



Advisory Circular

AC108-1

Air operator security programme

Initial Issue

01 July 2002

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 air operator security programme requirements of Part 108 and explanatory material to assist in showing compliance.

RELATED CAR

This AC relates specifically to Civil Aviation Rule Part 108.

CHANGE NOTICE

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

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Subpart A — General

Rule 108.1 Applicability

Part 108 applies to any person or organisation that are conducting regular air operations for the carriage of passengers, to, from or within Papua New Guinea, with any aircraft that has a seating configuration, excluding the pilot seats, of more than nine seats.

Rule 108.3 Definitions

The definitions section contains only those definitions that have a specified meaning relevant to Part 108. Other generally used definitions can be found in:

- (1) Part 1, Definitions and Abbreviations,
- (2) the Civil Aviation Act 2000, or
- (3) other relevant PNG legislation.

Annex 17 to the Convention on International Civil Aviation has been used as the basis for defining relevant aspects of the Rule.

Subpart B — Air Operator Security Programme Requirements

Rule 108.51 Air operator security programme requirements

This is the general introductory requirement leading into the specific programme requirements covering both domestic and international air services.

Rule 108.51(1) requires the security programme to contain the contractual arrangements by which the applicant will ensure that any contractor or agent involved in the handling of the applicant's services will comply with the security programme of the applicant. The specific content of any standard clause in contracts with the contractor or agent will normally be sufficient. Such contractual arrangements with respect to code-share flights need to be documented to clarify responsibility and accountability.

Rule 108.51(2) For this requirement to be satisfied, any training carried out under this Rule is to be carried out by a security instructor who has demonstrated competency to the Chief Executive, or to a person nominated by the Chief Executive. The applicant may identify a person, or persons, by name or simply by position. However, if the latter approach is used, the procedure must identify the process by which the competency of the people will be established. A list of the names of people so approved will need to be held by the operator for checking and confirmation during monitoring processes.

Rule 108.53 Security requirements – Domestic

Each air operator security programme for a regular domestic air operation carrying passengers involving the use of aircraft with more than nine passenger seats, excluding the flight crew, shall have security procedures for flights within Papua New Guinea to safeguard passengers, crew, ground personnel, aircraft, and facilities from acts of unlawful interference. This applies to all regular air operators where they are subject to certification under Part 119 for aircraft operating under Part 121 or Part 125.

Rule 108.53(b)(1) Carriage of firearms in the passenger cabins of aircraft

This provision requires the applicant to establish procedures for the carriage of a firearm in the passenger cabin of any aircraft on a regular air transport operation. Refer also to Rules 91.9 and Section 267 of the Civil Aviation Act 2000.

For compliance with this Rule, the applicant needs to document procedures for dealing with such situations in respect of flights within Papua New Guinea. The procedures will need to cover the following matters as required in 91.9—

- (1) prohibition of carriage in the passenger cabin of an aircraft without the permission of the Director; and
- (2) identification of the responsible senior person within the applicant's organisation who holds a delegation from the Chief Executive to give the operator's agreement for carriage of a firearm in the passenger cabin of an aircraft; and
- (3) method of request to the Director for permission; and
- (4) procedure for notification of the pilot in command of the aircraft of the number of people authorised to carry such weapons in the aircraft cabin and their seating position in the aircraft.

Approval for the carriage of firearms in the passenger cabin of an aircraft, on a regular air operation, will only be granted where—

- (1) the carrier of the firearm is a duly authorised police, or other law enforcement officer; and
- (2) where such carriage is considered by the Director to be essential; and
- (3) the Commissioner of Police supports the request for the permission; and
- (4) the operator agrees to the carriage.

Rule 108.53(b)(2) Contingency procedures for responding to threats

This provision requires the documentation of contingency practices and procedures to be applied by management, aircraft crews, and ground personnel in the event of a hijacking, bomb threat, or any other threat of unlawful interference to which these rules apply.

The following specific matters are to be included when formulating a contingency plan to deal with the situations envisaged:

- (1) Initial notification:
- (2) Information to be notified:
- (3) Action by flight crew:
- (4) Action by airline management:
- (5) Co-ordination with other organisations:
- (6) Public affairs.

Rule 108.53(b)(3) Security of unattended aircraft

This provision requires applicants to establish practices and procedures for the security of unattended aircraft to prevent unlawful interference with such aircraft.

Security is to be established, under this requirement, sufficient to prevent unauthorised access to unattended aircraft and to confirm the security integrity of the aircraft before the aircraft is used on regular air transport operations. The established practices, procedures, and responsibilities are to be included in the air operator's security programme and be implemented at all times.

Where, at any time, a passenger or other person is found on board an aircraft, or is suspected of having been on board without specific authorisation, not being a member of the crew or the applicant's ground staff or an agent, the aircraft is deemed to have been an unattended aircraft.

The practices and procedures for unattended aircraft should include—

- (1) responsibility for security of unattended aircraft while the aircraft is—
 - (i) in preparation for a particular service; or
 - (ii) while it is between services in a transit or similar situation; or
 - (iii) while parked over-night or otherwise temporarily out of service;
- (2) the closing up, and where it is possible to do so, securing of aircraft doors and emergency exits, baggage, and cargo doors;
- (3) the removal of access steps, air bridges and other aids to getting into, or onto, an aircraft and the securing of same against unauthorised use;
- (4) the illumination or other protection of aircraft parked outside over night. Different measures will be appropriate at—
 - (i) aerodromes where there is full time night security surveillance provided; and
 - (ii) aerodromes where there is no full time night security;
- (5) security of hangars where an aircraft is parked when not in service;
- (6) internal and external inspection of aircraft by crews, or other people, after the aircraft has been unattended, including appropriate measures to cover—
 - (i) normal situations;
 - (ii) circumstances where unauthorised access has been or is suspected of having occurred;
 - (iii) circumstances where the aircraft is operating under higher than normal threat factor; and
 - (iv) circumstances where the aircraft has been, or is suspected of having been interfered with; and
- (7) identification of people authorised to have access to aircraft, (ID Cards, passenger boarding documentation, direct escort by operator, or handling-agent staff, and crews), and the checking of credentials by operator, crew, or handling-agent staff.

Rule 108.53(b)(4) Security area access control

This provision requires the applicant to include in their respective air operator security programmes practices and procedures for the positive control of access through any facility leased, owned, or used by the operator or its agents. These procedures also need to include other situations where access is provided exclusively for, or being used for, the access of the applicant's passengers, personnel, cargo, baggage, freight or aircraft supplies.

Without, in any way, reducing the responsibility of the operator to prevent unauthorised access, the applicant should include procedures for immediate steps to be taken to report to the appropriate authorities where—

- (1) it has not been possible to prevent the access of any unauthorised person through a facility as aforementioned; or
- (2) it is suspected that access control may have been breached for any reason.

Rule 108.53(b)(5) Cargo, courier and express parcels, and mail

This provision requires documentation of the procedures by which cargo, courier and express parcels, and mail handling areas are to be afforded sufficient security to prevent people from introducing unauthorised articles into cargo or mail after it has been received from shippers. To achieve this, it is essential that cargo make-up areas are clearly separated from public receiving areas. Shipments need to be protected against the introduction of weapons, explosives, or any other dangerous devices that may be used to commit an act of unlawful interference from the time received until loaded on the aircraft.

Procedures are to be included, and implemented, that will prevent airmail and air parcel post that has not been received through normal postal channels from being loading aboard aircraft.

Procedures are to include the examination of seals and other security arrangements, developed in collaboration with postal authorities and other involved agencies, to ensure that shipments of mail have not been interfered with.

Air operator applicants may, without further security measures, accept cargo for shipment only from known agents and companies who can prove compliance with normally accepted security requirements for safeguarding against the introduction of sabotage devices into such cargo.

If the identity of the shipper—

- (1) is not known; or
- (2) where compliance can not be proved; or
- (3) where the delivery is made through a third party; or
- (4) where the actions of the shipper arouse suspicion,

the content of the items should be positively determined by manual, or combined x-ray and manual, examination.

Rule 108.53(b)(6) People obliged to travel – flight security

This provision requires the applicant to establish practices and procedures sufficient to protect the safety and security of flights in situations where any person is to travel and an element of compulsion to travel is involved. This is to apply whether the passenger is travelling as a prisoner under escort, or is a person under any other judicial or official administrative proceeding.

Rule 108.53(c) also applies to this procedure.

If a Papua New Guinea or foreign government agency requests the carriage of a person who is subject to judicial or administrative procedures that agency should inform the operator of the circumstances of the proposed travel. If the operator agrees to carry a such a person, the operator may impose such conditions as it considers necessary for the safety of the flight, and shall notify the pilot in command of those conditions.

For compliance with this Rule, the practices and procedures documented in the programme should address the following—

- (1) the procedures for considering each case and imposing conditions upon the travel that are sufficient to minimise the risk to the flight, other passengers, and crews, arising from the carriage of such people;
- (2) the procedures for declining to accept carriage of the person where the operator considers that the circumstances are such that safety can not be reasonably assured;
- (3) where the travel involves the passenger transferring to a flight of another operator at any point of the journey, the procedures for ensuring, before the flight begins, that the other operators have been advised of the travel and have arranged conditions on that travel;

- (4) the following provisions are required only in respect of the carriage of people-in-custody–
- (i) people-in-custody shall not be transported on board a regular passenger air operation unless escorted by one or more escorting people;
 - (ii) escorts shall ensure that the person-in-custody does not carry any potentially dangerous items that could be used as a weapon;
 - (iii) escorts are to be required to be equipped with adequate restraining devices to be used in the event that restraint is necessary. Such restraint should not, under normal circumstances, include the prisoner being shackled to any part of the aircraft;
 - (iv) escorts are to be required to adequately identify themselves to security personnel and law enforcement officers on duty at the point of departure, where appropriate on board the aircraft, and at any transit or transfer stop during the journey;
 - (v) the operator must ensure that the pilot in command and the senior cabin crew member on board are appraised of the fact that there is a prisoner, or are prisoners, and escorts on the flight, of the security precautions being taken, and of the seating arrangements;
 - (vi) escorted people are to be emplaned before the other passengers, and deplaned after all other passengers have left the aircraft;
 - (vii) people-in-custody, and their escorts, are to be seated as far to the rear of the aircraft as possible, but not immediately adjacent to any exit door;
 - (viii) where the aircraft seating configuration permits, people-in-custody are to be seated in a row of two or more seats and at least one escort should be seated between the person-in-custody and the aisle. In aircraft where this is not possible, the escort is to be seated immediately opposite the person under escort;
 - (ix) people-in-custody should be accompanied at all times, including visits to the lavatory;
 - (x) no intoxicating liquor shall be served to either people-in-custody or escorts, but food may be served at the discretion of the escort. People-in-custody are not to be provided with metal eating utensils;
 - (xi) in the case of people considered to be particularly dangerous by the escorting agency or on the evaluation of the operator, at least two escorts are to be provided. No more than one such person-in-custody and escorts are to be carried on any one flight;
 - (xii) in any circumstances, the operator is to limit the number of people-in-custody carried on any one flight to–
 - one person-in-custody on aircraft with up to 29 passenger seats
 - one further person-in-custody for each additional 25 seats

For example three persons-in custody can be carried if the number of seats exceeds 79 or four for more than 104 seats, and so on.

- (5) the carriage of mentally disturbed people, who, in the opinion of the operator or the agency responsible for the person, are considered to be dangerous, may be accepted for transportation under the following provisos–
- they are accompanied by attendants physically capable of restraining such people if necessary
 - the attendants are capable of administering medication as may be required
 - where a mentally disturbed person requires sedation prior to departure, each portion of the flight should last no longer than the effective duration of the sedative administered

- (6) deportees, and other people travelling under administrative procedures, are to be evaluated, for their propensity to endanger the safety or security of the flight. This evaluation is to be done by a responsible representative of the operator. Where the operator's representative considers that any risk to safety exists, the operator's security personnel or advisers should be consulted. Based upon such an evaluation, the operator shall arrange for additional security measures, as are appropriate in the circumstances, sufficient to ensure the safety of other people on board and of the flight.

Rule 108.53(b)(7) Passenger and baggage re-conciliation – passenger failing to board

This provision is in addition to any other security measures that may have been afforded a passenger's checked baggage. It requires the applicant to establish and include, in their air operator security programmes, practices and procedures for a positive reconciliation of baggage to be loaded on board. The reconciliation is to be between the baggage and the passengers to be carried. The purpose of this requirement is to confirm that all people who check in for a regular air transport operation, (whether as joining, transit, or transfer passengers) board or re-board the aircraft.

In every case where checked baggage has been accepted and the passenger fails to board, or re-board the aircraft, the baggage shall not be loaded, or, if already loaded, the risk is to be assessed by the operator and the pilot in command. Based on the assessment of the risk, a decision is then to be made, by the pilot in command, whether the baggage should be transported on the aircraft or be removed from the aircraft before departure.

Checked baggage of a person who has failed to board shall not be reloaded onto any regular air transport aircraft until it has been subjected to specific inspection by trained and competent security staff. In addition to any x-ray or other technical examination, the inspection should include detailed hand-inspection.

Rule 108.53(b)(8) Passenger screening contingency

This provision requires the applicant to establish and include, in their respective air operator security programmes, contingency practices and procedures for passenger and baggage screening for regular domestic-passenger air services when, as a result of a threat situation, such screening is required by the Director.

All passenger and baggage screening operations are to be carried out by trained personnel whose competency in the activities, and the equipment used, is appropriately tested and proven.

For screening carried out in Papua New Guinea, security screening personnel are required to be members of the Aviation Security Service or be operating under the service's direct supervision.

On a regular operation within Papua New Guinea, when so required by the Director, all people travelling, including flight and cabin crews, shall be subjected to person and hand-carried item screening. This shall be sufficient to prevent the introduction of unauthorised articles and dangerous items onto the aircraft. The screening must take place in an environment that prevents any person so screened from having contact with any person or item that has not been subject to security control.

If any person, travelling on the aircraft and having been screened, comes in contact with people or objects that have not been subjected to security control, all people boarding or having boarded the aircraft for the departure shall be re-screened. This requirement exists from the time the security screening is completed, for any individual, and the closing up of the aircraft for departure.

Where any person refuses to be screened, or fails to present their hand baggage for screening, the operator will not permit that person to board the aircraft, or to come into contact with any person who has been screened.

Royalty and Heads of State of any country, and their spouses, travelling on official business may be exempt from passenger screening. This will only be in circumstances where the security provided the person concerned, and their baggage, has been subjected to effective security provided by their official escorting party. This exemption does not extend to other people travelling with the Royal person or the Head of State.

Rule 108.55 Security requirements – International

Each air operator security programme, for an international air operation, shall have and implement security procedures for flights within Papua New Guinea to safeguard passengers, crew, ground personnel, aircraft, and facilities from acts of unlawful interference. This applies to all regular air operators where operations are subject to certification under Part 119 Air Operator – Certification, or Part 129 Foreign Air Operator – Certification.

Rule 108.55(b)(1) This provision requires the applicant to establish procedures for the carriage of a firearm in the passenger cabin of any aircraft on a regular air transport operation. Refer also to Rule 91.9, and Section 267 of the Civil Aviation Act 2000.

For compliance with this Rule, the applicant must document procedures for dealing with such situations in respect of flights from, or within, Papua New Guinea or that will be arriving at any Papua New Guinea aerodrome from any overseas aerodrome. The procedures will need to cover—

- (1) prohibition of carriage, in the passenger cabin of an aircraft, without the permission of the Director; and
- (2) identification of the responsible senior person, within the applicant's organisation, who holds a delegation from the Chief Executive to give the operator's agreement for carriage of a firearm in the passenger cabin of an aircraft; and
- (3) method of request to the Director for permission; and
- (4) procedure for notification of the pilot in command of the aircraft of the number of people authorised to carry such weapons in the aircraft cabin and their seating position in the aircraft.

Approval for the carriage of firearms in the passenger cabin of an aircraft, on a regular air service, will only be granted by the Director where—

- (1) the carrier of the firearm is a duly authorised police, or other law enforcement, officer; and
- (2) carriage is considered by the Director to be essential; and
- (3) the Commissioner of Police supports the request for the permission; and
- (4) the operator agrees to the carriage.

Rule 108.55(b)(2) Contingency procedures for responding to threats

This provision requires the establishment of documentation of contingency practices and procedures to be applied by management, aircraft crews, and ground personnel in the event of a hijacking, bomb threat, or any other threat of unlawful interference with aircraft to which these rules apply.

The following specific matters should be included when formulating a contingency plan to deal with the situations envisaged—

- (1) initial notification;
- (2) information to be notified;
- (3) action by flight crew;
- (4) action by airline management;
- (5) co-ordination with other organisations; and
- (6) public affairs.

Rule 108.55(b)(3) Security of unattended aircraft

This provision requires applicants to establish practices and procedures for the security of unattended aircraft for the purpose of preventing unlawful interference with such aircraft.

Security is to be established, under this requirement, sufficient to prevent unauthorised access to unattended aircraft and to confirm the security integrity of the aircraft before the aircraft is used on regular air operations. The established practices, procedures, and responsibilities are to be included in the air operator's security programme and be implemented at all relevant times.

Where any person has been found on board the aircraft, or is suspected of having been on board, not being a member of the crew or the applicant's ground staff or agent, the aircraft is to be deemed to have been an unattended aircraft.

The practices and procedures for unattended aircraft are to include—

- (1) responsibility for security of unattended aircraft while—
 - (i) the aircraft is in preparation for a particular service; and
 - (ii) while between services in a transit, or similar, situation; and
 - (iii) while parked over night or otherwise temporarily out of service;
- (2) the closing up of the aircraft, and where it is possible to do so, securing of the aircraft doors, emergency exits, and baggage and cargo doors;
- (3) the removal of access steps, air bridges and other aids to getting into, or onto an aircraft and the securing of same against unauthorised use.
- (4) the illumination or other protection of aircraft parked outside over night. Different measures will be appropriate at—
- (5) aerodromes where there is full time night security surveillance provided; and
- (6) aerodromes where there is no full time night security;
- (7) security of hangars where an aircraft is parked when not in service;
- (8) inspection, internal and external, of aircraft by crew, or other authorised people, after the aircraft has been unattended, including appropriate measures to cover—
 - (i) normal situations;
 - (ii) circumstances where unauthorised access has, or is suspected of having, occurred;
 - (iii) circumstances where the aircraft is operating under higher than normal threat factor; and
 - (iv) circumstances where the aircraft has been, or is suspected of having been, interfered with;
- (9) identification of people authorised to have access to aircraft, (ID Cards, passenger boarding documentation, direct escort by operator or handling agent staff and crews), and the checking of these credentials by operator, crew, or handling agent staff.

Rule 108.55(b)(4) Security area access control

This provision requires the applicant to establish practices and procedures for the positive control of access through any facility leased, owned or used by the operator or its agents, or any other access provided exclusively for, or for the time being, being used for the access of passengers, personnel, cargo, baggage, freight, or aircraft supplies. The operator is to include these in their air operator security programme.

Without in any way reducing the responsibility of the operator to prevent unauthorised access in this context, where—

- (1) it has not been possible to prevent the access of any unauthorised person through a facility as aforementioned; or
- (2) where it is suspected that access control may have been breached for any reason—

the documented procedures will need to detail the immediate steps that are to be taken to report the situation to authorities. The action detailed needs to be appropriate to reduce risk to aircraft operational security and safety, including the security-searching of the aircraft where the circumstances suggest such action is appropriate.

Rule 108.55(b)(5) Temporary additional security measures requirements

This provision requires the applicant to establish and document practices and procedures for reacting to situations where the Director requires the operator to apply additional security measures in circumstances where the Director is aware of any increased level of threat.

An operator certificated under Part 129 will need to document the procedures for the implementation of the specified measures for any service within, or from, Papua New Guinea.

The operator will also need to document the procedures for the implementation of the specified measures for all flights from such aerodromes as the Director may specify.

Rule 108.55(b)(6) Protection of cargo

This provision requires procedures for the protection of cargo, courier items, express parcels, and mail. These procedures need to detail the procedures by which cargo handling areas are to be afforded sufficient security to deter people from introducing unauthorised articles into cargo or mail after it has been received from shippers. To achieve this, it is essential that cargo make-up areas are clearly separated from public receiving areas. The procedures will also need to cover protection of the shipments from the time they are received until loaded on the aircraft.

Procedures are to be included and implemented which will prevent the loading aboard aircraft of airmail and air parcel post which has not been received through normal postal channels.

Procedures are to include the examination of seals and other security arrangements developed in collaboration with postal authorities and other involved agencies, to ensure that shipments of mail have not been interfered with.

Operators may, without further security measures, accept cargo for shipment only from known agents and companies.

If the identity of the shipper is not known, the contents of the shipment should be positively determined by manual or combined x-ray and manual examination. An alternative to examination is the holding of the shipment in a defined safe area for 36 hours before it is loaded on to the aircraft.

In circumstances where the actions of the shipper, or the appearance of any item tendered for shipment arouses suspicion, the items should not be loaded until cleared by physical and x-ray examination or should be declined carriage.

Rule 108.55(b)(7) People compelled to travel – flight security

This provision requires the applicant to establish practices and procedures sufficient to protect the safety and security of flights in situations where any passenger is to travel and an element of compulsion to travel is involved. This is to apply whether the passenger is travelling as a prisoner under escort, or is a person under any other judicial or official administrative procedure.

Rule 108.55 (c) also applies.

If a Papua New Guinea or foreign government agency requests the carriage of a person who is subject to judicial or administrative procedures that agency should inform the operator of the circumstances of the proposed travel. If the operator agrees to carry a such a person, the operator may impose such conditions as it considers necessary for the safety of the flight, and shall notify the pilot in command of those conditions.

For compliance with this Rule, the practices and procedures documented in the programme should address the following—

- (1) the procedures for considering each case and imposing conditions upon the travel that are sufficient to minimise the risk to the flight, other passengers, and crews, arising from the carriage of such people;
- (2) the procedures for declining to accept carriage of the person where the operator considers that the circumstances are such that safety can not be reasonably assured.
- (3) where the travel involves the passenger transferring to a flight of another operator at any point of the journey, the procedures for ensuring, before the flight begins, that the other operators have been advised of the travel and have arranged conditions on that travel;
- (4) the following provisions are required only in respect of the carriage of people-in-custody—
 - (i) people-in-custody shall not be transported on board a regular passenger air service unless escorted by one or more escorting people;
 - (ii) the operator shall not accept a prisoner for carriage on an international service unless concurrence has been obtained in advance from other States that may be involved en-route and at the final destination;
 - (iii) escorts shall ensure that the person-in-custody does not carry any potentially dangerous items that could be used as a weapon;
 - (iv) escorts are to be required to be equipped with adequate restraining devices to be used in the event that restraint is necessary. Such restraint should not, under normal circumstances, include the prisoner being shackled to any part of the aircraft;
 - (v) escorts are to be required to adequately identify themselves to security personnel and law enforcement officers on duty at the point of departure, where appropriate on board the aircraft, and at any transit or transfer stop during the journey;
 - (vi) the operator must ensure that the pilot in command and the senior cabin crew member on board are appraised of the fact that there is a prisoner, or are prisoners, and escorts on the flight, of the security precautions being taken, and of the seating arrangements;
 - (vii) escorted people are to be emplaned before the other passengers, and deplaned after all other passengers have left the aircraft;
 - (viii) people-in-custody, and their escorts, are to be seated as far to the rear of the aircraft as possible, but not immediately adjacent to any exit door;
 - (ix) where the aircraft seating configuration permits, people-in-custody are to be seated in a row of two or more seats and at least one escort should be seated between the person-in-custody and the aisle. In aircraft where this is not possible, the escort will be seated immediately opposite the person under escort;
 - (x) people-in-custody should be accompanied at all times, including visits to the lavatory;
 - (xi) no intoxicating liquor shall be served to either people-in-custody or escorts, but food may be served at the discretion of the escort. People-in-custody are not to be provided with metal eating utensils;
 - (xii) in the case of people considered to be particularly dangerous by the escorting agency or on the evaluation of the operator, at least two escorts are to be provided. No more than one such person-in-custody and escorts are to be carried on any one flight;

(xiii) in any circumstances, the operator is to limit the number of people-in-custody carried on any one flight to–

- one person-in-custody on aircraft with up to 29 passenger seats
- one further person-in-custody for each additional 25 seats

For example three persons-in custody can be carried if the number of seats exceeds 79 or four for more than 104 seats, and so on.

- (5) the carriage of mentally disturbed people, who, in the opinion of the operator or the agency responsible for the person, are considered to be dangerous, may be accepted for transportation under the following provisos–
- They are accompanied by attendants physically capable of restraining such people if necessary
 - The attendants are capable of administering medication as may be required
 - Where a mentally disturbed person requires sedation prior to departure, each portion of the flight should last no longer than the effective duration of the sedative administered
- (6) deportees, and other people travelling under administrative procedures, are to be evaluated, for their propensity to endanger the safety or security of the flight. This evaluation is to be carried out by a responsible representative of the operator. Where the applicant's representative considers that any risk to safety exists, the operator's security personnel or advisers should be consulted. Based upon such an evaluation, the operator shall arrange for additional security measures, as are appropriate in the circumstances, sufficient to ensure the safety of other people on board and of the flight.

Rule 108.55(b)(8) Control of transit and transfer passengers and their cabin baggage

This provision requires the applicant to establish and include, in their respective air operator security programmes, practices and procedures for control of transit and transfer passengers and their cabin baggage to prevent unauthorised articles being taken on board an aircraft.

The practices and procedures to be established and implemented are to be sufficient to prevent the risk of unauthorised articles being taken on board by this means. They must ensure that transit and transfer passengers do not have access to their unscreened hold-stow baggage, or contact with other people who have not been screened. Where total control has not been achieved on any occasion, or can not be achieved, the passengers and their hand carried items are to be screened again before boarding or re-boarding.

Rule 108.55(b)(9) Increased level of threat – disembarking passengers

This provision requires procedures to be documented for situations where the operation is under an increased level of threat, to ensure that disembarking passengers do not leave items on board the aircraft.

This requirement applies to operations in respect of aircraft in transit through any Papua New Guinea aerodromes, in the case of Part 129 operators, and through any aerodrome in the case of Part 119 operators.

For compliance, the procedures must require the inspection of those areas of the aircraft reasonably accessible to passengers for unauthorised articles, before departure, following any transit stop. Such checks may be carried out by the aircraft crew, or ground personnel, provided they are sufficiently trained to appreciate the purpose and nature of the check and are briefed to refer any items found to competent security personnel.

- (1) To facilitate these checks, transit passengers leaving the aircraft during the transit stop should be required to take all articles of hand baggage off the aircraft. Any passengers remaining on board must identify to crew members the items of their hand baggage.

- (2) Any items found on board an aircraft in transit which are not identified with a boarding, a re-boarding passenger, or a passenger who has remained on board, should be treated as a suspect item until cleared.

Rule 108.55(b)(10) Protection of cargo and suchlike during movement

This provision requires procedures describing how cargo, baggage, mail, stores, and aircraft supplies, intended for carriage on international-passenger aircraft, are to be handled and moved. This is regardless of whether the handling is in a secure environment or is not in a secure environment. The handling is to be under sufficient supervision to prevent the introduction of weapons, explosives, or any other dangerous devices.

Vehicles, equipment, and containers used for handling and transporting these items to aircraft shall likewise be kept secure or in a secure environment, or, where this cannot be assured, security inspected before being used.

Where there is reason to suspect that security of cargo, or aircraft stores, may have been compromised, the goods are not to be loaded until their security integrity has been confirmed by inspection, or screening, or by other security control measures.

Rule 108.55(b)(11) Security screening of courier packages and other such items

This provision requires the applicant to establish practices and procedures for the security screening of courier services packages intended for carriage on aircraft where the packages are being carried other than as air cargo.

Consignments accompanied by a courier, other than duly authenticated diplomatic pouches, being moved on any international air transport service shall be controlled. The specific security controls required are for the purpose of confirming that no unauthorised articles are included in the consignment. These procedures should include—

- (1) physical or x-ray examination, and, in the case of x-ray examination, unless the x-ray operator is satisfied that the item does not contain unauthorised articles, by physical examination;
- (2) examinations in a secure environment, approved by the Director of Civil Aviation, for that purpose; and
- (3) provision of sufficient security to ensure there is no contamination of the consignment from the completion of inspection until it is loaded and secured in the aircraft hold.

No operator, or agent of the operator will permit any courier item to be introduced on board the aircraft unless the item has been examined in accordance with these standards.

Security inspections required of such consignments are to be conducted by trained and competent personnel.

Rule 108.55(b)(12) All passengers and crew members to be screened

Applicants are to ensure that the practices and procedures in their respective security programmes prevent the carriage of unauthorised articles into the passenger cabin of any aircraft engaged on international passenger operations.

All passenger and baggage screening operations are to be carried out by trained personnel whose competency in the activities, and with the equipment used, is tested and proven.

For screening carried out in Papua New Guinea, security personnel are required to be members of the Aviation Security Service or be working under their direct supervision.

All people, including flight and cabin crews, travelling on an international air transport passenger service from Papua New Guinea shall be subjected to person and hand-carried-item screening sufficient to prevent the introduction of unauthorised articles and dangerous items onto the aircraft. The screening must take place in an environment that prevents any person so screened from having contact with any person or item that has not been subject to security control.

In the event that any person travelling on the aircraft has been in contact with people or objects that have not been subjected to security control, between the completion of security screening and the closing up of the aircraft for departure, all people boarding, or having boarded, the aircraft for the departure shall be re-screened.

Where any person refuses to be screened, or fails to present their hand baggage for screening, the procedures must require that the operator will not permit that person to board the aircraft, or to come into contact with any person who has been screened.

Royalty and Heads of State of any country, and their spouses, travelling on official business may be exempt from passenger screening. This will only be in circumstances where the security provided the person concerned, and their baggage, has been subjected to effective security provided by their official escorting party. This exemption does not extend to other people travelling with the Royal person or the Head of State.

Rule 108.55(b)(13) Passenger and baggage re-conciliation

This provision requires the applicant to establish and include, in their security programmes, practices and procedures for a positive and accurate reconciliation of passengers and baggage. These procedures are required to be implemented in addition to any other security measures that may have been afforded a passenger's checked baggage. The procedures must be sufficient to confirm that all people who check-in for an international flight, whether as joining, transit, or transfer passengers, board or re-board the aircraft.

In every case where checked baggage has been accepted and the passenger fails to board, or reboard the aircraft, the baggage shall not be loaded, or, if already loaded, shall be removed from the aircraft before departure. Such baggage shall not be reloaded onto any international-passenger aircraft until it has been subjected to specific inspection by trained and competent security staff. In addition to any x-ray or other technical examination, the inspection will include detailed hand-inspection.

Applicant's may include procedures, for consideration by the Director, for baggage to remain on board in circumstances where the passenger is unable to embark, or reboard, under the following circumstances that are clearly and verifiably beyond the control of the passenger—

- (1) in the event of the passenger's death after check-in, and before the aircraft departure; or
- (2) if the passenger elects to off-load him- or herself at an alternative airport as a result of diversion to that airport by the operator due to operational factors alone, such as flight delays or flight cancellation for weather or mechanical reasons, or for operational conditions at the originally planned aerodrome of arrival; or
- (3) if the operator reroutes the baggage of a passenger because of weight, or similar operational requirements, that could not have been anticipated by the passenger at the time the baggage was checked in with the airline.

Any procedure for the application of this discretion needs to include a documented decision-making process that includes consultation with the pilot in command of the departing aircraft.

Rule 108.55(b)(14) Pre-flight checks of originating aircraft

This provision requires applicants to establish procedures for the provision of pre-flight checks of originating aircraft. These procedures are for the purpose of discovering unauthorised items or any anomalous circumstances that could indicate the possible concealment of weapons, explosives, or other dangerous devices on the aircraft. Originating aircraft means any aircraft, about to be used on a regular air operation from any Papua New Guinea aerodrome, that has been emptied of passengers and cargo at the conclusion of a previous flight, or flights. This does not include any aircraft transiting a Papua New Guinea aerodrome in circumstances where either passengers and cargo are added to an existing load.

Searches for compliance with this rule may be carried out by the aircraft flight or cabin crew as a part of their pre-boarding procedures. Searches by trained and competent security personnel are only required where the aircraft has changed from being used on a service carrying unscreened people to an international service.

Rule 108.55(b)(15) Baggage originating other than at airport check-in

This rule does not apply to baggage accepted for carriage as air cargo through normal air cargo facilities and under air cargo security arrangements.

The rule requires applicants to establish procedures to provide security of baggage—

- (1) that because of its size, or for any other reason, is accepted for carriage other than at normal airport check-in; and
- (2) that is unaccompanied or unidentified baggage; and
- (3) originating from off-airport check-in; and
- (4) from kerb-side check-in.

Security procedures for (a) are to include physical or x-ray examination, or both, by competent security personnel to ensure that any such item does not contain any weapon or device that could be used to commit an act of unlawful interference with the aircraft.

Procedures for (b) must require the item to be subjected to security examination as provided for in (a) above or to be held for 24 hours in a secure and safe area for the purpose of providing security safeguards against time-controlled explosive devices.

With respect to (c) and (d), the procedures must ensure that the degree of security of the baggage from check-in, during baggage make-up, and during delivery to the aircraft is maintained to no lesser level than that afforded baggage at normal airport check-in.

Where check-in involving either (c) or (d) above is not contemplated by the applicant, a declaration to that effect in the programme will be sufficient.

Rule 108.55(d) Passenger and baggage accepted for trans-shipment

This provision requires procedures to be documented, for the handling of passenger baggage, where the domestic operator accepts baggage for domestic carriage before trans-shipment of the baggage to any international air service. The procedures must establish a level of security of the baggage, from check-in until it is received by the international operator, that is no less secure than that afforded international baggage received directly by the international operator.

Rule 108.57 Security clearance of flights

For compliance with this aspect, procedures are required to ensure that none of the applicant's aircraft depart unless all applicable security requirements for that flight have been complied with. Where the organisation has a documented and fully implemented quality assurance programme the clearance may be automatic.

In any circumstances, where, for any reason, a quality assurance procedure is not in effect for a departure, a person identified by position or designation, and who has been assessed by the operator as competent to do so, must certify that the security procedures prescribed in the security programme and applicable for the flight have been complied with. This certification is to be recorded in accordance with procedures documented in the applicant's exposition.

Rule 108.59 Training of personnel

There are variations, with respect to training requirements, between operators certificated under Part 119 and operators certificated under Part 129. In the former, the training requirement applies to relevant personnel, whether they are operating in Papua New Guinea or elsewhere. In the latter the training requirements of this Rule apply only to people employed by the operator, or by agents of the operator, in Papua New Guinea and who are involved in the execution of the applicant's security programme in Papua New Guinea.

Any training required under this Rule 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 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 airline's security programme. 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.

An example of this would be the legal responsibilities of the applicant's organisation under the air operator security programme and this Part. While senior management and senior supervisory personnel need to be trained to the extent of having an in-depth knowledge of the legal responsibilities and the resulting liability of the air operator, others with lesser responsibilities need only be trained in those aspects pertinent to their level of involvement.

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 are 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 36-month intervals, should include refresher training on basic elements and instruction on—

- (1) changes in regulatory requirements and standards; and
- (2) changes to the organisation's procedures and programme; and
- (3) changes to the threat factor affecting the organisation's operations.

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

Rule 108.61 Incident notification

Rule 12.55(d)(5) makes the reporting of incidents mandatory.

For Part 119 operators the procedure for notification of security incidents shall cover incidents wherever the incident occurs. For Part 129 operators the procedure shall address security incidents which occur within Papua New Guinea or on a flight from Papua New Guinea to its next place of landing. Examples of incidents to be reported are any—

- (1) act of unlawful interference with an aircraft;
- (2) threat against an aircraft, service or facility;
- (3) failure to apply any security procedure required by these rules, where the failure is identified after the departure of a service;
- (4) failure of any Government agency to advise the air operator, where a person is required to travel;
- (5) relating to the travel of people under administrative control;
- (6) of unauthorised access to aircraft in service;

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- (7) failure of passenger or baggage screening, or originating aircraft search, resulting in weapons or devices being found on board any aircraft;
 - (8) failure, by any other organisation required under the Civil Aviation Rules to discharge a security responsibility that contributes to the security of the operator's services, that has, or could have, compromised the security of any service.