Civil Aviation Safety Authority
of Papua New Guinea

Advisory Circular

AC140-01

Aviation Security Service Organisation - Certification

Revision 4

07 May 2025

General

Civil Aviation Authority Advisory Circulars (AC) contain information about standards, practices and procedures that the Director has found to be an Acceptable Means of Compliance (AMC) with the associated rule.

An AMC is not intended to be the only means of compliance with a rule, and consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices or procedures are found to be acceptable, they will be added to the appropriate Advisory Circular.

Purpose

This Advisory Circular provides methods acceptable to the Director, for showing compliance with the certification and operating requirements of Part 140 and explanatory material to assist in showing compliance. Conformance with this AMC will ensure acceptance of the entity's security programme.

Related CAR

This AC relates specifically to Civil Aviation Rule Part 140.

Change Notice

There was no previous issue of this AC; consequently, no change is in effect.

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Subpart A — General

140.1 Applicability

This Part prescribes rules governing the certification and operation of organisations that provide aviation security services at a security designated aerodrome or security designated navigation installation.

140.3 Definitions

Each definition that appears under this rule is considered necessary for this Part alone. There are also applicable definitions contained within Part 1 under definition.

In this Part—

Aircraft in service has the same meaning as in Section 3 of the Act.

Aviation security officer means a person employed by the holder of an aviation security service certificate to undertake aviation security duties.

Aviation Security Service means the Aviation Security Service established under Section 12(*f*) of the Act.

High risk flight means a flight that is assessed to be affected by a higher than normal threat factor by the —

(a) Director; or
(b) Aircraft operator; or
(c) State of registration of the aircraft.

Normal flight means a flight that is not a high-risk flight:

Screening point means that area provided by the aerodrome operator under 139.201(d) (4) for carrying out passenger screening.

Security designated navigation installation means a navigation installation for the time being

designated as a security designated navigation installation under Section 153(1) of the Act.

Security enhanced area means an area that the Director has declared to be a security enhanced

area under section 155(1) of the Act.

Security management means the aviation security officer in charge at each location specified

Under 140.63(a)(5) and includes that officer's deputy and any other officer delegated any rresponsibility by that officer.

Security restricted area means those areas of the airside of a security designated aerodrome which are identified as priority risk areas where in addition to access control, other security controls are applied.

140.5 Requirement for Certificate

Part 140 requires that all organisations wishing to provide aviation security services at a security designated aerodrome or security designated navigation installation, including an Aviation Security Service established by the Authority, and must be certificated in accordance with Part 140.

It should be noted that all references to an aviation security service provider and the requirements for those organisations also apply to the Aviation Security Service.

140.7 Application for Certificate

Each applicant for an aviation security service certificate shall complete form CA 140/01 and submit it to the Director with—

(a) the exposition required by 140.63; and
(b) payment of the appropriate application fee.

140.9 Issue of Certificate

Subject to section 49 of the Act, the Director shall issue an aviation security service certificate if—

(a) the applicant's senior persons required by 140.51 are fit and proper persons; and
(b) the Director is satisfied that the applicant is—

(i) the Aviation Security Service; or
(ii) an operator of a security designated aerodrome or security designated navigation
(iii) installation that will provide aviation security services at that aerodrome or
(iv) navigation installation; or
(v) an airline; and

(c) the applicant's exposition meets the requirements of Subpart B; and
(d) the granting of the certificate is not contrary to the interests of aviation security.

140.11 Duration of Certificate

(a) An aviation security service certificate may be granted or renewed for a period of up to five years.
(b) An aviation security service certificate shall remain in force until it expires or is suspended or revoked.
(c) The holder of an aviation security service certificate that expires or is revoked shall forthwith surrender the certificate to the Director.
(d) The holder of an aviation security service certificate that is suspended shall produce the certificate to the Director for appropriate endorsement.

140.13 Renewal of Certificate

(a) An application for the renewal of an aviation security service certificate shall be made by the certificate holder on form CA140/01.
(b) The application for the renewal shall be made before the application renewal date specified on the certificate or, if no such renewal date is specified, not less than 30 days before the certificate expires.

Subpart B — Certification Requirements

140.51 Personnel requirements

Rule 140.51(a) (1) Chief Executive Officer

The organisation is required to nominate a person to be identified as the Chief Executive. This person must have overall authority within the organisation, including financial authority, to ensure that all the necessary resources are available to provide the services for which the organisation is certificated and to ensure compliance with the procedures in its exposition.

Rule 140.51(a) (2) (i) A senior persons or group of senior persons

This rule requires that each applicant for an aviation security service certificate shall employ—a senior person or group of senior persons—responsible for ensuring that the applicant's organisation complies with the requirements of this Part.

The senior persons nominated in the exposition must be acceptable to the Director. These senior persons are required to be suitably qualified for the position held and must be responsible for the provision for, operation of, and the maintenance of all services and facilities specified in the exposition. In particular, they should;

(a) Ensure that there is established, at the aerodrome, an aviation security programme in accordance with ICAO Annex 17 sufficient to protect international civil aviation from unlawful interference.

(b) Be responsible to ensure that the aviation security service provider's responsibilities under the Civil Aviation Act 2000 are complied with and for the overall supervision of aviation security officers at the aerodrome.

(c) Be responsible for ensuring all the tasks and obligations in Part 140, for which the organisation has been certificated, are adequately complied with.

Supervising staff are responsible for the supervision of aviation security staff in operational work, and carry out administrative and staff duties for the unit. In particular, they should check and supervise the work of junior supervisors to ensure that all administrative, security and safety tasks are being properly discharged to the standards specified in the organisation's exposition.

Supervising staff are also responsible for the supervision of all aviation security officers under their control, and dealing with aviation security matters either of a routine or of an emergency nature. In particular, they should ensure that sufficient staff are on duty at all times to discharge prime aviation security tasks, and arrange daily staff duties to ensure that the most effective cover practicable is given to the tasks and obligations in compliance with CAR Part 140.

Rule 140.51(a)(2)(ii) A senior persons or group of senior persons responsible to the Chief Executive

The applicant for an aviation security service certificate shall employ—
a senior person or group of senior persons—ultimately responsible to the Chief Executive;

Rule 140.51(a)(3) Sufficient personnel to carry out Aviation Security Services

The applicant for an aviation security service certificate shall employ sufficient personnel to plan, inspect, supervise, and carry out the aviation security services detailed under 140.63(a)(7).

The sufficient numbers of aviation security officers must be employed to adequately carry out the services proposed in the organisation's exposition.

The service provider may choose to appoint managers for all or any combination of the above areas of responsibility, however it must be clear to whom responsibilities devolve. It is necessary, in any case, that these managers' report to and are responsible to the Chief Executive.

The persons so nominated are to be identified on Form CAA 140/01 and credentials supplied with the application. To be accepted, such nominated persons should have adequate knowledge and satisfactory experience relative to their position and responsibility.

Rule 140.51 (b) (1)(i) Procedure to assess the ability of applicant of aviation security officer's education

The the applicant shall — establish a procedure to initially assess the ability of each applicant to a position of an aviation security officer to perform the duties and requirements of that position, taking into account each applicant's education.

The organisation needs to establish pre-qualifications standards for personnel it intends to recruit. These standards will ensure that the trainees have a reasonable chance of successfully completing any course, are suitable for the type of tasks to be undertaken and are medically acceptable.

To help in the assessment of competence it is recommended that job descriptions are formulated for all positions within the organisation

Rule 140.51 (b) (1) (ii) Procedure to assess the ability of applicant of aviation security officer's communication skills

The applicant shall−establish a procedure to initially assess the ability of each applicant to a position of an aviation security officer to perform the duties and requirements of that position, taking into account each applicant's communication skills.

Rule 140.51 (b) (1) (iii) Procedure to assess the ability of applicant of aviation security officer's character

The applicant shall establish a procedure to initially assess the ability of each applicant to a position of an aviation security officer to perform the duties and requirements of that position, taking into account each applicant's character.

Rule 140.51 (b) (1) (iv) Procedure to assess the ability of applicant of aviation security officer's experience.

The applicant shall−establish a procedure to initially assess the ability of each applicant to a position of an aviation security officer to perform the duties and requirements of that position, taking into account each applicant's experience.

Rule 140.51 (b) (1) (v) Procedure to assess the ability of applicant of aviation security officer's health

The applicant shall establish a procedure to initially assess the ability of each applicant to a position of an aviation security officer to perform the duties and requirements of that position, taking into account each applicant's health.

Rule 140.51(b) (2) Designation of Aviation Security Officers

The applicant shall designate those of its employees who will be aviation security officers.

Rule 140.51(b) (3) Training and competency of Aviation Security Officers

The applicant shall establish a procedure to train and maintain the competence of its aviation security officers in accordance with A.24.

Rule 140.51(b) (4) Written Authorisation of Aviation Security Officers

The applicant shall provide personnel who are authorised to plan, inspect, supervise, and carry out the aviation security services detailed under 140.63(a)(7) with written evidence of the scope of their authorisation.

Rule 140.51(c)(1) Establish procedures for background checks

The applicant of an Aviation Security Service Organization to establish procedures for background checks are completed in respect of persons implementing security controls, persons with unescorted access to security restricted areas, and persons with access to sensitive aviation security information prior to their taking up these duties or accessing such areas or information.

Background checks

A background check to confirm a person's identity and previous work experience, including criminal history when legally permissible, whenever appropriate, should be carried out as part of the assessment of the individual's suitability for unescorted access to airside and security restricted areas. Background checks should be updated on a regular basis to ensure that the individual still meets the required criteria. A good practice is to update a background check every time airport security identification permits need to be renewed.

Background checks should be supported by a legal framework that establishes general criteria, including the right to appeal a negative decision about a person's suitability to enter a security-restricted area without escort. Such criteria should also include verification of an applicant's:

(a) Identity, by means of a passport or national identity card or the records of registry of birth, national insurance number;
(b) trustworthiness and capacity to work unescorted within a security restricted area, by means of a check of criminal history and, depending on the specific function to be performed, other personal circumstances or behaviour that could forewarn of danger; and

(c) place of residence during the previous five years, or another period determined by the State's legislation or the appropriate authority, and the dates, names, telephone numbers and addresses of previous employers or schools attended during this period, with explanations for any gaps in employment of more than one month.

Provisions regarding foreign nationals and national citizens who have lived abroad requesting issuance of an identification permit to access security restricted areas should be established, in order to ensure that applicants have not been convicted of a disqualifying offence in their State of origin.

Background checks may only review lawfully accessible information. Furthermore, prior to conducting a background check, written consent should be obtained from the permit applicant. At the same time, it should be made clear to the applicant that failure to give consent to a background check will result in rejection of the application.

All companies and organizations at an airport should vouch for the valid requirement for each permit prior to its issuance to an employee. It is the employer's responsibility to complete adequate pre-employment checks or other inquiries to ensure that the individual concerned does not pose a potential threat to the airport. Permits should not be issued without such guarantees.

On receipt of a valid application, one or more law enforcement agencies should conduct a background check. Such agencies should have the authority to object, on reasonable grounds, to the issuance of a permit. Depending on the State's legal provisions, such reasons may not have to be declared.

A permit should not be issued if, during the performance of a background check, it is determined that the applicant was convicted of:

(a) certain crimes, specifically possession or use of illicit drugs, trafficking in illicit drugs, trafficking in weapons or illegal possession of weapons, aggravated assault, extortion, acts endangering public safety including acts of unlawful interference against civil aviation, sexually-related offences or membership in a criminal organization. In exceptional circumstances, the national authority may determine that the applicant has been fully rehabilitated and no longer constitutes a risk; and

(b) other relevant offences such as burglary, dealing of stolen goods, embezzlement, fraud and fraudulent misrepresentation, without making restitution.

Applicants for jobs implementing security controls must undergo a supplementary check to confirm that they are not associated with a terrorist organization. Generally, these duties involve controlling access to and searching security restricted areas and aircraft, issuing identification permits to persons or for vehicles, or managing any persons performing these functions.

Rule 140.51(c) (2) Procedures for recurrent background checks

The applicant of an Aviation Security Service organization to establish procedures for recurrent background checks are applied to such persons at an interval of not more than 2 years.

All potential employees of any entity involved in or responsible for the implementation of aviation security controls must undergo, as specified, initial and recurrent background checks. If the duty involves the handling of sensitive information or sensitive security functions, States should consider enhanced background checks as part of the recruitment process to be completed before undertaking duties. National legislation will influence the scope of these checks, the information that is accessible and who can undertake them (e.g. such checks may need to be undertaken directly by the police or other government agencies).

Rule 140.51(c)(3) Procedure for unsuitable background checks

The applicant of an Aviation Security Service organization to establish procedures for persons found unsuitable by any background check are immediately denied the ability to implement security controls, unescorted access to security restricted areas, and access to sensitive aviation security information.

Gaps in history

Gaps in an applicant's personal or employment history are not acceptable except for the usual time allowed for holidays, about one month per year. However, when it is not possible to check the continuous criminal history or experience of an applicant over the defined period, verification of the person's suitability to hold a permit should be sought from alternative sources, such as former employers located abroad or, for a self-employed applicant, the national tax authority or other relevant government authorities.

Responsibility for issuing a permit remains with the permit issuing authority and due care and discretion should be exercised in examining information. Before issuing a permit, the issuing authority should be fully satisfied of the applicant's suitability as a holder.

After making every effort to obtain information, if the applicant's identity and previous experience, including criminal history, cannot be verified, the individual should be regarded as unsuitable for a

permit.

140.53 Security Functions and Duty

Rule 140.53 (1) Exposition to specify the functions and duties specified in Section 152(1) of the Act

The applicant of an Aviation Security Service Organization at each location specified in the exposition have the functions and duties where the applicant is the Aviation Security Service, to carry out those functions and duties specified in Section 152(1) of the Act.

Rule 140.53 (2)(i) Exposition to specify screening of passenger, crew and baggage

The applicant of an Aviation Security Service Organization at each location specified in the exposition have the functions and duties where the applicant is an air operator, or the operator of a security designated aerodrome, must establish procedures to carry out passenger, crew and baggage screening of all international and domestic aircraft passenger services and of such other services where the screening is judged advisable by the Director.

Rule 140.53 (2)(ii) Exposition to specify search of aircraft

The applicant of an Aviation Security Service Organization at each location specified in the exposition have the functions and duties where necessary, searches of aircraft.

Rule 140.53 (2)(iii) Exposition to specify functions and duties of aerodrome security patrols

The applicant of an Aviation Security Service Organization at each location specified in the exposition have the functions and duties aerodrome security patrols

Rule 140.53 (2) (iv) Exposition to specify screening and searching of any person, item, substance or vehicle

The applicant of an Aviation Security Service Organization at each location specified in the exposition have the functions and duties where the applicant is an air operator, or the operator of a security designated aerodrome must establish procedures for screening and searching of any person, item, substance or vehicle that is present in, or about to enter, a security area or security enhanced area as required where the screening is judged advisable by the Director.

Screening and other security controls methodology
Airports should implement identification checks of all vehicles entering a security restricted area, and verify the validity of all airport security identification permits of persons seeking access to security restricted areas.

If less than 100 per cent of vehicles entering the security restricted area are screened, a proportional selection of vehicles should be made in accordance with a risk assessment carried out by relevant national and/or local authorities. The principles of randomness and unpredictability should be applied to vehicle screening, in accordance with defined and documented methodologies, to ensure that all vehicles have an equal probability of being selected for screening.

The driver and any other occupants of a vehicle must not be in the vehicle when screening takes place. They will be required to take their personal belongings out of the vehicle with them, and both occupants and their personal belongings must be subjected to screening procedures.

When a vehicle is selected for screening, it is recommended that a combination of a minimum of three

of the following areas of such vehicles be searched in accordance with the principles of randomness and unpredictability, and based on a risk assessment carried out by the relevant authorities:

(a) front door pockets, sun visors and glove compartments;
(b) seat pockets, foot wells and areas underneath seats;
(c) trunk/boot/baggage/cargo areas;
(d) wheel arches) engine compartment;
(e) the underside; and
(f) any other area of the vehicle not listed above.

A methodology should be defined to ensure the randomness and unpredictability of selection of the areas to be searched. If the applied methodology for defining the search area of the vehicle results in the selection of an area that is sealed in accordance with the NCASP and/or ASP, another area should be selected.

The result of a risk assessment carried out by relevant national and/or local authorities should determine the number of areas to be searched. There should be defined and documented methodologies to ensure that all areas have an equal probability of being searched.

One or a combination of the following methods, as appropriate, should be used to carry out the search of each selected area:

(a) manual search;
(b) visual check; and/or
(c) use of appropriate technologies, such as explosives detection dogs or explosives trace detectors.

A manual search should consist of a thorough manual examination of the area(s) selected, including

contents, in order to reasonably ensure that they do not contain unauthorized items or IEDs. A visual check could be used as an alternative method of examining empty areas only, such as a glove compartment.

The local entity responsible for vehicle screening should also consider providing adequate tools to enable security staff to perform an appropriate examination of the different areas (e.g. mirrors and flashlights).

When areas of a vehicle are sealed in accordance with the NCASP, ASP or other approved secure supply chain procedures for the carriage of in-flight supplies, airport supplies or air cargo and mail, such areas may be exempted from screening upon verification of the integrity of the seals and relevant documents, and of the identity of the shipper.

Access to a security restricted area should be denied if the sealed area of a vehicle shows signs of tampering or if inconsistencies in documentation are found (e.g. the seal number does not match the number recorded on the appropriate documentation or the identity of the company or shipper carrying in-flight or airport supplies into the security restricted area has not been listed by the airport operator).

Vehicles should be protected from unauthorized access (which includes access from unscreened staff) from the time they have been subjected to screening and/or security controls until entering a security restricted area (including appropriate segregation between vehicles, along with their occupants, subjected to screening and/or other security controls and vehicles, along with their occupants, not subjected to such controls).

A vehicular screening point should ideally have a vehicular control barrier to prevent vehicles from breaking into a security restricted area. Entering a security restricted area, in accordance with a risk assessment carried out by the relevant national authorities.

Rule 140.53 (3) Explosion to specify patrols of navigation

Each applicant for an aviation security service certificate shall, at each location specified in its exposition, have the following functions and duties where the applicant is the operator of a security designated navigation installation, to carry out patrols of that designated navigation installation.

140.55 Establishment of operational procedures

Rule 140.55(a) Establish procedures to comply with Requirements of Appendix. A

The applicant for an aviation security service certificate is the Aviation Security Service, an air operator, or the operator of a security designated aerodrome, it must establish procedures necessary to enable the requirements in Appendix A to be complied with.

Rule 140.55(b) Establish procedures to comply with Appendix A, paragraph A.12 (d)

The applicant for an aviation security service certificate is the operator of a security designated navigation installation, it must establish procedures necessary to enable the requirements in Appendix A, paragraph A.12(d) to be complied with.

Rule 140.55(c)(1) Procedures for randomness and unpredictability in the implementation of security measures

The applicant for an aviation security service certificate is the Aviation Security Service, an air operator, or the operator of a security designated aerodrome it must establish procedures to ensure the use of randomness and unpredictability in the implementation of security measures, as appropriate.

Preventive measures

The NCASP should reflect the regulatory requirements for preventive security measures in relation to aircraft, airports, air navigation facilities, passengers, baggage, cargo, mail, and catering stores and supplies.

The NCASP should focus on establishing performance targets to be achieved, with preventive measures, rather than describing specific procedures or measures. Airports should include randomness and unpredictability in security measures, in so far as this is practicable. Unpredictability should be applied to achieve a greater deterrent effect of security measures.

Random and unpredictable screening of a proportion of passengers

A proportion of passengers together with the items they carry should be subjected to secondary screening using the principles of randomness and unpredictability, in so far as this is practicable. The screening methods to be applied may include manual search, other screening technology equipment (e.g. ETD), or a combination thereof. The proportion of passengers to be subjected to these measures should be based on a combination of the following criteria:

(a) national and local level of threat (when the threat level is raised for a limited period of time, the proportion of passengers to be submitted to random secondary screening should be greater than during normal operation under a lower threat level);

(b) results of national and local risk assessments (e.g. specific flights, destinations and aircraft operators); and

(c) the technical limitations of the primary method of screening (e.g. when using WTMDs as a primary method of screening, the proportion of passengers to be randomly searched should be higher than when body scanners are used as the primary method of screening).

The proportion of random secondary screening should be anywhere between 1 and 99 per cent. For Instance, for WTMDs the minimum random percentage is typically between 10 and 20 per cent. The application of proportional screening and other security controls, randomness and unpredictability to persons other than passengers and the items they carry

The proportion of non-passengers to be screened (which may include 100 per cent screening) should be determined on the basis of risk assessments carried out by the relevant national authorities and approved by NCASP. This proportion may vary from airport to airport.

Screening and other security controls applied to a proportion of non-passengers and the items they carry entering and within security restricted areas should be applied in such a way that they allow for randomness and unpredictability. Randomness and unpredictability should be applied to achieve a greater deterrent effect of security measures. For there to be a real deterrent effect, there should be a significant chance that any person may be subjected to screening and other security controls at any time, and no person should be able to circumvent, or aid others to circumvent, the security controls being applied.

When applying random and unpredictable screening and/or security controls, "random" is understood to ensure an equal probability for each non-passenger to be subjected to screening or other security controls, while "unpredictable" is understood to describe measures applied at irregular frequencies, different locations and/or with varying means, for the purpose of increasing deterrence and effectiveness. Randomness should not convey any lack of aim or purpose, lack of direction or lack of conscious choice. In all cases, screening and other security controls carried out in a random and unpredictable manner should achieve outcomes to combat the insider threat as presented above and be applied in a deliberate manner supported by a risk assessment and documented methodology.

Relevant operational variables

Airports may implement different screening and other security control regimes based on the characteristics inherent in the nature of the duties performed and the items carried by non-passengers. Further, airports may intensify the implementation of screening and other security controls during periods and/or activities when identified areas may be more vulnerable to exploitation (e.g. temporary point of entry due to construction work on airport premises).

Description of security measures pertaining to non-passengers and the items they carry *Screening of all non-passengers and the items they carry entering a security restricted area.*

All non-passengers and the items they carry entering a security restricted area should be subject to screening methods (e.g. screening by technology, or manual searches) to prevent unauthorized prohibited items from entering the security restricted area. For example, one method States may consider is the application of passenger screening requirements to non-passengers. Screening methods employed may be implemented using the principle of unpredictability.

Normally non-passengers and the items they carry are screened immediately before entering a security restricted area. There may be cases where such persons are screened remotely and then carried in secure transport to the security-restricted area. The screening of a proportion of non-passengers and the items they carry entering a security-restricted area.

Airports may consider implementing a random and unpredictable approach to the screening of a proportion of non-passengers and the items they carry entering a security restricted area, in order to deter

and detect unauthorized prohibited items from being introduced into the security restricted area. The application of additional screening methods, on an unpredictable basis, can enhance the level of security of non-passengers entering the security restricted area. Airports may achieve this through a varied application of screening methods and/or techniques (e.g. explosive detection dogs, manual searches, hand-held metal detectors, explosives trace detection and mobile screening units) and/or through the selection of location and frequency where these screening measures may be applied to a proportion of staff selected.

Implementation of random and unpredictable screening of a proportion of non-passengers should be

based on a risk assessment carried out by the relevant authorities and may take into account the individual nature of an airport's operation (e.g. taking into account shift changes, flight schedules and passenger movements). Screening of a proportion of non-passengers and the items they carry entering and within a security restricted area

Similar to the above, airports may consider a random and unpredictable approach to the screening of a proportion of non-passengers and the items they carry when entering and within security restricted areas, in order to deter and detect unauthorized prohibited items, and can enhance screening and other security control measures that non-passengers may be subjected to prior to entry into security restricted areas. Such enhanced security measures may have a high deterrent effect because of the associated additional unpredictability.

Rule 140.55(c)(2) Appropriate screening methods capable of detecting the presence of explosives and explosive devices

The applicant for an aviation security service certificate is the Aviation security service, an air operator, or the operator of a security designated aerodrome it must establish procedures to ensure the use of appropriate screening methods that are capable of detecting the presence of explosives and explosive devices carried by persons other than passengers on their persons or in their items carried.

Screening by explosive trace detection (ETD)

ETD equipment is used to collect and analyse particles on the surface of cabin baggage, items carried by passengers or persons other than passengers (also referred to as non-passengers and staff), and the persons themselves to indicate by means of an alarm the potential presence of traces of explosives. It is highly effective in revealing minute traces of specific explosive materials. It can thus detect the presence of concealed improvised explosive devices (IEDs) or contamination caused by contact with them.

Any ETD equipment being used as part of an aviation security process should be certified to meet any applicable regulatory approval process or standards for such equipment. Operators should follow the correct and appropriate procedures so the equipment is used effectively. This includes ensuring that the ETD equipment is being used with certified detection software and with certified swabs.

The appropriate use of ETD equipment, as part of a well-established process and with appropriate staff training and oversight, may provide significant added value to the security screening process. It may be used as part of both primary and secondary (alarm resolution) processes, for both passengers and their belongings, as well as for hold baggage, persons other than passengers, and cargo. Within the passenger security checkpoint, it may be particularly useful in support of other screening methods for baggage and passengers, such as:

(a) items inside baggage that offer particular concealment opportunities for IEDs and which may be difficult to effectively search manually or screen by X-ray equipment, such as laptop computers and other electrical or battery-operated items;

(b) items specifically referred by the X-ray operator or as a result of a generated alarm for further examination, including items which appear not clear to X-ray operators;
(c) the inner lining of baggage, in particular the seams, joints and closure points;
(d) items such as footwear, headwear and medical devices that have not been removed or cannot be screened by other methods;
(e) areas or parts of oversized, overweight or oddly-shaped baggage;
(f) passengers that set off the alarm in the walk-through metal detector or body scanner technologies; and
(g) random sampling of passengers and their belongings at checkpoints and checkpoint queues.

Due to the increasing level of sophistication in concealing explosives in various items (thereby reducing the likelihood of traces of explosive material being found on the outside of baggage containing an IED), ETD screening on the outside of the bag is not sufficient on its own.

ETD may be used to supplement other screening methods for a proportion of passengers or non-passengers, and/or of belongings, in which case, it should be used on an unpredictable basis (e.g. by using a continuous random approach to selection).

Rule 140.55(c)(3) paragraph (2) procedures to be used in an unpredictable manner

The applicant for an aviation security service certificate is the Aviation Security Service, an air operator, or the operator of a security designated aerodrome it must establish procedures where the methods in paragraph (2) are not applied continuously, they must be used in an unpredictable manner.

Unpredictability Principles and Measures

The application of unpredictability in aviation security can be defined as the implementation of security controls at irregular frequencies, different locations and/or with varying means, in accordance with a defined framework, in order to increase their deterrent effect and their efficiency. These security controls, also called unpredictable measures, should be implemented in such a way that it is highly unlikely for the person's subject to such measures (i.e. passengers, non-passengers and, under certain circumstances, the general public) to predict when, where and how they will be applied.

The application of unpredictability in aviation security can help disrupt hostile reconnaissance, surveillance, rehearsal and attack through the deployment of highly visible security controls at locations other than screening checkpoints, and the introduction of unexpected elements to the screening of the general public, passengers and staff, in the overall security framework.

Unpredictable measures within a security regime should be implemented in a manner that is supported by a risk assessment and documented methodology, with a view to achieving the outcome of thwarting and deterring acts of unlawful interference.

A risk assessment should therefore be carried out by the relevant national authorities, identifying the types of, and establishing the areas concerned by, unpredictable measures. These measures should be adapted and implemented by relevant local entities in the airport environment.

Objective and benefits

The introduction of unpredictable measures should not hinder or weaken existing Annex 17 international Standards. Unpredictable measures may introduce a number of benefits, including but not limited to, the following:

(a) enhanced deterrent effects (including insider threat);

(b) increased detection opportunities;
(c) enhanced efficiency using existing resources, through resource management and staff motivation; and
(d) flexibility in implementation (e.g. for high-risk flights and in areas where deficiencies have been identified).

Rule 140.55(d)(1) Identification systems in respect of persons and vehicles

The applicant for an aviation security service certificate is the Aviation Security Service, an air operator, or the operator of a security designated aerodrome, it shall establish and implement procedures on the identification systems in respect of persons and vehicles in order to prevent unauthorized access to airside areas and security restricted areas.

Airport security identification permit systems

Access to the airside and security restricted area of an airport should be controlled by using a security identification permit system. A permit system consists of cards or other documentation issued to individuals employed at airports, or those who otherwise have a need for authorized access to an airport, airside or security restricted area. The system's purpose is to identify the individual and facilitate access. Vehicle permits are issued and used for similar purposes. Permits are sometimes referred to as airport identification cards or passes.

All persons working at an airport should be issued with an identification permit by the one organization approved for that purpose by the appropriate authority. Legislation or regulation should require that airport personnel display their permits at all times while working on the premises. This requirement should apply equally to personnel working in security restricted areas, maintenance areas, catering facilities, air cargo buildings, etc., as well as in the main passenger and airside aircraft handling areas.

The appropriate authority should provide guidance for the design and management of the identification permit system. The use of several different styles of permits should be avoided, as this will pose severe problems for security staff and for the administration of the system. If used in conjunction with an automated access control system, permits may be equipped with electronic or other machine readable codes to allow entry.

Rule 140.55(d)(2) Access control for procedures

The applicant for an aviation security service certificate is the Aviation Security Service, an air operator, or the operator of a security designated aerodrome, it shall establish and implement procedures on access to be granted to only those with operational need or other legitimate reason to be there, and identity and authorisation must be verified at designated checkpoints before access is allowed to airside areas and security restricted areas.

Security restricted areas should therefore be kept as small as possible, in proportion to the level of aircraft operations and the quantity of security resources. Resources should be allocated to the most likely targets in a manner that is effective and in line with the current threat assessment level. This approach allows, for example, the implementation of higher access control standards for those persons and vehicles that are required to approach and service an aircraft, then for all vehicles moving around the airside.

Access points from public areas to security restricted areas should be kept to a minimum and should have effective access control measures or be kept locked. Access by staff to security restricted areas should be limited to those with a clear operational need to enter by virtue of their duties. Similar controls should apply to vehicles, with access granted to only those vehicles clearly required for operations. Security restricted areas not subject to continual access control measures should be thoroughly searched prior to

being used.

Rule 140.55(d)(3) Screening of persons other than passengers together with items carried.

The applicant for an aviation security service certificate is the Aviation Security Service, an air operator, or the operator of a security designated aerodrome, it shall establish and implement procedures in ensuring that persons other than passengers, together with items carried, must be screened prior to entry into airport security restricted areas.

Screening and Other Security Controls Pertaining to Persons other than Passengers and the Items they carry

All persons other than passengers, together with items carried, prior to entry to airport security restricted areas serving international civil aviation operations, are to be subject to screening and other security controls to ensure they are authorized to enter security restricted areas and that they do not carry prohibited items which could be used to carry out or facilitate an act of unlawful interference.

For the purpose of this guidance material, persons other than passengers include, but are not limited to, airport staff, aircraft operator crew, control authority staff (e.g. Customs and immigration), police officers, visitors, staff of retail outlets, and staff of other ancillary services. Such persons are also referred to as non-passengers or staff in this document, and the terms may be used interchangeably.

Where international civil aviation operations are occasional rather than continuous, or where there is effective separation of international and domestic operations, screening and other security controls of persons other than passengers and the items they carry may apply only to those persons who are concerned with international operations. In the event that international and domestic operations share a security restricted area, all non-passengers and items they carry are to be subjected to the international screening and other security control standards.

140.57 Documentation

Rule 140.57(a) Procedures for documentation to support aviation security services

The applicant for an aviation security service certificate must establish a procedure to ensure all documentation that is necessary to support the aviation security services that it provides is available to all personnel who need access to the documentation to carry out their duties.

Rule 140.57(b)(1) Procedure for documentation of relevant legislation

The applicant to establish procedure to ensure that documentation referred to in paragraph (a) must include all relevant legislation.

Rule 140.57(b)(2) Procedure for documentation on international technical manuals on aviation security

The applicant to establish procedure to ensure that documentation referred to in paragraph (a) must include all relevant international technical manuals or notices on aviation security.

Rule 140.57(b)(3) Procedure for Documentation issued by the Director

The applicant to establish procedure to ensure that documentation referred to in paragraph (a) must include documentation issued to the certificate holder by the Director.

Rule 140.57(b)(4) Procedure for documentation of exposition

The applicant to establish procedure to ensure that documentation referred to in paragraph (a) must

include the certificate holder's exposition.

Rule 140.57 (c)(1) Document control procedure for document review and approval

The applicant for an Aviation Security Service organization must establish a procedure to control all documents referred to in paragraph(a) to ensure that the documents are reviewed and approved by appropriate personnel prior to issue.

Rule 140.57(c)(2) Document control procedure for issue and availability of relevant documents to personnel

The applicant for an Aviation Security Service organization must establish a procedure to control all documents referred to in paragraph(a) to ensure that current issues of relevant documents are available to personnel at all locations where they need access to such documents.

Rule 140.57(c)(3) Document control procedure for removal of outdated documents

The applicant for an Aviation Security Service organization must establish a procedure to control all documents referred to in paragraph(a) to ensure that outdated documents are promptly removed from all points of issue or use.

Rule 140.57(c)(4) Document control procedure for document review and approval

The applicant for an Aviation Security Service organization must establish a procedure to control all documents referred to in paragraph (a) to ensure that changes to documents are reviewed and approved by appropriate personnel.

Rule 140.57(c) (5) Document control procedure for identification of the current document

The applicant for an Aviation Security Service organization must establish a procedure to control all documents referred to in paragraph (a) to ensure that the current issue of each document can be identified.

Rule 140.57(c) (6) Document amendment

The applicant for an Aviation Security Service Organization Certificate must establish a procedure to control all documents referred to in paragraph (a) to ensure that its exposition is amended so as to remain a current description of the service provider, its services, procedures, and facilities.

Rule 140.57((d) Maintaining current copy of exposition on each specified location

The applicant for an Aviation Security Service Organization Certificate must establish a procedure to provide and maintain a copy of its exposition at each location specified under 140.63(a) (5).

Rule 140.57(e) Contractual provision contracted out to any other organization.

The applicant for an aviation security service certificate ensure that where any work relating to compliance with this Part is intended to be contracted out to any other organisation, the contractual provisions by which the holder of an aviation security service certificate ensures that any such contractor or other agent complies with the requirements of the holder's aviation security service organization exposition.

Rule 140.57(f) Verifying security controls outsourced to external service providers

The applicant for an Aviation Security Service Organization Certificate responsible for the implementation of relevant elements of the National Civil Aviation Security Programme (NCASP) must establish a procedure to periodically verify at an interval of not more than 12 months that the

implementation of security measures outsourced to external service providers is in compliance with the holder's aviation security service organization exposition. Compliance with the holder's aviation security service organization exposition in reference to Rule 140.63.

Quality control programmes may be tailored to reflect variations in local circumstances, taking into account the nature of airport and aircraft operations. The priorities and frequency of monitoring should be determined on the basis of risk assessment carried out by the relevant authorities /airport operator.

140.53 Records

Rule 140.59(a) Identify, collect, index, store and maintain records

The applicant for an aviation security service certificate must establish a procedure to identify, collect, index, store, and maintain the records that are necessary to ensure compliance with this Part.

Rule 140.59(b) Maintaining register of aviation security officer's details

The applicant must establish a procedure to maintain a register of its aviation security officers, including details of their experience, qualifications, competence, training, medical assessment, and current authorisations.

Rule 140.59(b)(2)(i) Records legible and permanent nature

The applicant must establish a procedure to ensure that all records are of a legible and permanent nature.

Rule 140.59(b)(2) (ii) Records to be retained for 2 years from the time the person ceases to be authorized.

The applicant must establish a procedure to ensure that the records required by paragraph (b)(1) are retained for 2 years from the date the person ceases to be authorised by the certificate holder.

Rule 140.59(b)(2) (iii) Records to be retained for 2 years

The applicant must establish a procedure to ensure that the records required other than by paragraph (b)(1) are retained for 2 years.

140.61 Quality Management System

The applicant for the grant of an aviation security service organisation certificate must establish and implement a quality management system which meets the requirements of Part 100 Subpart.

140.63 Organisational Exposition

Rule 140.63(a)(1)(i) Exposition containing statement signed by the Chief Executive Officer

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain a statement signed by the Chief Executive, on behalf of the organisation, confirming that the exposition defines the organisation and demonstrates its means and methods for ensuring ongoing compliance with this Part.

Rule 140.63(a)(1) (ii) Personnel to comply with exposition

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain a statement signed by the Chief Executive, on behalf of the organisation, confirming that the exposition will be required to be complied with by its personnel at all times.

Rule 140.63(a) (2) Exposition to contain names and titles of persons required by 140.51(a)(1) and (2)

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain the titles and names of the persons required by 140.51(a)(1) and (2).

Rule 140.63(a) (3) Duties and responsibilities

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain the duties and responsibilities of the persons specified in paragraph (a)(2) including matters in respect of which they deal directly with the Director on behalf of the organisation.

Rule 140.63(a) (4) Organisation chart showing associated lines of responsibility

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain an organisation chart showing associated lines of responsibility of the persons and supervisory persons specified in paragraph (a)(2).

Rule 140.63(a)(5) Details of each location for aviation security services

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain details of each location where the organisation intends to provide aviation security services and the facilities at each location.

Rule 140.63(a) (6) Organisations staffing structure to be used at the listed location

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain a summary of the organisation's staffing structure to be used at each location listed under paragraph (a)(5).

Rule 140.63(a) (7) Details of the aviation security services to be provided at each location.

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain details of the aviation security services to be provided at each location.

Rule 140.63(a) (8) Details of the scope of medical examination Reports

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain details of the scope of the medical examination report and the method of assessment of fitness required by A.23.

Rule 140.63(a) (9)(i) Procedures required by rule 140.55

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain details of the applicant's procedures required by rule 140.55 regarding the operating procedures.

Rule 140.63(a) (9) (ii) Control and distribution of aviation security documentation

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain rule 140.57 regarding control and distribution of aviation security documentation

Rule 140.63(a) (9) (iii) Identification, collecting, indexing, storing and maintenance of records

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain rule 140.59 regarding the identification, collection, indexing, storage, and maintenance of records.

Rule 140.63(a) (9) (iv) Quality management system

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain rule 140.61 regarding quality management system of the applicant's organisation.

Rule 140.63(a)(9)(v) Periodic verification

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain rule 140.57(f) regarding periodic verification of implementation of security measures outsourced to external service providers is in compliance with the holder's aviation security service organization exposition.

Rule 140.63 (a)(10) Instructor qualification

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain details of the applicant's procedure to develop and implement a training program and a certification system that ensures that instructors are qualified in the applicable subject matters in accordance with the National Civil Aviation Security Programme (NCASP).

Rule 140.63(a)(11) Initial and recurrent training for personnel for authorised access

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain details of the applicant's procedure to ensure that personnel involved with or responsible for the implementation of various aspects of the National Civil Aviation Security Programme (NCASP) and those authorized to have unauthorized access to airside areas receive initial and recurrent security awareness training.

Initial training

Specific training according to the duties performed should be delivered to all personnel identified in the NCASTP upon hiring. Records of initial training should be kept for all persons trained for at least the duration of their employment/contract. It is recommended that the training record be transferred to a new employer, when possible.

Recurrent training — security staff

Competence standards can diminish over time and, therefore, States should have an effective recurrent training programme. All personnel should undergo recurrent training at regular intervals to ensure that:

(a) they maintain and improve their competencies related to their job function(s);
(b) their needs, based on regular performance monitoring of their operational competence in specific;
(c) functions, are addressed;
(d) changes in procedures and equipment are addressed to include the incorporation of recent;
(e) technological developments; and
(f) training addresses evolving threats and risks, and includes threat updates and local issues.

Rule 140.63(a) (12) (i) Procedure for competencies of persons implementing security controls

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain details of the applicant's procedure to ensure that persons implementing security controls possess all competencies required to perform their duties and are appropriately selected and trained according to the requirements of the PNG national civil aviation security programme (PNG NCASP) and that appropriate records are maintained up-to date.

Certification process

Certification and competency assessments are invaluable in improving aviation security. The main purpose of a certification process is to ensure that adequate aviation security standards are consistently and reliably achieved. As part of the quality control system, the certification process should provide important information on the strengths and weaknesses of aviation security procedures in general, as well as those of the individual screener. It is also a valuable basis for qualifying personnel, measuring training effectiveness, improving training procedures and increasing motivation.

Certification is a formal evaluation and confirmation by, or on behalf of, the appropriate training authority. This is to ensure that a person possesses the necessary competencies to perform assigned functions to an acceptable level, as defined by the appropriate training authority. Therefore, the appropriate training authority should require use of a certification process to objectively measure performance. This process should be fair, timely, reliable, valid and standardized.

Rule 140.63(a)(12) (ii) Standard of performance for initial and periodic assessment

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain details of the applicant's procedure to ensure relevant standards of performance must be established and initial and periodic assessments must be introduced to maintain those standards.

All levels of evaluation are equally important and should periodically be rerun in order to receive benchmarking results on overall training benefits. During training evaluation, all four levels in Table 8-2 should be evaluated, since they add complementary information in order to provide a unified picture. The various levels are linked: motivated learners are more likely to study better, learners who study better are more likely to apply their new knowledge on the job, and learners who apply their new knowledge on the job are more likely to affect an organization's results in a beneficial way. However, these links cannot be taken for granted and a thorough evaluation of training should always look at other organizational factors that could affect evaluation results as well, such as changes in wages and work hours.

Training evaluation should be conducted on a regular basis to support the continual improvement of the training programme, and to ensure that it continues to deliver against its objectives in a manner that is effective for each new group of trainees.

Maintaining certification

In order to ensure that security staff are able to perform their tasks properly over time, procedures for maintaining job certification should be developed which take into consideration the results of periodic performance evaluations, test results and supervisor's inputs. Additionally, these procedures should specify the length of time allowed for absences from duty and the conditions of such absences before the certification lapses.

The State should implement a process for re-taking certification exams under certain conditions, which should be clearly defined and written in the certification documentation.

Recurrent certification

Re-certification is an important indicator that the certification holder has kept up with requirements and performance standards. The re-certification process should also assist in verifying that security staff are competent enough to perform their security duties to an adequate standard. The State should specify the period of validity and conditions for maintaining certification. Security staff should be subject to full or

specially designed refresher training before they can be re-certificated.

Re-certification should be conducted by, or on behalf of, the appropriate training authority on a regular basis, and should include elements of the initial certification, as appropriate.

Rule 140.63(a) (13)(b) Control amend and distribute exposition

The applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain details of the applicant's procedures to control, amend, and distribute the exposition. The Director shall not issue the applicant with an aviation security service certificate unless the applicant's exposition is acceptable to the Director.

Subpart C - Operating Requirements

140.101 Continued Compliance

Rule 140.101 (1) Current copy of exposition at each location

The applicant shall continue to hold at least one complete and current copy of its exposition at each location specified in its exposition.

Rule 140.101 (2) Compliance with procedures detailed in exposition

The applicant shall continue to comply with all the procedures and systems detailed in its exposition.

Rule 140.101(3) Availability of applicable parts of the exposition to personnel

The applicant shall continue to make each applicable part of its exposition available to personnel who are required to comply with those parts in the performance of their duties.

Rule 140.101 (4)(i) Procedure for requirements of Subpart B

This rule requires each holder of an aviation security service certificate shall continue to meet the standards and comply with the requirements of— Subpart B.

Rule 140.101 (4) (ii) Appendix A which requires procedures under 140.55

This rule requires each holder of an aviation security service certificate shall continue to meet the standards and comply with the requirements of those parts of Appendix A for which it is required to have procedures under 140.55.

140.103 Changes to the exposition

Rule 140.103(a)(1)— Exposition amendment procedures

The holder of an aviation security service certificate shall ensure that its exposition is amended so as to remain a current description of its organisation.

Rule 140.103(a) (2) Amendment procedure meet applicable requirement of this rule

The holder of an aviation security service certificate shall ensure any amendment to its exposition meets the applicable requirements of this Part.

Rule 140.103(a) (3) Comply with exposition amendment.

The holder of an aviation security service certificate shall comply with the amendment procedure contained in its exposition.

Rule 140.103(a) (4) Amendment of exposition to be provided to the Director

The holder of an aviation security service certificate shall provide the Director with a copy of each amendment to its exposition as soon as practicable after the amendment is incorporated into its exposition.

Rule 140.103(a) (5) Exposition amendment for the interest of aviation security considered necessary by the Director.

The holder of an aviation security service certificate shall make such amendments to its exposition as the Director may consider necessary in the interests of aviation security.

Rule 140.103(b)(1) Acceptance by the Director for change to Chief Executives

This rule requires that where the certificate holder proposes to make a change the chief executive to, prior application to and acceptance by the Director is required.

Rule 140.103(b) (2) Acceptance by the Director for change to listed Senior Persons

This rule requires that where the certificate holder proposes to make a change to any of the listed senior persons, prior application to and acceptance by the Director is required the.

Rule 140.103(b) (3) Acceptance by the Director for change to location

This rule requires that where the certificate holder proposes to make a change to any of the following, prior application to and acceptance by the Director is required the location at which aviation security services may be provided:

Rule 140.103(b) (4) Acceptance by the Director for change to scope of certificate

This rule requires that where the certificate holder proposes to make a change to any of the following, prior application to and acceptance by the Director is required the scope for which the certificate is granted.

Rule 140.103(b) (5) Acceptance by the Director for change to organisations Quality Management System

This rule requires that where the certificate holder proposes to make a change to any of the following, prior application to and acceptance by the Director is required the organisation's quality management system.

Rule 140.103(c) Changes of senior person to be made on form CA 140/01

This rule requires that an application to make any of the changes specified in paragraph (b) shall be made by the certificate holder on form CA 140/01.

Rule 140.103(d) Director may prescribe conditions specified in paragraph (b)

This rule required that the Director may prescribe conditions during or following any of the changes specified in paragraph (b).

Rule 140.103 (e) compliance with conditions prescribed under paragraph (d)

This rule required that the certificate holder shall comply with any conditions prescribed under paragraph

(d).

Rule 140.103 (f) Forwarding to the Director for a for changes specifies in paragraph (b)

This rule required that where any of the changes specified in paragraph (b) requires an amendment to the certificate, the certificate holder shall forward the certificate to the Director as soon as practicable.

SUBPART D – Transitional provisions

Rule 140.151

Transition provisions detailed in Part 20 apply to this part.

Appendix A - Security Operational Standards

Supplementary information

The ICAO "Security Manual for Safeguarding Civil Aviation against Acts of Unlawful Interference", (Doc. 8973—Restricted) gives an in-depth guidance for recommended practises and procedures that may be implemented by an Aviation Security Service Organisation.

The Papua New Guinea National Aviation Security Programme (PNG NCASP) amplifies the requirements of this Part and will assist with the document procedures required under this Part.

A.1 Sterile Area Search

A.1(1)(i) Sterile area search before commencement of screening.

This security operational standard requires that the holder of an aviation security service certificate shall ensure that its aviation security officers carry out a sterile area search to confirm the integrity of each sterile area in the following circumstances prior to the commencement of a period of passenger screening.

The purpose of a sterile search is to thoroughly examine the area from the screening point to the aircraft for unauthorised articles to ensure that persons who have been screened do not gain access to unauthorised articles that have been left hidden in the sterile area.

A.1(1)(ii) sterile area search when the nature of the area has been compromise.

The holder of an aviation security service certificate shall ensure that its aviation security officers carry out a sterile area search to confirm the integrity of each sterile area in the following circumstances when the sterile nature of the area may have been compromised.

A.1(2)(i) Procedure for no unauthorized articles are left in the sterile area.

The holder of an aviation security service certificate shall ensure that its aviation security officers, when carrying out a sterile area search ensure no unauthorised article has been left or hidden in the sterile area. A thorough search of the sterile area must be carried out to ensure no unauthorised article has been left or hidden therein. All such searches are to be carried out any time when the sterile nature of the area may have been compromised and in any event prior to the commencement of a period of passenger screening.

A.1(2) (ii) Segregation of screened persons.

The holder of an aviation security service certificate shall ensure that its aviation security officers, when carrying out a sterile area search ensure that all persons screened are kept segregated from all persons who have not been screened.

A.1(3)(i) 28-day cycle procedure for the thoroughness of sterile area search.

The holder of an aviation security service certificate shall carry out tests or checks, to confirm the thoroughness of any search of a sterile area, within each 28-day cycle.

A.1(3)(ii) 150-day cycle for the proficiency of the aviation security officers

The holder of an aviation security service certificate shall carry out tests or checks, to confirm the proficiency of each aviation security officer carrying out sterile area searches, within each 150-day cycle, in accordance with the recurrent testing provisions of A.245.

A.2 Security control of sterile area

A.2(1) Screening of persons other than passengers and the items carried with them

The holder of an aviation security service certificate shall ensure that all goods and supplies that are to be taken or delivered into any sterile area by a person other than a passenger are subjected to screening or security control to ensure that no unauthorised article is introduced on board any aircraft by this means. Concessionaires in the concourse, after the screening point, should not offer for sale or supply any article that is prohibited to carry on an aircraft unless special arrangements for its sale have been made.

No operator should operate an international air operation unless all passengers travelling on board that aircraft have been subject to screening to ensure that no unauthorised article is carried on that aircraft or passed to any person after such screening.

A.2(2) Monitoring movement within the sterile area to confirm integrity of the sterile area.

The holder of an aviation security service certificate shall ensure that its aviation security officers monitor movements within the sterile area to confirm the integrity of the sterile area.

The purpose of monitoring persons after screening is to ensure they do not have access to unauthorised articles. Aviation security personnel should be rostered to carry out surveillance for this purpose.

A.3 Reserved

A.4 Screening point security and equipment

A.4 (1) Screening pointed situated where all unscreened persons are screened

The holder of an aviation security service certificate shall ensure that screening points be situated so that every person entering the sterile area from any area not subject to security control must pass through them. The security provided must be sufficient to prevent any person by-passing the screening point without being screened. Screening points must be situated so that every person entering any sterile area from any public area passes through them.

A.4(2) Sufficient screening personnel and equipment

The holder of an aviation security service certificate shall ensure sufficient personnel and equipment are available to carry out screening at such a speed that standards can be maintained without the departure of the aircraft being unnecessarily delayed.

The holder of an aviation security service certificate must ensure that sufficient personnel and equipment is available to carry out screening at such a speed that standards can be maintained without the departure of the aircraft being unnecessarily delayed. The organisation must ensure that uplifted items suitable for carriage on board an aircraft are passed to the airline concerned for carriage as hold stowed baggage.

A.4 (3) Uplifted items suitable for carriage are passed to the air operator to be carriage as hold stowed baggage.

The holder of an aviation security service certificate shall ensure uplifted items suitable for carriage on an aircraft are passed to the air operator concerned for carriage as hold stowed baggage.

A.4 (4) Competency use of screening equipment test piece

The holder of an aviation security service certificate shall ensure its aviation security officers are instructed in the use of standard test pieces to ensure that they can competently check the screening equipment. The organisation must have procedures for ongoing inspection and testing of equipment, materials and facilities. The inspection and testing of equipment, materials and facilities must be carried out to ensure that they are performing to manufacturer's standards prior to each period of usage.

A.4 (5) (i) Metal test piece is tested with a standard test piece acceptable to the director.

The holder of an aviation security service certificate shall ensure any metal detector used at a screening point is tested with a standard test piece acceptable to the Director prior to the commencement of a period of passenger screening.

A.4 (5) (ii) Metal detector gives of a positive reaction.

The holder of an aviation security service certificate shall ensure any metal detector used at a screening point is only used if it gives a positive reaction to the standard test piece.

A.4 (6) X-ray apparatus is tested in a manner acceptable to the Director

The holder of an aviation security service certificate shall ensure any x-ray apparatus used at a screening point is tested in a manner acceptable to the Director. The X-ray examination equipment should be capable of detecting a 24-gauge wire under step 5 of a standard step-wedge system. It should be film safe for 1000 ASA film or below and handle all baggage with dimensions according to IATA regulations. It should have radiation safety values not exceeding those laid down in the Papua New Guinea legislation, and should automatically shut down if the operating level of radiation is exceeded. Where any equipment is suspected of having any fault, it is to be inspected and passed as serviceable by technicians before that equipment is again used in an operational mode.

Standard test pieces must be used for testing and calibrating screening equipment. Standard test pieces should be assessed for their suitability at regular intervals. The test pieces must be of a density and size to ensure the equipment is calibrated to detect all unauthorised articles.

When X-ray and metal detecting equipment is first installed the persons placing it in operation must be qualified and competent to do so. This equipment must be calibrated and checked to verify the performance of each unit of equipment. Tests to ensure that it is operating to the specifications set out in the suppliers' operational manual should be adhered to.

The organisation is required to ensure that appropriate calibration, inspection and test equipment is available to personnel for the safe operation of all operating equipment and material.

When any new equipment is installed records should cover the installation and all checks carried out, together with their results. The records should show that the equipment is working correctly.

When an incident involving aviation security has occurred the organisation should carry out tests on equipment and facilities that may have been used for, or in connection with, pre-flight security screening. This would include instances of unauthorised articles being found in the possession of screened persons, unlawfully on board an aircraft or in the possession of a passenger at the termination of a flight. In such cases, tests should be carried out on screening equipment as soon as practicable after the incident becomes known, to ascertain if any screening equipment is faulty. The test would also include checking the integrity of other procedures such as sterile area searches, screening point security, and aircraft searches where any of these may have been involved.

A.5 Screening of the person and cabin baggage (originating?)

Screening of Originating Passengers and their Cabin Baggage

A.5(a)(1) Screening of person's baggage by consent

Performance Criteria in particular for the use of ETD:

Following procedures are in place:

1. Screening of person with reduced mobility
2. Screening of diplomatic pouches and courier
3. Person under judicial or administrative proceedings
4. Screening of item of religious significance
5. Screening of medical, lifesaving, evidentiary or scientific items of religious importance

Originating Passenger screening

The **screening of persons** entering the security restricted area or sterile area of an airport is an essential part of aviation security. Technical equipment used for the screening of persons and baggage to be assessed and approved by the CASAPNG to determine its benefits and limitations. WTMDs and HHMDs, for example, cannot detect nonmetallic weapons and explosives. All screening technology equipment should therefore be used in accordance with the concept of operation provided by the manufacturer or the supplier.

To compensate for the limitations of screening technologies and equipment (e.g. WTMDs) and strengthen the overall screening performance of passenger screening checkpoints, CAR 140 Holder should apply random manual searches for screened passengers. In addition to passengers who generate an alarm, manual searches should be carried out on a proportion of passengers who do not activate the equipment's alarm (e.g. an alarm could be randomly generated by the WTMD for this purpose).

Body scanners may be used as a primary method for passenger screening, or to complement other primary screening methods such as WTMDs. When used to complement WTMDs, body scanners should be applied to passengers who generate an alarm, and on a number of passengers who do not activate the WTMD alarm. Only on satisfactory completion of any additional procedures and similar processing of all hand-carried items should an individual be permitted to proceed beyond the passenger screening checkpoint.

Any person who activates an equipment's alarm, or cannot be cleared by the normal screening process, should be referred for manual searches or be subjected to an alternate method of screening. Any person who cannot be satisfactorily cleared after completing the entire screening process, including a manual search, should be denied entry into security restricted areas.

In addition to mandatory searches, additional screening, including a manual search, should always be performed on any person who displays undue nervousness, or appears to be attempting to evade a search, or behaves in a way that suggests concealment of a restricted article.

Unpredictability Principles and Measures

The application of unpredictability in aviation security can be defined as the implementation of security controls at irregular frequencies, different locations and/or with varying means, in accordance with a defined framework, in order to increase their deterrent effect and their efficiency. These security controls, also called unpredictable measures, should be implemented in such a way that it is highly unlikely for the person's subject to such measures (i.e. passengers, non-passengers and, under certain circumstances, the general public) to predict when, where and how they will be applied.

The application of unpredictability in aviation security can help disrupt hostile reconnaissance, surveillance, rehearsal and attack through the deployment of highly visible security controls at locations other than screening checkpoints, and the introduction of unexpected elements to the screening of the general public, passengers and staff, in the overall security framework.

Unpredictable measures within a security regime should be implemented in a manner that is supported by a risk assessment and documented methodology, with a view to achieving the outcome of thwarting and deterring acts of unlawful interference. A risk assessment should therefore be carried out by the relevant national authorities, identifying the types of, and establishing the areas concerned by, unpredictable measures. These measures should be adapted and implemented by relevant airport level entities in the airport environment.

Objective and benefits

The introduction of unpredictable measures should not hinder or weaken existing Annex 17 International Standards. Unpredictable measures may introduce a number of benefits, including but not limited to, the following:

(a) enhanced deterrent effects (including insider threat);
(b) increased detection opportunities;
(c) enhanced efficiency using existing resources, through resource management and staff motivation; and
(d) flexibility in implementation (e.g. for high-risk flights and in areas where deficiencies have been identified).

Random and unpredictable screening of a proportion of passengers

A proportion of passengers together with the items they carry should be subjected to secondary screening using the principles of randomness and unpredictability, insofar as this is practicable. The screening methods to be applied may include manual search, other screening technology equipment (e.g. ETD), or a combination thereof. The proportion of passengers to be subjected to these measures should be based on a combination of the following criteria:

(a) national and local level of threat (when the threat level is raised for a limited period of time, the proportion of passengers to be submitted to random secondary screening should be greater than during normal operation under a lower threat level);
(b) results of national and local risk assessments (e.g. specific flights, destinations and aircraft operators); and
(c) the technical limitations of the primary method of screening (e.g. when using WTMDs as a primary method of screening, the proportion of passengers to be randomly searched should be higher than when body scanners are used as the primary method of screening).

Passenger screening

The screening of persons entering the security restricted area or sterile area of an airport is an essential part of aviation security. Technical equipment used for the screening of persons and baggage should be assessed by the appropriate authority to determine its benefits and limitations. WTMDs and HHMDs, for example, cannot detect nonmetallic weapons and explosives. All screening technology equipment should therefore be used in accordance with the concept of operation provided by the manufacturer or the supplier.

To compensate for the limitations of screening technologies and equipment (e.g. WTMDs) and

strengthen the overall screening performance of passenger screening checkpoints, States should apply random manual searches for screened passengers. In addition to passengers who generate an alarm, manual searches should be carried out on a proportion of passengers who do not activate the equipment's alarm (e.g. an alarm could be randomly generated by the WTMD for this purpose).
11.5.4.3 Body scanners may be used as a primary method for passenger screening, or to complement other primary screening methods such as WTMDs. When used to complement WTMDs, body scanners should be applied to passengers who generate an alarm, and on a number of passengers who do not activate the WTMD alarm. Only on satisfactory completion of any additional procedures and similar processing of all hand-carried items should an individual be permitted to proceed beyond the passenger screening checkpoint.

Any person who activates an equipment's alarm, or cannot be cleared by the normal screening process, should be referred for manual searches or be subjected to an alternate method of screening. Any person who cannot be satisfactorily cleared after completing the entire screening process, including a manual search, should be denied entry into security restricted areas.

In addition to mandatory searches, additional screening, including a manual search, should always be performed on any person who displays undue nervousness, or appears to be attempting to evade a search, or behaves in a way that suggests concealment of a restricted article.

Random and unpredictable screening of a proportion of passengers

A proportion of passengers together with the items they carry should be subjected to secondary screening\ using the principles of randomness and unpredictability, insofar as this is practicable. The screening methods to be applied may include manual search, other screening technology equipment (e.g. ETD), or a combination thereof. The proportion of passengers to be subjected to these measures should be based on a combination of the following criteria:

(a) national and local level of threat (when the threat level is raised for a limited period of time, the proportion of passengers to be submitted to random secondary screening should be greater than during normal operation under a lower threat level);
(b) results of national and local risk assessments (e.g. specific flights, destinations and aircraft operators); and
(c) the technical limitations of the primary method of screening (e.g. when using WTMDs as a primary method of screening, the proportion of passengers to be randomly searched should be higher than when body scanners are used as the primary method of screening). The proportion of random secondary screening should be anywhere between 1 and 99 per cent. For instance, for WTMDs the minimum random percentage is typically between 10 and 20 per cent.

Assessing the threat posed by persons through behavior detection

In the framework of a risk-based approach to aviation security, behavior detection —– which can include behavior assessment or awareness — can be used to identify, in a non-discriminatory fashion, persons who may pose a threat to civil aviation and should therefore be subjected to further investigation, which may include additional security measures. This technique involves the recognition of behavior characteristics including but not limited to physiological or gestural signs indicative of anomalous behavior, and can be applied to the general public, passengers and persons other than passengers (also referred to as non-passengers or staff).

Behavior detection is based on the premise that people attempting to evade security measures may display, or can be induced to display, signs of anomalous behavior compared to the behaviors of the legitimate travelling population due to fear of detection, and that these signs can be picked up by people

who have been properly trained. Such training should be based on scientifically validated methods and conducted under approved training programmes in order to ensure that the capability is used in an effective and non-discriminatory way. Behavior detection programmes must be used to identify individuals solely on the basis of their behaviour and never according to their nationality, ethnicity, race, gender or religion.

Behavior detection should be used in ways which are complementary to the physical screening of Passengers and non-passengers, not as a replacement for physical screening. It can be used for identifying individuals who may warrant further consideration, and/or for more in-depth assessment of individuals where concerns have been raised as a result of screening (for example, as part of the alarm resolution process).

Explosive Trace detection (ETD) testing of carry-on and check baggage

For more information on checking baggage by hand, refer to A.7.The use of ETD equipment as a screening method for hold baggage provides the same benefits, but also has the same limitations, as its use for cabin baggage. The ETD Systems are only suitable for use as a contribution in support of the application of the other technologies (e.g. Smart X-ray Systems, Conventional X-ray technology, etc.) or of a hand-search. Trace detection Systems should not be used as the final arbiter in determining that a bag does not contain an explosive device. An item of hold baggage cannot be cleared for carriage on an aircraft on the basis that there is no trace of explosives on the outside of a bag. ETDS should be used only when the bag is opened to screen specific single items in the bag, inner lining seams and closer points as appropriate. Trace Detections Systems are very accurate and effective. This tool can make a significant contribution to effective security when used correctly in the right context. It is particularly useful as a contribution to the hand-search process. Careful attention must be paid to the environmental conditions for such equipment and should be in accordance with manufacturers' recommendations.

Security enhanced areas

Screening of Vehicles and Supplies Conveyed in Security Restricted Areas

Vehicles and items carried within them accessing the security restricted area of an airport are subjected to screening or other appropriate security controls, in accordance with a risk assessment carried out by the relevant national authorities.

Security outcome

The screening or other appropriate security controls on vehicles are reasonably ensure that a vehicle does not carry any unauthorized person or unauthorized prohibited item when entering security restricted areas. The implementation of screening or other security controls for vehicles and items carried within is intended to reasonably ensure that unauthorized persons, or prohibited items that could be used to carry out an act of unlawful interference, are not introduced into a security restricted area. The measures to be applied is based on the results of risk assessments carried out by the relevant national authorities, and approved by the appropriate authority.

The other security controls for vehicles and items carried within is intended to reasonably ensure that unauthorized persons, or prohibited items that could be used to carry out an act of unlawful interference, are not introduced into a security restricted area. The measures to be applied is based on the results of risk assessments carried out by the relevant national authorities, and approved by the appropriate authority.

Verification of authorization

Only vehicles with an operational reason should be allowed to enter a security restricted area. The occupants of a vehicle seeking access to a security restricted area should carry valid authorization (airport security identification permit or equivalent) and also having operational reasons. In addition, vehicles should hold a valid authorization (vehicle identification or permit) or be escorted by authorized vehicles and personnel. The verification of the requirement is performed by the access point personnel to ensure that the authorization being presented corresponds to the vehicle and occupants of the vehicle seeking access to the security restricted area.

Prohibited item list

Some prohibited items that may be necessary for the occupants of a vehicle to bring into a security restricted area, whether frequently or infrequently (e.g. tools of the trade, tools used for construction works in the security restricted area). The airport authority is required to ensure list of prohibited items that are authorized inside security restricted areas are authorized by CASA, based on a risk assessment carried out by the relevant national authorities and taking into consideration the local environment (e.g. construction workers). Appropriate procedures to be applied to those prohibited items should also be developed (e.g. visual inspection of tools should be carried out to ensure that they are in fact on the list of prohibited items authorized inside the security restricted area).

Screening and other security controls methodology

Airport authority is required to implement identification checks of all vehicles entering a security restricted area, and verify the validity of all airport security identification permits of persons seeking access to security restricted areas. If less than 100 per cent of vehicles entering the security restricted area are screened, a proportional selection of vehicles should be made in accordance with a risk assessment carried out by relevant national and/or local authorities. The principles of randomness and unpredictability should be applied to vehicle screening, in accordance with defined and documented methodologies, to ensure that all vehicles have an equal probability of being selected for screening. The driver and any other occupants of a vehicle should not be in the vehicle when screening takes place. They should be required to take their personal belongings out of the vehicle with them, and both occupants and their personal belongings should be subjected to screening procedures.

When a vehicle is selected for screening, it is required that a combination of a minimum of three of the following areas of such vehicles be searched in accordance with the principles of randomness and unpredictability, and based on a risk assessment carried out by the relevant authorities:

(a) front door pockets, sun visors and glove compartments;
(b) seat pockets, foot wells and areas underneath seats;
(c) trunk/boot/baggage/cargo areas;
(d) wheel arches;
(e) engine compartment;
(f) the underside; and
(g) any other area of the vehicle not listed above.

A methodology should be defined to ensure the randomness and unpredictability of selection of the areas to be searched. If the applied methodology for defining the search area of the vehicle results in the selection of an area that is sealed in accordance with the NCASP and/or ASP, another area should be selected. The result of a risk assessment carried out by relevant national and/or local authorities should determine the number of areas to be searched. There should be defined and documented methodologies to ensure that all areas have an equal probability of being searched.

One or a combination of the following methods, as appropriate, should be used to carry out the search of each selected area:

(a) manual search;
(b) visual check; and/or
(c) use of appropriate technologies, such as explosives detection dogs or explosives trace detectors.

A manual search should consist of a thorough manual examination of the area(s) selected, including contents, in order to reasonably ensure that they do not contain unauthorized items or IEDs. A visual check could be used as an alternative method of examining empty areas only, such as a glove compartment.

The airport authority responsible for vehicle screening is also required to consider providing adequate tools to enable security screeners to perform an appropriate examination of the different areas (e.g. mirrors, and flashlights, screening equipment and facility).

When areas of a vehicle are sealed in accordance with the NCASP, ASP or other approved secure supply chain procedures for the carriage of in-flight supplies, airport supplies or air cargo and mail, such areas may be exempted from screening upon verification of the integrity of the seals and relevant documents, and of the identity of the haulier.

Access to a security restricted area should be denied if the sealed area of a vehicle shows signs of tampering or if inconsistencies in documentation are found (e.g. the seal number does not match the number recorded on the appropriate documentation or the identity of the company or haulier carrying in-flight or airport supplies into the security restricted area has not been listed by the airport operator).

Vehicles should be protected from unauthorized access (which includes access from unscreened staff) from the time they have been subjected to screening and/or security controls until entering a security restricted area (including appropriate segregation between vehicles, along with their occupants, subjected to screening and/or other security controls and vehicles, along with their occupants, not subjected to such controls).

A vehicular screening point should ideally have a vehicular control barrier to prevent vehicles from breaking into a security restricted area. ***Other security controls***. Other appropriate security controls may include:

(a) screening of a proportion of vehicles and items carried within a security restricted area, conducted on a random and unpredictable basis; and
(b) enhanced patrols and/or surveillance in a security restricted area to confirm that vehicles are holding valid authorization.

Exemptions

States may exempt certain vehicles from the application of screening, when the application of such screening would negatively impact the safe and secure operation of an airport (e.g. emergency services responding to an emergency situation within security restricted areas). Such exemptions should be coordinated with relevant entities, including law enforcement, fire department, rescue services and medical units, and be described in the NCASP and/or ASP. In addition, States may consider exemptions from the application of screening for certain vehicles, provided that they are subjected to specific security controls such as being under escort and continuous surveillance while in security restricted areas.

The holder of an aviation security service certificate shall inform all persons about to undergo screening, by notice posted at each screening point, that screening of the person or their baggage is only undertaken with the consent of that person.

A.5(a)(2) Notice for persons refusing to be screened.

The holder of an aviation security service certificate shall inform all persons about to undergo screening, by notice posted at each screening point, that any person refusing to be screened will be denied entry beyond that point.

A.5(a)(3) Notice of refused carriage by air operator for persons refusing to be screened.

The holder of an aviation security service certificate shall inform all persons about to undergo screening, by notice posted at each screening point, that any passenger refusing to be screened may be refused carriage by the air operator.

A.5(b)(1) Screening pf persons before entry to sterile area

The certificate holder shall ensure that its aviation security officers do not allow any person to enter a sterile area through any screening point unless an officer screens that person. The purpose of subjecting a person to security screening is to prevent unauthorised articles being carried on to an aircraft.

A.5(b) (2) Screening of all international departing passengers except those exempted by the National Executive Council.

The certificate holder shall ensure that its aviation security officers do not allow any departing international passenger to enter a sterile area unless an officer screens that passenger, except those specifically exempted by the National Executive Council.

All passengers on every international flight and all persons including persons in wheel chairs or otherwise assisted, entering a sterile area should be screened by security personnel, unless the person is exempted or refuses to be screened. The examination may be carried out by personal hand search or with electronic aids or a combination of both. This policy will also apply to any other flight when, for any reason, passenger screening of that flight is required by the Director.

A.5(b) (3) Screening of persons for unauthorized article.

The certificate holder shall ensure that its aviation security officers, when screening any person, ensure that person is not carrying or in possession of any unauthorised article. Security personnel when checking any person must satisfy themselves that the person is not carrying or in possession of any unauthorised articles.

A.5(b) (4)(i) 28-day cycle procedure for thoroughness of screening

The certificate holder shall carry out tests or checks to confirm the thoroughness of any screening, within each 28-day cycle.

A.5(b) (4) (ii) 150-day cycle procedure for the proficiency of the screening officer

The certificate holder shall carry out tests or checks to confirm the proficiency of each aviation security officer carrying out the screenings, within each 150-day cycle, in accordance with the recurrent testing provisions of A.245.

A.5(b) (5) Screening of person by unpredictable manner

The certificate holder shall ensure the screening of the person is carried out in an unpredictable manner, if the screening methods are not applied continuously.

A.6 Screening by x-ray – Originating Passenger and cabin baggage?

Screening of originating Passenger and their cabin baggage

The screening of persons entering the security restricted area or sterile area of an airport is an essential part of aviation security. Technical equipment used for the screening of originating passengers and their baggage should be assessed by the CASA PNG to determine its benefits and limitations. WTMDs and HHMDs, for example, cannot detect non-metallic weapons and explosives. All screening technology equipment should therefore be used in accordance with the concept of operation provided by the manufacturer or the supplier.

To compensate for the limitations of screening technologies and equipment (e.g. WTMDs) and strengthen the overall screening performance of passenger screening checkpoints, Part 140 holder should apply random manual searches for screened passengers. In addition to passengers who generate an alarm, manual searches should be carried out on a proportion of passengers who do not activate the equipment's alarm (e.g. an alarm could be randomly generated by the WTMD for this purpose).

Body scanners may be used as a primary method for passenger screening, or to complement other primary screening methods such as WTMDs. When used to complement WTMDs, body scanners should be applied to passengers who generate an alarm, and on a number of passengers who do not activate the WTMD alarm.

Only on satisfactory completion of any additional procedures and similar processing of all hand-carried items should an individual be permitted to proceed beyond the passenger screening checkpoint.

Any person who activates an equipment's alarm, or cannot be cleared by the normal screening process, should be referred for manual searches or be subjected to an alternate method of screening. Any person who cannot be satisfactorily cleared after completing the entire screening process, including a manual search, should be denied entry into security restricted areas.

In addition to mandatory searches, additional screening, including a manual search, should always be performed on any person who displays undue nervousness, or appears to be attempting to evade a search, or behaves in a way that suggests concealment of a restricted article.

Random and unpredictable screening of a proportion of passengers

A proportion of passengers together with the items they carry should be subjected to secondary screening using the principles of randomness and unpredictability, insofar as this is practicable. The screening methods to be applied may include manual search, other screening technology equipment (e.g. ETD), or a combination thereof. The proportion of passengers to be subjected to these measures should be based on a combination of the following criteria:

(a) national and local level of threat (when the threat level is raised for a limited period of time, the proportion of passengers to be submitted to random secondary screening should be greater than during normal operation under a lower threat level);

(b) results of national and local risk assessments (e.g. specific flights, destinations and aircraft operators); and the technical limitations of the primary method of screening (e.g. when using WTMDs as a primary method of screening, the proportion of passengers to be randomly searched should be higher than when body scanners are used as the primary method of screening).

(c) the proportion of random secondary screening should be anywhere between 1 and 99 per cent. For instance, for WTMDs the minimum random percentage is typically between 10 and 20 percent.

Screening of cabin baggage

The cabin baggage of all departing passengers should be screened using one or more of the following techniques:

(a) Manual search of the content of each bag and item carried. Screeners should be particularly alert for suspicious signs, such as inconsistent weight;
(b) conventional X-ray;
(c) explosives trace detectors;
(d) liquid explosives detection systems (LEDS); and
(e) other appropriate technology and equipment.

All screening technology equipment should be used in accordance with the concept of operation provided by the manufacturer or the supplier.

Any item or bag that activates an equipment's alarm, or cannot be cleared by the normal screening process, should be referred for manual searches or be subjected to an alternate method of screening. Any item or bag which cannot be satisfactorily cleared after completing the entire screening process, including a manual search, should be denied entry into security restricted areas.

Screeners should always select baggage for secondary screening when:

(a) the screening equipment used generates an alarm that cannot otherwise be resolved;
(b) the screened baggage appears to contain a prohibited article, or an article for which its transport is restricted due to national regulation and therefore warrants further inspection;
(c) the operator cannot confirm that the screened baggage does not contain any prohibited article; or
(d) the screened baggage generates oblique, opaque or complicated images (when such images are available).

A proportion of cabin baggage should be subjected to secondary screening using the principles of randomness and unpredictability, insofar as this is practicable. The screening methods to be applied may include manual search, other screening technology equipment (e.g. ETD), or a combination thereof. The proportion of cabin baggage to be subjected to these measures should be based on a risk assessment carried out by the relevant authorities. A greater proportion may be applicable to specific flights considered to be under an increased threat.

Manual searches of cabin baggage

Manual searches of passenger cabin baggage should always be carried out in the presence of the owner of the baggage and should be carried out as follows:

(a) the baggage should be opened, preferably by the passenger, and examined to ensure that there is no false bottom. A straight edge gauge-rule, rod or other device may be used to establish whether there is a significant discrepancy in external and internal measurements;

(b) particular attention should be paid to the lining, trim, seams, rims, studs, zip fasteners, locks, hinges, wheels and handles to identify signs of tampering or repair that may indicate the concealment of a prohibited item;

(c) the contents of the baggage should be removed layer by layer, with each layer being examined until the baggage is empty. The empty baggage should then be lifted by hand and assessed for balance and empty weight. If there is any suspicion that the baggage is not of uniform weight or not of a weight consistent with being empty, the baggage itself should be examined for concealment of restricted items and, if necessary, should be screened by X-ray equipment;

(d) personal electronic devices (such as razors, calculators, radios, clocks, cameras, cell phones, and laptop computers including their accessories) should be examined to ensure that they have not been tampered with, are of the expected weight, are balanced and have no additional batteries. If necessary, an item should be screened by X-ray equipment to ensure that it has no additional power source or that there is no organic material within what should be an inorganic shell;

(e) articles such as vacuum flasks, books, umbrellas and crutches should be examined in sufficient depth, by X-ray equipment if necessary, to establish their bona fides;

(f) attention should be given to the contents of containers and bottles capable of holding volatile or flammable liquids. Liquids should be rejected when there are grounds for suspecting that they could lead to unruly or disruptive behaviour. Special attention should be given to liquids, aerosols, gels creams, etc. as these could contain explosive or dangerous substances. Even in small quantities, such substances are potentially lethal because of the possibility that a team of perpetrators may combine their contents to construct an IED;

(g) searchers should look for greasy stains and small holes in the exterior of the baggage and for the smell of almonds, nail polish, glue, perfume or other masking vapours, which might indicate the presence of explosives; and

(h) the baggage should be closed and fastened on completion of the search, and held until the person presenting it has also been searched.

HOLD BAGGAGE OPERATION

Screening by X-ray – Hold baggage

No hold baggage including transfer should be loaded onto an aircraft unless it has been screened by the Part 140 certificate holder. Hold baggage should be accepted only from bona fide passengers holding a valid aircraft operator ticket and valid travel document, and the check-in process should be carried out by a responsible agent or authorized representative of the aircraft operator.

All hold baggage to be carried on a commercial aircraft should be protected from unauthorized interference from the point it is screened or accepted into care of the aircraft operator, whichever is earlier, until departure of the aircraft on which it is carried. If the integrity of hold baggage is jeopardized, the hold baggage should be rescreened before being placed on board the aircraft.

The security process for hold baggage is intended to ensure that baggage placed in the aircraft hold belongs to bona fide passengers and has been authorized for carriage after being subjected to the necessary security controls. The screening of hold baggage should apply to all international air transport operations and, to the extent practical, to all domestic operations based on the results of a risk assessment carried out by the relevant national authority.

Arrangements for hold baggage screening should ensure minimum disruption to the normal check-in process, the boarding of passengers, and the processing and loading of the baggage. Such screening may be carried out before, during or after check-in. The procedures should also take into account the requirement for passengers to be present during manual searches of baggage.

Hold baggage that does not accompany a passenger because of mishandling or operational delays should not be transported unless it has undergone appropriate security controls.necessary, an item should be screened by X-ray equipment to ensure that it has no additional power source or that there is no organic material within what should be an inorganic shell; Hold baggage originating from off-airport check-in facilities and intended for carriage on aircraft engaged in commercial air transport operations should be subjected to the same or higher security measures as those carried out at airport check-in facilities.

All items placed in the aircraft hold, including items such as company mail or flight documents, should be subject to security controls, which may include screening before loading. More information on air cargo security measures and on in-flight supplies can be found in Chapter 13 and Chapter 14, respectively.

HOLD BAGGAGE SCREENING (ORIGINATING AND TRANSFER)

The objective of hold baggage screening is to prevent prohibited items from entering security restricted areas and being placed on board an aircraft in hold baggage. All originating and transfer baggage should undergo screening. Transfer baggage may be exempted from screening if the State has established an arrangement with another State and each State is satisfied that passenger hold baggage is appropriately screened at the point of origin and subsequently protected from unauthorized interference up to the point of departure at the transfer airport. Such arrangements should be based on bilateral agreements, an MoU or one-stop security agreements.

The screening of hold baggage may be carried out by manual searches, X-ray equipment or other detectors of explosives and dangerous substances, or by a combination of manual procedures and equipment. In the interest of facilitation, the amount of baggage to be manually searched may be minimized by using contemporary screening equipment in conjunction with appropriate procedures conducted by well-trained and skilled personnel. All baggage should be screened or searched by means that are acceptable to the Director.

It is recommended that security staff adopt a principle by which all baggage retains an uncleared status until positively cleared, that is, each item of baggage to be examined is treated as uncleared unless it can be determined that the baggage and its contents do not include prohibited items. If baggage screened by X-ray has not been cleared, it should be further examined in an attempt to resolve the cause of concern. Baggage should not be allowed to proceed for carriage until such concerns are resolved fully and effectively. If the status of an item of baggage remains ambiguous, the baggage should be treated as uncleared and subjected to further appropriate screening procedures. X-ray operators should reject or subject to further screening any baggage about which they have any reservation or doubt.

Manual searches

Manual searches of hold baggage, which involve the visual and physical examination of baggage and its contents, are resource intensive and generally considered suitable only for low-volume locations. At high-volume facilities, this method should only be used to supplement a technical means of inspection. The process requires significant numbers of well-trained and motivated staff, as well as dedicated areas for the search process

Passengers and their baggage should be segregated from non-travellers during the process, and cleared baggage kept under surveillance by security personnel and protected against unauthorized interference, until the departure of the aircraft on which it is carried.

Manual searches of hold baggage should be conducted following the same instructions as for cabin baggage, as described in this chapter. However, on completion of a search, the baggage should be closed and fastened but should not under normal circumstances be returned to the passenger.

Whenever possible, manual searchers should have ready access to X-ray facilities and ETD equipment to support their examination of individual items. The search should be carried out at a location specified in approved standard operating procedures. Preferably, the search should be conducted at a location not observable by other passengers, and in a secure and controlled environment.

Explosive trace detection equipment

The use of ETD equipment as a screening method for hold baggage provides the same benefits, but also has the same limitations, as its use for cabin baggage.

Conventional X-ray equipment and systems and additional inspection

Conventional X-ray technology is commonly used at many airports for the screening of passenger cabin baggage. A number of airports use larger equipment for screening hold baggage. For the technology to be effective, a minimum of 10 per cent of all screened hold baggage should undergo further inspections. This rate should be continuous during both peak and off-peak periods, and should include those items that have been rejected by an X-ray operator, provided that the State permits the inclusion of rejected items in random manual searches. The additional inspection of rejected baggage, plus items selected at random by the X-ray operator, requires the provision of a dedicated search area.

The additional inspection of hold baggage should involve either a manual search or the use of:

(a) EDS or advanced technology equipment;
(b) conventional X-ray equipment, with each baggage viewed from two different angles by the same
(c) operator at the same screening checkpoint; or
(d) conventional X-ray equipment fitted with TIP software.

Both originating and transfer baggage should be screened by one of the following methods:

(a) EDS;
(b) advanced technology, where the images of all baggage are viewed by an X-ray operator;
(c) conventional X-ray equipment, with each item of baggage viewed from two different angles by the same operator at the same screening checkpoint;
(d) manual search, supplemented by the use of ETD equipment on open baggage; or
(e) other methods approved by the Director, such as a dog team.

The purpose of screening baggage (carry-on & hold-baggage) by X-ray is to prevent unauthorised articles being introduced on board aircraft.

A.6(a)(1) screening officers are satisfied that the bag does not contain any unauthorised article.

The holder of an aviation security service certificate shall ensure its aviation security officers, when screening any carry-on article or checked baggage by the use of x-ray satisfy themselves that it does not

contain any unauthorised article.

A.6(a)(2) 20 minutes' rotation when conducting screening

The holder of an aviation security service certificate shall ensure its aviation security officers, when screening any carry-on article or checked baggage by the use of x-ray do not continuously view the presented image on x-ray monitors for periods exceeding 20 minutes for carry-on article.

A.6(a) (3) 2 hours screening period

The holder of an aviation security service certificate shall ensure its aviation security officers, when screening any carry-on article or checked baggage by the use of x-ray do not continuously view the presented image on x-ray monitors for periods exceeding 2 hours for checked baggage screening.

A.6(b) Unclear x-ray articles to be clearly identified before entry into the sterile area.

Where an article contained within another article or within the baggage cannot be positively identified by x-ray examination as not being an unauthorised article, or where any doubt exists, the certificate holder shall ensure its aviation security officers do not allow the article or the person who is carrying the article to enter the sterile area until positive identification of the article is made by an officer.

No aircraft operator should operate an international air operation for the carriage of passengers unless all passenger carry-on baggage has been subjected to baggage security screening by a hand search or X-ray to ensure that no unauthorised article is carried in that baggage. This will also apply to any other flight where, for any reason, the screening of hand baggage for that flight has been requested by the Director.

Security officers when checking items by hand should satisfy themselves that the items do not contain any unauthorised articles. Carry-on baggage is to be examined in a systematic manner. When an item is removed from baggage, it is to be checked before placing it aside and moving to the next item. Where an article is wrapped or sealed it must be opened for examination unless otherwise satisfactorily cleared.

Screening personnel should always be alert for;

(a) carry-on baggage and other items which appear unusually heavy;

(b) false bottoms in carry-on baggage or containers;

(c) computers, calculators, cameras and similar devices which can be used to conceal weapons or explosives;

(d) more than one unauthorised article; or

(e) weapons and devices broken down into components.

(f) it is not necessary to identify each object viewed on the screen. However, it is necessary to determine what is viewed does not represent a threat.

Where any item cannot be positively identified by X-ray as not containing an item that is a threat, or where any doubt exists, the bag must be opened and the contents physically examined. Where other than high definition X-ray equipment is being used, the number of items to be physically searched should be increased accordingly.

A.6(c)(1) 28-day cycle procedure for thoroughness of x-ray screening.

The certificate holder shall carry out tests or checks, to confirm the thoroughness of any x-ray screening,

within each 28-day cycle.

A.6(c)(2) 150-day cycle to confirm proficiency of the aviation security officer carrying out x-ray screening.

The holder of an aviation security service certificate shall carry out tests or checks, to confirm the proficiency of each aviation security officer carrying out x-ray screening, within each 150-day cycle, in accordance with the recurrent testing provisions of A.25.

A.7 Hand search of carry-on and checked baggage

A.7(a)(1) Hand search of carry-on baggage for unauthorized article

The holder of an aviation security service certificate shall ensure that its aviation security officers, when checking carry-on or checked baggage by hand, satisfy themselves that it does not contain any unauthorised article.

A.7(a)(2) Informing aircraft operators for prohibited article

The holder of an aviation security service certificate shall ensure that unless its aviation security officers are satisfied that any carry-on or check baggage does not contain any unauthorised article, the carriage of that baggage in the aircraft is prohibited, and an officer informs the operator of the aircraft

A.7(a)(3) Reporting of items containing explosive devices required by A.12(b)(5)

The holder of an aviation security service certificate shall ensure that where there is any cause to suspect that any item contains an explosive device, its aviation security officers comply with the procedure required by A.12(b)(5).

A.7(b)(1Hand search of items declines to be x-ray screening.

The holder of aviation securty service certificate shall ensure that where a passenger declines to have any computer, video camera, or similar item examined by x-ray, its aviation security officers do not allow the item or the person who is carrying the item to enter the sterile area until an officer— (1) where practicable, hand searches the item and requests the passenger to operate the equipment.

A.7(b)(2)(i) Item operates successfully before carriage on the aircraft

The holder of aviation security service certificate shall ensure that where a passenger declines to have any computer, video camera, or similar item examined by x-ray, its aviation security officers do not allow the item or the person who is carrying the item to enter the sterile area until an officer where a hand search is not practicable, clears the item for carriage on board provided the item operates satisfactorily.
Security clearance of computers and similar items— While X-ray examination will not harm the type of equipment envisaged, passengers may not accept this fact and at times refuse to have such items examined by X-ray.

Some items such as lap-top computers and similar items of electronic equipment are difficult to security clear by physical examination.

In view of these factors the following guideline is issued in respect of the security screening of items that are difficult to clear with other than a combination of physical and X-ray examination:

(a) No item is permitted to be carried in the cabin of an aircraft that has not been satisfactorily examined and security cleared by security personnel. Bearing in mind that electronic equipment can be used to conceal explosive devices and weapons, special attention should be given to such

items:

(b) Where any item cannot be satisfactorily security cleared by either physical or X-ray examination, it must not be permitted beyond the screening point.

A.7 (b) (ii) Item is new or near new condition

The holder of aviation security service certificate shall ensure that where a passenger declines to have any computer, video camera, or similar item examined by x-ray, its aviation security officers do not allow the item or the person who is carrying the item to enter the sterile area until an officer where a hand search is not practicable, clears the item for carriage on board provided it is apparent that the item is in new, or near new condition.

(a) Computers, complex video cameras and similar items may be difficult to satisfactorily security clear by physical examination without the aid of X-ray assistance:

(b) Where a passenger declines to have the item X-ray examined the security officer should endeavour to hand examine the item and request the passenger to operate the equipment.

A.7(b)(iii) Signs of tempering or modification

The holder of aviation security service organisation certificate shall ensure that where a passenger declines to have any computer, video camera, or similar item examined by x-ray, its aviation security officers do not allow the item or the person who is carrying the item to enter the sterile area until an officer where a hand search is not practicable, clears the item for carriage on board provided there is no sign that the outer case of the item has been tampered with or modified, including case-holding screw damage.

A.7(b)(iv) Observe behaviour of person carrying the item.

The holder of an aviation security service organisation certificate shall ensure that where a passenger declines to have any computer, video camera, or similar item examined by x-ray, its aviation security officers do not allow the item or the person who is carrying the item to enter the sterile area until an officer where a hand search is not practicable, clears the item for carriage on board provided the behaviour of the passenger does not give cause for concern.

A.7(b)(v) Items cleared and acceptable for carriage

The holder of an aviation security service organisation certificate shall ensure that where a passenger declines to have any computer, video camera, or similar item examined by x-ray, its aviation security officers do not allow the item or the person who is carrying the item to enter the sterile area until an officer where a hand search is not practicable, clears the item for carriage on board provided there is no other reason to be concerned as to the item, or its contents.

A.7(c)(1) 28-day cycle to check the thoroughness of the hand search procedure.

The holder of an aviation security service organisation certificate shall carry out tests or checks, to confirm the thoroughness of any hand search, within each 28-day cycle.

A.7(c) (2) 150-day cycle to confirm the proficiency of the aviation security officer conducting the hand search procedure.

The holder of aviation security service organisation certificate shall carry out tests or checks, to confirm the proficiency of each aviation security officer carrying out hand searches, within each 150-day cycle,

in accordance with the recurrent testing provisions of A.25.

A.8 Explosive Trace detection (ETD) testing of carry-on and check baggage

For more information on checking baggage by hand, refer to A.7.The use of ETD equipment as a screening method for hold baggage provides the same benefits, but also has the same limitations, as its use for cabin baggage. The ETD Systems are only suitable for use as a contribution in support of the application of the other technologies (e.g. Smart X-ray Systems, Conventional X-ray technology, etc.) or of a hand-search. Trace detection Systems should not be used as the final arbiter in determining that a bag does not contain an explosive device. An item of hold baggage cannot be cleared for carriage on an aircraft on the basis that there is no trace of explosives on the outside of a bag. ETDS should be used only when the bag is opened to screen specific single items in the bag, inner lining seams and closer points as appropriate. Trace Detections Systems are very accurate and effective. This tool can make a significant contribution to effective security when used correctly in the right context. It is particularly useful as a contribution to the hand-search process. Careful attention must be paid to the environmental conditions for such equipment and should be in accordance with manufacturers' recommendations.

A.8 (a)(1) ETD testing on Baggage

The holder of an aviation security service certificate shall ensure that its aviation security officers, when checking baggage by ETD testing, satisfy themselves that it does not contain any unauthorized article.

A.8(a)(2) ETD testing of baggage to be carried on an aircraft.

The holder of an aviation security service certificate shall ensure that unless its aviation security officers are satisfied that any checked baggage does not contain any unauthorized article, the carriage of that baggage on an aircraft is prohibited, and an officer informs the operator of the aircraft.

A.8(a)(3) Items suspected of Explosive Devices to comply with A.12(b)(5)

The holder of an aviation security service certificate shall ensure that where there is any cause to suspect that any item contains an explosive device, its aviation security officers comply with the procedure required by A.12(b)(5).

A.8(a)(4) ETD as an be conducted in an unpredictable manner, as am additional security measure for international flights.

The holder of an aviation security service certificate shall ensure that where ETD is used as an additional security measures for detecting the presence of explosives in carry-on baggage or on a passenger, intending to travel on an international flight, it is carried out in an unpredictable manner, if the screening method is not applied continuously.

A.8(b)(1) 28-day cycle to check the thoroughness of the ETD Testing

The holder of an aviation security service organisation certificate shall carry out tests or checks, to confirm the thoroughness of any ETD testing, within each 28-day cycle.

A.8(b)(2) 150-day cycle to confirm the proficiency of each aviation security officer conducting the ETD testing.

The holder of an aviation security service organisation shall carry out tests or checks, to confirm The proficiency of each aviation security officer carrying out ETD testing, within each 150-day cycle, in accordance with the recurrent testing provisions of A.245.

A.9 Relinquishment of items – disposal action

A.9(1) Dealing with authorized relinquished articles

The holder of an aviation security service certificate shall establish a procedure for dealing with unauthorised articles relinquished by passengers.

Relinquished items should be classified as one of three classes:

(a) Unauthorised articles, prohibited for carriage by Papua New Guinea legislation, which should be handed to the PNG Royal Police Constabulary;

(b) Dangerous goods which are prohibited for carriage on board aircraft by CAR Part 92; and

(c) Items which are a security risk if carried in the cabin of the aircraft, but which may be carried as hold-stow baggage and handed back to the passenger at the end of the journey.

A.9(2)(i) Recording description unauthorized relinquished articles

The holder of an aviation security service certificate shall ensure that its aviation security officer's record details of each unauthorised article taken from any passenger, including the description of the unauthorised article.

A.9(2) (ii) Recording name and flight of unauthorized relinquished articles

The holder of an aviation security service certificate shall ensure that its aviation security officer's record details of each unauthorised article taken from any passenger, including the name and flight details of the passenger

A.9(2) (iii) Recording name of aviation security officer involved in removing the unauthorized relinquished articles

The holder of an aviation security service certificate shall ensure that its aviation security officers record details of each unauthorised article taken from any passenger, including the name of each aviation security officer involved; and

A.9(2)(iv) Disposal of the unauthorized relinquished articles

The holder of an aviation security service certificate shall ensure that its aviation security officer's record details of each unauthorised article taken from any passenger, including the disposal of the unauthorised article.

Security officers, when seizing an unauthorised article, must do so with due regard for their own safety. Weapons should be held in the X-ray unit until emergency action can be taken. Weapons found on a person are to be quickly seized where practicable and in such a manner as to prevent the offending person from using such items. Weapons should be handed to the Police, together with the passenger where it appears an offence is disclosed.

The correct documentation must be used, with particular care taken, where a person is transferring to another flight at some point of their immediate travel.

A.10 Surveillance of persons being screened

The purpose of surveillance of persons being screened is to identify persons whose appearance or demeanour indicates that they may pose a higher security risk and to ensure they have no unauthorised

articles in their possession.

It is essential that persons being security screened are kept under surveillance so that anyone acting suspiciously is identified. More intensive search practices should be applied to this passenger and their hand baggage. In these circumstances, consideration should be given to locating and searching the passenger's hold-stow baggage.

Passengers should be monitored from the time of screening until boarding processes are completed to ensure there is no mix of screened and unscreened persons and that no person has the opportunity to pass any unauthorised article to any passenger.

A.10(1)(i) Observing persons during x-ray loading duty

The holder of an aviation security service certificate shall ensure its aviation security officers on x-ray loading duty are alert for any person who gives cause for concern.

A.10(1)(ii) Positioning of carried items on the conveyor for x-ray examination

The holder of an aviation security service certificate shall ensure its aviation security officers ensure carried items are positioned on the conveyer in a manner that facilitates the work of its aviation security officers on x-ray screen examination.

A.10(2) Observing of persons passing through the walk through metal detector.

The holder of an aviation security service certificate shall ensure its aviation security officers on metal detector duty, screen all persons who give cause for concern whether or not the activate the metal detector alarm.

A.11 Breaches of security screening

The purpose of contingency planning is to ensure that planned action is taken where it is suspected that the integrity of the screening processes have been breached. Contingency plans for situations where the security integrity of screening has been breached, should be prepared and promulgated to security personnel.

A.11(a)(1) Clearing of the sterile area due to mixing of screened passengers and unscreened persons.

Where screened passengers have had contact with unauthorised unscreened persons in the sterile area, the holder of an aviation security service certificate shall ensure that its aviation security officers remove all persons from the sterile area.

A.11(a) (2) Researching of sterile area

Where screened passengers have had contact with unauthorised unscreened persons in the sterile area the holder of an aviation security service certificate shall ensure that its aviation security officers re-search the sterile area to confirm that no unauthorised article has been left in the sterile area.

Where passengers subject to security control have mixed with, or had any contact with un-screened persons after screening, the plan is to ensure that all persons beyond the screening point are re-screened and the area is re-searched to confirm that no unauthorised articles have been left in the sterile area.

A.11(a) (3) Rescreening of all persons entering the sterile area in accordance with A,5(b)

Where screened passengers have had contact with unauthorised unscreened persons in the sterile area the

holder of an aviation security service certificate shall ensure that its aviation security officers re-screen all persons entering the sterile area in accordance with A.5(b).

A.11(b) Searching a risk area if an unauthorized person is found within the sterile area.

Where any unauthorised person is found in a sterile area or on board an aircraft, and a mix of screened and unscreened persons has not occurred, it shall be sufficient to search the areas at risk. Where any person is detected unlawfully in a sterile area or unlawfully on board an aircraft, and a mix has not occurred, then it will be sufficient to search the area(s) at risk.

A.12 Screening point emergencies – action plans and alarms

A.12(a) Dealing with situations at an enhanced area or screening point.

The holder of an aviation security service certificate shall have a procedure for dealing with any situation, at each security enhanced areas screening point, when the safety of any person has been or is likely to be compromised.

The purpose of emergency plans and alarms is for the appropriate action to be taken when an emergency occurs at the screening point. Emergency planning for incidents at the screening point must assure the safety of passengers, aircraft crews, ground staff, and the public and law enforcement officers. Planning will include actions to be taken in armed offender or bomb threat situations.

A.12 (b)(1) Building evacuation applicable to each screening point location.

The certificate holder shall include in its procedure the building evacuation procedure applicable to the location of each screening point When any serious incident occurs at the screening point action should be taken to stop the flow of passengers and if reasonably possible, assist in evacuating the area.

A.12(b)(2) System to warn the aviation security officer of emergency

This security operational standard requires that the certificate holder shall include in its procedure a system to warn other aviation security officers that an emergency exists.

A.12(b)(3)(i) Covert alarm at the screening point.

The certificate holder shall include in its procedure a system whereby its aviation security officers operate covert alarms at each screening point to alert their local security base and the Police.
Covert alarms sounding back to the Airport Police Station, aerodrome operators emergency control rooms (if applicable), and security base should be available at each screening point.

A.12(b)(3)(ii) Covert alarm to advice aerodrome emergency as required by 139.57

The certificate holder shall include in its procedure a system whereby its aviation security officers operate covert alarms at each screening point to advise other parties in accordance with the requirements of the Aerodrome Emergency Plan required by 139.57 of the existence of an emergency.

A.12(b)(4)(i) Unauthorized article at the screening point.

The holder of an aviation security service organisation shall include in its procedure actions to be taken when a person presents an unauthorised article at the screening point, in circumstances that indicate the person may have criminal intentions.

A.12(b)(4) (ii) Unauthorized article identified in the x-ray monitor

The holder of an aviation security service organisation shall include in its procedure when an unauthorised article is identified on the x-ray monitor, to ensure its aviation security officers attempt to keep the passenger concerned separated from the suspect item.

In circumstances where a weapon or suspected device is identified on the X-ray monitor, planning should include keeping the passenger concerned separated from the suspect item. Holding the weapon within the X-ray unit until Police support is available is a recommended practice.

A.12(b)(5)(i) Alerting the police and the aerodrome operator when a suspected explosive device is discovered.

The holder of an aviation security service organisation certificate shall include in its procedure when a suspected explosive device has been discovered, a procedure to alert the Police and the aerodrome operator. Planning is required to cover the action to be taken to prevent injury or death to staff and passengers where any person produces a weapon at, or before reaching, the screening point in circumstances that indicate that they may be an armed offender.

A.12(b)(5) (ii) Aerodrome Emergency Plan to advice other parties when a suspected explosive has been discovered.

The holder of an aviation security service organisation certificate shall include in its procedure when a suspected explosive device has been discovered, a procedure to advise any other parties in accordance with the Aerodrome Emergency Plan. Planning is also to include action, to be taken in circumstances where a suspected explosive device has been discovered.

A.12(b)(5) (iii) Evacuating an area when a suspected explosive device has been discovered

The holder of an aviation security service organisation certificate shall include in its procedure when a suspected explosive device has been discovered, a procedure to assist in evacuating the area.

A.12(b)(5) (iv) Details of the offender when a suspected explosive device has been discovered

The holder of an aviation security service organisation certificate shall include in its procedure when a suspected explosive device has been discovered, a procedure to assist the police in locating and detaining the offender.

A.12(c) Security enhanced area screening point items in paragraph (b)

The holder of an aviation security service organisation certificate shall include in its procedure for each security enhanced area screening point any items listed in paragraph (b).

A.13 Mobile patrol

The purpose of a mobile patrol is for the detection and apprehension of offenders and to give immediate response to security related incidents within the security area or elsewhere as appropriate.

Mobile patrols should be maintained on a 24-hour basis at International Aerodromes, for the detection and apprehension of persons who may be a threat to the security of operations and to provide an immediate response to security related incidents within the security area and elsewhere as appropriate, including designated air navigation installations outside the perimeter.

A.13(a)(1) 24 hours mobile patrols

This security operational standard requires that except as provided in paragraph (c) or (d), the holder of an aviation security service certificate shall ensure its aviation security officers maintain mobile patrols

24 hours daily for the detection of persons who may be a threat to the security of operations at the locations specified in the aviation security service certificate.

A.13(a)(2) 24 hours mobile patrols to provide a prompt response to security related emergencies

This security operational standard requires that except as provided in paragraph (c) or (d), the holder of an aviation security service certificate shall ensure its aviation security officers maintain mobile patrols 24 hours daily to provide a prompt response to security related emergencies at the locations specified in the aviation security service certificate.

A.13(b)(1) Aviation security officers carrying out the mobile patrol have knowledge of the facilities

The holder of an aviation security service organisation certificate shall ensure its aviation security officers, when carrying out mobile patrols have a thorough knowledge of the location of facilities in the certificate holder's area of responsibility specified in 140.63(a)(5).

A.13(b)(1)(2) Thorough coverage of paragraph (b)(1)

The holder of an aviation security service organisation shall ensure its aviation security officers, when carrying out mobile patrols ensure a thorough coverage is given to the area referred to in paragraph (b)(1).

A.13(b)(1) (3)(i) Irregular mobile patrols

The holder of an aviation security service organisation certificate shall ensure its aviation security officers, when carrying out mobile patrols ensure patrols are carried out on an irregular basis.

A.13(b)(1) (3)(ii) Checking for unauthorized vehicles and persons

The holder of an aviation security service organisation certificate shall ensure its aviation security officers, when carrying out mobile patrols to check for unauthorised vehicles and persons.

A.13(b)(1) (3)(iii) Checking for unauthorized access to aerodrome security restricted areas

The holder of an aviation security service organisation certificate shall ensure its aviation security officers, when carrying out mobile patrols to deter unauthorised access to security, or otherwise restricted, areas of the aerodrome

A.13(4) Mobile patrol 5 minutes emergency response time.

The holder of an aviation security service organisation certificate shall ensure its aviation security officers, when carrying out mobile patrols be at the scene of any security related emergency in the security area or security enhanced area of a security designated aerodrome, within 5 minutes of being requested to attend the emergency.

A.13(5) Mobile patrol for cargo and freight areas

The holder of an aviation security certificate shall ensure its aviation security officers, when carrying out mobile patrols patrol cargo and freight areas within security areas.

Cargo/Freight Areas — The purpose of patrolling cargo and freight areas is to support operators in their responsibility for security of such areas. Only authorised vehicles and persons with current and valid identification cards as laid down in Part 139, who are carrying out normal lawful duties, are permitted in security areas where cargo and freight are being handled.

A.13(6) Mobile patrols for navigation installations

The holder of an aviation security service organisation certificate shall ensure its aviation security officers, when carrying out mobile patrols patrol navigation installations within the security areas or security enhanced area of an aerodrome.

A.13(7) Mobile patrol to inspect perimeter fencing and barriers

The holder of an aviation security service organisation certificate shall ensure its aviation security officers, when carrying out mobile patrols inspect all perimeter fencing and barriers of any security area or security enhanced area of the aerodrome to detect any breach of the security perimeter.

A.13(8)(1) 3 times mobile perimeter patrols

The holder of an aviation security service organisation certificate shall ensure its aviation security officers, when carrying out mobile patrols ensure the inspection required by paragraph (b)(7) includes covering the perimeter at least three times during night and at least three times during day. Perimeter Inspection — the purpose of a perimeter inspection is to give security coverage to all security fencing, barriers, buildings and facilities forming the security area boundary of the aerodrome, on an irregular basis to deter unauthorised access and to respond to any incident or suspected incident of unauthorised access.

A.13(8) (ii) Mobile patrols for building and facilities

The holder of an aviation security service organisation certificate shall ensure its aviation security officers, when carrying out mobile patrols ensure the inspection required by paragraph (b)(7) includes patrols that vary the timing of visits to buildings and facilities; and

A.13(8) (iii) Mobile patrol to check integrity of security enhanced areas and signs

The holder of an aviation security service organisation certificate shall ensure its aviation security officers, when carrying out mobile patrols ensure the inspection required by paragraph (b)(7) includes checking the integrity of security area or security enhanced area signs.

A.13(8) (iv) Maintaining records of perimeter patrols

The holder of an aviation security service organisation certificate shall ensure its aviation security officers, when carrying out mobile patrols ensure the inspection required by paragraph (b)(7) includes maintaining records of each perimeter inspection to ensure that the required coverage is achieved.

A.13(c)(1) Detection of persons who may be threat to security operations

Where the certificate holder is the operator of a security designated navigation installation it may maintain mobile patrols at that installation less than 24 hours daily provided that it ensures its aviation security officers carry out patrols for the detection of persons who may be a threat to the security of operations at the navigation installation specified in the aviation security service certificate.

A.13(c) (2) Security emergencies response for navigation installation

Where the certificate holder is the operator of a security designated navigation installation it may maintain mobile patrols at that installation less than 24 hours daily provided that it ensures its aviation security officers carry out patrols to provide a prompt response to security related emergencies at the navigation installation specified in the aviation security service certificate.

Air Navigation Facility — The purpose of patrolling air navigation facilities is to minimise the risk of

unlawful interference to the facility and to provide some security protection for personnel working within such facilities. Air navigation facilities that are designated security air navigation facilities by the Minister should be included in patrol activity.

A.14 Check point security

Access Control Tasks — The purpose of access control is to ensure only authorised persons, authorised vehicles, or embarking passengers, pass into security or operational areas through points of controlled access. All access control points should have a sign or signs warning people that only authorised persons should be permitted to pass such points. The penalty for non-compliance should be displayed. A communication system for the purpose of providing a quick response from the security management of the unit and/or Police should be provided.

Security personnel on duty at any check point must ensure that only persons with current and valid identification cards or documentation, embarking passengers or duly authorised vehicles are allowed access to security or operational areas beyond that point.

A.14(a)(1) Checking valid identity cards at check points

The holder of an aviation security service organisation certificate shall ensure that its aviation security officers on duty at any security check point allow access beyond the check point only to persons with current and valid identity cards or documentation, in accordance with 107.65.

A.14(a) (2) Secure checkpoints when left unattended.

The holder of an aviation security service organisation certificate shall ensure that its aviation security officers on duty at any security check point ensure the check point is secured at any time the check point is left unattended;

A.14 (b) Authorized persons and vehicles are allowed beyond the check points.

The holder of an aviation security service organisation certificate shall ensure that its aviation security officers on duty at a vehicle security check point ensure that only authorised persons and vehicles are allowed beyond that check point.

A.15 Random Security spot checks

The purpose of randomly checking vehicles and persons in designated security areas is to identify persons or vehicles that may have gained unauthorised access and to act as a deterrent to gaining entry without the necessary identification and authorisation. Security personnel must carry out random checks of persons and vehicles in security or operational areas to identify any person or vehicle that has gained unauthorised entry and to deter other acts of unauthorised entry.

A.15(1) Current identity cards and documentation for entry into security restricted or security enhanced area

The holder of an aviation security service organisation certificate shall ensure that its aviation security officers carry out random security spot checks on persons who are in or are attempting to enter security areas or security enhanced area to ensure that they have current and valid identity cards or documentation, in accordance with 107.65

A.15(2) Authorized persons in security restricted and security enhanced areas.
The holder of an aviation security service organisation certificate shall ensure that its aviation security officers carry out random security spot checks on vehicles to ensure they are authorised to be in the

security restricted area or security enhanced area

A.16 Verification – Id cards and licences

A.16(1) Monitoring identification cards and pilot licenses for access purposes

The holder of an aviation security service organisation certificate shall ensure that its aviation security officers monitor identification cards and pilot licenses used for access purposes.

A.16(2) Authenticity of identification cards and pilot licenses for access purposes.

The holder of an aviation security service organisation certificate shall ensure that its aviation security officers if any doubt exists as to the authenticity of the documentation referred to in subparagraph (1), establish whether the card or license has been reported lost or stolen, or is otherwise invalid.

The validity of identification cards may be verified from the CASAPNG data base. The Aviation Security Service also have full access to this data.

Particulars of all flight crew licenses issued in Papua New Guinea are entered in the Civil Aviation Authority data base. This system ensures:

(a) rapid and positive identification of issued cards;

(b) that immediate cancellation of lost/stolen identity cards can be achieved; ,and

(c) that the particulars of pilot licences can be verified.

Security personnel monitoring identification cards and pilot licences used for access purposes, should check with the CASAPNG if any doubt exists as to the validity of the documentation. This will also identify if the card or licence has been reported lost or stolen, or is otherwise invalid.

A.17 Security escorts

The aviation security management are required to provide security escorts within security areas of security designated aerodromes for the prevention of unlawful interference to aircraft, aircraft operations, and aviation facilities and for the security of persons therein.

Officers are required to escort vehicles and persons efficiently and safely within movement areas. Part of the escort duties requires the driver of the vehicle and/or the person being escorted being briefed by the security officer conducting the escort. This briefing is to include clear instructions to always follow the escorting vehicle. A printed hand-out may be used to assist in briefings.

The purpose of an escort is to ensure that persons and vehicles that need to be in a security area, but are not normally employed there, will not cause any danger of injury or damage to any aircraft, persons, or equipment, and to prevent unauthorised access to aircraft.

Escorts should be provided whenever there is any doubt whether a person's authority and/or training is sufficient to guarantee the safety of aircraft within the security or operational area of the airport. There must in all cases be a sufficient and valid reason for the person or vehicle to have access to the security area.

A.17(a) Escort circumstances

The holder of an aviation security service organisation certificate shall have a procedure that determines the circumstances where persons or vehicles are required to be escorted by an aviation security officer.

A.17(b)(1) Briefing escorted person to follow closely behind the escort vehicle

The holder of an aviation security service organisation certificate shall ensure that each aviation security officer, before commencing a security escort, briefs the escorted person (1) where the person is in a vehicle, to follow closely behind the escorting vehicle; and

A.17(b)(2) Briefing the escorted person to obey all instruction given by the escorting officer.

The holder of an aviation security service organisation certificate shall ensure that each aviation security officer, before commencing a security escort, briefs the escorted person to obey all instructions given by the escorting officer.

A.17(c)(1) Briefing the escorted person not to leave designated area with the escorting officer

If the escorted person is to remain in the security area without an escorting officer in attendance, the officer shall, before leaving the escorted person, brief that person not to leave the area designated by the escorting officer, without being escorted by an escorting officer.

A.17(c)(2) Briefing the escorted person on how to contact escorting officer when required.

This security operational standard requires that if the escorted person is to remain in the security area without an escorting officer in attendance, the officer shall, before leaving the escorted person, brief that person on how to contact the certificate holder when requiring an escort from that area.

A.18 Foot patrols

The purpose of a foot patrol is for the detection and apprehension of offenders who may be a threat to security operations and to give immediate response to security related incidents within the security area or elsewhere as appropriate.

Foot patrols should be carried out, covering areas of aerodromes vulnerable to security incidents. These foot patrols should be of an irregular nature and the timing of visits to buildings and facilities should vary.

Security personnel should be alert to and prevent passengers using the wrong route to aircraft and engaging in other dangerous practices. While immediate action to avoid danger must be taken, where a lack of air operator supervision of passengers between aircraft and terminals has contributed to the problem, the details of the incident should be reported and brought to the notice of the air operator by the security management of the unit.

A.18(1) Detect persons who may pose a threat.

The holder of an aviation security service organisation certificate shall ensure that foot patrols are carried out by its aviation security officers to detect persons who may pose a threat to the security of civil aviation.

A.18(2)(i) Aviation security officers have thorough of location and facilities in their area of responsibility.

The holder of an aviation security service organisation certificate shall ensure that its aviation security officers who carry out foot patrols have a thorough knowledge of the location of facilities in their area of responsibility.

A.18(2) (ii) Thorough coverage of areas of responsibilities

The holder of an aviation security service organisation certificate shall ensure that its aviation security officers who carry out foot patrols provide thorough patrol coverage of their area of responsibility.

A.18(2) (iii) Immediate response to any notified or detected security related incidents

The holder of an aviation security service organisation certificate shall ensure that its aviation security officers who carry out foot patrols provide an immediate response to any notified or detected security related incidents.

A.19 Aircraft security

Security personnel are required to keep all international aircraft under general surveillance with direct attention being paid to such aircraft under final preparation for departure.

The main purpose of carrying out security patrols of aircraft parking areas is to deter any unauthorised person from approaching or having the opportunity to interfere with the aircraft or introduce any unauthorised article into or onto the aircraft

The aircraft operator has the prime responsibility for the security of their aircraft. It is their responsibility to ensure that stairs or air-bridges are removed and aircraft access doors secured.

The aircraft should be parked in an illuminated area. The aerodrome operator has the responsibility for providing lighting of aircraft parking areas.

Aircraft security is to observe aircraft in service is not being left unattended. This include protection of the hold baggage and cargoes/mail from unauthorized interference from the point of screening to the aircraft, and reporting of incidents. Aircraft security check/search is the responsibility of the aircraft operators, while aircraft and baggage protection is the airport authority's responsibility. This is part of access control measure - detection of prohibited or suspicious items on board an aircraft, and detection of forcible intrusion.

A.19(a)(1)(i) Keeping all aircraft in service under general surveillance

The holder of an aviation security service organisation certificate shall ensure that its aviation security officers at the aerodrome specified in its certificate keep all aircraft in service under general surveillance.

A.19(a)(1)(ii) Preventing unauthorized access to any aircraft in service.

The holder of an aviation security service organisation certificate shall ensure that its aviation security officers at the aerodrome specified in its certificate prevent unauthorised persons from approaching or going on board any aircraft in service.

A.19(a)(iii) Walk around visual inspection with attention for unauthorised persons or articles.

The holder of an aviation security service organisation certificate shall ensure that its aviation security officers at the aerodrome specified in its certificate conduct a walk-round visual inspection of aircraft in service for international destinations with attention being given to those areas where a person or unauthorised article could be concealed.

A walk-round visual inspection of the aircraft should be included in the security visits with particular attention being given to those areas where a person or device could be readily concealed.

In addition to the action taken in the previous paragraphs, if any other factor gives cause for concern that the aircraft has been interfered with, then the operator's representative should be requested to attend and be advised of the cause/s for concern.

A.19(2)(i) Patrol of aircraft in service on irregular basis

The holder of an aviation security service organisation certificate shall ensure that except as provided in paragraph (b), its aviation security officers patrol all aircraft in service for international destinations on an irregular basis.

A.19(2)(ii) Patrol of aircraft in service once every two hours

The holder of an aviation security service organisation certificate shall ensure that except as provided in paragraph (b), its aviation security officers patrol all aircraft in service for international destinations at least once every two hours during night.

A.19(2)(iii) Patrol of aircraft in service once every four hours during day

The holder of an aviation security service organisation certificate shall ensure that except as provided in paragraph (b), its aviation security officers patrol all aircraft in service for international destinations at least once every four hours during day.

A.19(a)(3)(i) Advising air operator to attend to unsecured aircraft.

The holder of an aviation security service organisation certificate shall ensure that its aviation security officers request the air operator's representative to attend to the aircraft in the following circumstances where an unattended aircraft is attached to an air-bridge and is not secure. Where any aircraft is found unattended and not secured, or the stairs or air bridge not removed, the aerodrome operator should be advised and requested to attend to the problem.

A.19(a)(3)(ii) Notifying the air operator if the aircraft has been interfered with.

The holder of an aviation security service organisation certificate shall ensure that its aviation security officers request the air operator's representative to attend to the aircraft in the following circumstances where there is cause for concern that the aircraft has been interfered with.

A.20 Vehicle patrols

A.20(1) Patrol vehicles is sign-written and identifiable to other aerodrome users

The holder of an aviation security service organisation certificate shall ensure that each vehicle it uses to patrol security areas or security enhanced area is sign-written and identifiable to other aerodrome users.

A.20(2) Patrol vehicles is equipped with a standard acceptable to the Director

The holder of an aviation security service organisation certificate shall ensure that each vehicle it uses to patrol security areas or security enhanced area is equipped to a standard acceptable to the Director.
Patrol vehicles provided should be adequate for the task and reliable. They should be equipped with radios capable of clear transmission and reception over all areas of operations.

They should also be equipped with warning lights, torches, spotlights, fire extinguishers, heavy chains and padlocks, and first aid equipment.

A.21 Intelligence and information

"Intelligence" may be defined as the end product of a continuous series of activities, collection, evaluation, collation, and analysis directed toward converting raw information into informed judgements which may be immediately or potentially significant to security planning. **Information"** may be defined as being information received from official or unofficial sources which because of its source, or means of communication or any other reason, has not or may not have been evaluated by official intelligence process, but which may be required to be taken into consideration for security planning.

Aviation security service organisations may receive intelligence or other information from the Police, the Civil Aviation Authority, the Security Intelligence Service, airlines, any overseas agency, or other source.

If the intelligence or information is not received from the Civil Aviation Authority, it should be communicated to them immediately regardless of the source. However, any security classification must be respected and the information treated accordingly.

A.21(1) Securing classified information

The holder of an aviation security service organisation certificate shall ensure that classified documentation is secured in a locked safe or cabinet depending on its classification.

A.21(2) Releasing classified information on a need-to-know basis

The holder of an aviation security service organisation certificate shall ensure that classified documentation is only promulgated on a need-to-know basis to individuals or agencies officially cleared and authorised to receive it.

The information may only be released to other individuals or organisations on a "need to know" basis and to those who are entitled to receive it, taking its classification into consideration.

The information should only be promulgated to individuals or agencies that are cleared to receive it and then on a "need to know" basis.

A.22 Liaison with other organisation

A.22(a)(1) Liaison with other organisations involved in security contingency planning

The holder of an aviation security service organisation certificate shall, for each location specified under 140.61(a)(5) consult and liaise with all other organisations involved in contingency planning affecting the security of operations at that location.
Contingency planning requires advance preparation for the protection of vulnerable points or the provision of alternative services or supplies maintained as a safeguard against sabotage or other emergency situations. It is essential when developing such plans that security management involved in contingency planning must consult and liaise with all other airport organisations.

Formal liaison may be facilitated through the airport security committee, or the emergency sub-committee.

A.22(a)(2) Sufficient information to other organization to motivate security awareness

The holder of an aviation security service organisation certificate shall, for each location specified under 140.61(a)(5) ensure sufficient information is given to other organisations at that location to motivate security awareness on the part of all personnel. Security management of the unit must ensure sufficient information is given to other organisations to motivate vigilance on the part of their personnel and promote feed-back.

A.23 Aviation security officer – medical requirements

The holder of an aviation security service organisation certificate shall ensure that no person is appointed to the position of an aviation security officer until that person is assessed, on the basis of a medical

examination report, as fit to carry out the functions and duties of that position.

This provision requires the holder of an aviation security certificate to ensure that all applicants for the position of an aviation security officer are assessed as fit to carry out the functions and duties of an aviation security officer.

For compliance, procedures need to be documented detailing the need for applicants to be assessed, based on a general medical examination, as fit to carry out the functions and duties of an aviation security officer.

For the purpose of assessing the fitness of applicants (or of employees, when a problem seems to arise) the certificate holder is welcome to elect to use the Civil Aviation Authority's appointed Designated Medical Examiners and Aviation Medical Assessors, along with the forms and documentation provided for their use.

It is considered satisfactory, as a means of compliance, to base the examination and assessment on the system which exists for air traffic controllers, via Rule Part 67. The medical examination form would need to cover those subjects required by the Class 3 medical standards, subject to the exceptions detailed below. A suitable form exists as CAA 67/250.

The following exceptions from Class 3 standards would apply:

(1) **CARDIORESPIRATORY**: The work is not sedentary, and requires a similar level of physical fitness to police and rescue fire. Therefore, *freedom from obesity* should be required (less than 20% estimated body fat), and appropriate care should be taken in assessing the cardiovascular, respiratory and musculoskeletal systems:

(2) **MEDICATION**: The use of beta blocker drugs is contra-indicated in view of their effects on exercise tolerance. At initial assessment, regular drug treatment such as for hypertension may make the applicant undesirable as an employment risk:

(3) **DISTANCE VISION**: Distance vision (corrected or uncorrected) should be no worse than 6/12 in each eye separately.

- If correction is required, spectacles could be permitted provided that uncorrected vision is no worse than 6/36 in each eye separately.

- Where uncorrected vision is worse than 6/36 in either eye, suitable contact lenses could be permitted in order to achieve the required standard:

(4) **NEAR VISION**: The applicant should be able to read N14 or better at 100 cm distance, and N5 or better at 33 cm distance with or without correction:

(5) **COLOUR PERCEPTION**: Although the standard is as for Class 3, the reasons differ. Normal colour perception should be required. This is because of requirements regarding court evidence. The standard relates to credibility of an officer's court evidence (not merely to safety). The footnote to section 11 of the form re additional colour tests required refers to Rescue Fire, and is not relevant to Aviation Security:

(6) **HEARING**: Hearing aids should not be permitted. The audiogram is not part of the assessment standard, but is important as a pre-employment baseline in view of the noise of the aviation environment:

(7) A normal sense of smell should be required. This is not normally tested for a CAA Medical Certificate, so the examiner would have to provide for this, with 3 test bottles:

(8) On the **ASSESSMENT** form, no **RESTRICTIONS** or expiry date apply. But full comments should be written of the type suitable for release to the employing service (no medical confidential details).

It is recommended that the holder also have procedures to provide reasonable assurance that aviation security officers continue to meet these standards during their term of employment.

A24 Training

Aviation security service organisations, including contracted aviation security service providers, have primary responsibility for the delivery of aviation security outcomes in safeguarding against an act of unlawful interference. In accordance with CAR Part 140, aviation security service organisations are required to ensure that staff with aviation security responsibilities are appropriately trained and suitably qualified to complete the tasks they are assigned. There is also an inherent responsibility to provide regular security awareness training to all staff to support and enhance security in the airport environment.

Any training required under rule 140 Appendix A.24 is to be carried out by a security instructor who has demonstrated competency to the satisfaction of the Chief Executive or a person nominated by the Chief Executive. The National Civil Aviation Security Training Programme (NCASTP) 30th November 2015 Section 4.5.1 states, "CASAPNG as the appropriate authority shall ensure that persons developing and/or conducting aviation security training shall possess the necessary certification, knowledge and experience to qualify as instructors.

The scope of initial and recurrent training needs to be identified and tailored for the different categories of personnel involved in the application of specific security measures contained in the aviation security service organisation's security programme taking into account training on the topics listed in Part 140 Appendix A.24 paragraph (c) as applicable to their particular duties. Some aspects of training may be the same through all levels of the organisation but will vary in the depth of knowledge to be imparted. (Relevant modules of this specialised training are outlined in the NCASTP).

A simple and adequate method of developing, planning, and documenting the scope of training, is the use of a *matrix chart*. By this method, each category of staff whose activities involve security is listed on the vertical axis and the various training modules required on the horizontal axis. By this means the training element scope for each category can be readily identified and composite training programmes developed.

Recurrent training, normally at not more than 24-month intervals, should include refresher training on basic elements and instruction on—

(a) changes in regulatory requirements and standards; and
(b) changes to the organisation's procedures and programme; and
(c) changes to the threat factor affecting the organisation's operations.

In relation to the aviation security organisation's training responsibilities, Section 45(4)(b) of the Civil Aviation Act 2000 (as amended) needs to be noted.

A.24(a)(1) Security officers training conducted by a part 141 Training Organisation

The holder of an aviation security service organisation certificate must ensure that its personnel do not perform the duties of an aviation security officer unless those personnel receive training conducted by the holder of an aviation training organization certificate issued under Part 141 that authorizes the conduct of such a course, on the topics listed in paragraph (c) as applicable to their particular duties.

A.24(a) (2) Written examination for training before performing duties

The holder of an aviation security service organisation certificate must ensure that its personnel do not perform the duties of an aviation security officer unless those personnel sit a written examination at the end of their training.

A.24(a) (3) Security officers level of competences

The holder of an aviation security service organisation certificate must ensure that its personnel do not perform the duties of an aviation security officer unless those personnel meet the level of competence specified in paragraph (c) for each topic they receive training on.

A.24(b)(1) Grade 1

The holder of an aviation security service organisation certificate the grading system of the level of competence specified in paragraph (c) shall be as grade 1 denotes an awareness of the subject.

A.24(b)(2) Grade 2

This security operational standard requires that the grading system of the level of competence specified in paragraph (c) shall be as grade 2 denotes a basic knowledge of the subject.

A.24(b)(3) Grade 3

This security operational standard requires that the grading system of the level of competence specified in paragraph (c) shall be as grade 3 denotes the ability to apply a basic knowledge of the subject in situations likely to arise in the course of their duties.

A.24(b)(4) Grade 4

This security operational standard requires that the grading system of the level of competence specified in paragraph (c) shall be as grade 4 denotes the ability to apply a thorough knowledge of the subject in situations likely to arise in the course of their duties.

A.24(b)(5) Grade 5

This security operational standard requires that the grading system of the level of competence specified in paragraph (c) shall be as grade 5 denotes the ability to apply a thorough knowledge of the subject and to exercise sound judgement in situations likely to arise in the course of their duties.

This security operational standard requires that this security operational standard requires that this security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are as legislation relating to aviation security includes.

A.24(c)(1)(i) Training on Search Act Chapter 341 as amended

This security operational standard requires that This security operational standard requires that this security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are as legislation relating to aviation security include **Search Act Chapter 341 as amended** to examine the rights of individuals to be secure against unreasonable search or seizure and

examine these rights as contained in the Constitution:

A.24(c)(1)(ii) Training on Civil Aviation Act 2000 and Civil Aviation Rules

This security operational standard requires that This security operational standard requires that this security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are as legislation relating to aviation security include **Civil Aviation Act 2000 and Civil Aviation Rules** to examine the responsibilities, functions, and powers of an aviation security officer and offences applicable to aviation security:

A.24(c)(1)(iii) Training on Criminal Code Chapter 262 as amended

This security operational standard requires that this security operational standard requires that this security operational standard requires that The topics that personnel referred to in paragraph (a) are required to be trained on are as legislation relating to aviation security include **Criminal Code Chapter 262 as amended** as may be applicable to the prosecution of offences committed under the Act and the Civil Aviation Rules.

A.24(c)(1)(iv) Training on Arrest Act Chapter 339 as amended

This security operational standard requires that this security operational standard requires that this security operational standard requires that The topics that personnel referred to in paragraph (a) are required to be trained on are as legislation relating to aviation security include **Arrest Act Chapter 339 as amended** to examine dealing with the arrest of a person suspected of committing an offence relating to or affecting the use of aircraft.

(2) This security operational standard requires that this security operational standard requires that this security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are as screening and search of passengers and baggage.

A.24(c)(2)(i) Training on general principles governing the screening and search of passengers and baggage

This security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are as to outline the general principles governing the screening and search of passengers and baggage, to grade 4.

A.24(c)(2) (ii) Training to be familiar with and proficient in the use of the screening equipment provided by the certificate holder

This security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are as to be familiar with and proficient in the use of the screening equipment provided by the certificate holder, to grade 4.

A.24(c)(2) (iii) Training to have practical experience with the procedures and methods for searching passengers and their baggage

This security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are as to have practical experience with the procedures and methods for searching passengers and their baggage, to grade 4.

A.24(c)(3) Training on anti-sabotage checks to grade 4

This security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are aircraft anti-sabotage checks to examine the response required when aircraft

require anti-sabotage checks following a threat or where the aircraft is involved in a previously unscreened service and the measures taken to ensure it is sterile before pre-flight screening, to grade 4.

A.24(c)(4) Training on improvised explosive devices to grade 3

This security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are improvised explosive devices as they affect civil aviation to give aviation security officers an understanding of improvised explosive devices likely to be encountered on airports, in aircraft, or at the passenger screening point, to grade 3.

A.24(c)(5) Training on dealing with armed offenders to grade 3

This security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are dealing with armed offenders to instruct aviation security officers on the action they should take to handle an armed offender and protect other persons from the threat, to grade 3.

A.24(c)(6) Training on hijack response procedures to grade 2

This security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are hijack response procedures to give aviation security officers an understanding of procedures to be followed in the event of a hijacking, to grade 2.

A.24(c)(7) Training on Foot and mobile security patrols to grade 4

This security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are Foot and mobile security patrols to make aviation security officers familiar with all aspects of foot and mobile preventive patrols and responding to security incidents to grade 4.

A.24(c)(8) Training on Aerodrome surface movements to grade 5

The topics that personnel referred to in paragraph (a) are required to be trained on are Aerodrome surface movements to teach aviation security officers the correct procedure during vehicle movements on the aerodrome, to grade 5.

A.24(c)(9) Training on Aeronautical radio-telephone operations to grade 4.

This security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are Aeronautical radio-telephone operations and procedures to teach aviation security officers the correct radio discipline to the standard of a restricted radio/telephone operators certificate, to grade 4.

A.24(c)(10) Training on threat factor to grade 2

This security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are the threat factor to update aviation security officers on the current terrorist and criminal trends, to grade 2.

A.24(c)(11) Training on weapons familiarization to grade 3

This security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are Weapons to familiarise aviation security officers with a range of firearms and similar weaponry to assist in identification of these items during pre-flight screening duties, to grade 3.

A.24(c)(12) Training on historical background and statistics of acts of unlawful interference to grade 2

This security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are historical background and statistics of acts of unlawful interference to provide aviation security officers with a knowledge of the evolution of aviation security and the extent of occurrences, to grade 2.

A.24(c) (13) Training on ICAO, the existence of the Conventions, Annex 17 and manuals associated with Annex 17, Document 8973/5, to grade 1.

This security operational standard requires that the topics that personnel referred to in paragraph (a) are required to be trained on are international obligations to familiarise aviation security officers with ICAO, the existence of the Conventions, Annex 17 and manuals associated with Annex 17, Document 8973/5, to grade 1.

A.24 (d) Security Operations standard for instructor certification and qualification

This Security Operations Standard requires that the holder of an aviation security service certificate must develop and implement a training program and a certification system that ensures that instructors are qualified in the applicable subject matters in accordance with the National Civil Aviation Security Programme (NCASP).

Training and quality control programmes

Standards and qualifications for the selection and training of personnel who are expected to perform security functions throughout the aviation industry, including security personnel acting on behalf of the appropriate authority, should be defined in an NCASP and described in detail in an NCASTP. An instructor certification system should also be developed in accordance with the NCASP.

A.24 (e) Security operations standard for initial and recurrent security Awareness Training

This Security Operations Standard requires that the holder of an aviation security service certificate must ensure that personnel involved with or responsible for the implementation of various aspects recurrent security awareness training.

Initial training

Specific training according to the duties performed should be delivered to all personnel identified in the NCASTP upon hiring. Records of initial training should be kept for all persons trained for at least the duration of their employment/contract. It is recommended that the training record be transferred to a new employer, when possible.

Security awareness training

The NCASTP should specify that both security and non-security staff must receive initial security awareness training before being allowed unescorted access to security restricted areas of airports or to secure cargo, inflight supplies or airport supplies areas.

Security awareness training should promote positive security culture and result in the following:

(a) ability to identify potential threats and recognition of suspicious behaviour;
(b) knowledge of previous acts of unlawful interference with civil aviation, terrorist acts and current threats;

(c) awareness of the relevant legal requirements;
(d) knowledge of the objectives and organization of aviation security in their working environment;
(e) knowledge of incident reporting procedures;
(f) ability to respond appropriately to security-related incidents;
(g) familiarization of, for applicants for an airport security identification permit, the airport regulations
(h) pertaining to the access control system; and
(i) introduction of aviation security procedures, including the importance of a secure airport environment

Core training — security staff

The NCASTP should specify the criteria for all function-specific training of staff delivering security measures, including the contents of the specific modules, before training is delivered. Such training should include, but:

(a) not be limited to, the following topics:
(b) current and emerging threats to civil aviation;
(c) international, regional and national legal requirements for aviation security;
(d) recognition of explosives, weapons and other restricted items;
(e) security systems and access control;
(f) screening technology and techniques;
(g) screening checkpoint/pre-boarding screening operations;
(h) search techniques of cabin and hold baggage;
(i) baggage, cargo, in-flight supplies and airport supplies security;
(j) aircraft security and searches;
(k) incident reporting and alarm resolution procedures;
(l) security awareness, including awareness training for dangerous goods and their impact on the safety and security of flights;
(m) customer service skills and how these support effective security; and
(n) dangerous goods.

Recurrent training — security staff

Competence standards can diminish over time and, therefore, States should have an effective recurrent training programme. All personnel should undergo recurrent training at regular intervals to ensure that:

(a) they maintain and improve their competencies related to their job function(s);
(b) their needs, based on regular performance monitoring of their operational competence in specific
(c) functions, are addressed;
(d) changes in procedures and equipment are addressed to include the incorporation of recent
(e) technological developments; and
(f) training addresses evolving threats and risks, and includes threat updates and local issues.

A.24(f)(i) Security operations standard competency and records of personnel implementing security controls

This Security Operations Standard requires that the holder of an aviation security service certificate must establish a procedure to ensure that persons implementing security controls possess all competencies required to perform their duties and are appropriately selected and trained according to the requirements of the PNG national civil aviation security programme (PNG NCASP) and that appropriate records are

maintained up-to-date.

A.24(f)(ii) Security operations standard for standards performance for initial and periodic assessment

This Security Operations Standard requires that the holder of an aviation security service certificate must establish a procedure to ensure relevant standards of performance must be established and initial and periodic assessments must be introduced to maintain those standards.

All levels of evaluation are equally important and should periodically be rerun in order to receive benchmarking results on overall training benefits. During training evaluation, since they add complementary information in order to provide a unified picture. The various levels are linked: motivated learners are more likely to study better, learners who study better are more likely to apply their new knowledge on the job, and learners who apply their new knowledge on the job are more likely to affect an organization's results in a beneficial way. However, these links cannot be taken for granted and a thorough evaluation of training should always look at other organizational factors that could affect evaluation results as well, such as changes in wages and work hours.

Training evaluation should be conducted on a regular basis to support the continual improvement of the training programme, and to ensure that it continues to deliver against its objectives in a manner that is effective for each new group of trainees.

Maintaining certification

In order to ensure that security staff are able to perform their tasks properly over time, procedures for maintaining job certification should be developed which take into consideration the results of periodic performance evaluations, test results and supervisor's inputs. Additionally, these procedures should specify the length of time allowed for absences from duty and the conditions of such absences before the certification lapses. The State should implement a process for re-taking certification exams under certain conditions, which should be clearly defined and written in the certification documentation.

Recurrent certification

Re-certification is an important indicator that the certification holder has kept up with requirements and performance standards. The re-certification process should also assist in verifying that security staff are competent enough to perform their security duties to an adequate standard. The State should specify the period of validity and conditions for maintaining certification. Security staff should be subject to full or specially designed refresher training before they can be re-certificated.

Re-certification should be conducted by, or on behalf of, the appropriate training authority on a regular basis, and should include elements of the initial certification, as appropriate.

A.25 Recurrent testing

Recurrent testing is to be carried out by the certificate holder to ensure that all staff employed on security screening duties are proficient in carrying out the different functions of; metal detection, X-ray image and colour identification, physical search of persons and baggage, and sterile area and aircraft search.

Testing is designed to assess the integrity of pre-board security screening procedures and is to be structured to ensure that the staff member being tested has a reasonable opportunity to detect the test objects.

The structure of the test must give the staff member a reasonable opportunity to detect the test objects

amongst contents of baggage typical of that normally carried by passengers.

Test Courier Brief — the test courier should not be told of the nature of the test or the make-up of the test object. It should be made clear to the courier that in the unlikely event of the test object not being detected, it will be recovered by the examiner beyond the screening point. If the courier or bag containing the standard test piece is required to be searched by screening staff, the courier is to co-operate and assist as required. Recurrent testing should not be carried out if it will cause delays to scheduled flights.

A.25(a) Testing aviation security officers without prior notice.

This Security Operations Standard requires that the holder of an aviation security service certificate must ensure all its aviation security officers are tested without prior notice using a standard test piece.

A.25(b) Test integrity of the screening procedure.

This Security Operations Standard requires that testing must be designed to assess the integrity of screening procedures and structured to ensure that its aviation security officers being tested have a reasonable opportunity to detect the standard test piece.
Testing Procedures—The test courier can proceed through in the normal manner, or be seated or carried in a conveyance (i.e. wheelchair or pram). The standard test piece can be concealed on the courier or placed in or on any conveyance used.

If no walk-through metal detector is available or is not being used for any reason, the examiner will determine whether the staff member using a hand wand and/or conducting a physical search, locates and identifies the test object.

The examiner conducting the test will randomly place the standard test piece amongst other items being security screened. The standard test piece can be placed in a carry-on bag or separately on the conveyer belt with other items such as duty free goods, papers and books. The standard test piece can also be placed in items which the examiner has demanded be passed around and physically hand searched (i.e. Cameras, video cameras, film safety packs).

The examiner should determine if the staff member being tested responds, locates and identifies the standard test piece by correctly identifying the image or colour on the X-ray monitor, and then locates the standard test piece during the subsequent hand search.

The test should also include assessment of the officer's judgement as to the need for hand search, because of mass/colour/confusion, the contents cannot be clearly identified.

A.25(c) Each test piece must not be used for recurrent testing unless acceptable to the Director

This Security Operations Standard requires that a standard test piece must not be used for recurrent testing unless it is acceptable to the Director.

A.25(d)(1) Each test piece to represent an unauthorized article

This Security Operations Standard requires that each standard test piece must represent an unauthorised article.

A.25(d)(2) Test piece to be tested under realistic operational conditions.

This operations standard requires each standard test piece must be used under realistic operational conditions.

Standard Test Pieces — For the purpose of testing, all test pieces will theoretically represent the real

thing and therefore represent objects that pose a real threat to life and property. The placement of more than one test piece in any item is common practice to test the depth of search proficiency.

For the purpose of testing and re-testing, different types of standard test pieces will be used over a period of time. Testing will be carried out on persons performing any or all security screening functions. The rate of success or failure in detecting standard test pieces will be used to measure individual staff and team proficiency. This measure will determine if the standards are being maintained, or what follow-up action is required to achieve the standard.

The security provider's security management will be required to have those who failed the test attend corrective training and be further tested to prove that they can meet the standard before they are permitted to return to duty on the tasks for which they have failed the test.

Details of the corrective training and the results of tests are to be recorded for audit purposes.

If the test is failed whilst processing an actual flight, the facts should be brought to the notice of the security provider's operational management. After consultation between security management and the affected airlines, consideration should be given to having all passengers, sterile area and aircraft re-processed by competent persons.

The security provider's management should ensure that if any security officer fails to pass the test or meet the required standard that they are not employed on any screening duties.

A.25(e)(1) proficiency of security officer during standard test piece testing

This Security Operations Standard requires that the following measure of proficiency must be applied to aviation security officers being tested or re-tested if each standard test piece is detected during testing, the aviation security officer being tested meets the required standard.

A.25.(e)(2)(i) Re-testing if the security office does not detect any of the test conducted under paragraph (f)-(j)

This Security Operations Standard requires that the following measure of proficiency must be applied to aviation security officers being tested or re-tested if a standard test piece is not detected during any test conducted under paragraphs (f) to (j), the aviation security officer being tested has not met the required standard and shall be re-tested.

A.25.(e)(2) (ii) Removal of security officer from duties until satisfactorily completing the re-test

This Security Operations Standard requires that the following measure of proficiency must be applied to aviation security officers being tested or re-tested if a standard test piece is not detected during any test conducted under paragraphs (f) to (j), the aviation security officer being tested has not met the required standard and shall be removed from that duty until satisfactorily completing the re-test.

A.25(e)(3)(i) Advising the security management for re-testing proficiency of security officer

This Security Operations Standard requires that the following measure of proficiency must be applied to aviation security officers being tested or re-tested if a standard test piece is not detected upon re-test the examiner carrying out the test shall advise security management.

A.25(e)(3)(ii) Security management to record the failure to detect the test piece tested

This Security Operations Standard requires that the following measure of proficiency must be applied to aviation security officers being tested or re-tested if a standard test piece is not detected upon re-test security management must record the failure.

A.25(e)(3)(iii) Corrective training and further testing for aviation security officers who fail the test piece being tested.

This Security Operations Standard requires that the following measure of proficiency must be applied to aviation security officers being tested or re-tested if a standard test piece is not detected upon re-test security management must test each of its aviation security officers who failed the test to attend corrective training and be further tested to show that the officer can meet the standard for the task before that officer is permitted to return to duty on that task.

A25. (f)(1) Metal testing of Walk Through Metal Detector

This security operations standard requires that the certificate holder must, when metal detector testing is being carried out, ensure that the examiner carrying out the test conceals the standard test piece on the test courier in a manner acceptable to the Director.

A25. (f)(2)(i) Metal testing direction of passenger flow

This security operations standard requires that the certificate holder must, when metal detector testing is being carried out, ensure that the test courier, where the detector is a walk through detector, enters the metal detector in the direction of the passenger flow at normal walking speed.

A25. (f)(2)(ii) Metal testing is seated or carried out in conveyance

This security operations standard requires that the certificate holder must, when metal detector testing is being carried out, ensure that is seated or carried in a conveyance.

A25. (f)(3) Metal testing for clearing of Walk through metal Detector

This security operations standard required that the certificate holder must, when metal detector testing is being carried out, ensure that when a walk through metal detector alarm activates, the examiner determines whether the aviation security officer being tested locates and identifies the standard test piece by use of a hand-held metal detector or physical search.

A.25 (f)(4) Metal testing, identification of the test piece upon alarm activation

This security operations standard required that when a hand-held metal detector alarm activates, the examiner determines whether the aviation security officer being tested locates and identifies the standard test piece.

A.25(f) (5)(i) Metal testing informing security management of fault.

This security operations standard requires that the certificate holder must, when metal detector testing is being carried out, ensure that is seated or carried in a conveyance if the alarm on the walk through or hand-held metal detector is not activated by the proximity of a standard test piece the examiner informs security management that there is a fault.

A.25(f)(ii) Metal testing for faulty metal to be removed from service.

This security operations standard requires that the certificate holder must, when metal detector testing is being carried out, ensure that is seated or carried in a conveyance if the alarm on the walk through or hand-held metal detector is not activated by the proximity of a standard test piece that metal detector is

removed from service until it meets operational standards.

A.25(g)(1) Testing of test piece to be placed in a bag

This security operation standard requires that the certificate holder must, when x-ray testing is being carried out, ensure that the examiner carrying out the test places the standard test piece amongst other items in the bag being screened.

A.25(g)(2) X-ray testing test piece by hand search once located on the monitor

This security operation standard requires that the certificate holder must, when x-ray testing is being carried out, ensure that the examiner carrying out the test determines whether the aviation security officer being tested identifies the standard test piece on the x-ray monitor and locates the standard test piece by a hand search.

A.25(g)(3) X-ray testing assessment of the security officer

This security operation standard requires that the certificate holder must, when x-ray testing is being carried out, ensure that the examiner carrying out the test assesses the aviation security officer's judgement of the need for a hand search where the contents cannot be clearly identified on the x-ray monitor.

A.25(h)(1) Hand search testing, test piece conceals in a bag

This security operation standard requires that the certificate holder must, when hand search testing is being carried out, ensure that the examiner carrying out the test conceals the standard test piece amongst other items in the bag being searched.

A.25(h)(2) Hand search testing assessment of the security officer

This security operation standard requires that the certificate holder must, when hand search testing is being carried out, ensure that the examiner carrying out the test determines whether the aviation security officer being tested locates the standard test piece.

Physical Search — All staff members involved in physical searches of carry-on items and hold-stow baggage should be subjected to the test. The examiner conducting the test should randomly place the standard test piece amongst other items being security screened. The standard test piece should not be in plain sight when the bag is opened. The placement of the standard test piece should be detected by a routine physical search.

Request for Hand Search — the courier carrying out the test will request the staff member on handling duties to hand search sensitive material in his carry-on baggage. This is an accepted procedure. The standard test piece should not be in plain sight when the bag or container is opened. The placement of the standard test piece should be detected by a routine physical hand search.

A.25(i)(1) Testing the aviation security officer for sterile area search using standard test piece.

This security operation standard requires that the certificate holder must, when sterile area search testing is being carried out, ensure that the examiner carrying out the test conceals the standard test piece in the sterile area prior to the sterile area search.

A.25(i)(2) Examination to determine if the aviation security officer locates the test piece

This security operation standard requires that the certificate holder must, when sterile area search testing is being carried out, ensure that the examiner carrying out the test determines whether the aviation

security officer being tested locates the standard test piece.
Sterile Area Search — All staff members involved in sterile area searches should be subjected to testing. The examiner conducting the test will place the standard test piece in any part of the sterile area accessible to departing passengers prior to search. The placing of the standard test piece should be confined to an area between the screening point and passenger access to an aircraft. The examiner will determine if the staff member being tested locates the concealed test object while conducting the sterile area search.

A.25(j)(i) Air search testing test piece to be conceal in any part of the aircraft

This security operation standard requires that the certificate holder must, when aircraft search testing is being carried out, ensure that the examiner carrying out the test conceals the standard test piece in any part of the aircraft to which the passengers normally have access.

A.25(j)(ii) Air search testing assessment of the security officer

This security operation standard requires that the certificate holder must, when aircraft search testing is being carried out, ensure that the examiner carrying out the test determines whether the aviation security officer being tested locates the standard test piece.

Aircraft Search — all staff members involved in aircraft searches should be subjected to testing. The examiner conducting the test will place the standard test piece in any part of the aircraft to be searched. For the purpose of the test, the standard test piece is to be placed in an area of the aircraft to which the travelling public normally have access. The examiner will determine if the staff members being tested locate the concealed test object while conducting the aircraft search.

Aircraft search

No operator may operate an international commercial air operation unless the aircraft is checked to ensure that no unauthorised article, not being part of approved equipment, has been left or placed on board.

Any aircraft being prepared for a flight that is deemed, for any reason, to be "high risk" should be subjected to a full anti-sabotage search by security personnel with the aircraft operator's engineering assistance. The search should be carried out in a planned manner using the aircraft's search list. These searches are to be of sufficient intensity to discover any unauthorised articles that may have been left, or placed, on board.

In normal circumstances where the aircraft has not been identified as a high-risk flight, and has been subjected to normal international security procedures, a check of the cabin and the flight deck of the aircraft by the crew as required under Part 108 (standard airline security programme) requirements will be sufficient. This same requirement will apply where the aircraft has been kept in a secure environment while undergoing engineering or other maintenance checks.

When a search of the aircraft by security personnel is required, it must be carried out in such a manner as to ensure no unauthorised article has been concealed or otherwise introduced on board. The search may be carried out by personnel and/or with the aid of canine, electronic or mechanical means.

In normal or routine searches, as a minimum, the search will involve the checking of the flight deck, overhead lockers, floor areas, toilets, galleys and receptacles, and other areas to which passengers on previous services could have had ready access. These searches are to be of sufficient intensity to discover any unauthorised articles that may have been left, or placed, in those areas of the aircraft.

Security personnel carrying out the search of an aircraft cabin of an ex-unscreened service, must do so in a planned manner. They must ensure that all places reasonably accessible to previous passengers or

other persons are thoroughly searched for any unauthorised articles that may have been left or concealed on board.

A.25(k)(1) Vehicle search test using conceal standard test piece

This security operation standard requires that the certificate holder must, when vehicle search testing is being carried out, ensure that the examiner carrying out the test conceals the standard piece in any part of the vehicle.

A.25(k)(2) vehicle test piece for testing of security officer

This security operation standard requires that the certificate holder must, when vehicle search testing is being carried out, ensure that the examiner carrying out the test determines whether the aviation security officer being tested locates the standard test piece.

A.26 Security enhanced areas

Security enhanced area screening point and equipment

A.26(a)(1) Screen and search according to a certain manner or methodology

This security operation standard requires that for Security enhanced area screening point and equipment, the operator of a security designated aerodrome as the holder of an aviation security service certificate shall ensure that persons, items, substances, and vehicles entering, or within, a security enhanced area may be screened or searched according to the specific manner or methodology approved by the Director

A.26(a) (2) Screening of persons, items and vehicles entering security enhanced areas

This security operation standard requires that for Security enhanced area screening point and equipment, the operator of a security designated aerodrome as the holder of an aviation security service certificate shall ensure that, when conducting screening or searching with respect to persons entering, or within, a security enhanced area, persons, including items, substances, and vehicles associated with them, are screened and searched as required by the Director.

A.26(a) (3) Sufficient personnel and equipment are available to carry out screening.

This security operation standard requires that for Security enhanced area screening point and equipment, the operator of a security designated aerodrome as the holder of an aviation security service certificate shall ensure sufficient personnel and equipment are available to carry out screening.

A.26(a) (4) Aviation security officer competency in using the test piece and checking the screening equipment.

This security operation standard requires that for Security enhanced area screening point and equipment, the operator of a security designated aerodrome as the holder of an aviation security service certificate shall ensure its aviation security officers are instructed in the use of standard test pieces to ensure that they can competently check the screening equipment.

A.26(a) (5) Testing of screening apparatus

This security operation standard requires that for Security enhanced area screening point and equipment, the operator of a security designated aerodrome as the holder of an aviation security service certificate shall ensure any screening apparatus used at a security enhanced area screening point is tested in a manner acceptable to the Director.

Screening of persons, items, substances, and vehicles

A.26 (b)(1)(i) Display of Notice for screening of persons and, items, substances and vehicles

This security operational standard requires that when undertaking screening, the operator of a security designated aerodrome as the certificate holder must ensure that at each point where screening and searching is undertaken prior to a person entering the security enhanced area, inform the person who is about to undergo screening, by notice posted at each screening point, that screening of any person or any item, substance, or vehicle in the person's possession is only undertaken with the consent of that person.

A.26 (b)(1)(ii) Display of Notice for persons refusing to be screened

This security operational standard requires that when undertaking screening, the operator of a security designated aerodrome as the certificate holder must ensure that at each point where screening and searching is undertaken prior to a person entering the security enhanced area, inform the person who is about to undergo screening, by notice posted at each screening point, that any person refusing to be screened will be denied entry beyond that point.

A.26(b)(2)(i) Screening to be undertaken only with the consent of a person.

This security operational standard requires that when undertaking screening, the operator of a security designated aerodrome as the certificate holder must if undertaking screening within the security enhanced area, inform every person about to undergo screening that screening of the person or any item, substance, or vehicle in the person's possession is only undertaken with the consent of that person.

A.26(b)(2)(ii) Persons refusing to be screened

This security operational standard requires that when undertaking screening, the operator of a security designated aerodrome as the certificate holder must if undertaking screening within the security enhanced area, inform every person about to undergo screening that any person refusing to be screened will be required to leave the security enhanced area.

A.26(b)(3)(i) Records of approved method of screening

This security operational standard requires that when undertaking screening, the operator of a security designated aerodrome as the certificate holder must according to the specific manner or methodology approved by the Director, ensure that a record is made of the method of screening.

A.26(b)(3) (ii) Records of time taken for screening

This security operational standard requires that when undertaking screening, the operator of a security designated aerodrome as the certificate holder must according to the specific manner or methodology approved by the Director, ensure that a record is made of the time taken for screening as required by the Director.

A.26(b)(3)(iii) Records of the number of people, items, substances, and vehicles screened

This security operational standard requires that when undertaking screening, the operator of a security designated aerodrome as the certificate holder must according to the specific manner or methodology approved by the Director, ensure that a record is made of the number of people, items, substances, and vehicles screened.

A.26(b)(4)(i) Records of the security Officer carrying out the screening

This security operational standard requires that when undertaking screening, the operator of a security

designated aerodrome as the certificate holder must if an unauthorised article is found, ensure that a record is made of the names of the officers carrying out the screening.

A.26(b)(4) (ii) Records of unauthorized articles found

This security operational standard requires that when undertaking screening, the operator of a security designated aerodrome as the certificate holder must if an unauthorised article is found, ensure that a record is made of the unauthorised articles found.

A.25(b)(4) (iii) Records of disposal actions taken

This security operational standard requires that when undertaking screening, the operator of a security designated aerodrome as the certificate holder must if an unauthorised article is found, ensure that a record is made of any disposal action taken of the unauthorised article.

A.26(c)(1) Screening for possession of unauthorised articles

This security operational standard requires that while screening is in progress, the certificate holder shall ensure that its aviation security officers, when screening any person, item, substance, or vehicle, ensure that the person is not carrying or in possession of any unauthorised article.

A.26(c) (2) Screening for persons in possessions of unauthorized articles

This security operational standard requires that while screening is in progress, the certificate holder shall ensure that its aviation security officers refuse a person's entry to a security enhanced area if the person is found to be in possession of an unauthorised article.

A.26(c) (3) Persons in possession of unauthorized area within the security enhanced area.

This security operational standard requires that while screening is in progress, the certificate holder shall ensure that its aviation security officers require a person to leave a security enhanced area if that person is found to be in possession of an unauthorised article.

A.26(c) (4) (i) 28-day cycle to confirm the thoroughness of screening procedure

This security operational standard requires that while screening is in progress, the certificate holder shall carry out tests or checks, and record the results of those tests or checks, to confirm the thoroughness of any screening, within each 28-day cycle.

A.26(c) (4) (ii) 150-day cycle to test the proficiency of security officers carrying out screening

This security operational standard requires that while screening is in progress, the certificate holder shall carry out tests or checks, and record the results of those tests or checks, to confirm the proficiency of each aviation security officer carrying out the screenings, within each 150-day cycle, in accordance with the recurrent testing provisions under paragraph A.25.

Hand search of items or substances

A.26(d) Procedure to comply with paragraph A.12(b)(5) for suspected items containing explosive or a suspected device.

This security operational standard requires that the certificate holder must ensure that, if there is any cause to suspect that an item or substance contains an explosive device, or a suspected explosive device has been discovered, its aviation security officers comply with the procedure required by paragraph A.12(b)(5).

A.26(e)(1) 28-day cycle to confirm thoroughness of the hand search procedure

This security operational standard requires that the certificate holder must carry out tests or checks, and record the results of those tests or checks, to confirm the thoroughness of any hand search, within each 28-day cycle This security operational standard requires that the certificate holder must carry out tests or checks, and record the results of those tests or checks, to confirm.

A.26(e)(2) 150-day cycle to test the proficiency of the security officer carrying out the hand search procedure.

This security operational standard requires that the certificate holder must carry out tests or checks, and record the results of those tests or checks, to confirm the proficiency of each aviation security officer carrying out hand searches, within each 150-day cycle, in accordance with the recurrent testing provisions under paragraph A.25. This security operational standard requires that the certificate holder must carry out tests or checks, and record the results of those tests or checks, to confirm.

SCREENING OF VEHICLES AND SUPPLIES CONVEYED IN SECURITY RESTRICTED AREAS

Vehicles and items carried within them accessing the security restricted area of an airport are subjected to screening or other appropriate security controls, in accordance with a risk assessment carried out by the relevant national authorities.

Security outcome

The screening or other appropriate security controls on vehicles are reasonably ensure that a vehicle does not carry any unauthorized person or unauthorized prohibited item when entering security restricted areas. The implementation of screening or other security controls for vehicles and items carried within is intended to reasonably ensure that unauthorized persons, or prohibited items that could be used to carry out an act of unlawful interference, are not introduced into a security restricted area. The measures to be applied is based on the results of risk assessments carried out by the relevant national authorities, and approved by the appropriate authority.

The other security controls for vehicles and items carried within is intended to reasonably ensure that unauthorized persons, or prohibited items that could be used to carry out an act of unlawful interference, are not introduced into a security restricted area. The measures to be applied is based on the results of risk assessments carried out by the relevant national authorities, and approved by the appropriate authority.

Verification of authorization

Only vehicles with an operational reason should be allowed to enter a security restricted area. The occupants of a vehicle seeking access to a security restricted area should carry valid authorization (airport security identification permit or equivalent) and also having operational reasons. In addition, vehicles should hold a valid authorization (vehicle identification or permit) or be escorted by authorized vehicles and personnel. The verification of the requirement is performed by the access point personnel to ensure that the authorization being presented corresponds to the vehicle and occupants of the vehicle seeking access to the security restricted area.

Prohibited item list

Some prohibited items that may be necessary for the occupants of a vehicle to bring into a security

restricted area, whether frequently or infrequently (e.g. tools of the trade, tools used for construction works in the security restricted area). The airport authority is required to ensure list of prohibited items that are authorized inside security restricted areas are authorized by CASA, based on a risk assessment carried out by the relevant national authorities and taking into consideration the local environment (e.g. construction workers). Appropriate procedures to be applied to those prohibited items should also be developed (e.g. visual inspection of tools should be carried out to ensure that they are in fact on the list of prohibited items authorized inside the security restricted area).

Screening and other security controls methodology

Airport authority is required to implement identification checks of all vehicles entering a security restricted area, and verify the validity of all airport security identification permits of persons seeking access to security restricted areas. If less than 100 per cent of vehicles entering the security restricted area are screened, a proportional selection of vehicles should be made in accordance with a risk assessment carried out by relevant national and/or local authorities. The principles of randomness and unpredictability should be applied to vehicle screening, in accordance with defined and documented methodologies, to ensure that all vehicles have an equal probability of being selected for screening. The driver and any other occupants of a vehicle should not be in the vehicle when screening takes place. They should be required to take their personal belongings out of the vehicle with them, and both occupants and their personal belongings should be subjected to screening procedures.

When a vehicle is selected for screening, it is required that a combination of a minimum of three of the following areas of such vehicles be searched in accordance with the principles of randomness and unpredictability, and based on a risk assessment carried out by the relevant authorities:

(a) front door pockets, sun visors and glove compartments;
(b) seat pockets, foot wells and areas underneath seats;
(c) trunk/boot/baggage/cargo areas;
(d) wheel arches;
(e) engine compartment;
(f) the underside; and
(g) any other area of the vehicle not listed above.

A methodology should be defined to ensure the randomness and unpredictability of selection of the areas to be searched. If the applied methodology for defining the search area of the vehicle results in the selection of an area that is sealed in accordance with the NCASP and/or ASP, another area should be selected. The result of a risk assessment carried out by relevant national and/or local authorities should determine the number of areas to be searched. There should be defined and documented methodologies to ensure that all areas have an equal probability of being searched.

One or a combination of the following methods, as appropriate, should be used to carry out the search of each selected area:

(a) manual search;
(b) visual check; and/or
(c) use of appropriate technologies, such as explosives detection dogs or explosives trace detectors.

A manual search should consist of a thorough manual examination of the area(s) selected, including contents, in order to reasonably ensure that they do not contain unauthorized items or IEDs. A visual check could be used as an alternative method of examining empty areas only, such as a glove compartment.

The airport authority responsible for vehicle screening is also required to consider providing adequate

tools to enable security screeners to perform an appropriate examination of the different areas (e.g. mirrors, and flashlights, screening equipment and facility).

When areas of a vehicle are sealed in accordance with the NCASP, ASP or other approved secure supply chain procedures for the carriage of in-flight supplies, airport supplies or air cargo and mail, such areas may be exempted from screening upon verification of the integrity of the seals and relevant documents, and of the identity of the haulier.

Access to a security restricted area should be denied if the sealed area of a vehicle shows signs of tampering or if inconsistencies in documentation are found (e.g. the seal number does not match the number recorded on the appropriate documentation or the identity of the company or haulier carrying in-flight or airport supplies into the security restricted area has not been listed by the airport operator).

Vehicles should be protected from unauthorized access (which includes access from unscreened staff) from the time they have been subjected to screening and/or security controls until entering a security restricted area (including appropriate segregation between vehicles, along with their occupants, subjected to screening and/or other security controls and vehicles, along with their occupants, not subjected to such controls).

A vehicular screening point should ideally have a vehicular control barrier to prevent vehicles from breaking into a security restricted area. Other security controls. Other appropriate security controls may include:

(a) screening of a proportion of vehicles and items carried within a security restricted area, conducted on a random and unpredictable basis; and
(b) enhanced patrols and/or surveillance in a security restricted area to confirm that vehicles are holding valid authorization.

Exemptions
States may exempt certain vehicles from the application of screening, when the application of such screening would negatively impact the safe and secure operation of an airport (e.g. emergency services responding to an emergency situation within security restricted areas). Such exemptions should be coordinated with relevant entities, including law enforcement, fire department, rescue services and medical units, and be described in the NCASP and/or ASP. In addition, States may consider exemptions from the application of screening for certain vehicles, provided that they are subjected to specific security controls such as being under escort and continuous surveillance while in security restricted areas.

A.27 Liquids, aerosols and gels

A.27(a)(1) Liquids, Aerosols and Gels products are presented in a single, clear, resealable, 20 cm by 20 cm plastic bag

This security operational standard requires that the holder of an aviation security service certificate shall ensure that its security officers, when screening passengers and their carry-on baggage into the sterile area for an international flight, do not permit the carriage of liquid, aerosol or gel products unless they are presented in a single, clear, resealable, 20 cm by 20 cm plastic bag.

A.27(a)(2) Liquids, Aerosols and Gels products are in individual containers of 100 mls or less

This security operational standard requires that the holder of an aviation security service certificate shall ensure that its security officers, when screening passengers and their carry-on baggage into the sterile

area for an international flight, do not permit the carriage of liquid, aerosol or gel products unless they are in individual containers of 100 mls or less.

A.27(a)(3 Liquids, Aerosols and Gels products the total volume does not exceed 1 litre

This security operational standard requires that the holder of an aviation security service certificate shall ensure that its security officers, when screening passengers and their carry-on baggage into the sterile area for an international flight, do not permit the carriage of liquid, aerosol or gel products unless the total volume does not exceed 1 litre

A.27(b) Requesting passengers to remove all LAGs bags from their carry-on baggage prior to screening

This security operational standard requires that to facilitate this, the certificate holder will ensure that its security officers request that passengers remove all LAG bags from their carry-on baggage prior to screening to enable inspection.

A.27(c) Carriage of Lag exempted items prescription medicine items and items for babies

This security operational standard requires that the only permitted exception to this relates to the carriage of prescription medicine LAG items for babies.

A.27(d)(1) LAGs procedure for Liquid

This security operational standard requires that for the purposes of clarity, a LAG item includes a substance that is a liquid when at room temperature

A.27(d) (2) LAGs procedure for aerosol

This security operational standard requires that for the purposes of clarity, a LAG item includes an aerosol.

A.27(d) (3) LAGs procedure for gel

This security operational standard requires that for the purposes of clarity, a LAG item includes a gel.

A.27(d) (4) LAGs procedure for cream

This security operational standard requires that for the purposes of clarity, a LAG item includes a cream.

A.27(d) (5) LAGs procedure for paste

This security operational standard requires that for the purposes of clarity, a LAG item includes a paste.

A.27(e) LAGs items not in resealable clear plastics or in containers greater than 100 mls

This security operational standard requires that the certificate holder will ensure its security officers identify any LAG item that is not in a resealable clear plastic bag and / or is in a container of greater than 100mls and advise the passenger it is not permitted for carriage and that they may check the item in or surrender it at the screening point for disposal.

A.28 Pat down search

A.28(a)(1) Pat down search for unserviceability or unavailability of walk through and hand-held metal detectors

This security operational standard requires that the holder of an aviation security service certificate will ensure that its security officers conduct a pat down search whenever walk-through and hand held metal detection equipment is unserviceable or unavailable

A.28(a) (2) Pat down search when alarms on the walkthrough and hand held metal detector equipment is unable to be resolved.

This security operational standard requires that the holder of an aviation security service certificate will ensure that its security officers conduct a pat down search whenever a passenger alarms when screened using walk through and / or hand held metal detection equipment and the alarm is unable to be resolved using that equipment.

A.28(b)(1) Pat down search to be conducted with the consent of the passenger

This security operational standard requires that the certificate holder will ensure that its security officers only conduct a pat down search with the consent of the passenger.

A.28(b)(1) (2) Pat down search by the person of the same sex as the passenger

This security operational standard requires that the certificate holder will ensure that its security officers only permit a pat down search to be conducted by a person of the same sex as the passenger (the pat down search should be supervised by another security officer).

A.28(b)(1) (3) Pat down search for thorough and sufficient identification of concealed items

This security operational standard requires that the certificate holder will ensure that its security officers covers the entirety of the body and is sufficiently thorough to ensure and concealed items are identified.

A.28(b)(1) (4) Passengers refusing to consent to pat down search and alarms have not been resolved.

This security operational standard requires that the certificate holder will ensure that its security officers not permit a passenger to enter the sterile area if they refuse to consent to a pat down search and an alarm has not been resolved.

A.28(b)(1) (5) Advising the airline of passengers refuse to consent to pat down search

This security operational standard requires that the certificate holder will ensure that its security officers advise the airline of the details of the passenger that refused the pat down search and was denied entry into the sterile area.

A.28(b)(1)(6) Private room for pat down search to be conducted

This security operational standard requires that the certificate holder will ensure that its security officers make available a private area where the pat down search can be conducted.

A.28(b)(1) (7) Removal of only clothing such as jackets, hats and shoes

This security operational standard requires that the certificate holder will ensure that its security officers not require the passenger to remove any clothing other than jackets, hats and shoes.

A.29 Screening Equipment unserviceability – Contingency plans

A.29(a) Security officers are suitably trained to implement contingency plans due unserviceability or unavailability of screening equipment.

This security operational standard requires that the holder of an aviation security service certificate will ensure that its security officers are suitably trained to implement the following contingency plans in the event that screening equipment becomes unserviceable or unavailable. This security operational standard requires that the certificate holder will ensure.

A.29 (b)(1) Check baggage to be cleared by ETD or hand search due availability of screening machine

This security operational standard requires that the certificate holder will ensure in the event that checked bag screening equipment is unavailable, the baggage must be cleared by means of explosive trace detection (ETD) or a hand search.

A.29 (b) (2) Carry-on baggage to be cleared by hand search due unavailability of screening equipment.

This security operational standard requires that the certificate holder will ensure in the event that carry-on bag screening equipment is unavailable, the baggage must be cleared by a hand search.

A.29 (b) (3) Passengers to be cleared by pat down search due unavailability of the Walk through Metal Detector

This security operational standard requires that the certificate holder will ensure in the event that walk-through metal detection equipment is unavailable, the passenger must be cleared by use of a hand held metal detector or a pat down search.

A.29 (b) (4) Passengers to be cleared by pat down search due unavailability of the Hand-held Metal Detector

This security operational standard requires that the certificate holder will ensure in the event that hand held metal detection equipment is unavailable; the passenger must be cleared by a pat down search.

A.29 (b)(5) Hand searching of checked and carry-on baggage to be conducted with the consent and in the presence of the passenger.

This security operational standard requires that the certificate holder will ensure all hand searching of passenger baggage (checked and / or carry-on) is conducted with the consent and in the presence of the passenger.

A.30 Screening of Transfer Hold Baggage

Transfer Passenger and their Cabin Baggage Screening

The transfer international hold baggage and passenger with their cabin baggage screening shall be rescreened pending the validation by Director of the Civil Aviation. The specific Standard Operating Procedures should be detailed on rescreening of both hold baggage and the passengers and their cabin baggage and protection of them.

Screened transfer passenger and their cabin baggage protection

Further, SOP needs to be detailed on how the screened transfer passengers and their cabin baggage is being protected from unauthorized interference from the point of screening until departure of their aircraft. This aims to protect the integrity of the airport of transit/transfer operation. Procedure should detailed the following:

(a) Deployment of sufficient screeners;
(b) Rotation of staff (20/40mins);

(c) Alarm resolution;
(d) Deployment of EDT;
(e) Awareness of their jobs at their screening points;
(f) Minimum percentage of physical searches of cabin baggage;
(g) Specific list of persons exempted from screening;
(h) Establishment of private area search; and
(i) Daily recurrent testing of the screening equipment.