a deportee must be escorted, and the itinerary involves a transit stop in an intermediate State, ensure that the escorts remain with the deportee to his final destination, unless suitable alternative arrangements are agreed, in advance of arrival, by the authorities and the aircraft operator involved at the transit location.

- (8) The airport or aerodrome operator and an air operator shall make all reasonable efforts, including but not limited to signage, notices and announcements, to ensure that all travelling passengers are made aware of the unacceptability and the legal consequences of unruly or disruptive behaviour at the airport or in any aviation facilities and on-board aircraft.

***Landing at an Alternate Aerodrome***

157.

- (1) Where an aircraft lands inadvertently at a location other than at an international airport, the Pilot-in-Command or, in the event of incapacitation, the next senior crew member available, shall notify Air Traffic Services immediately, if possible, and shall maintain control of the passengers, baggage, cargo and the aircraft until representatives of the Guyana Police Force or the Authority arrives.
- (2) The Pilot-in-Command, or senior crew member, while awaiting the instructions of the Authority or, if he is unable to get in touch with them, shall be entitled to take such emergency measures as he deems necessary for the health and safety of passengers and crew and for avoiding or minimizing loss or destruction to the aircraft itself and its load or cargo.
- (3) If it is apparent that the aircraft can resume its flight within a relatively short time of arrival, the applicable procedures required for obtaining approval, clearance and departure must be applied.
- (4) If it is apparent that the aircraft will be substantially delayed or is unable to continue its flight, the procedures applicable to approvals, permission and clearance must be applied.

158.

***Endangering Aircraft and Passengers***

- (1) A person shall not knowingly or intentionally act in a manner that endangers an aircraft or endangers any person or persons in an aircraft.
- (2) A person shall not behave in a disorderly manner or assault a crew member or another passenger or passengers on an aircraft or in a public place or at an airport, or at an aerodrome or airstrip within Guyana, or causes willful damage to a passenger, passengers, or crew member, or exposes himself indecently.
- (3) A person shall not interfere with the discharge by a crew member of the crew member's functions on an aircraft or in a public place or at an airport, or at an aerodrome or airstrip

within Guyana; or behaves in a manner that interferes with the discharge by a crew member of the crew member's functions.

- (4) A person shall not threaten a crew member or behaves in a threatening manner or uses threatening words towards a crew member before boarding an aircraft in Guyana or in a public place or at an airport, or at an aerodrome or airstrip within Guyana or when on board the aircraft.
- (5) Subject to sub-regulations (1), a person who knowingly and intentionally acts in a manner that endangers an aircraft or endangers any person or persons in an aircraft commits an offence and is liable on summary conviction to a fine of three million dollars and to imprisonment for five years.
- (6) Subject to sub-regulations (2), person a who behaves in a disorderly manner or assaults a crew member or another passenger or passengers on an aircraft or in a public place or at an airport, or at an aerodrome or airstrip within Guyana, or causes willful damage to a passenger, passengers, or crew member, or exposes himself indecently, is liable is liable on summary conviction to a fine of three million dollars and to imprisonment for five years.
- (7) Subject to sub-regulations (3), a person who interferes with the discharge by a crew member of the crew member's functions on an aircraft or in a public place or at an airport, or at an aerodrome or airstrip within Guyana; or behaves in a manner that interferes with the discharge by a crew member of the crew member's functions is liable on summary conviction to a fine of one million dollars and to imprisonment for two years.
- (8) Subject to sub-regulations (4), a person commits an offence who threatens a crew member or behaves in a threatening manner or uses threatening words towards a crew member before boarding an aircraft in Guyana or in a public place or at an airport, or at an aerodrome or airstrip within Guyana or when on board the aircraft and, is liable on summary conviction to a fine of one million dollars and to imprisonment for two years.

### *Safeguard Against Tampering, Theft and Pilferage*

159.

- (1) Airport or aerodrome operators shall ensure that security measures, adequate lighting, surveillance and monitoring systems are established in sterile areas such as ramps, aprons, storage areas, baggage make up areas, and cargo preparation and loading areas to safeguard against tampering, theft and pilferage.

- (2) Aircraft operators shall ensure that security measures and procedures are implemented to prevent tampering, theft and pilferage from baggage and cargo on the aircraft, in the aircraft holds, and in the sterile areas such as ramps, aprons, storage areas, baggage make up areas, and cargo preparation and loading areas.
- (3) Subject to sub-regulation (2) and in accordance with the National Civil Aviation Security Programme, security measures and procedures shall include at minimum:
- a) Safeguarding baggage, cargo and mail accepted for transport on the aircraft from tampering, theft, and introduction of prohibited items or substances.
  - b) Conducting background check for employees, security personnel, ramp attendants, baggage handlers, groomers, and other personnel granted access to the aircraft operations areas, cabin, and holds of the aircraft.
  - c) Screening and searching personnel described in sub-regulation (3) b) before and after they are granted access to the aircraft operations areas, cabin, and holds of the aircraft.
  - d) Assigning security personnel to secure and monitor baggage handling, transport and loading operation in the baggage make-up area, in the aircraft operations areas, and in cabins and holds of the aircraft.
  - e) Ensure that clothing and uniform requirements are developed and prescribed to prevent the concealment of stolen items, articles and substances by personnel as described in sub-regulations (3) b) who are granted access to the aircraft cabin, operations areas, and the holds of the aircraft.
  - f) Installing cameras in the holds of the aircraft to record and monitor activities of personnel that are loading and packing baggage and cargo in the aircraft holds.
- (4) Anyone including any employee, security personnel, ramp attendants, baggage handlers, groomers, and other personnel working within the airport environment, and found or caught tampering with, stealing or pilfering from any baggage or cargo located within the security restricted area, including baggage make-up area, ramps, aprons, storage areas, preparation areas, loading areas, the aircraft operations areas, cabin, and holds of the aircraft shall be liable on summary conviction to a fine of two million dollars and to imprisonment for three years.



- (5) Anyone including any employee, security personnel, ramp attendants, baggage handlers, groomers, and other personnel working within the airport environment, and found or caught concealing stolen items or articles pilfered from any baggage or cargo located within the security restricted area, including baggage make-up area, ramps, aprons, storage areas, preparation areas, loading areas, the aircraft operations areas, cabin, and holds of the aircraft shall be liable on summary conviction to a fine of two million dollars and to imprisonment for three years.
- (6) Anyone including any employee, security personnel, ramp attendants, baggage handlers, groomers, and other personnel working within the airport environment, and found to be aiding or in collusion with any person to tamper with, steal or pilfer from any baggage or cargo located within the security restricted area, including baggage make-up area, ramps, aprons, storage areas, preparation areas, loading areas, the aircraft operations areas, cabin, and holds of the aircraft shall be liable on summary conviction to a fine of one million dollars and to imprisonment for one year.

## **PART XV - CYBER SECURITY**

### ***Cyber Security Measures***

160.

- (1) All aviation stakeholders including the civil aviation authority, airport operators, aircraft operators, and air traffic service providers shall develop and implement sound security measures to safeguard their electronic information, data, and computerized systems used in their daily operations from cyber threats and cyber-attacks.
- (2) The security measures required in sub-regulations (1) must be outlined in the operational manual or the aviation security programme of each aviation stakeholder in accordance with the categories outlined in schedule 12; and must include security measures and provisions for the protection of: -
- a) Access control and alarm monitoring systems.
  - b) Departure border control systems.
  - c) Border crossing and customs systems.
  - d) Advance Passenger Information Systems.
  - e) Advance Cargo Information Systems.
  - f) Passenger and baggage reconciliation systems.
  - g) X-ray screening systems whether network or stand-alone configuration.
  - h) Explosive detection systems whether network or standalone configuration.
  - i) Regulated agent and known consignor data-bases.
  - j) Air traffic management systems.
  - k) Aircraft operator reservation and passenger check-in systems.

- l) Flight information display systems.
  - m) Closed-circuit television surveillance systems.
  - n) Aircraft command, control and dispatch systems.
  - o) Communication, navigation and other safety-critical systems of an aircraft.
  - p) Baggage handling and monitoring systems.
  - q) Any other system utilized in civil aviation which is computerized, or network based.
- (3) Aviation stakeholders including the civil aviation authority, airport operators, aircraft operators, and air traffic service providers must ensure electronic protection of their computer systems as listed in sub-regulations (2) against sabotage by unauthorized persons through Information, Communication and Technology (ICT) security control measures which are in accordance with the categories outlined in Schedule 12 and must also include:
- a) Security standards, policy and procedures;
  - b) Appropriate recruitment, selection and training of staff, including conducting background checks particularly for persons granted access and administrative rights to computer systems and processes;
  - c) Conducting threat, risk and vulnerability assessments to determine the vulnerability of a system and likelihood of attack.
  - d) Carrying out quality control activities including inspections and tests.
  - e) Using appropriate hardware and software to enhance security controls.
  - f) Creating virtual or logical controls such as firewalls, data encryption, network intrusion detection systems, and anti-virus systems.
  - g) Requiring multi-tier approvals for granting access and making changes to all computerized systems and networks.
- (4) Aviation stakeholders including airport operators, aircraft operators, and air traffic service providers must ensure that their systems as listed in sub-regulations (2) are safeguarded against intentional damage and sabotage by unauthorized persons through physical protection and controls such as:
- a) Ensuring system hardware, particularly servers, are appropriately secured and located in areas to which access is controlled.
  - b) Implementing authentication systems to verify that only those authorized personnel accessing the system, such as biometric log-on methods and passwords.
  - c) Limiting the number of persons with authorized access.
  - d) Continuous monitoring and control of access to systems.
  - e) Using remote backup systems in the event of loss of or damage to the primary system.
  - f) Maintaining activity logs, which can be useful in auditing and evaluating, as well as providing alerts when there is activity outside of normal operating parameters.

***Cyber Attack and Threat Reporting***

161.

- (1) Aviation stakeholders, airport operators, aircraft operators and air navigation service providers shall report incidents involving cyber-attacks and cyber threats which can impair civil aviation operations or result in an act of unlawful interference.
- (2) The civil aviation authority, airport operators, aircraft operators and air navigation service providers including other aviation stakeholders shall develop appropriate countermeasures to respond to cyber-threats and cyber-attacks by:
  - a) Establishing an alert or notification system to respond immediately to mitigate or address cyber threats;
  - b) Informing appropriate authorities and other ancillary operators and stakeholders to further address or mitigate the cyber threats or attacks.
  - c) Implementing a reporting system in their organizations and include adequate response provisions in their aviation security programmes.

***Resulting Offences and Penalties***

162.

- (1) A person or an organization commits an offence if they intentionally, without authorization, or by infringing or compromising any security system or measure, tampers or illegitimately accesses a computer system or any part of a computer system that is used by a civil aviation authority, airport operator, aircraft operator, air navigation service provider, handling service provider, cargo company or border control agency, or any other aviation stakeholder to store, process or transmit information or used to support civil aviation operations and to facilitate the transport of passengers.
- (2) A person or organization who commits an offence under subsection (1) is liable
  - a) on summary conviction to a fine of three million dollars and to imprisonment for up to three years; or
  - b) on conviction on indictment to a fine of five million dollars and to imprisonment for up to five years.
- (3) A person or an organization commits an offence if they intentionally and without lawful excuse or justification, electronically intercepts, hacks, alters or modify the transmission of computer data from or within a computer system that is used by a civil aviation authority, airport operator, aircraft operator, air navigation service provider, handling service provider, cargo company or border control agency, or any other aviation stakeholder so as to cause harm to civil aviation operations and to disrupt the transport of passengers.
- (4) A person who commits an offence under sub-regulations (3) is liable to:

- a) on summary conviction to a fine of five million dollars and to imprisonment for up to three years; or
  - b) on conviction on indictment to a fine of eight million dollars and to imprisonment for up to five years.
- (5) A person or organization commits an offence against a civil aviation authority, airport operator, aircraft operator, air navigation service provider, handling service provider, cargo company or border control agency, or any other aviation stakeholder if the person or organization intentionally and without lawful excuse or justification adversely affects any of these parties by: -
- a) causing their computer data to deteriorate;
  - b) deletes their computer data;
  - c) alters or modifies their computer data;
  - d) copies or moves their computer data to a different location within a computer system or to any computer data storage medium;
  - e) renders their computer data meaningless, useless or ineffective;
  - f) obstructs, interrupts or interferes with their lawful use of computer data; or
  - g) denies access to their computer data although they are authorized to access it.
- (6) A person or organization who commits an offence under sub-regulation (5), is liable: -
- a) on summary conviction to a fine of three million dollars and to imprisonment for up to three years; or
  - b) on conviction on indictment to a fine of eight million dollars and to imprisonment for up to five years.
- (7) Subject to sub-regulations (5), d), a person or organization who, intentionally and without lawful excuse or justification, acquires computer data belonging to the parties described in sub-regulations (5) commits an offence and is liable: -
- a) on summary conviction to a fine of three million dollars and to imprisonment for up to three years; or
  - b) on conviction on indictment to a fine of eight million dollars and to imprisonment for up to five years.
- (8) A person or organization commits an offence if the person intentionally, maliciously and without lawful excuse or justification, hinders or interferes with the lawful use or operation of a computer system belonging to the civil aviation authority, an airport operator, aircraft operator, air navigation service provider, handling service provider, cargo company or border control agency, or any other aviation stakeholder.
- (9) A person or organization who commits an offence under sub-regulation (8) is liable: -

- a) on summary conviction to a fine of three million dollars and imprisonment for three years; or
  - b) on conviction on indictment to a fine of eight million dollars and imprisonment for five years.
- (10) For the purposes of sub-regulation (8) “hinder” includes intentionally: -
- a) disconnecting the electricity supply to a computer system;
  - b) causing electromagnetic interference to a computer system;
  - c) corrupting a computer system; or
  - d) damaging, deleting, deteriorating, altering or suppressing computer data.
- (11) A person or organization commits an offence against the civil aviation authority, an airport operator, aircraft operator, air navigation service provider, handling service provider, cargo company or border control agency, or any other aviation stakeholder if that person or organization interferes with the functioning of a computer system with the intent to defraud or deceive either of the parties listed for the purpose of procuring an economic benefit for himself, another person or an organization.
- (12) A person who commits an offence under subsection (11) is liable: -
- a) on summary conviction to a fine of five million dollars and to imprisonment for five years; or
  - b) on conviction on indictment to a fine of ten million dollars and imprisonment for ten years.
- (13) Notwithstanding the penalties set out in sub-regulations (12) where a person commits an offence under these regulations and the offence results in the incapacity or destruction of or interference with, computer data, a computer system, or a computer network that: -
- a) is exclusively for the use of critical infrastructure of the State; or
  - b) affects the use, or impacts the operation, of critical infrastructure of the State, that person is liable on conviction on indictment to a fine of twenty million dollars and to imprisonment for ten years.
- (14) For the purposes of sub-regulations (12), “critical infrastructure” means any computer data, computer system, or computer network so vital to the State that the incapacity or destruction of, or interference with, such computer data, computer system, or computer network would have a debilitating impact on: –
- a) the civil aviation safety and security systems;
  - b) border control, immigration and customs services;
  - c) the provision of services directly related to air transportation;
  - d) the provision of services to essential public infrastructure such as airports;

- e) the protection of public safety, including systems related to essential services such as air navigation services, meteorological services; emergency response such as police, fire fighting service, and medical services;
- (15) A person or organization commits an offence if he uses a computer system to transfer, possess or use a means of identification of another person; or uses false identification, false airside pass, or false passport, or make use of the electronic signature or password of another person, with the intent to breach the security and sterility of an airport or gain access to an aircraft serving civil aviation, or an air navigation facility or any part of an aerodrome where unauthorized access is prohibited.
- (16) A person who commits an offence under subsection (15) is liable: -
- a) on summary conviction to a fine of five million dollars and to imprisonment for three years; or
  - b) on conviction on indictment to a fine of eight million dollars and to imprisonment for five years.
- (17) A person or organization commits an offence if he intentionally initiates the transmission of one or more electronic mails or messages from or through a computer system or electronic communication device, or personal electronic device to a civil aviation authority, an airport operator, aircraft operator, air navigation service provider, handling service provider, cargo company or border control agency, or any other aviation stakeholder or State agency serving at the airports in Guyana, with the intent to deceive or mislead or cause pandemonium or damage any computer system; or to cause harm to persons, passengers and employees using or operating at the airport.
- (18) A person who commits an offence under sub-regulations (17) section is liable: -
- a) on summary conviction to a fine of five million dollars and to imprisonment for five years; and
  - b) on conviction on indictment to a fine of eight million dollars and to imprisonment for eight years.
- (19) A person or organization commits an offence if the person, whether in or out of Guyana, intentionally publishes, transmits or circulates by use of a computer system or any other means, a statement or words, either spoken or written, a text, video, image, sign, visible representation, or other thing, that: -
- a) incites, counsels, urges, induces, aids or abets any person to commit, participate in the commission of, or to conspire with another person to commit an act of unlawful interference against any aircraft or airport serving civil aviation;

- b) encourages, incites, induces, aids, abets, counsels, urges, teaches or trains any person in or out of Guyana to commit or to conspire with another person to commit any criminal offence and acts of violence against civil aviation, particularly against passengers, crew, and any personnel operating at the airport.
  - c) encourages, entices, induces or motivates any person in or out of Guyana to join a terrorist group or to commit or participate in the commission of an offence of or in relation to financing or supporting terrorism or acts of unlawful interference directed towards any civil aviation operations.
- (20) A person who commits an offence under sub-regulations (19) section is liable: -
- a) on summary conviction to a fine of five million dollars and to imprisonment for five years; and
  - b) on conviction on indictment to a fine of eight million dollars and to imprisonment for eight years.
- (21) Where death of any other person occurs as a result of the commission of an offence under sub-regulation (19), the person who commits the offence is liable on conviction on indictment to imprisonment for life.
- (22) Where a body corporate commits an offence under these regulations, the body corporate is liable to the fine applicable in respect of the offence.
- (23) Where a body corporate commits an offence under these regulations and the court is satisfied that a director, manager, secretary, or other similar officer, of that body corporate consented or connived in the commission of the offence; or failed to exercise due diligence to prevent the commission of the offence, that director, manager, secretary, or other similar officer commits an offence, he is liable to the fine or penalty applicable in respect of the offence.
- (24) A court in Guyana shall have jurisdiction in respect of an offence under these regulations where the act constituting the offence is carried out: -
- a) wholly or partly in Guyana;
  - b) by a citizen of Guyana, whether in Guyana or elsewhere; or
  - c) by a person on board a vessel or aircraft registered in Guyana.
- (25) For the purposes of sub-regulations (24) (a), an act is carried out in Guyana if: -
- a) the person is in Guyana at the time when the act is committed;
  - b) the person is outside of Guyana at the time when the act is committed, but: -

- i. a computer system located in Guyana or computer data on a computer data storage medium located in Guyana is affected by the act; or
- ii. the effect of the act, or the damage resulting from the act, occurs within Guyana.

**- END -**

## **SCHEDULE 1**

**[Regulations 10 (8), 47 (7), 56 (5), 73 (9), 77 (2) and 101 (9)]**

### **REVIEW FEES FOR AVIATION SECURITY PROGRAMMES**

#### **GENERAL**

##### **1. Applicability**

This Schedule prescribes the fees and charges which are to be paid to the Authority for the review of security programmes, training programmes and materials, quality control programmes, and document amendments as well as certification of various security personnel.

##### **2. Definitions**

For the purposes of this Schedule, the definitions in Part I will apply.

##### **3. Acronyms**

The following acronyms are used in this Schedule: -

- (1) AVSEC – Aviation Security
- (2) OPS – Operations
- (3) PAX – Passenger

##### **4. Initial Review and Approval**

The GCAA's Aviation Security Department is tasked with the responsibility for review and approval of all security related programmes. Aviation stakeholders must develop and submit the following documents to the Authority for review and approval before implementing security measures:

- 1) Aviation Security Programme



## 2) Quality Control Programme

Stakeholders providing aviation security training must submit the following document to the Authority for review and approval before implementation:

- 1) Aviation Security Training Programme or Manual
- 2) Aviation Security Training Presentation and Training Modules

A document or programme review fee must be paid to the Authority by the aviation stakeholder for ‘initial review and approval’ or ‘recurrent review and re-approval’ of the security programmes or security related documents upon its submission. Table A sets out the fees charged for the ‘initial review and approval’ or ‘recurrent review and re-approval’ of Aviation Security Programme or security related document for each type and category of aviation related operation.

**Table A. Initial and Recurrent AVSEC Programme Review Fees**

ITEM	DOCUMENT OR ACTION	FEE (GUY\$)
1.	Airport Security Programme – International Operator	220,800
2.	Airport Security Programme – Domestic Operator	220,800
3.	Heliport/Helipad Aviation Security Programme	220,800
4.	Aircraft Operator Security Programme – International (Large Passenger Operations)	184,000
5.	Aircraft Operator Security Programme – International (Cargo Operations)	184,000
6.	Cargo Operator/Handler Security Programme	184,000
7.	Aircraft Operator Security Programme – International (Small Passenger Operations)	128,800
8.	Aircraft Operator Security Programme – Domestic Passenger and Cargo Operations	92,000
9.	Aircraft Operator Security Programme (General Aviation, Aerial Works, Helicopter)	92,000
10.	Security Service Provider Security Programme	92,000
11.	Ground Handling Services Provider Security Programme	92,000
12.	Air Traffic Control Services Security Programme	92,000
13.	Catering Service Providers Security Programme	55,200
14.	AVSEC Training Manual/Programme (Inclusive of course slides)	147,200
15.	AVSEC Course Slides (Initial/Advance/Basic/Recurrent); if submitted separately	55,200
16.	Screeners’ Certification Programme (Airport, Aircraft & Cargo Operators)	147,200
17.	Screeners’ Certification Programme - Catering Operators only	82,800
18.	Quality Control Programme/Manual (for all Stakeholders)	128,800

## 5. Fees for Recurrent Reviews and Approvals

Recurrent review of security programmes or security related documents are required biennially in accordance with the National Civil Aviation Security Programme and National Civil Aviation Security Training Programme. This means that stakeholders are required to re-submit an updated or revised version of their programme. This process ensures that the Aviation

Security Programmes remain current and up-to-date with the new measures and requirements for implementation.

The revised version may encompass changes which are needed to ensure that ICAO's standards and recommended practices, and new Security Directives and requirements are considered to mitigate new and emerging threats to civil aviation. The increase or decrease in operations and change in organizational structure must also be reflected in the updated programmes. Hence, a document or programme review fee must also be paid to the GCAA by the respective aviation stakeholder for recurrent review and approval of the security programmes or related manuals. Therefore, the fees in Table A are also applicable to 'recurrent reviews and approvals' of Aviation Security Programmes and related documents for each type and category of aviation related operation.

The amendments made by stakeholders to their Aviation Security Programmes and Training Programmes must also be submitted to the Authority for review and approval. An Amendment may entail a small change made to one or more sections of a document.

A "Review of Amendments" fee must also be paid to the GCAA by the respective aviation stakeholder for review and approval of Amendments submitted to update the programmes. Table B sets out the fees charged for the "Review of Amendments" for each type and category of aviation related operation.

**TABLE B. Review of Amendments**

ITEM	DOCUMENT OR ACTION	FEE (GUY\$)
1.	Airport Security Programme – International Operator	55,200
2.	Airport Security Programme – Domestic Operator	55,200
3.	Helipad/Helipad Aviation Security Programme	55,200
4.	Aircraft Operator Security Programme – International (Large Passenger Operations)	55,200
5.	Aircraft Operator Security Programme – International (Cargo Operations)	55,200
6.	Cargo Operator/Handler Security Programme	55,200
7.	Aircraft Operator Security Programme – International (Small Passenger Operations)	55,200
8.	Aircraft Operator Security Programme – Domestic Passenger and Cargo Operations	55,200
9.	Aircraft Operator Security Programme (General Aviation, Aerial Works, Helicopter)	55,200
10.	Security Service Provider Security Programme	55,200
11.	Ground Handling Services Provider Security Programme	55,200
12.	Air Traffic Control Services Security Programme	55,200
13.	Catering Service Providers Security Programme	55,200
14.	AVSEC Training Manual/Programme (Inclusive of course slides)	55,200
15.	AVSEC Course Slides (Initial/Advance/Basic/Recurrent); if submitted separately	55,200
16.	Screener's Certification Programme (Airport, Aircraft & Cargo Operators)	55,200
17.	Screener's Certification Programme - Catering Operators only	55,200
18.	Quality Control Programme/Manual (for all Stakeholders)	55,200

## 6. Fees for Certification of Aviation Security Personnel

The following categories of aviation security personnel, service personnel or businesses must submit to a “Certification” process which is administered by the Authority:

- 1) Aviation Security Personnel carrying out screening functions on passengers, employees, baggage, catering, cargo and mail must be subjected to a Screeners’ Certification process;
- 2) Aviation Security Instructors conducting lectures or involved in instructional duties as well as preparing training materials must be subjected to an Instructors’ Certification process;
- 3) Quality Control Personnel involved in the conduct of aviation security audits, inspections, tests and assessments of systems must be subjected to a Quality Control Officers’ Certification Process.
- 4) Aviation Security Managers for aircraft operators and airport or aerodrome operators having direct responsibility for security operations or security staff must be subjected to an AVSEC Manager’s Certification or Approval process.
- 5) Aviation Security Quality Control Managers having direct responsibility for security quality control/assurance or quality control staff must be subjected to an AVSEC Quality Control Manager Approval process.
- 6) Cargo Operators/Regulated Agents involved in processing cargo at their facility which is intended for carriage on an aircraft must be subjected to a Cargo Operator/Regulated Agent process.

A “Certification” fee must be paid biennially to the GCAA by aviation stakeholders which employ Security Personnel, Service Personnel, and Instructors. Cargo operators or companies and regulated agents are also required to pay a “Certification” fee biennially. Table C sets out the fees charged for “Certification” for each category referenced above.

**TABLE C. Screeners, Instructors, Cargo Operator and Regulated Agent**

ITEM	DOCUMENT OR ACTION	FEE (GUY \$)
1.	Airport Screeners Certification	15,000
2.	Aircraft Operator Screeners Certification	15,000
3.	Cargo Operator Screeners Certification	15,000
4.	Catering Operator Screener Certification	10,000
5.	AVSEC Instructors Certification	25,000
6.	AVSEC Security Manager Approval	25,000
7.	AVSEC Quality Control Manager Approval	25,000
8.	AVSEC Quality Control Officer Certification	25,000
9.	Cargo Operator/Regulated Agent Approval	50,000

**- END -**

## **SCHEDULE 2**

**[Regulations 13 (3)]**

### **AIRPORT OPERATOR SECURITY PROGRAMME**

#### **1) PROGRAMME OBJECTIVE**

This Airport Operator Security Programme is designed to meet the international standards and recommended practices contained in Annex 17 to the convention on International Civil Aviation Organization (commonly referred to as the Chicago Convention of 1944) as well as related aviation security provisions found in Annexes 2, 6, 9, 10, 11, 13 and 14.

The objective of the Airport Operator Security Programme is to ensure that aviation security measures and responsibilities are clearly defined and understood by those who need to implement them. It must clarify and detail all measures that are required to be implemented at the aerodrome to meet the requirements of the National Civil Aviation Security Programme and the Civil Aviation Security Regulations.

An Airport Operator Security Programme must be produced and developed for each Airport within Guyana. The programme shall be prepared by the aerodrome operator or security manager, coordinator or officer in consultation with all aerodrome users and endorsed, signed and dated by the Chief Executive Officer.

The programme shall be drafted in accordance with the layout detailed herein and submitted to the Authority for approval. It shall be reviewed and amended accordingly and comprehensively reviewed at least once every 24 months.

Proposed amendments and variations to the programme, other than minor changes or changes resulting from a change of national legislation shall be submitted to the Authority for approval before incorporation.

The programme shall have classified as 'restricted' in accordance with these regulations and the NCASP.

## 2) SOURCES OF REGULATIONS

**National legislation** - Detail the national legislation (laws, decrees, etc.) that provides authority to the programme.

**National Civil Aviation Security Programme** - Refer to the appropriate articles of the National Civil Aviation Security Programme, on which the Airport Operator Security Programme is based, and the relevant provisions for the development of measures and procedures.

**Other regulations or legislation** - Detail any other form of regulations or legislation which provides legal support for the Airport Operator Security Programme. References to appropriate parts of the criminal laws of Guyana shall be made as required.

## 3) DUTIES AND RESPONSIBILITIES

**Airport management** - Describe the role and specific tasks of Airport management staff involved in the implementation of the Airport Operator Security Programme.

**Airport security section** - State the role and responsibilities of the Airport security officer, the organization of the Airport security section and the aviation security tasks they carry out.

**Policing authority** - State the tasks of the Guyana Police Force. Their responsibilities concerning aviation security shall be clearly described.

**Other government agencies** - State the role of the other government agencies (customs, immigration, drug enforcement, etc.) involved in supporting the Airport Operator Security Programme.

**Aircraft operators** - Describe the role of the aircraft operators (both national and foreign) operating at the aerodrome and any security function or task assigned to them in support of the programme. A list of persons in charge and their alternates for every airline, with all pertinent contact details (i.e., phone numbers both at work and home, home address, etc.), shall be included in an appendix.

**Aerodrome tenants** - Describe the responsibility of tenants and how their cooperation and assistance are required to contribute to aviation security.

**Local authorities** - State which tasks will be required of any local authorities to assist in the implementation of the Airport Operator Security Programme.

**Other authorities** - Any other authority involved in this programme (postal, communication, firefighting, health, etc.) shall be mentioned. Describe the role they have and what assistance they may be required to provide.

**General aviation** - Describe how the Airport Operator Security Programme affects general aviation operations at the aerodrome.

#### 4) AERODROME SECURITY COMMITTEE

**Terms of reference** - State the relevant national programme requirements to establish an Airport security committee. Its “Terms of Reference” must be described clearly. Describe that the tasks of the committee shall mainly be the implementation of the requirements of the national security programme through the establishment of procedures and measures for the effective safeguarding of the aerodrome against acts of unlawful interference. The committee shall meet regularly, in its totality or partly as a smaller operational group, preferably with a specified periodicity indicated. Minutes for each meeting shall be kept, and after approval by the members, circulated to the authorities concerned.

**Membership** - List the membership of the Airport security committee. The list must include all agencies engaged in the operation of the Airport which contribute to the establishment and implementation of security measures. A full list of names, titles and any other useful details of all members of the aerodrome security committee must be included. The Airport manager will normally act as chair of the committee with the aerodrome security officer providing specialist security advice as appropriate.

#### 5) COMMUNICATIONS

This section shall describe how the appropriate authority for security and the civil aviation security policy and regulatory section communicate the requirements of the National Civil Aviation Security Programme to the State's aviation industry.

Reference shall also be made to consultation procedures and the distribution of any reports resulting from security inspections, audits, surveys, tests and investigations carried out by the civil aviation security policy and regulatory section. Instructions and guidance on the correct classification and handling procedures for sensitive information contained in such reports shall also be described.

Policy on communications with other States, ICAO and the media regarding aviation security shall also be detailed.

## **6) DESCRIPTION OF AIRPORT**

**General** - This shall include the name, location with respect to closest town, and official address of the airport, its nature, name of airport proprietor, telephone number and identification code.

**Landside, airside and security restricted areas** - The various airside and landside areas and sectors of the Airport shall be defined followed by a brief description. The airside of the Airport shall be clearly marked, and all security restricted areas indicated together with all control of access points. An accurate and to-scale location map and Airport plan shall be attached as an appendix.

**Hours of operation** - Detail the Airport operating hours, the hours of operation of the air traffic control tower, any onsite communications facilities. Detail whether control of access into security restricted areas and internal security of such areas is conducted on a 24-hour basis. Procedures for security outside the normal hours of operation shall also be included.

### **1) Airport Operations and Organizations**

List and detail a brief description of activities carried out by all airport organizations and other entities which operate within or from the airport. For example:

**Airport operating services** - Includes administration, maintenance, communication, firefighting or any other operational service.

**Air traffic services** - Include tower, terminal, center and flight services.

**Aircraft operators** - List all operators using the airport and destinations served. Detail the average daily passenger movement and air cargo volume aggregated for all operators during high and low seasons.

**General aviation** - List all general aviation companies operating to and from the airport. Detail volume of general aviation traffic and include any security controls imposed to certain locations, responsibility over general aviation facilities and access to the commercial ramp and apron areas.

**Private organizations and businesses** - Detail all the airport tenants, shops, cargo handling firms, catering firms, tourist offices, private security firms or any other private firm operating at the airport with particulars of managers and telephone numbers. Their location on the airport and terminal premises shall be indicated on maps that shall be attached as an appendix.

**Military organizations** - Mention contact point for any military unit operating at the airport. Details of memoranda of understanding shall be included.

## 7) SECURITY MEASURES AT AIRPORT

This section shall detail the security measures, procedures and controls applied at the airport in support of the National Civil Aviation Security Programme. The following headings and sample content shall be adapted to reflect actual local conditions.

### 1) Airport Security

**Access control measures** - Describe the control of access methods applied to the airside and restricted security areas, including details of the pass or permit system as it pertains to persons and vehicles and the screening and searching procedures carried out. Describe the scope of background checks conducted on applicants for all types of passes issued. Describe what patrols are conducted of the landside, airside and restricted security areas including off airport patrols of possible standoff attack and surface-to-air missile launch sites.

**Physical security measures** - Describe the physical security measures in relation to fencing, lighting, intruder detection systems, closed circuit television, etc., applied to the security of all airside and security restricted areas, parked aircraft and aprons, public terminal areas and observation decks and car parks, in-flight catering facilities, air cargo areas, aircraft maintenance areas and essential airport facilities.

**Air traffic services facilities, communication and navigation aids** - Describe the physical security measures used for the protection of air traffic services facilities, communication and navigation aids, together with an assessment of vulnerability to interference, with reference to relative importance of individual facilities to the safety of air navigation.

**General aviation** - Describe the security measures for general aviation and any special procedure applied to general aviation crew or passengers operating to and from the airport.



Give details about the average number of daily movements with seasonal variations and the number of permanently stationed aircraft at the airport.

## 2) Passenger and Cabin Baggage Security

**Authority** - Describe the source giving legal authority for security measures and any local laws. Detail procedures to be followed if a person refuses to be subjected to security measures or is denied boarding for any reason. List in an appendix any persons such as diplomats or Heads of State exempt from screening or search.

**Check-in** - Describe the check-in process and location and any special measures or facilities for high risk passengers. Procedures for the protection of tickets, boarding passes, baggage tags documents. State clearly the authority and responsibility of handling agents in accordance with the provisions of the national security programme.

**Travel documents** - Describe where, when and how passenger identification and travel documents are checked including originating, transfer and transit passengers.

**Screening procedures** - Describe screening procedures and measures including minimum hand search ratios if applicable, identification of prohibited items and dangerous goods, special measures for electrical items, standards to be achieved, the procedures for persons with special needs, private arrangements and action to be taken on discovering weapons or explosive devices.

**Equipment** - List the equipment available at each search point and the routine testing and maintenance procedures required to ensure it is serviceable and meets the standards before use. Detail procedures to be followed when equipment fails or is unserviceable for any reason.

**Security staff** - Describe the staffing levels, positions and rotation of duties at each screening point as well as the training required (initial, —on-the-job and refresher) and what records of such training maintained.

**Segregation and control** - State if segregation of screened and non-screened persons is achieved in the terminal after the screening point. If segregation is not achieved describe what compensatory procedures such as secondary screening at the gate area, are carried out. Describe what procedures can ensure the control of screened passengers when walking across apron areas or being transported by vehicle to aircraft.

**Staff and flight crew procedures** - State if the security measures will apply to all airport staff, police and other government agencies. Clarify the procedures to be adopted and state clearly any particular measures to avoid misunderstanding and assure consistent implementation of security measures.

**Diplomatic pouches and government couriers** - State the procedures to be applied to diplomatic pouches and government couriers. Clarify whether the diplomatic bags may be screened, and if so, state the procedure. State the procedures for diplomatic mail in official pouches and embassy correspondence not in bags.

**VIP facilities** - Describe the location of any VIP facilities and the procedures for processing of VIP's. State clearly the existence of any prior arrangements for the handling of VIP passengers privately or semi-privately and any measures to limit exceptions from normal passenger screening channels minimum.

**Special category passengers** - Describe the procedures to be followed for passengers with diplomatic status and potentially disruptive passengers, for example, persons in custody, dangerous prisoners, and persons suffering from mental illness. State clearly the various tasks of the agencies involved. Make reference to the notification of the operator and the relevant pilot in command.

**General Aviation** - Mention any specific measures for security controls relating to aircraft passengers and crew of general aviation in particular during high threat situations.

### 3) Hold Baggage Security

**Authority** - Describe the source giving legal authority for security measures and detail procedures followed if a person refuses to allow hold baggage to be subjected to security measures. List in any persons such as diplomats or Heads of State whose hold baggage is exempt from screening or search.

**Check-in** - Describe the check-in process regarding hold baggage and the location and any special arrangements, measures or facilities for group travel or high-risk passengers which will differ from normal procedures. Detail if any passenger questioning is carried out. State clearly the authority and responsibility of handling agents in accordance with the provisions of the national security programme.

**Off-airport check-in** - If off-airport or curb check-in is authorized, describe the measures for protection of baggage against acts of unlawful interference until it is loaded onto the aircraft.

**Screening procedures** - Describe screening procedures and measures including minimum hand search ratios if applicable, identification of prohibited items and dangerous goods, special measures for electronic and electrical items, standards to be achieved, and action to be taken on discovering weapons or explosive devices.

**Equipment** - List the equipment available at each search point and the routine testing and maintenance procedures required to ensure it is serviceable and meets the standards before use. Detail procedures to be followed when equipment fails or is unserviceable for any reason.

**Security staff** - Describe the staffing levels, positions and rotation of duties at each screening point as well as the training required (initial, on-the-job and refresher) and what records of such training are to be maintained.

**Passenger and hold baggage reconciliation** - Describe the procedures to ensure that the only hold baggage that is loaded belongs to passengers of the relevant flight who have actually boarded the aircraft, and that the hold baggage has been subjected to the necessary security controls and is authorized for loading on that flight. Specific reference to the various categories of passengers (originating, online and interline transfer, disembarking transit passengers) shall be made. The use of automation shall be mentioned describing the principle of the system and what is accomplished.

**Staff and flight crew procedures** - State if the security measures will apply to all flight crew. Clarify the procedures to be adopted and state clearly any particular measures to avoid misunderstanding and assure consistent implementation of security measures.

**Unaccompanied baggage** - Describe the procedures relating to baggage that is separated from its owner through a breakdown of the baggage handling system with reference to the additional security controls the baggage is subjected to before being loaded onto an aircraft.

**Baggage reclaim areas** - Describe what measures are applied to hold baggage which is not reclaimed by a passenger including details of screening or searching and secure storage. Describe also the measures to prevent passengers from retrieving prohibited items concealed in hold baggage at the baggage reclaim area which could be subsequently used to commit an act of unlawful interference in the arrival airport terminal.

#### 4) Air cargo security

The term air cargo in the context of aviation security includes normal freight, consolidations, transshipments, unaccompanied courier items, postal mail, diplomatic mail, company stores, and unaccompanied baggage shipped as freight on a passenger-carrying aircraft.

**Authority** - Describe the source giving legal authority for security measures and the agency responsible for compliance.

**Security procedures** - Describe the procedures followed with reference to regulated agents, known consignors, known and unknown cargo, transshipment cargo, the role of the aircraft operator, random checks, documentary records, access control, secure storage and transportation.

**Equipment** - List the equipment available to carry out screening of air cargo and the required routine testing, and maintenance procedures required to ensure it is serviceable and meets the required standards before use. Detail the procedures to be followed when equipment fails or is unserviceable for any reason.

#### 5) Security of aircraft catering supplies and stores

**Authority** - Describe the source giving legal authority for security measures and the agency responsible for compliance.

**Security procedures** - Describe the procedures followed and responsibilities with reference to known and unknown stores, physical security measures, access control measures, customs bonded warehouses, tamper-evident sealing of goods, searching and sealing of vehicles, catering carts and containers, multiple loads, airside catering operations, receipt and validation of consignments into security restricted areas and aircraft operator security measures.

#### 6) Control of firearms and weapons

**Legislation and regulations** - Describe the national legislation and regulations related to carriage of weapons and firearms on board aircraft departing or arriving at the airport or carriage by persons in the area of jurisdiction of the airport. The relevant provisions of the appropriate laws or decrees could be attached as an appendix.

**Transporting firearms** - Describe the procedure for handling and transportation of firearms in compliance with the provisions of the national security programme, in hold baggage or as cargo. Describe the role of the operator and crew. Mention any special arrangements to be made at check-in or baggage reclaim areas.

**Carriage of firearms** - Describe the national policy on authorized carriage of firearms in both national and foreign aircraft and the measures for the implementation of that policy. Explain the tasks of the agencies involved and those of the aircraft operators. State clearly the authority for the carriage of weapons granted to in flight security personnel, escorts of prisoners, deportees or escorts of VIPs. Describe the relevant procedure including notification of the aircraft operator and the pilot in command.

## **7) Security of aircraft**

Basic responsibility for the security of aircraft rests with the operator, whose plans shall take into account the Airport Operator Security Programme so that security measures can be coordinated.

**Control of access to aircraft** - Describe the measures for protection of aircraft on the ground with reference to the duty of aircraft crew and maintenance personnel servicing aircraft to identify any person approaching or boarding the aircraft, and that aircraft not in service or undergoing maintenance shall have all access points secured and access stairs or passenger loading bridges removed.

**Security patrols** - Describe what security patrols operate within the airside area, detail what communications are provided between security control and local air traffic control and what security equipment is carried.

**Pre-flight precautions** - Describe the pre-flight precautions conducted on a regular basis, during high threat situations or upon request. State clearly the agencies involved and their respective tasks.

**Threat notification** - Describe the procedures to respond to information which indicates that a specific aircraft may be subject to an act of unlawful interference and indicate who is responsible for implementing the additional security measures considered necessary to counter the threat. Define responsibilities for informing the appropriate authority for security if not the initiating agency of such threat notifications.

**Flights under increased threat** - Describe the procedures to be implemented for specific flights under increased threat, including isolated parking areas, individual guarding of aircraft, escorting of taxiing aircraft, and inspection of approach and take off flight paths. Include a plan of parking places.

**Aircraft search** - Describe the procedures for the inspection and searching of aircraft during both routine operations and at times when an aircraft may be under high threat. Define: which agencies will be responsible to conduct a search; the necessity for checklists to avoid duplication of effort; good lighting; and well-trained personnel with the support of aircraft crew or aircraft engineering support personnel. State the actions to be taken on discovery of suspect explosive devices and the responsibilities for decisions to move or evacuate the aircraft and the continuance of airport operations.

## **8) Security equipment and specifications**

**Operation and maintenance** - Describe the allocation of responsibilities among the agencies having responsibility for the procurement, installation, operation and maintenance of security equipment. List all security equipment at the airport used in the support of civil aviation security including number, location, maintenance and calibration, and responsibilities. Include X-ray equipment, explosives detection equipment, hand-held and walk-through metal detectors, simulation chambers, explosive detection dogs and explosive disposal equipment. Provide a plan as an appendix showing the distribution of equipment at the airport.

## **8) RESPONSE TO ACTS OF UNLAWFUL INTERFERENCE**

**Airport contingency plan** - The airport contingency plan shall work in conjunction with the Airport Operator Security Programme. Guidelines on the structure and the content of the plan shall be obtained from the appropriate authority for security and the civil aviation security policy and regulatory section. The plan shall include information regarding responsibilities for command, control and communications procedures, hostage negotiation procedures, designated aircraft parking locations, incident site access and control, communications equipment, guidelines on dealing with the media and the public. A copy of the airport contingency plan shall be attached as an appendix to the Airport Operator Security Programme or produced separately.

## **9) SECURITY TRAINING**

Describe the aviation security training programmes given to security staff at the airport and all other persons who have roles to play in aviation security, including management and the

security personnel of the airport, aircraft operators and cargo regulated agents, police, military, customs and immigration personnel, aircraft crew members and other airport personnel. Also describe any other training including screener certification training, contingency plan exercises and exercises involving a reaction to an act unlawful of unlawful interference designed to test readiness.

## **10) APPENDICES**

- 1) Organizational diagrams referring to the organizational structure of the airport administration and security management;
- 2) Scale map of the airport and peripheral area;
- 3) Detailed scale map showing landside, airside, restricted areas, controlled areas, and security restricted areas, vulnerable points, and access control points;
- 4) Detailed map of the terminal incorporating jet bridges, security equipment location(s);
- 5) Aircraft operators' contact information;
- 6) Private organizations and businesses operating at the airport;
- 7) List of agencies' personnel exempt from screening or search measures;
- 8) National legislation and regulations related to carriage of weapons and firearms; and
- 9) Airport contingency plan.

-END-

### **SCHEDULE 3**

#### **[Regulation 17 (2)]**

#### **AIRCRAFT OPERATOR SECURITY PROGRAMME TEMPLATE**

1. International obligations and organizations
  - 1.1 The structure and roles of ICAO
  - 1.2 The purpose of the various Conventions, ICAO Annex 17
2. National obligations and responsibilities
  - 2.1 The relevant appropriate authority for the State of registration
  - 2.2 The relevant appropriate authority for the host State of operation
  - 2.3 The national aviation security programme of the host State
3. Airline security policy and organization
  - 3.1 Airline security policy
  - 3.2 The roles and responsibilities for aviation security in the airline
  - 3.3 Information and communication
  - 3.4 Description of airline's operation
4. Security of passengers and cabin baggage
  - 4.1 Purpose of screening and searching
  - 4.2 Procedures for screening and hand-searching of originating passengers
    - 4.2.1 Standards of screening and searching
    - 4.2.2 Location of screening or searching
    - 4.2.3 Details of screening equipment
    - 4.2.4 Details of operator or service provider
  - 4.3 Procedures for screening and hand-searching of transfer passengers
    - 4.3.1 Standards of screening and searching
    - 4.3.2 Location of screening or searching
    - 4.3.3 Details of screening equipment
    - 4.3.4 Details of operator or service provider
  - 4.4 List of persons exempted from screening and searching
  - 4.5 Screening and searching of cabin baggage
    - 4.5.1 Standards of screening and searching
    - 4.5.2 Location of screening and searching
    - 4.5.3 Details of screening equipment
    - 4.5.4 Details of operator or service provider



- 4.6 Treatment of suspect passengers or cabin baggage
- 4.7 Control of movement of passengers
- 4.8 Measures for special category passengers
  - 4.8.1 Diplomats and other privileged persons
  - 4.8.2 Government couriers and diplomatic bags
  - 4.8.3 Passengers with reduced mobility and medical cases
  - 4.8.4 Inadmissible passengers/deportees/escorted prisoners
- 4.9 Policy for unruly passengers
  - 4.9.1 Procedures on the ground
  - 4.9.2 Procedures in the air
  - 4.9.3 Authority for use of restraints
  - 4.9.4 Reporting procedures
- 5. Security of hold baggage
  - 5.1 Purpose of the security measures
  - 5.2 Passenger identification checks
    - 5.2.1 Standard of checks
    - 5.2.2 Location of checks
  - 5.3 Questioning of passengers
    - 5.3.1 Description of questions
    - 5.3.2 Location of delivery
    - 5.3.3 Details of service provider
  - 5.4 Procedures for originating hold baggage screening and hand-searching
    - 5.4.1 Standard of screening and searching
    - 5.4.2 Location of screening and searching
    - 5.4.3 Details of screening equipment
    - 5.4.4 Details of operator or service provider
  - 5.5 Procedures for transfer hold baggage screening and hand-searching
    - 5.5.1 Standard of screening and searching
    - 5.5.2 Location of screening and searching
    - 5.5.3 Details of screening equipment
    - 5.5.4 Details of operator or service provider
  - 5.6 Protection of hold baggage
    - 5.6.1 Description of procedures
  - 5.7 Procedures for off aerodrome check-in of hold baggage
  - 5.8 Procedures for carriage of firearms and weapons
    - 5.8.1 Legal provisions and regulations
    - 5.8.2 Acceptance procedures
      - 5.8.2.1 Escorts of prisoners/deportees
      - 5.8.2.2 Bodyguards to government VIPs

- 5.8.2.3 In-flight security guards
- 5.8.3 Protection on the ground
- 5.9 Treatment of suspect bags
  
- 6. Security of crew, cabin and hold baggage
  - 6.1 Standards of screening and searching
  - 6.2 Location of screening and searching
  - 6.3 Details of screening equipment
  - 6.4 Details of operator or service provider
  
- 7. Passenger and hold baggage reconciliation
  - 7.1 Purpose of measures
  - 7.2 Description of procedures
    - 7.2.1 Details of equipment if automated
    - 7.2.2 Details of manifest if relevant
    - 7.2.3 Identification of no-show passengers
    - 7.2.4 Identification of unaccompanied baggage
  - 7.3 Procedures for screening of unaccompanied baggage
    - 7.3.1 Standard of screening
    - 7.3.2 Location of screening
    - 7.3.3 Details of screening equipment
    - 7.3.4 Details of operator or service provider
  
- 8. Security of aircraft
  - 8.1 Purpose of security measures
  - 8.2 Searches and checks of aircraft
    - 8.2.1 Standard of searches and checks
    - 8.2.2 Details of service provider
  - 8.3 Control of access to aircraft
    - 8.3.1 Standard of access control
    - 8.3.2 Details of service provider
  
- 9. Security of airline catering, stores and supplies
  - 9.1 Purpose of measures
  - 9.2 Description of measures at airline catering unit
    - 9.2.1 Standard of physical security of premises
    - 9.2.2 Standard of access control to premises
  - 9.3 Description of measures for dispatch and transportation
    - 9.3.1 Standard of access control to prepared meals
    - 9.3.2 Standard of access control to dispatch bank

9.3.3 Standard of access control to vehicles

10. Security of aircraft cleaning operations

10.1 Purpose of measures

10.2 Description of measures

10.2.1 Standard of access control to cleaning stores

11. Security of cargo, courier, express parcels and mail

11.1 Purpose of measures

11.2 Description of measures for cargo

11.2.1 Procedures for acceptance

11.2.2 Regulated agent scheme and criteria

11.2.3 Known consignor scheme and criteria

11.2.4 Standard of screening and physical examination

11.2.5 Location of screening and physical examination

11.2.6 Details of screening equipment

11.2.7 Details of operator or service provider

11.2.8 List of exemptions from security screening or physical examination

11.3 Description of measures for unaccompanied baggage and personal effects carried as cargo

11.3.1 Standard of screening and hand-searching

11.3.2 Location of screening and searching

11.3.3 Details of screening equipment

11.3.4 Details of operator or service provider

11.4 Description of measures for courier and express parcels

11.4.1 Procedures for acceptance

11.4.2 Standard of screening and hand-searching

11.4.3 Location of screening and searching

11.4.4 Details of screening equipment

11.4.5 Details of operator or service provider

11.5 Description of measures for mail

11.5.1 Procedures for acceptance

11.5.2 Regulated postal authority/administration scheme and criteria

11.5.3 Known consignor scheme and criteria

11.5.4 Standard of screening

11.5.5 Location of screening

11.5.6 Details of screening equipment

11.5.7 Details of operator

11.6 Safeguarding of cargo, courier, express parcels and mail

11.6.1 Description of measures

11.7 Procedures for carriage of diplomatic mail

- 11.8 Treatment of suspect cargo or mail
- 12. Recruitment of staff
  - 12.1 Description of procedures for recruitment of security staff, including background checks
- 13. Training of staff
  - 13.1 Description of initial training for the following groups of staff:
    - 13.1.1 Aircrew
    - 13.1.2 Security staff who carry out screening, searching or checking duties
    - 13.1.3 Staff who question passengers
    - 13.1.4 Awareness training for other staff, including ground-handling staff
    - 13.1.5 Airline security managers/officers
  - 13.2 Description of recurrent training for the following groups of staff:
    - 13.2.1 Aircrew
    - 13.2.2 Security staff who carry out screening, searching or checking duties
    - 13.2.3 Staff who question passengers
    - 13.2.4 Awareness training for other staff, including ground handling staff
    - 13.2.5 Airline security managers/officers
- 14. Contingency planning
  - 14.1 Description of plans to deal with the following contingencies:
    - 14.1.1 Aircraft hijack
    - 14.1.2 Bomb threat
    - 14.1.3 Discovery of a suspect or prohibited article
    - 14.1.4 Equipment failure
    - 14.1.5 Enhanced measures for an increase in the level of threat
    - 14.1.6 High risk flights
- 15. Incident reporting
  - 15.1 Description of airline security incident reporting procedures
- 16. Supervision and performance monitoring
  - 16.1 Description of airline arrangements for monitoring security measures and quality control
- 17. Local aerodrome procedures

-END-

## **SCHEDULE 4**

### **(Regulation 19)**

#### **REGULATED AGENT SECURITY PROGRAMME**

1. International obligations and organizations
  - 1.1 The structure and roles of ICAO and ECAC
  - 1.2 The purpose of the various Conventions, ICAO Annex 17 and ECAC Doc. 3D
2. National obligations and responsibilities
  - 2.1 The relevant appropriate authority for the State of registration
  - 2.2 The relevant appropriate authority for the host State of operation
  - 2.3 The national aviation security programme of the host State
3. Procedures for the ensuring the security of:
  3. Security of cargo, courier, express parcels and mail
    - 3.1 Purpose of measures
    - 3.2 Description of measures for cargo
      - 3.2.1 Procedures for acceptance
      - 3.2.2 Regulated agent scheme and criteria
      - 3.2.3 Known consignor scheme and criteria
      - 3.2.4 Standard of screening and physical examination
      - 3.2.5 Location of screening and physical examination
      - 3.2.6 Details of screening equipment
      - 3.2.7 Details of operator or service provider
      - 3.2.8 List of exemptions from security screening or physical examination
    - 3.3 Description of measures for unaccompanied baggage and personal effects carried as cargo
      - 3.3.1 Standard of screening and hand-searching
      - 3.3.2 Location of screening and searching
      - 3.3.3 Details of screening equipment
      - 3.3.4 Details of operator or service provider
    - 3.4 Description of measures for courier and express parcels
      - 3.4.1 Procedures for acceptance
      - 3.4.2 Standard of screening and hand-searching
      - 3.4.3 Location of screening and searching
      - 3.4.4 Details of screening equipment
      - 3.4.5 Details of operator or service provider

- 3.5 Description of measures for mail
  - 3.5.1 Procedures for acceptance
  - 3.5.2 Regulated postal authority/administration scheme and criteria
  - 3.5.3 Known consignor scheme and criteria
  - 3.5.4 Standard of screening
  - 3.5.5 Location of screening
  - 3.5.6 Details of screening equipment
  - 3.5.7 Details of operator
- 3.6 Safeguarding of cargo, courier, express parcels and mail
  - 3.6.1 Description of measures
- 3.7 Procedures for carriage of diplomatic mail
- 3.8 Treatment of suspect cargo or mail
  
- 4 Recruitment of staff
  - 4.1 Description of procedures for recruitment of security staff, including background checks
  
- 5 Training of staff - Description of initial and recurrent training for the following groups of staff:
  - 5.1 Staff who carry out screening or searching duties
  - 5.2 Awareness training for other staff, including ground-handling staff
  - 5.3 Managers/officers
  
- 6 Description of plans to deal with the following contingencies:
  - 6.1 Bomb threat
  - 6.2 Discovery of a suspect or prohibited article
  - 6.3 Equipment failure
  
- 7 Incident reporting
  - 7.1 Description of security incident reporting procedures
  - 7.2 Supervision and performance monitoring
  
- 8. Local aerodrome procedures

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## **SCHEDULE 5**

### **(Regulation 21)**

#### **CATERING OPERATOR SECURITY PROGRAMME**

1. International obligations and organizations
  - 1.1 The structure and roles of ICAO and ECAC
  - 1.2 The purpose of the various Conventions, ICAO Annex 17
2. National obligations and responsibilities
  - 2.1 The relevant appropriate authority for the State of registration
  - 2.2 The relevant appropriate authority for the host State of operation
  - 2.3 The national aviation security programme of the host State
- 3 Procedures for the ensuring the security of:
  - 3.1 Security of raw materials and supplies
    - 3.1.1 Purpose of measures
    - 3.1.2 Description of measures
    - 3.1.3 Procedures for acceptance raw materials and supplies
    - 3.1.4 Standard of screening and physical examination
    - 3.1.5 Location of screening and physical examination
    - 3.1.6 Details of screening equipment
    - 3.1.7 Details of operator or service provider
    - 3.1.8 List of exemptions from security screening or physical examination
  - 3.2 Security of catering supplies and stores
    - 3.2.1 Purpose of measures
    - 3.2.2. Description of measures
    - 3.2.3. Procedures for securing catering supplies and stores
    - 3.2.4. Standard of screening and hand-searching
    - 3.2.5. Location of screening and searching
    - 3.2.6. Details of screening equipment
    - 3.2.7. Details of operator or service provider
  - 3.3 Security of buildings and premises
    - 3.3.1. Purpose of measures
    - 3.3.2. Description of measures
    - 3.3.3. Procedures for securing buildings and premises

- 3.3.4. Standard of screening and hand-searching
- 3.3.5 Location of screening and searching
- 3.3.6 Details of screening equipment
- 3.3.7 Details of operator or service provider
  
- 3.4 Security of carts, containers and catering transportation
  - 3.4.1 Purpose of measures
  - 3.4.2 Description of measures
  - 3.4.3 Procedures for securing carts, containers and catering transportation
  - 3.4.4 Standard of screening and hand-searching
  - 3.4.5 Location of screening and searching
  - 3.4.6 Details of screening equipment
  - 3.4.7 Details of operator or service provider
- 3.5 Recruitment of staff
  - 3.5.1 Description of procedures for recruitment of security staff, including background checks
- 3.6 Training of staff
  - 3.6.1 Description of initial and recurrent training for the following groups of staff:
    - 3.6.2 Staff who carry out screening or searching duties
    - 3.6.3 Awareness training for other staff, including ground-handling staff
    - 3.6.4 Managers/officers
- 3.7 Description of plans to deal with the following contingencies:
  - 3.7.1 Bomb threat
  - 3.7.2 Discovery of a suspect or prohibited article
  - 3.7.3 Equipment failure
  
- 3.8 Incident reporting
  - 3.8.1 Description of security incident reporting procedures
  - 3.8.2 Supervision and performance monitoring
  
- 3.9 Local airport or aerodrome procedures

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## **SCHEDULE 6**

### **[Regulation 31 (5)]**

#### **TERMS OF REFERENCE AIRPORT SECURITY COMMITTEE**

- 1) Ensure that committee meetings are held regularly, and maintain records of minutes of the meetings; and furnish copies of the minutes to the Authority;
- 2) Coordinate the implementation of the National Civil Aviation Security Programme;
- 3) Oversee and monitor the Airport Security Programme, including special measures introduced by the Authority, airport administration, operators and airport tenants;
- 4) Use the National Civil Aviation Security Programme and the Security Manual for Safeguarding Civil Aviation Against Acts of Unlawful Interference, ICAO Document 8973, and ICAO Annex 17 and 9 as a guide;
- 5) Draw up and maintain a list of vulnerable points including essential equipment and facilities and review the security of those points from time to time;
- 6) Ensure that the minimum-security measures and procedures are adequate to meet threats and are under constant review;
- 7) Ensure that the minimum-security measures and procedures are provided for operating in normal situation as well as for contingencies for periods of heightened tension and emergency situation;
- 8) Arrange for security surveys, audits, inspections and tests to be carried out by the airport's quality control system; and for corrective actions to be taken;
- 9) Ensure that the Authority's recommendations for improvements in security measures and procedures are implemented;
- 10) Inform the Authority of the current state of security measures and procedures in effect at the airport or aerodrome and refer any problems relating to the protection of the airport or aerodrome and its services which cannot be resolved at the local level;
- 11) Arrange for security education and training of airport and other staff; and

- 12) Ensure that the planning of airport expansion including modifications to be made to the airport takes into account security considerations.

## SCHEDULE 7

### [Regulation 63 (2)]

#### SECURITY MEASURES

- A. Knives:** Steak knives for meal services and pocketknives that belong to crewmembers are not allowed into the cabin of an aircraft. Rounded blade butter knives and plastic knives are permitted for meal services in the cabin.
- B. Carry-on Bags:** Physical searches of carry-on bags shall be conducted to ensure that a continuous inspection process is taking place while passengers are boarding at the gate. Knives of any length or description (except as permitted in paragraph (a) above) found during the search shall not allowed to be carried in the cabin of the aircraft. These inspections shall be performed in the presence of the passenger and at a location just prior to boarding the aircraft.
- C. Checked Baggage:** Physical searches of checked baggage shall be conducted to ensure that a continuous inspection process is taking place for each flight. These inspections shall be performed in the presence of the passenger. Ensure that no one other than direct aircraft operator employees, representatives of government agents have access to the contents or a compartment of a checked bag after it has been accepted for carriage.
- D. Aircraft Security:** Prior to entry into the cabin of the aircraft, screen all persons and their property, except that personnel employed directly by the aircraft operator and passengers boarding for transport who have previously been subjected to screening.
- E. Crewmembers:** An authorized aircraft operator representative shall examine the identification of all operational crewmembers and verify their assignment on that flight. If identification cannot be verified, deny boarding and notify appropriate authorities.
- F. Aircraft Search:** The following measures shall be applied to each aircraft after servicing, and prior to boarding any passengers:
- 1) Conduct a thorough physical search of the empty interior of the aircraft. The search shall include: overhead bins; closets; lavatories; galleys; trash receptacles; storage bins; seat backs; seat pockets; under seats; and other accessible compartments in the passenger cabin and flight deck; and galley carts that have not been sealed by the government or monitored from preparation to delivery. Personnel conducting the search shall be familiar with the

aircraft and shall be provided with instructions for notifying the appropriate authorities if suspicious items are detected.

- 2) Conduct a visual inspection of accessible exterior areas of the aircraft for items that do not belong. Prior to loading freight or baggage, search the empty cargo hold areas of the aircraft for items that do not belong.
- 3) At intermediate stops, conduct continuous monitoring of freight and cargo loading activities.

**G. Personnel:** Physical inspection and pat-downs may only be carried out by direct aircraft operator employees, or authorized representatives, who have been trained to conduct such inspections in accordance with the approved security programme.

**H. Certification:** Prior to resuming service, the aircraft operator shall certify to its Primary Security Inspector that these requirements are being implemented at each location.

-END-

## **SCHEDULE 8**

### **[Regulation 57(2)(a)]**

## **SCREENING EQUIPMENT**

### **A. INTRODUCTION**

- 1) Conventional X-ray equipment is used in support of the National Civil Aviation Security Programme to screen passenger cabin baggage, hold baggage and, increasingly, cargo, supplemented with manual searches. It is anticipated that equipment using X-ray technology, perhaps supported by other techniques, will be the basis of screening for the foreseeable future.
- 2) Difficulties in detecting explosive devices by X-ray, and difficulties which may be posed in the future by non-metallic firearms, demand further development of X-ray equipment. The information in this Attachment sets out the requirements for X-ray screening equipment which incorporates detection features of current technology, but which leaves scope for further development.

### **B. DETENTION REQUIREMENTS**

- 3) X-ray screening equipment is required for use in detecting both metallic and non-metallic objects. These items may be concealed in any form of luggage carried or placed on board an aircraft. The list of items to be identified includes: -
  - a) firearms both metallic and non-metallic;
  - b) firearms components;
  - c) ammunition of all calibers;
  - d) grenades and other fragmentation devices, blast weapons; knives, batons, swords, etc.;
  - e) explosives, military and commercial;
  - f) detonators and timing devices;
  - g) electrical and electronic items; and
  - h) power sources.

### **C. PERFORMANCE REQUIREMENTS**

Performance of conventional X-ray equipment should be measured using an approved Combined Test Piece (CTP). These tests will determine whether an X-ray machine meets the operational requirements in terms of image quality parameters.

## D. DISPLAY REQUIREMENTS

Most modern machines incorporate the following facilities:

- a) **Detector positioning** - The arrangement of the detectors should be such that both a “top” and a “side” view of the object is displayed. Such an arrangement is commonly known as a “folded array”;
- b) **Black and white image** - Objects are distinguished by differing shades of grey. Such shades are caused by variations in the amount of X-rays penetrating the target bag. Any equipment that uses only a black and white image display does not meet the standards required by the National Civil Aviation Security Programme;
- c) **Colour-coded image** - Different colours should be assigned to metallic and organic material in multi-energy X-ray images. Also, a third colour should be assigned to objects through which the X-rays cannot penetrate. The following colours can be used:
  - 1) **Orange** - for materials of low average atomic number (e.g., organic materials);
  - 2) **Blue** - for metals;
  - 3) **Red** - for areas where the X-rays cannot penetrate.

With this method of imaging it should be possible to distinguish high-density organic material such as explosives.

**NB.** Please note, the colours above are given as examples and are those used on one type of commercially available X-ray equipment;

- a) **Organic colour only:** It should be possible to display a single colour image representing just the organic component. This simplified image should make it easier to identify explosives;
- b) **Image enlargement:** The operator should be able to select a section of the image and expand it. There should be at least nine enlargeable sections in the complete image;
- c) **Brightness scanning** - The human eye cannot distinguish between more than about a dozen variations in brightness, but computers have no such limitation. There should be at least 256 shades in the X-ray image. These 256 shades should be displayable in turn, as one of a group of adjacent shades, by scanning across the complete range of shades. Each level in the displayed group is to be assigned a visually discernible shade. In this way, more detail can be displayed;

- d) **Edge enhancement** - This feature modifies the periphery of the image of an object so as to make it more visible on the display;
- e) **Display time** - Every part of the item being examined should be displayed for not less than five seconds. When not in use the image of the last bag should be removed, or a screen saver used to prevent image “burn in” on the monitor;
- f) **Operator identification** - It should be possible for the displayed image to show an operator, identification number, and the time and date; and
- g) **Automatic detection** - There are X-ray equipment available that can detect the presence of explosive material or components of an explosive device automatically. Such equipment does not need to provide an image if it is being used in a fully automatic mode. If such equipment is used in a way that requires an operator to make a decision based on an image (indicative mode), this image should be to the same standard as a conventional X-ray machine. Operators intending to use such equipment should discuss the application with the AVSEC Dept. of the Authority.

## **E. HARDWARE AND SOFTWARE**

- 1) **Expandability** - New techniques will become available, particularly in image processing and pattern recognition. The equipment should be designed so that software enhancements can be easily implemented, or a separate module can be easily added. It should be possible to program the machine via an input port. The protocol for this should be documented and be readily available to service technicians;
- 2) **Software** - The image processing and control software should be written to allow ease of updating;
- 3) **Speed of operation** - Any display mode should be available within one second of detection or selection. This time limit may not apply to future image processing techniques such as pattern recognition. However, the maximum allowable delay is six seconds;
- 4) **Video connections** - It should be possible to record easily the image seen by the operator. Outputs should be provided to permit the connection of an external video recording device. Such outputs should provide both composite video and RGB signals compatible with the video system used. It should be possible to input test images via a video input;

- 5) **Health and safety** - The machine must comply with current occupational safety and health regulations, particularly with regard to mechanical, electrical and radiation hazards; and
- 6) **Future developments** - These requirements will be kept under review and may be subject to regular amendment in the future.

-END-



## **SCHEDULE 9**

### **[Regulation 65 (2) (c)]**

#### **COMBINED TEST REQUIREMENTS**

##### **1) Introduction**

This Schedule sets out how the Combined Test Piece (CTP) is used to determine the image quality of the X-ray machine and should be read in conjunction with the log sheet for the Combined Test Piece. Generally, a tick or indication on the log sheet should be used to record each correct image.

The test examines five (5) areas; and can be referred to as test 1 through 5. Together, tests 3 and 5 will also demonstrate the machine's dynamic range.

##### **2) Test 1A: Single Wire Resolution**

The requirement is to display the 33-gauge wire not covered by the step wedge. A tick should be used on the log sheet to indicate visible wires.

This test defines the ability of the system to display a single thin wire, 33 SWG (standard wire gauge, 0.254 mm). The composition of the wire should be un-insulated tinned copper wire. The following wires are included (aligned along the underside of the step wedge) in the CTP to demonstrate whether the X-ray machine single wire resolution capability surpasses that required or if its performance has deteriorated with time:

- 1) 25 SWG (0.508 mm)
- 2) 33 SWG (0.254 mm)
- 3) 36 SWG (0.193 mm)
- 4) 40 SWG (0.122 mm)

##### **3) Test 1B: Useful Penetration**

The requirement is that the 25 SWG wire be seen under the second step of the wedge (5/16"). This test defines what level of detail should be seen behind a thickness of a known material. The CTP has different gauges of wire behind varying thicknesses of aluminum. This is similar to the American Society for Testing and Materials (ASTM) step wedge that has wires behind the steps.

#### **4) Test 2: Material Discrimination**

The requirement is that different colours be allocated to the sample of organic and inorganic substances. With multi-energy X-rays, it is possible to distinguish between materials of different average atomic number. This means that organic and inorganic substances can be differentiated. (Multi-energy, dual - energy and materials differentiation are considered synonymous in the present context.) The use of sugar and salt samples encapsulated on the test piece, as well as the various materials used in the construction of the CTP, will check the material discrimination facility. The present requirement is to allocate different colours to different types of material. This test is applicable only to those machines with this facility. A tick will indicate that the two samples are shown in different colours.

#### **5) Test 3: Simple Penetration**

The requirement is that the lead be visible beneath 14 mm of steel. This test defines what thickness of steel the machine should be able to penetrate. The steel step wedge on the CTP begins with a 12mm depth, with 2 mm increments per step up to 24 mm. A lead strip runs under the length of the wedge to check the capability of the machine. Ticks should indicate where the lead strip is visible.

#### **6) Test 4: Spatial Resolution**

The requirement is that a vertical and horizontal grating be seen. This test defines the ability of the system to distinguish and display objects which are close together. The CTP tests this aspect of performance by using 16 copper sheet gratings at right angles to each other. A tick on the log sheet will indicate that gaps in the gratings are visible.

#### **7) Test 5: Thin Metal Imaging**

The requirement is to image steel 0.1 mm thick. This tests the machine's ability to image thin metal. The staff should be rotated regularly among the positions during a tour of duty. No person should be required to scrutinize X-ray images continually for more than 20 minutes and should not resume this duty again for a further 40 minutes. This rotation can be easily achieved if the X-ray operator and bag searchers operate as a separate working unit with each X-ray operator actually searching the items, he or she selects for hand search. This also serves to improve their X-ray image interpretation knowledge base.

In lieu of the general guidance provided above, a precise formula for determining passenger security screening area staffing requirements may be developed by States. Such a formula should take into account anticipated passenger flow, flight schedules, type of aircraft and the possible requirement for the screening of persons other than passengers.

-END-

## **SCHEDULE 10**

**[Regulation 58 (3) and 74 (7), b), v]**

### **SCREENING PERSONNEL**

Personnel assigned to conduct passenger, baggage or cargo screening must meet the basic qualifications for such duties and must **not** be assigned to conduct these functions until properly trained, examined, tested and certified by the appropriate authority for security.

Recruitment of suitable persons motivated to do this type of work is of utmost importance. Their initial and refresher training should focus primarily on:

- 1) Screening regulations and pertinent Aviation Security regulations;
- 2) Identification of firearms, weapons, incendiary or explosive devices, other dangerous devices, or parts thereof, and prohibited items and substances;
- 3) Operation and testing of security equipment (Hand Held Metal Detectors (HHMD), Walk-Through Metal Detectors (WTMD), X-ray machines, Explosive Trace Detection (ETD) machines, Explosives Detection devices or equipment, and Advance Imaging Technology full-body scanner);
- 4) Manual search of the person;
- 5) Manual search of baggage, cargo, mail and stores;
- 6) Emergency response procedures should there be an incident or the detection of a threat to civil aviation; and
- 7) Standard Operating Procedures required for carrying out duties and functions.

-END-

## **SCHEDULE 11**

### **AIR NAVIGATION SERVICE SECURITY PROGRAMME TEMPLATE**

#### **REGULATION (23) (1) I; and (2)**

##### **A. Provisions for Introduction and supporting Information**

- (1) Amendment
- (2) Revisions
- (3) Effective Pages
- (4) Distribution List
- (5) Information Disclosure
- (6) Foreword
- (7) Definitions

#### **PART I – ORGANIZATION**

##### **B. International Obligations**

- (1) International obligations and organizations
- (2) The structure and roles of ICAO
- (3) The purpose of the various Conventions, ICAO Annex 17

##### **C. Governance and Organization:**

- (1) Programme objectives
- (2) State responsibilities
- (3) Regulatory drivers
- (4) Policy: mission, vision, values etc.
- (5) Structure, authority and responsibility

##### **D. Principles for Air Traffic Management system infrastructure protection**

- (1) ATM security definition
- (2) The Scope of ATM Security
- (3) ATM operational concept for security
- (4) National security
- (5) Threat protection and security service
- (6) Continuity of ATM service
- (7) Other security services provided

## **PART II - ATM SYSTEM INFRASTRUCTURE PROTECTION**

### **E. Facility Physical Security**

- (1) Facility physical security and access control
- (2) Airports and ATSP facilities
- (3) ATM facilities (ACCs, approach control facilities, air traffic control towers)
- (4) ATM facility design considerations
- (5) Navigation aids (NAVAIDs)
- (6) ATM system components

### **F. Facility layers of Defence and mitigation options**

- (1) Facility components
- (2) Layers of defense
- (3) Mitigation options

### **G. Personnel Security**

- (1) Aviation security requirements:
  - a) Security staff
  - b) Non-security staff
- (2) Personnel security programme
  - a) General considerations
  - b) Position risk categorization
  - c) Personnel screening and vetting
  - d) Personnel termination
  - e) Personnel transfer
  - f) Access agreements
  - g) Third-party personnel security
  - h) Personnel sanctions
  - i) Personnel support
  - j) Visitor control

### **H. Information and communication technology (ICT) system**

- (1) Cyber Security and ICT security controls;
- (2) Protect systems against unauthorized access and uses
- (3) Secure physical perimeter around facility;
- (4) Defend in-depth network security architecture;
- (5) Identity management and access controls tools;
- (6) Prevent tampering with the systems:
- (7) File integrity tool;

- (8) System segregation of duties and least privileges
- (9) Detect attacks on the systems:
- (10) Employ intrusion prevention systems;
- (11) Employ intrusion detection systems;
- (12) Security operations monitoring for alerts and alarms; and
- (13) Collection of system logs information
- (14) Risk level of controls
- (15) Next-Generation ATM system considerations
- (16) Contingency planning for ATM security:
- (17) Roles and responsibilities between States and ATSPs
- (18) Air traffic service backup plans for ATM security
- (19) Contingency planning framework for ATM security:

### **PART III — ATM SECURITY OPERATIONS**

#### **I. ATM Security Operations**

- (1) Interagency collaboration
- (2) Special planning considerations

#### **J. ATM contribution to safeguarding against unlawful interference**

- (1) The security role of the ATSP in relation to other Organizations
- (2) ATM security functions for aviation security
- (3) Strategic operations security functions
- (4) Tactical operations security functions
- (5) Monitoring and detecting possible cases of unlawful interference
- (6) Responding to Cases of Unlawful Interference
- (7) Responding to bomb threats

#### **K. ATM support for law enforcement**

- (1) Laser threats
- (2) Man-portable air defense system (MANPADS) and threats

#### **L. Disasters and public health emergencies**

- (1) ATM support for disaster response and recovery
- (2) Communicable disease and other public health risks on board aircraft

#### **M. Airspace management for ATM security**

- (1) Monitoring and reporting over security identification zones
- (2) Emergency security control of air traffic
- (3) Creation, promulgation and monitoring of temporary airspace/flight restrictions

**N. Organizing for effective ATM security operations**

- (1) Strategic security planning and operations
- (2) Tactical security operations
- (3) Special interoperations security for civil, military and law enforcement operations
- (4) ATM security operations administration

-END-



## **SCHEDULE 12**

### **[Regulations 159 (2) and (3)]**

#### **INFORMATION AND COMMUNICATION TECHNOLOGY SYSTEMS (ICT) SECURITY CONTROLS**

##### **1. Applicability**

This schedule prescribes the categories under which aviation stakeholders shall develop security controls for the protection of critical Information and Communication Technology (ICT) in their Security Programmes.

##### **2. Definitions**

For the purposes of this Schedule, the definitions in Part I and those mentioned below will apply.

“air traffic management security” means the safeguarding of the ATM system from security threats and vulnerabilities; and the contribution of the ATM system to civil aviation security, national security and defense, and law enforcement;

“ATM system infrastructure” includes people, procedures, information, resources, facilities, including control centers, airports and equipment, including communications, navigation and surveillance (CNS) and information systems;

“ATM system infrastructure protection” means the protection of the ATM system infrastructure through information and communication technology (ICT) security, physical security and personnel security;

“ICT security” means the application of security measures to protect information and data processed, stored or transmitted in ICT systems (analog and digital) against loss of integrity, confidentiality and availability, whether accidental or intentional, and to prevent loss of integrity or availability of the systems themselves. ICT security measures include measures for protection of computers and networks (cyber systems), information and data transmission, emission and cryptographic security. ICT security measures include detection, documentation and countering of threats to information and communications and to the ICT systems.

Intrinsic to this definition are the following:

*Integrity* means guarding against improper information modification or destruction and includes ensuring information nonrepudiation and authenticity;

*Confidentiality* means preserving authorized restrictions on access and disclosure, including means for protecting personal privacy and proprietary information;

*Availability* means ensuring timely and reliable access to and use of information;

### **3. Acronyms**

The following acronyms are used in this Schedule:

- a) ICT - Information and Communication Technology

### **4. Categories of ICT Security Controls**

Civil aviation authorities, airport operators, aircraft operators, and air traffic service providers and other aviation stakeholders are required to employ ICT security controls which must be organized into specific categories, as well as in accordance with the organization's function to ensure that their systems as listed in regulation 159 (2) are safeguarded against acts of unlawful interference with the implementation of measures as listed in this schedule as well as 159 (3). The specific categories are as follows:

#### *a) Organizational Direction and Policy Controls:*

The organizational direction and policy controls deal with the collections of people, external entities and organizations that adhere to security policies and procedures of a given organization. The security policy is a document that is approved by management, distributed to all employees and external entities, covers all systems, and describes the responsibilities of each party relevant to the usages of the systems covered by the policy. It is a living document that undergoes scheduled review cycles and unplanned updates, as needed, to ensure the currency and effectiveness of the contained policies. The security policy is also part of the risk management approach for assessing and managing ICT security.

#### *b) Organization, Culture, and Management Controls:*

The successful development and deployment of a policy-based ICT security system is dependent largely on management participating and supporting the effort with clear and

continued commitment to the process. The controls provide a mapping of organizational operations objectives to security objectives with well-defined management roles and clear ICT security objectives.

*c) Human Resources Controls:*

Human resources ICT security controls relate to employees and contractors, and their roles, responsibilities, and suitability. Risk is examined and reduced by ensuring that they are properly screened and trained for their roles. Of concern are the inherent risks of theft and resource misuse.

*d) Physical and Environmental Security Controls:*

Physical and environmental ICT security controls are concerned with the use of a facility's location, security perimeter, access control techniques, and various security equipment to protect an organization and its ICT assets.

*e) Operation of ICT Systems Controls:*

Operation of ICT systems controls ensure that operational security, defined in procedures and policies, is properly implemented. Education of system users helps to ensure that policies are understood, and obligations are fulfilled.

*f) Technical Mechanisms and Infrastructure Controls:*

Technical mechanisms and infrastructure controls ensure that appropriate network configuration controls provide sufficient network protection, and that selected technical controls prevent unauthorized entities from accessing system data. The principle of least privilege is typically used to ensure that an individual or system is not granted more access than needed to perform their task. Examples of controls consist of firewalls, intrusion detection systems, access control lists, data encryption, passwords, network segregation, and routing control.

*g) Acquisition and Development Controls:*

Acquisition and development controls are ensured through the use of proven system engineering methodologies making sure that security is fully integrated into all the phases of the acquisition and development lifecycle.

*h) Monitoring and Audit Controls:*

Monitoring and audit controls are concerned with security logging of events, audit logs, and fault logs. System alerts and alarm monitors are employed to detect alert conditions and unauthorized system use.

*i) Compliance Controls:*

Compliance controls ensure that systems comply with statutory, regulatory, and contractual agreements and requirements. Controls are typically ensured through system audits. Categorizing the controls by organizational functions allows different functional parts of an organization to relate to a smaller group of controls. However, this does not mean that organizational risk management cannot focus on a single organizational function to protect particular asset; usually controls will be needed from several functions.

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