

**SUBJECT: SECURITY REQUIREMENTS FOR
DOMESTIC AERODROMES**

DATE: December 3,
INITIATED: 2019
INITIATED BY: AVSEC/FAL

A. Purpose

This Advisory Circular (AC) provides specific guidelines to aircraft operators, handling agents, service providers and other stakeholders in order to enhance the safe and secure operation of aircraft which transport passengers, baggage, goods or cargo to aerodromes located in the interior and hinterlands regions of Guyana.

B. Applicability

- This Advisory Circular is applicable to all aircraft operators, including schedule and charter operation and their agents operating into or at the interior or hinterland aerodromes in Guyana.
- Given the collaborative arrangements that exist between the Government Agencies that are located at aerodromes in the interior or hinterland regions, Government Agencies are to lend support to implementation of the requirements of this Advisory Circular.

C. Relevant References

- a) Guyana Civil Aviation (Security) Regulations 2004
- b) Guyana Civil Aviation Act (2018)
- c) Guyana National Civil Aviation Security Programme (NCASP)

D. Contact Information

- **Approving Designation:** Director General
- **Point of Contact:** Manager, Aviation Security
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E. Definition

“Aerodrome” means any area of land or water designed, equipped, set apart or used for affording facilities for the landing and departure of aircraft and includes any area or space,

whether on the ground, on the roof of a building or elsewhere, which is designed, equipped or set apart for affording facilities for the landing and departure of aircraft capable of descending or climbing vertically, and also includes an airport.

F. Background

Interior aerodromes facilitate the air transport of passengers, goods and services to support the livelihood of Amerindian communities and key sectors such as gold, diamond and bauxite mining as well as forestry, agriculture, and ecotourism. The aerodromes also provide easy access for public health outreach programmes and facilitates medivacs and other emergency services.

Most aerodromes in the interior and hinterland regions lack key facilities that offers an acceptable level of protection, safety and security to the travelling public and to aircraft operators. This have resulted in many instances of unauthorized use of the runway as well as uncontrolled and unauthorized movement of persons, vehicles, and animals traversing the Aerodromes.

Upon the implementation of basic safety and security measures outlined in this Advisory Circular, aircraft operations at the interior aerodromes will become safer and more secure for the travelling public and aircrew. During this phase, the requirements of this Advisory Circular are to be applied to the following aerodromes:

List of Aerodromes – Phase I

No.	Desig.	Names
1	SYET	Eteringbang
2	SYKM	Kamarang
3	SYMD	Mahdia
4	SYLT	Lethem
5	SYEK	Ekereku Bottom
6	SYOC	Olive Creek
7	SYPK	Port Kaituma
8	SYRO	John Patrick Sheridan Jr.
9	SYMB	Mabaruma
10	SYIB	Imbaimadai
11	SYBS	Blake Slater
12	SYEU	Ekereku Top
13	SYHK	Hicks
14	SYKA	Kaieteur
15	SYMR	Matthew's Ridge
16	SYBT	Bartica
17	SYPM	Paramakatoi
18	SYCN	Chenapau
19	SYKN	Kaikan
20	SYKT	Kato
21	SYCC	Chi Chi

G. Inter-Agency Collaboration

The implementation of aviation security requirements will require collaboration with the following agencies and institutions which may have their outposts, offices, bases or establishments; or who may be engaging with persons, or carrying works at the aerodromes:

- 1) Guyana Police Force
- 2) Guyana Defense Force
- 3) Regional Democratic Council
- 4) Neighborhood Democratic Council
- 5) Ministry of Public Infrastructure
- 6) Ministry of Indigenous Peoples' Affairs

1. Procedures for Flights Arriving to the Aerodromes

The following procedures must be implemented at the aerodromes listed above by the Aircraft Operators or their agents, the Pilot in Command (PIC) and the Government Agencies:

1.1 Protection of Parked Aircraft

- a. After arrival and disembarkation of passengers, the passengers must be guided to a safe place away from the aircraft.
- b. When deplaning and offloading of passengers, baggage and cargo are completed, the aircraft must be searched, locked and secured when parked/not in use or not in service by the Aircraft Operator or its agent.
- c. A security restricted area must be established around the footprint of the aircraft and maintained by the aircraft operator, his agent, or Pilot-in-Command (PIC) in conjunction with ranks of the Guyana Police Force, or Guyana Defence Force until the departure of the aircraft.
- d. The security restricted area is established by placing four (4) high visibility safety cones approximately sixty (60) feet around the aircraft; or alternatively, placing belt stanchions, crowd control barricades or erecting barriers around the aircraft to maintain the sixty (60) feet clearance around the aircraft.
- e. Access to the aircraft within the restricted area must be controlled at all times; and limited to the PIC and the aircraft operator or its agent.
- f. Upon the direction of the PIC or aircraft operator, persons (porters, loaders, handlers, etc.) other than passengers can be granted access to the aircraft; however, they must be subjected to a security search or pat down.
- g. Security search or pat down of persons (porters, loaders, handlers, etc.) other than passengers must be conducted by the aircraft operator, PIC, with assistance from ranks of the Guyana Police Force, or Guyana Defence Force.

1.2 Travelling from Aerodromes

- a. Passengers travelling from any aerodrome must be identified, processed and approved for transport by the aircraft operator, its agent or the PIC before boarding the aircraft.

- b. Ranks of the Guyana Police Force, or the Guyana Defence Force are required to be present at the aerodrome before boarding to maintain crowd control, peace and order and ensure aircraft protection.
- c. Ranks of the Guyana Police Force, or the Guyana Defence Force are required to conduct inspection of identification documents, verification, and carry out screening or searches on passengers, baggage and cargo which will be transported on the aircraft.
- d. Baggage and cargo being transported on the aircraft must be searched (screening) and identified (labelled or marked) as searched after completion. The baggage and cargo must also be associate with its owner/passenger via labelling and safeguarded from further infringements or interferences before transport on the aircraft.
- e. **NB.** Firearms, sharp objects, weapons, weapon-like tools, dangerous items, prohibited items and substances are not to be transported with passengers on the aircraft.
- f. **NB.** Licensed firearms, sharp objects, and weapon-like tools may be approved for transport by the aircraft operator or PIC, by placing such them in the hold of the aircraft or in an area of the aircraft which is inaccessible to passengers on the aircraft.
- g. In the absence of Police or GDF presence at any aerodrome, the aircraft operator, its agent or the PIC will be responsible for the processing and searching/screening of all passengers, identification documents, and baggage and cargo which will be transported on the aircraft.

1.3 Baggage and Cargo Reconciliation

- a. Aircraft operators and their agents are responsible for ensuring that all baggage and/or cargo which accepted for transported on the aircraft are matched or reconciled with the passengers whom the baggage and/or cargo belongs to.
- b. The baggage must be listed and documented by the aircraft operator or his agent to facilitate the reconciliation process. Unauthorized and undocumented baggage and/or cargo must not be transported on the aircraft.
- c. The baggage and cargo must also be listed, tagged, labelled or marked to ensure that reconciliation and matching with the correct passengers are carried out effectively.

1.4 Aircraft Search

- a. Aircraft Operators and the PIC are required to ensure that an aircraft search is conducted before and after each flight.

- b. For turn-around flights, the aircraft search must be conducted using a checklist after baggage, cargo and passengers are taken off the aircraft.
- c. When an aircraft is brought in service, an aircraft search must be conducted using a checklist before baggage, cargo and passengers are placed on the aircraft.

1.5 Boarding of Aircraft

Boarding of the aircraft is the responsibility of the Aircraft Operator.

- a. When it is time to board the aircraft, passengers will be gathered from the respective holding areas, and guided to the aircraft.
- b. Measures must be taken to prevent unauthorized persons from entering the sixty (60) feet circumference around the aircraft.
- c. All civilians, family members and other persons who are not travelling and/or boarding the flight must be prevented from crowding the vicinity of the boarding point and the aircraft.

2. Security Awareness Training

2.1 The personnel from the aircraft operators, their agents, the PIC and ranks from the Guyana Police Force and the Guyana Defence Force who are or will be conducting security duties (screening and/or searching of persons and passengers, baggage, cargo, ID documents, maintaining crowd control, and aircraft protection, etc.) at the aerodromes must be provided with security training in the following areas:

- 1. Initial and recurrent Security Awareness and Crisis Training
- 2. Initial and recurrent Security Training for Aircrew

2.2 The security training will be provided to the stakeholders by the GCAA during the coordinated visits to the respective aerodromes.

3. Operating Procedures

3.1 The following 'Operating Procedures' must be implemented by the Aircraft Operators or their agents and the PIC as well as ranks of the GPF and the GDF:

- a. **ID Documentation Checks** – Each passenger must produce some form of ID (ID Card, Driver's License, Passport, etc.) when traveling to and from aerodromes in the interior locations of Guyana.
- b. **Discretion** - Aircraft Operators may exercise discretion for persons without ID; but must consult with the GPF, GDF and Village Council representative to ascertain the person's ID.

- c. **Record Keeping** - A log or record of all passenger's name (name-list) must be made and kept for all passengers/persons travelling on the aircraft.
- d. **Physical Screening/Searching of Passengers** – Passengers are required to divest or remove all threat items, dangerous items, prohibited items and substances from their person before given approval to board the aircraft.
- e. **Physical Inspection/Searching of Baggage** –Remove all threats such as prohibited items which can be used as a weapon on the aircraft. These must be safely stored in an inaccessible section on the aircraft.
- f. **Physical Inspection/Searching of Cargo** – Cargo must be free of any prohibited substances to be approved for transport.

NB. Aircraft Operators and PIC may transport dangerous goods in accordance with IATA's regulations and their operational procedures.

- g. **Reporting Suspicious Objects, Persons and Activities** – PIC, aircraft operators and their agents are required to report all suspicious activities, objects, or persons to the Guyana Police Force or Guyana Defence Force, Officers in Charge at the respective locations.
- h. **Boarding** – The boarding of passengers on an aircraft must be done in an orderly manner. Order and discipline must be maintained at all times.
- i. **Disembarkation** – The PIC, aircraft operator or his agent, are required to invite passengers on the arriving aircraft to deplane and follow an established route from the aircraft to the terminal or meeting place. Following this, the cones can be established.
- j. **Emergencies/Contingencies** – Incidents such as threats (*violence, hijacking, bomb threats, acts of unlawful interference, terrorism, criminal actions or intent, etc.*) directed towards the aircraft, aircraft operator, PIC, enplaned passengers or travelling passengers must be reported to the Guyana Police Force or Guyana Defence Force Outposts or Officer in Charge for further action and response.

4. Security and Safety Signage

- 4.1 Safety and security signage are to be placed strategically at the listed aerodromes to inform users, passengers, and the public of the following instruction and requirement:
 - 1) *"Warning" – This is a restricted area. Unauthorized Access is Prohibited. Trespassers will be prosecuted' and be liable to a fine of one million dollars and to imprisonment for six months.*
 - 2) *"Danger" – Aircraft landing – No Entry*
 - 3) *Aircraft – Maintain Clear Zone – No Unauthorized Access. Trespassers will be prosecuted.*

4) *Signage of a list of prohibited items which are not allowed for transport in the cabin of an aircraft.*

4.2 All privately owned aerodromes are required to erect and maintain safety and security signages as recommended above.

4.3 RDCs, NDCs who has oversight responsibilities for the aerodromes are to erect and maintain safety and security signages at the aerodromes.

- a. Signage displaying prohibited items must be erected in the vicinity of check-in and boarding area of the aerodrome.
- b. Security signage must be placed close to aircraft parking or terminating positions to sensitize users, passengers, and the public of the restrictions on access to an aircraft without authorization.
- c. Safety and security signage to be placed on perimeter fence and focal areas to sensitize persons that trespassing is prohibited.

5. Perimeter Fence

5.1 There is need for fencing to be erected around the perimeter of the aerodromes. However, in the short to medium-term partial perimeter fencing must be erected at specific points around the perimeter.

5.2 The erection of partial perimeter fencing must be done to establish a restricted area or clear zone where an aircraft can terminate to disembark passengers or can be parked.

5.3 The partial perimeter fencing will aid in maintaining crowd control and unauthorized vehicular movement close to aircraft operation. Safety and security signages will also be mounted on the partial fence.

5.4 NDC and RDC are to erect and maintain partial perimeter fence on the public aerodromes within their area.

5.5 Owners and operators of privately-owned aerodromes are required to erect and maintain partial perimeter fence within their area. Safety and security signages must also be mounted on the partial perimeter fence.

5.6 The specifications for perimeter fencing are stated below:

- a. The height of the perimeter fencing shall be at minimum 7ft with provisions to incorporate 2ft anti-climb.

NB. Partial or complete perimeter fences must be placed at a specific safe distance away from the centerline of an aerodrome's runway. Contact must be made with

the GCAA's Aerodromes Department on 225-0778 and 226-6634 to ascertain what this safe distance must be for each aerodrome.

- b. Clear zones along the perimeter fence must be established and maintain (20ft); vegetation control for inner and outer perimeter fence-line must be applied.
- c. Designate access control points/gates to aerodrome for ingress and egress must also be established.
- d. Access to Aerodrome must be controlled when aerodrome is active or when there are aircraft operation – landing and takeoff.

6. Terminal Facility

Terminal-like facilities will be needed to provide a place of shelter for the travelling public and to better control the flow of passengers and the processing of baggage and cargo for transport on an aircraft operating into and out of the aerodromes.

NB. NDC and RDC are to erect and maintain terminal-like facilities at the public aerodromes.

NB. Privately owned aerodromes are also required to erect and maintain terminal-like facilities at the aerodrome.

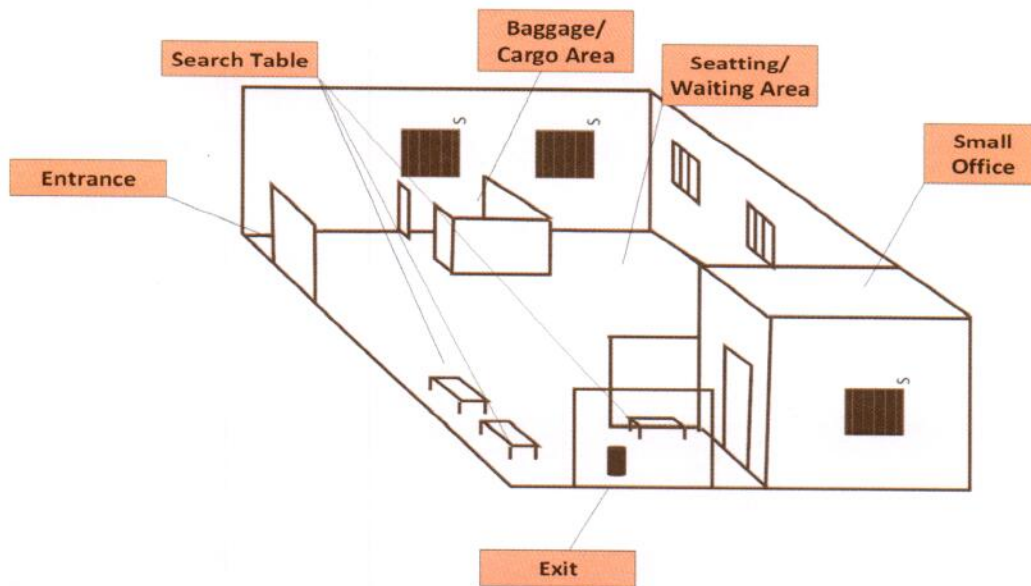
6.1 Terminal-like facilities must be constructed with the following provisions:

- 1) Sitting or waiting areas for passengers with seating accommodations.
- 2) Temporary storage or resting areas for baggage, luggage and cargo.
- 3) Facility configured to facilitate passenger control - waiting and queuing.
- 4) Facility configured to facilitate passenger documentation checks, passenger screening, baggage and cargo searching when required.
- 5) Facility configured to facilitate controlled boarding of passenger on aircraft.
- 6) Facility must be equipped with search tables, logbooks, Hand Wands (HHMD) at minimum, check-point desks, and chairs.
- 7) Facility must be equipped with small office space with furnishings for Officers.

6.2 At minimum, the layout for the terminal-like facility must contain or consider the facilities listed above and as depicted or presented in the diagram overleaf.

NB. The diagram may be amended to improve efficiency and effectiveness in passenger, baggage and cargo processing and protection.

Diagram - Layout for Basic Airstrip Terminal

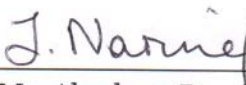



H. Compliance

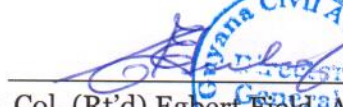
All stakeholders identified earlier in this AC are required to comply with the requirements and recommendations contained herein. The Guyana Civil Aviation Authority will be conducting continuous assessments and security oversight at key aerodromes to ascertain effectiveness of security measures and determine the level of compliance with the requirements of this Advisory Circular.

The GCAA reserves the right to implement enforcement measures or take enforcement action for non-compliance with these requirements.

I. Authorizing Signatures


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Lt. Col. (Rt'd) Egbert Field, A.A.
Director General
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