CIVIL AVIATION SAFETY AUTHORITY OF PAPUA NEW GUINEA

PNG
Civil Aviation Rule
Part 140

Aviation Security Service Organisation — Certification

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DESCRIPTION

Part 140 prescribes the certification requirement for organisations intending to provide aviation security services in Papua New Guinea and the operating requirements for the continuation of this certification:

- at security designated aerodromes
- at security designated navigation installations

BULLETIN

This Part first came into force on 1 January 2011 and now incorporates the following amendments:

Amendment	Applicable Date
Amendment 1	01 May 2016
Amendment 2	01 April 2019
Amendment 3	14 December 2020
Amendment 4	03 November 2022
Amendment 5	19 April 2024
Amendment 6	04 November 2024
Amendment 7	19 November 2025
Amendment 8	26 November 2026

Summary of amendments:

Amendment 08 aligns Part 140 with ICAO Annex 17 Amendment 18 requirements.

Amendment 8:
Docket26/17/CAR140/37

(a) New Rules:

Rule 140 Appendix A. A.26(b)(5) included to establish a requirement in Part 140 Aviation Security Service Exposition to prohibit undeclared carriage of gold by outbound international passengers.

(b) Amendments:

Nil

(c) Editorials

Nil

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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

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—

(1) Director; or

(2) aircraft operator; or

(3) 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 responsibility 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

No person shall provide aviation security services at a security designated aerodrome or security designated navigation installation except under the authority of, and in accordance with, the provisions of an aviation security service certificate issued under this Part.

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—

(1) the exposition required by 140.63; and

(2) 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—

(1) the applicant's senior persons required by 140.51 are fit and proper persons; and

(2) 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 installation that will provide aviation security services at that aerodrome or navigation installation; or

(iii) an airline; and

(3) the applicant's exposition meets the requirements of Subpart B; and

(4) 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

(a) Each applicant for an aviation security service certificate shall employ—

(1) a senior person identified as the Chief Executive who has the authority within the applicant's organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements prescribed by this Part; and

(2) a senior person or group of senior persons—

(i) responsible for ensuring that the applicant's organisation complies with the requirements of this Part; and

(ii) ultimately responsible to the Chief Executive; and

(3) Sufficient personnel to plan, inspect, supervise, and carry out the aviation security services detailed under 140.63(a) (7).

(b) The applicant shall—

(1) 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—

(i) education; and

(ii) communication skills; and

(iii) character; and

(iv) experience; and

(v) health; and

(2) designate those of its employees who will be aviation security officers; and.

(3) establish a procedure to train and maintain the competence of its aviation security officers in accordance with A.24; and

(4) 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.

(c) The applicant must establish procedures to ensure that—

(1) background checks are completed in respect of 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; and

(2) the persons implementing security control require additional checks to the baseline measures required by rule 140.51(c)(1) to include criteria to confirm that they are not associated with a terrorist.

(3) recurrent background checks are applied to such persons at an interval of not more than 2 years; and

(4) 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:

140.53 Security functions and duties

Each applicant for an aviation security service certificate shall, at each location specified in its exposition, have the following functions and duties—

(1) where the applicant is the Aviation Security Service, to carry out those functions and duties specified in Section 152(1) of the Act.

(2) where the applicant is an air operator, or the operator of a security designated aerodrome, to carry out—

(i) 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; and

(ii) where necessary, searches of aircraft; and

(iii) aerodrome security patrols; and

(iv) 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; and

(3) 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 operations procedures

Where the applicant for an aviation security service certificate is the—

(a) 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.

(b) 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.

(c) Aviation Security Service, an air operator, or the operator of a security designated aerodrome it must establish procedures to -

(1) ensure the use of randomness and unpredictability in the implementation of security measures, as appropriate; and

(2) 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.

(3) where the methods in paragraph (2) are not applied continuously, they must be used in an unpredictable manner.

(d) Aviation Security Service, an air operator, or the operator of a security designated aerodrome, it shall establish and implement procedures on:

(1) the identification systems in respect of persons and vehicles in order to prevent unauthorized access to airside areas and security restricted areas; and

(2) 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; and

(3) ensuring that persons other than passengers, together with items carried, must be screened prior to entry into airport security restricted areas.

(e) Aviation Security Service, an air operator, or the operator of a security designated aerodrome, it must establish procedures to deal with unidentified baggage and suspicious objects in accordance with a security risk assessment carried out by the applicant.

(f) 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 in hold baggage.

140.57 Documentation

(a) Each 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.

(b) The documentation referred to in paragraph (a) must include—

(1) all relevant legislation; and

(2) all relevant international technical manuals or notices on aviation security; and

(3) documentation issued to the certificate holder by the Director; and

(4) the certificate holder's exposition.

(c) The applicant must establish a procedure to control all documents referred to in paragraph(a) to ensure that—

(1) the documents are reviewed and approved by appropriate personnel prior to issue; and

(2) current issues of relevant documents are available to personnel at all locations where they need access to such documents; and

(3) outdated documents are promptly removed from all points of issue or use; and

(4) changes to documents are reviewed and approved by appropriate personnel; and

(5) the current issue of each document can be identified; and

(6) its exposition is amended so as to remain a current description of the service provider, its services, procedures, and facilities.

(d) The applicant must establish a procedure to provide and maintain a copy of its exposition at each location specified under 140.63(a)(5); and

(e) 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; and

(f) The applicant for an aviation security service 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 12months 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.

140.59 Records

(a) Each 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.

(b) The applicant must establish a procedure to—

(1) maintain a register of its aviation security officers, including details of their experience, qualifications, competence, training, medical assessment, and current authorisations; and

(2) ensure that—

(i) all records are of a legible and permanent nature; and

(ii) 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; and

(iii) the records required other than by paragraph (b)(1) are retained for 2 years.

140.61 Quality Management System

An 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 C.

140.63 Organisation exposition

(a) Each applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain—

(1) a statement signed by the Chief Executive, on behalf of the organisation, confirming that the exposition—

(i) defines the organisation and demonstrates its means and methods for ensuring ongoing compliance with this Part; and

(ii) will be required to be complied with by its personnel at all times; and

(2) the titles and names of the persons required by 140.51(a)(1) and (2); and

(3) 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; and

(4) an organisation chart showing associated lines of responsibility of the persons and supervisory persons specified in paragraph (a)(2); and

(5) details of each location where the organisation intends to provide aviation security services and the facilities at each location; and

(6) a summary of the organisation's staffing structure to be used at each location listed under paragraph (a)(5); and

(7) details of the aviation security services to be provided at each location; and

(8) details of the scope of the medical examination report and the method of assessment of fitness required by A.23; and

(9) details of the applicant's procedures required by—

(i) rule 140.55 regarding the operating procedures; and

(ii) rule 140.57 regarding control and distribution of aviation security documentation; and

(iii) rule 140.59 regarding the identification, collection, indexing, storage, and maintenance of records; and

(iv) rule 140.61 regarding quality management system of the applicant's organisation; and

(v) 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.

(10) 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); and

(11) 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; and

(12) details of the applicant's procedure to-

(i) 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; and

(ii) ensure relevant standards of performance must be established and initial and periodic assessments must be introduced to maintain those standards.

(13) procedures to control, amend, and distribute the exposition.

(b) The Director shall not issue the applicant with an aviation security service certificate unless the applicant's exposition is acceptable to the Director.

140.65 Measures and procedures relating to cyber threats

(a) The holder of an aviation security service certificate must establish measures and procedures to minimise cyber threats to civil aviation operations including —

(1) identifying critical information and communications technology systems and data used for civil aviation purposes;

(2) measures to prevent, respond and rectify cyber-attacks and corruption of information technology systems; and

(3) developing and implementing appropriate measures to protect itself from unlawful interference in accordance with a risk assessment described in the national civil aviation security programme.

Subpart C — Operating Requirements

140.101 Continued compliance

Each holder of an aviation security service certificate shall continue to—

(1) hold at least one complete and current copy of its exposition at each location specified in its exposition; and

(2) comply with all the procedures and systems detailed in its exposition; and

(3) make each applicable part of its exposition available to personnel who are required to comply with those parts in the performance of their duties; and

(4) meet the standards and comply with the requirements of—

(i) Subpart B; and

(ii) those parts of Appendix A for which it is required to have procedures under 140.55.

(5) have sufficient personnel, resources and facilities at each airport to —

(i) ensure that the airport-level entities responsible for the implementation of security measures have adequate human resources to fulfil their responsibilities, taking into consideration the growth of aircraft and airport operations; and

(ii) provide infrastructure and appropriate equipment at the vehicle and persons access gates, including other access control points to ensure effective implementation of security controls.

140.103 Changes to the exposition

(a) Each holder of an aviation security service certificate shall—

(1) ensure that its exposition is amended so as to remain a current description of its organisation; and

(2) ensure any amendment to its exposition meets the applicable requirements of this Part; and

(3) comply with the amendment procedure contained in its exposition; and

(4) provide the Director with a copy of each amendment to its exposition as soon as practicable after the amendment is incorporated into its exposition; and

(5) make such amendments to its exposition as the Director may consider necessary in the interests of aviation security.

(b) Where the certificate holder proposes to make a change to any of the following, prior application to and acceptance by the Director is required—

(1) the chief executive:

(2) the listed senior persons:

(3) the location at which aviation security services may be provided:

(4) the scope for which the certificate is granted:

(5) the organisation's quality management system.

(c) An application to make any of the changes specified in paragraph (b) shall be made by the certificate holder on form CA 140/01.

(d) The Director may prescribe conditions during or following any of the changes specified in paragraph (b).

(e) The certificate holder shall comply with any conditions prescribed under paragraph (d).

(f) 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 – Transition Provisions

140.151 Transition

Transition provisions detailed in Part 20 apply to this Part.

Appendix A — Security Operational Standards

A.1 Sterile area search

The holder of an aviation security service certificate shall—

(1) ensure that its aviation security officers carry out a sterile area search to confirm the integrity of each sterile area in the following circumstances—

(i) prior to the commencement of a period of passenger screening; and

(ii) when the sterile nature of the area may have been compromised; and

(2) ensure that its aviation security officers, when carrying out a sterile area search—

(i) ensure no unauthorised article has been left or hidden in the sterile area; and

(ii) ensure that all persons screened are kept segregated from all persons who have not been screened; and

(3) carry out tests or checks, to confirm—

(i) the thoroughness of any search of a sterile area, within each 28-day cycle; and

(ii) 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.25.

A.2 Security control of sterile areas

The holder of an aviation security service certificate shall ensure that—

(1) all goods, supplies and merchandise that are introduced into the Security Restricted Area by a person other than a passenger are subjected to security screening or appropriate security controls to ensure that no unauthorised article is introduced on board an aircraft by this means; and

(2) its aviation security officers monitor movements within the sterile area to confirm the integrity of the sterile area.

A.3 Reserved

A.4 Screening point security and equipment

The holder of an aviation security service certificate shall ensure—

(1) 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; and

(2) 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; and

(3) uplifted items suitable for carriage on an aircraft are passed to the air operator concerned for carriage as hold stowed baggage; and

(4) its aviation security officers are instructed in the use of standard test pieces to ensure that they can competently check the screening equipment; and

(5) any metal detector used at a screening point is—

(i) tested with a standard test piece acceptable to the Director prior to the commencement of a period of passenger screening; and

(ii) only used if it gives a positive reaction to the standard test piece; and

(6) any x-ray apparatus used at a screening point is tested in a manner acceptable to the Director.

A.5 Screening of the person

(a) The holder of an aviation security service certificate shall inform all persons about to undergo screening, by notice posted at each screening point, that—

(1) screening of the person or their baggage is only undertaken with the consent of that person; and

(2) any person refusing to be screened will be denied entry beyond that point; and

(3) any passenger refusing to be screened may be refused carriage by the air operator.

(b) The certificate holder shall—

(1) 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; and

(2) 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; and

(3) ensure that its aviation security officers, when screening any person, ensure that person is not carrying or in possession of any unauthorised article; and

(4) carry out tests or checks to confirm—

(i) the thoroughness of any screening, within each 28-day cycle; and

(ii) 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.25; and

(5) 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

(a) 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—

(1) satisfy themselves that it does not contain any unauthorised article; and

(2) do not continuously view the presented image on x-ray monitors for periods exceeding 20 minutes for carry-on article; and

(3) do not continuously view the presented image on x-ray monitors for periods exceeding 2 hours for checked baggage screening.; and

(b) 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.

(c) The certificate holder shall carry out tests or checks, to confirm—

(1) the thoroughness of any x-ray screening, within each 28-day cycle; and

(2) 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) The holder of an aviation security service certificate shall ensure that—

(1) its aviation security officers, when checking carry-on or checked baggage by hand, satisfy themselves that it does not contain any unauthorised article; and

(2) 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; and

(3) 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).

(b) The certificate holder 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; and

(2) where a hand search is not practicable, clears the item for carriage on board provided—

(i) the item operates satisfactorily; and

(ii) it is apparent that the item is in new, or near new condition; and

(iii) there is no sign that the outer case of the item has been tampered with or modified, including case-holding screw damage; and

(iv) the behaviour of the passenger does not give cause for concern; and

(v) there is no other reason to be concerned as to the item, or its contents.

(c) The certificate holder shall carry out tests or checks, to confirm—

(1) the thoroughness of any hand search, within each 28-day cycle; and

(2) 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.245.

A.8 Explosive Trace Detection (ETD) testing of carry-on and checked baggage

(a) The holder of an aviation security service certificate shall ensure that-

(1) its aviation security officers, when checking baggage by ETD testing, satisfy themselves that it does not contain any unauthorized article; and

(2) 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; and

(3) 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).

(4) 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.

(b) The certificate holder shall carry out tests or checks, to confirm-

(1) The thoroughness of any ETD testing, within each 28-day cycle; and

(2) 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.25.

A.9 Relinquishment of items – disposal action

The holder of an aviation security service certificate shall—

(1) establish a procedure for dealing with unauthorised articles relinquished by passengers; and

(2) ensure that its aviation security officers record details of each unauthorised article taken from any passenger, including—

(i) the description of the unauthorised article; and

(ii) the name and flight details of the passenger; and

(iii) the name of each aviation security officer involved; and (iv) the disposal of the unauthorised article.

A.10 Surveillance of persons being screened

The holder of an aviation security service certificate shall ensure its aviation security officers—

(1) on x-ray loading duty—

(i) are alert for any person who gives cause for concern; and

(ii) 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; and

(2) on metal detector duty, screen all persons who give cause for concern whether or not they activate the metal detector alarm.

A.11 Breaches of security screening

(a) 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—

(1) remove all persons from the sterile area; and

(2) re-search the sterile area to confirm that no unauthorised article has been left in the sterile area; and

(3) re-screen all persons entering the sterile area in accordance with A.5(b).

(b) 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.

A.12 Screening point emergencies – action plans and alarms

(a) 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.

(b) The certificate holder shall include in its procedure—

(1) the building evacuation procedure applicable to the location of each screening point; and

(2) a system to warn other aviation security officers that an emergency exists; and

(3) a system whereby its aviation security officers operate covert alarms at each screening point to—

(i) alert their local security base and the Police; and

(ii) advise other parties in accordance with the requirements of the Aerodrome Emergency Plan required by 139.57 of the existence of an emergency; and

(4) actions to be taken—

(i) when a person presents an unauthorised article at the screening point, in circumstances that indicate the person may have criminal intentions; and

(ii) 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; and

(5) when a suspected explosive device has been discovered, a procedure to—

(i) alert the Police and the aerodrome operator; and

(ii) advise any other parties in accordance with the Aerodrome Emergency Plan; and

(iii) assist in evacuating the area; and

(iv) assist the police in locating and detaining the offender.

(c) The certificate holder shall include in its procedure for each security enhanced area screening point any items listed in paragraph (b).

A.13 Mobile patrol

(a) 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—

(1) 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; and

(2) to provide a prompt response to security related emergencies at the locations specified in the aviation security service certificate.

(b) The certificate holder shall ensure its aviation security officers, when carrying out mobile patrols—

(1) have a thorough knowledge of the location of facilities in the certificate holder's area of responsibility specified in 140.63(a)(5); and

(2) ensure a thorough coverage is given to the area referred to in paragraph (b)(1); and

(3) ensure patrols are carried out—

(i) on an irregular basis; and

(ii) to check for unauthorised vehicles and persons; and

(iii) to deter unauthorised access to security, or otherwise restricted, areas of the aerodrome; and

(4) 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; and

(5) patrol cargo and freight areas within security areas; and

(6) patrol navigation installations within the security areas or security enhanced area of an aerodrome; and

(7) 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; and

(8) ensure the inspection required by paragraph (b)(7) includes—

(i) covering the perimeter at least three times during night and at least three times during day; and

(ii) patrols that vary the timing of visits to buildings and facilities; and

(iii) checking the integrity of security area or security enhanced area signs; and

(iv) maintaining records of each perimeter inspection to ensure that the required coverage is achieved.

(c) 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—

(1) 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; and

(2) to provide a prompt response to security related emergencies at the navigation installation specified in the aviation security service certificate.

A.14 Check point security

The holder of an aviation security service certificate shall ensure that its aviation security officers—

(a) on duty at any security check point—

(1) allow access beyond the check point only to persons with current and valid identity cards or documentation, in accordance with 139.201; and

(2) ensure the check point is secured at any time the check point is left unattended; and

(b) 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 holder of an aviation security service certificate shall ensure that its aviation security officers carry out random security spot checks on—

(1) 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 139.201; and

(2) vehicles to ensure they are authorised to be in the security area or security enhanced area.

A.16 Verification – ID cards and licences

The holder of an aviation security service certificate shall ensure that its aviation security officers—

(1) monitor identification cards and pilot licences used for access purposes; and

(2) if any doubt exists as to the authenticity of the documentation referred to in subparagraph (1), establish whether the card or licence has been reported lost or stolen, or is otherwise invalid.

A.17 Security escorts

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

(b) The certificate holder 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

(2) to obey all instructions given by the escorting officer.

(c) 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—

(1) not to leave the area designated by the escorting officer, without being escorted by an escorting officer; and

(2) on how to contact the certificate holder when requiring an escort from that area.

A.18 Foot patrols

The holder of an aviation security service certificate shall ensure that—

(1) foot patrols are carried out by its aviation security officers to detect persons who may pose a threat to the security of civil aviation; and

(2) its aviation security officers who carry out foot patrols—

(i) have a thorough knowledge of the location of facilities in their area of responsibility; and

(ii) provide thorough patrol coverage of their area of responsibility; and

(iii) provide an immediate response to any notified or detected security related incidents.

A.19 Aircraft security

(a) The holder of an aviation security service certificate shall ensure that—

(1) its aviation security officers at the aerodrome specified in its certificate—

(i) keep all aircraft in service under general surveillance; and

(ii) prevent unauthorised persons from approaching or going on board any aircraft in service; and

(iii) 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; and

(2) except as provided in paragraph (b), its aviation security officers patrol all aircraft in service for international destinations—

(i) on an irregular basis; and

(ii) at least once every two hours during night; and

(iii) at least once every four hours during day; and

(3) its aviation security officers request the air operator's representative to attend to the aircraft in the following circumstances—

(i) where an unattended aircraft is attached to an air-bridge and is not secure; and

(ii) where there is cause for concern that the aircraft has been interfered with.

A.20 Patrol vehicles

The holder of an aviation security service certificate shall ensure that each vehicle it uses to patrol security areas or security enhanced area is—

(1) sign-written and identifiable to other aerodrome users; and

(2) equipped to a standard acceptable to the Director.

A.21 Intelligence and information

The holder of an aviation security service certificate shall ensure that classified documentation is—

(1) secured in a locked safe or cabinet depending on its classification; and

(2) only promulgated on a need-to-know basis to individuals or agencies officially cleared and authorised to receive it.

A.22 Liaison with other organisations

(a) The holder of an aviation security service certificate shall, for each location specified under 140.61(a)(5)—

(1) consult and liaise with all other organisations involved in contingency planning affecting the security of operations at that location; and

(2) ensure sufficient information is given to other organisations at that location to motivate security awareness on the part of all personnel.

A.23 Aviation security officer – medical requirements

The holder of an aviation security service 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.

A.24 Training

(a) The holder of an aviation security service certificate must ensure that its personnel do not perform the duties of an aviation security officer unless those personnel—

(1) 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; and

(2) sit a written examination at the end of their training; and

(3) meet the level of competence specified in paragraph (c) for each topic they receive training on.

(b) The grading system of the level of competence specified in paragraph (c) shall be as follows—

(1) grade 1 denotes an awareness of the subject; and

(2) grade 2 denotes a basic knowledge of the subject; and

(3) grade 3 denotes the ability to apply a basic knowledge of the subject in situations likely to arise in the course of their duties; and

(4) grade 4 denotes the ability to apply a thorough knowledge of the subject in situations likely to arise in the course of their duties:

(5) 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.

(c) The topics that personnel referred to in paragraph (a) are required to be trained on are as follows—

(1) Legislation relating to aviation security includes—

(i) **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:

(ii) **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:

(iii) **Criminal Code Chapter 262 as amended** as may be applicable to the prosecution of offences committed under the Act and the Civil Aviation Rules:

(iv) **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) screening and search of passengers and baggage—

(i) to outline the general principles governing the screening and search of passengers and baggage, to grade 4; and

(ii) to be familiar with and proficient in the use of the screening equipment provided by the certificate holder, to grade 4; and

(iii) to have practical experience with the procedures and methods for searching passengers and their baggage, to grade 4.

(3) 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; and

(4) 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; and

(5) 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; and

(6) hijack response procedures to give aviation security officers an understanding of procedures to be followed in the event of a hijacking, to grade 2; and

(7) 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; and

(8) Aerodrome surface movements to teach aviation security officers the correct procedure during vehicle movements on the aerodrome, to grade 5; and

(9) 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; and

(10) The threat factor to update aviation security officers on the current terrorist and criminal trends, to grade 2; and

(11) 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; and

(12) 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; and

(13) 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.

(d) 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).

(e) The holder of an aviation security service certificate must ensure that all 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.

(f) The holder of an aviation security service certificate must ensure that all aviation security training programmes for personnel with responsibilities under the national civil aviation security programme include an assessment of competencies to be acquired and maintained for initial and recurrent training.

(g) The holder of an aviation security service certificate must ensure that the persons carrying out screening operations are certified according to the requirements of the national civil aviation security programme to ensure that performance standards are consistently and reliably achieved.

(h) The holder of an aviation security service certificate shall ensure that any person carrying out screening operation is certified by the Director.

A.25 Recurrent testing

(a) 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.

(b) 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.

(c) A standard test piece must not be used for recurrent testing unless it is acceptable to the Director.

(d) Each standard test piece must —

(1) represent an unauthorised article; and

(2) be used under realistic operational conditions.

(e) The following measure of proficiency must be applied to aviation security officers being tested or re-tested—

(1) if each standard test piece is detected during testing, the aviation security officer being tested meets the required standard; and

(2) 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—

(i) be re-tested; and

(ii) be removed from that duty until satisfactorily completing the re-test:

(3) if a standard test piece is not detected upon re-test—

(i) the examiner carrying out the test shall advise security management; and

(ii) security management must record the failure; and

(iii) 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.

(f) The certificate holder must, when metal detector testing is being carried out, ensure that—

(1) the examiner carrying out the test conceals the standard test piece on the test courier in a manner acceptable to the Director; and

(2) the test courier—

(i) where the detector is a walk through detector, enters the metal detector in the direction of the passenger flow at normal walking speed; or

(ii) is seated or carried in a conveyance; and

(3) 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; and

(4) 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; and

(5) if the alarm on the walk through or hand-held metal detector is not activated by the proximity of a standard test piece—

(i) the examiner informs security management that there is a fault; and

(ii) that metal detector is removed from service until it meets operational standards.

(g) The certificate holder must, when x-ray testing is being carried out, ensure that the examiner carrying out the test—

(1) places the standard test piece amongst other items in the bag being screened; and

(2) 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; and

(3) 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.

(h) The certificate holder must, when hand search testing is being carried out, ensure that the examiner carrying out the test—

(1) conceals the standard test piece amongst other items in the bag being searched; and

(2) determines whether the aviation security officer being tested locates the standard test piece.

(i) The certificate holder must, when sterile area search testing is being carried out, ensure that the examiner carrying out the test—

(1) conceals the standard test piece in the sterile area prior to the sterile area search; and

(2) determines whether the aviation security officer being tested locates the standard test piece.

(j) The certificate holder must, when aircraft search testing is being carried out, ensure that the examiner carrying out the test—

(1) conceals the standard test piece in any part of the aircraft to which the passengers normally have access; and

(2) determines whether the aviation security officer being tested locates the standard test piece.

(k) The certificate holder must, when vehicle search testing is being carried out, ensure that the examiner carrying out the test—

(1) conceals the standard piece in any part of the vehicle; and

(2) 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) The operator of a security designated aerodrome as the holder of an aviation security service certificate shall ensure—

(1) 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; and

(2) 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; and

(3) sufficient personnel and equipment are available to carry out screening and searching in accordance with the specific manner or methodology approved by the Director; and

(4) its aviation security officers are instructed in the use of standard test pieces to ensure that they can competently check the screening equipment; and

(5) any screening apparatus used at a security enhanced area screening point is tested in a manner acceptable to the Director; and

(6) vehicles being granted access to Security Restricted Areas, together with item contained within them, are subject to screening or other appropriate security controls in accordance with a risk assessment carried out by the relevant national authorities.; and

(7) the movement of persons and vehicles to and from aircraft is supervised in security restricted areas to prevent unauthorized access to the aircraft; and

(8) all hold baggage to be carried on an aircraft is protected from unauthorized interference, from the point of screening or acceptance into the care of the aircraft operator until departure of the aircraft on which it is to be carried, to include the actions to be taken in the event that the integrity of hold baggage has been jeopardized, such as re-screening before being placed on board an aircraft; and

(9) mail to be carried on an aircraft is protected from unauthorized interference, from the point screening or other security controls are applied, until departure of the aircraft.

Screening of persons, items, substances, and vehicles

(b) When undertaking screening, the operator of a security designated aerodrome as the certificate holder must —

(1) 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—

(i) screening of any person or any item, substance, or vehicle in the person's possession is only undertaken with the consent of that person; and

(ii) any person refusing to be screened will be denied entry beyond that point; and

(2) if undertaking screening within the security enhanced area, inform every person about to undergo screening that—

(i) screening of the person or any item, substance, or vehicle in the person's possession is only undertaken with the consent of that person; and

(ii) any person refusing to be screened will be required to leave the security enhanced area; and

(3) according to the specific manner or methodology approved by the Director, ensure that a record is made of—

(i) the method of screening:

(ii) the time taken for screening as required by the Director:

(iii) the number of people, items, substances, and vehicles screened; and

(4) if an unauthorised article is found, ensure that a record is made of—

(i) the names of the officers carrying out the screening; and

(ii) the unauthorised articles found; and

(iii) any disposal action taken of the unauthorised article.

(5) comply with the requirements of rule 91.10 regarding the carriage of gold on international travel.

(c) While screening is in progress, the certificate holder shall—

(1) 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; and

(2) 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; and

(3) 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; and

(4) carry out tests or checks, and record the results of those tests or checks, to confirm—

(i) the thoroughness of any screening, within each 28-day cycle; and

(ii) 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

(d) 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).

(e) The certificate holder must carry out tests or checks, and record the results of those tests or checks, to confirm—

(1) The thoroughness of any hand search, within each 28-day cycle; and

(2) 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

A.27 Liquids, Aerosols and Gels

(a) 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-

(1) they are presented in a single, clear, resealable, 20 cm by 20 cm plastic bag;

(2) they are in individual containers of 100 mls or less;

(3) the total volume does not exceed 1 litre

(b) 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.

(c) The only permitted exception to this relates to the carriage of prescription medicine and LAG items for babies.

(d) For the purposes of clarity, a LAG item includes;

(1) a substance that is a liquid when at room temperature

(2) an aerosol

(3) a gel

(4) a cream

(5) a paste

(e) 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) The holder of an aviation security service certificate will ensure that its security officers conduct a pat down search whenever;

(1) walk-through and hand held metal detection equipment is unserviceable or unavailable

(2) 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.

(b) The certificate holder will ensure that its security officers;

(1) only conduct a pat down search with the consent of the passenger,

(2) 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)

(3) covers the entirety of the body and is sufficiently thorough to ensure and concealed items are identified,

(4) 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,

(5) advise the airline of the details of the passenger that refused the pat down search and was denied entry into the sterile area,

(6) make available a private area where the pat down search can be conducted,

(7) not require the passenger to remove any clothing other than jackets, hats and shoes.

A.29 Screening Equipment Unserviceability – Contingency Plans

(a) 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.

(b) The certificate holder will ensure;

(1) 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,

(2) in the event that carry-on bag screening equipment is unavailable, the baggage must be cleared by a hand search,

(3) 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,

(4) in the event that hand held metal detection equipment is unavailable, the passenger must be cleared by a pat down search

(5) 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 Passenger and Baggage

(a) The holder of an aviation security service certificate shall ensure that:

(1) transfer hold baggage is security screened prior to being loaded on to an aircraft, or an appropriate alternative measure for the validation of screening is acceptable at the point of origin in a foreign State; and

(2) transfer passengers and their cabin baggage are screened prior to boarding an aircraft, or implement alternative measures for the validation of screening acceptable at the point of origin in a foreign State.