

PART II

*Operator Security Programme*

5. (1) An aerodrome operator shall not operate the aerodrome specified in his aerodrome licence unless he has submitted, for such aerodrome, a proposed Aerodrome Operator Security Programme, which meet the requirements of these Regulations for acceptance and subsequent approval by the Authority.

Restrictions on aerodrome operators and aircraft operators in respect of security programmes

(2) A person shall not operate a Trinidad and Tobago aircraft within Trinidad and Tobago or internationally unless he has submitted a proposed Aircraft Operator Security Programme for his operations, to the Authority for its acceptance and subsequent approval.

(3) A foreign air operator shall not conduct operations in Trinidad and Tobago unless he has submitted a proposed Aircraft Operator Security Programme as part of his application for an Operations Specifications under the Civil Aviation [(No. 10) Foreign Air Operator] Regulations, 2004 to the Authority for its acceptance and subsequent approval.

(4) A person shall not operate an enterprise or an organization whose purpose is the movement of goods by air, within and through Trinidad and Tobago, unless he has submitted a proposed Regulated Agent Security Programme for his operations, to the Authority for its acceptance and subsequent approval.

(5) A person shall not operate an enterprise or an organization whose purpose is the provision of catering supplies and stores for use in air transport, within and through Trinidad and Tobago, unless he has submitted a proposed Catering Operator Security Programme for his operations, to the Authority for its acceptance and subsequent approval.

(6) Where a person wishes his proposed security programme under this regulation to be approved by the Authority he shall—

- (a) submit such security programme in writing at least ninety days before the intended date of operations;
- (b) pay the prescribed fee;
- (c) meet the requirements of these Regulations.

(7) A security programme under these Regulations shall –

- (a) be signed by the applicant;
- (b) provide for the protection and safety of –

- (i) passengers, crew, ground personnel and the general public and their property;
  - (ii) the aircraft; and
  - (iii) related aviation support facilities,  
in all matters related to safeguarding against acts of unlawful interference with civil aviation; and
- (c) be capable of responding rapidly to meet any increased security threat.

*Additional requirements for applications*

Additional requirements for applications under regulation 5

6. (1) Where a person, under regulation 5, submits his security programme as part of his application for—

- (a) an aerodrome licence under the Act or Regulations made thereunder;
- (b) an Air Operator Certificate under the Civil Aviation [(No. 3) Air Operations Certification and Administration] Regulations, 2004; and
- (c) a foreign air operator operations specifications authorization under the Civil Aviation [(No. 10) Foreign Air Operators] Regulations, 2004. he shall in addition to meeting the requirements of that Regulation, meet the requirements for his security programme under these Regulations.

(2) For the purpose of administering these Regulations a security programme shall be assessed by the Director General, for adequacy.

Acceptance of a proposed security programme

7. (1) Where the Director General is satisfied that a proposed security programme submitted under regulation 5, meets the requirements of these Regulations and does not conflict with the National Civil Aviation Security Programme, he may recommend the Authority accept such proposed security programme.

(2) Where the Director General determines that a proposed security programme submitted under regulation 5 requires modification he may direct the applicant to modify and re-submit the proposed security programme for the acceptance of the Authority.

(3) An acceptance under this Regulation does not authorize the aerodrome operator, aircraft operator, regulated agent or catering operator to use his proposed security programme, submitted for approval under these Regulations, in his operations until the implementation of such programme has been evaluated and the programme has been approved for use.

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

8. (1) An Aerodrome Operator Security Programme under regulations 5 and 6 in respect of a licenced aerodrome shall be designed to safeguard against acts of unlawful interference and shall include—

Contents of  
an Aerodrome  
Operator  
Security  
Programme

- (a) the objective of the security programme;
- (b) a description of the aerodrome;
- (c) composition and responsibilities of the Aerodrome Security Committee;
- (d) details of the security measures at the aerodrome;
- (e) duties and responsibilities of persons who are required by the nature of their duties to be resident at the aerodrome;
- (f) description of the security and communication procedures;
- (g) details of the procedures to be followed in response to acts of unlawful interference;
- (h) details of security training for staff;
- (i) recruitment and selection of staff; and
- (j) such other matters as may be required by the Authority.

(2) An Aerodrome Operator Security Programme under subregulation (1) shall be accompanied by a current scale map of the aerodrome under subregulation 21(3).

(3) An Aerodrome Operator Security Programme under subregulation (1) shall be in the manner set out in Schedule 1.

***Development of Aerodrome Operator Security Measures***

9. In developing an Aerodrome Operator Security Programme under regulation 5, an aerodrome operator shall take into consideration—

Aerodrome  
operator to  
develop  
security  
measures

- (a) the national civil aviation security programme;
- (b) the national civil aviation security training programme;
- (c) the special needs of general aviation, including reasonable access to aerodrome facilities and aircraft; and
- (d) the optimizing of aerodrome security arrangements in his development, renovation and expansion plans.

***Approved Aerodrome Operator Security Programme***

Approval of  
Aerodrome  
Operator  
Security  
Programme

10. (1) Upon a proposed Aerodrome Operator Security Programme submitted under regulation 5 being accepted by the Authority under regulation 7, an aerodrome operator shall within thirty days of such acceptance ensure that such Aerodrome Operator Security Programme is implemented and in full operation.

(2) Where an aerodrome operator has implemented his accepted Aerodrome Operator Security Programme he shall notify the Authority that he—

- (a) has implemented such accepted Aerodrome Operator Security Programme; and
- (b) wishes to commence operations under such implemented Aerodrome Operator Security Programme once it is approved by the Authority.

(3) Where the Director General is satisfied that the Aerodrome Operator Security Programme implemented in the operations at the aerodrome and the accepted Aerodrome Operator Security Programme of the aerodrome operator are identical he may recommend the Authority approve the Aerodrome Operator Security Programme for full operation in commercial air transport operations.

(4) Notwithstanding subregulation (3), where the Aerodrome Operator Security Programme implemented in the operations of the aerodrome operator and the accepted Aerodrome Operator Security Programme are not identical, but the differences are within an acceptable level the Director General may recommend the Authority approve such Aerodrome Operator Security Programme subject to a limitation.

***Development of Aircraft Operator Security Measures***

Aircraft  
operator  
security  
programme to  
develop  
security  
measures

11. A proposed Aircraft Operator Security Programme under regulations 5 and 6 shall meet the requirements of the National Civil Aviation Security Programme and shall contain measures to ensure that—

- (a) passengers and their carry-on baggage are screened prior to boarding an aircraft engaged in civil aviation operations;
- (b) transfer and transit passengers and the carry-on baggage of such passengers are subjected to adequate security controls aimed at preventing unauthorized articles from being taken on board an aircraft engaged in civil aviation operations;
- (c) weapons, incendiary devices or any other dangerous device, the carriage or bearing of which is not authorized and which may be used to commit an act of unlawful interference, are not introduced, by any means whatsoever, on board an aircraft engaged in civil aviation operations;

- (d) measures are taken to ensure that disembarking passengers do not leave items on board the aircraft at transit stops for such flights;
- (e) adequate measures are taken to ensure that during flight unauthorized persons are prevented from entering the flight crew compartment;
- (f) there is no possibility, after the security screening points at aerodromes serving civil aviation operations have been passed, of mixing or contact between passengers subjected to screening and other security control and other persons not subjected to such control;
- (g) checked baggage is subjected to screening and other appropriate security controls prior to being loaded into an aircraft engaged in civil aviation operations;
- (h) checked baggage intended for carriage in commercial air transportation operations and general aviation operations flights is protected from unauthorized access, interference and tampering from the point it is screened or checked in whether at an aerodrome or elsewhere, until departure of the aircraft on which it is carried;
- (ha) re-screening of checked baggage for which security has been jeopardized having been subjected to unauthorized access, interference or tampering;
- (i) the baggage of passengers who are not on board the aircraft is not transported unless that baggage is subjected to appropriate security controls which may include additional screening and identified as unaccompanied;
- (j) secured and controlled storage areas are established at aerodromes through which the aircraft operator operates, where mishandled baggage may be held until forwarded, claimed or disposed of in accordance with local laws to ensure that they are not tampered with;
- (k) consignments checked in as baggage by courier services for carriage on passenger aircraft engaged in civil aviation operations are screened;
- (l) transfer checked baggage is screened prior to being loaded onto an aircraft to protect against unauthorized interference and to prevent unauthorized articles from being taken on board aircraft engaged in civil aviation operations, except where a validation process has been accepted by the Authority which determined that the baggage has been screened at the point of origin and subsequently protected from unauthorized interference from the originating aerodrome to the departing aircraft at the transfer aerodrome to prevent unauthorized articles from being taken on board aircraft engaged in civil aviation operations;
- (m) when providing a passenger service only checked baggage which is authorized for carriage in accordance with the requirements specified in the National Civil Aviation Security Programme;

- (n) procedures are specified for the control of entry of firearms on board an aircraft which ensure that checked firearms are not loaded and are not accessible to passengers during flight time.
- (o) cargo and mail accepted for transport on an aircraft engaged in commercial air transport operations are subjected to appropriate security controls and protected from interference from the point of screening to loading onto an aircraft;
- (p) adequate supervision is provide to monitor and control the movement of screened passengers between the boarding gate and the aircraft to prevent screened passengers from coming into contact with unscreened persons;
- (q) only items of hold baggage which have been individually identified as accompanied or unaccompanied, screened to the appropriate standard, recorded as meeting the criteria and authorized for that flight are accepted for carriage on the flight by an aircraft operator; and
- (r) procedures are established to deal with unidentified baggage and suspect baggage.

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

Contents of  
aircraft  
operator  
security  
programme

12. (1) In addition to the matter set out in regulation 11, an aircraft operator shall ensure that his Aircraft Operator Security Programme, required under regulation 5, contains—

- (a) provisions to meet his international obligations;
- (b) provisions to meet the requirement of the National Civil Aviation Security Programme and his national obligations under the Act or Regulations made thereunder;

(2) In addition to the requirements under subregulation (1), a national aircraft operator shall ensure that his Aircraft Operator Security Programme contains—

- (a) a security policy and the procedures for ensuring—
  - (i) security of passengers and passenger carry on and checked baggage;
  - (ii) security of crew, crew carry on and checked baggage;
- (b) procedures for—
  - (i) passenger and checked baggage reconciliation;
  - (ii) ensuring security of—

- (A) his aircraft;
  - (B) airline catering, stores and supplies;
  - (C) aircraft cleaning operations;
  - (D) cargo, courier, express parcels and mail;
- (iii) selection and recruitment of staff;
  - (iv) initial and refresher training of staff;
  - (v) initial and recurrent background checks; and
  - (vi) incident reporting.
- (c) details of contingency planning; and
  - (d) supervision and performance monitoring procedures through the establishment of an internal security management system to meet the security requirements for aerodromes through which he operates.

(3) An Aircraft Operator Security Programme under subregulation (1) shall include details of how he plans to meet the requirements set out in Schedule 2 in the manner set out therein.

Schedule 2

### *Approval of Aircraft Operator Security Programme*

13. (1) Upon a proposed Aircraft Operator Security Programme submitted under regulation 5, being accepted by the Authority under regulation 7, the aircraft operator shall within thirty days of such acceptance ensure that such Aircraft Operator Security Programme is implemented and in full operation.

Aircraft operator to ensure accepted aircraft operator security programme is implemented

(2) Where an aircraft operator has implemented his accepted Aircraft Operator Security Programme, he shall notify the Authority that he—

- (a) has implemented such accepted Aircraft Operator Security Programme; and
- (b) wishes to commence operations under such implemented Aircraft Operator Security Programme once it is approved by the Authority.

(3) Where the Director General is satisfied that the implemented Aircraft Operator Security Programme implemented in the operations of the aircraft operator and the accepted Aircraft Operator Security Programme are identical, he may recommend the Authority approve the Aircraft Operator Security Programme for full operation in commercial air transport operations and general aviation operations.

(4) Notwithstanding subregulation (3), where the Aircraft Operator Security Programme implemented in the operations of the aircraft operator and the accepted Aircraft Operator Security Programme are not identical, but the differences are within an acceptable level the Director General may recommend the Authority approve such Aircraft Operator Security Programme subject to a limitation.

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

Contents of a regulated agent security programme

14. (1) A regulated agent shall ensure that his Regulated Agent Security Programme, required under regulation 5, contains—

- (a) provisions to meet his international obligations;
- (b) provisions to meet the requirement of the National Civil Aviation Security Programme and his national obligations under the Act or Regulation made thereunder; and
- (c) include details of how he plans to meet the requirements set out in Schedule 3 in the manner set out therein;
- (d) procedures for—
  - (i) ensuring the security of his goods;
  - (ii) ensuring the security of his buildings, premises, transport facilities and cargo buildings,
  - (iii) selection and recruitment of staff;
  - (iv) initial and refresher training of staff;
  - (v) initial and recurrent background checks; and
  - (vi) incident reporting.

Schedule 3

(2) A Regulated Agent Security Programme under subregulation (1) shall be set out in the manner specified in Schedule 3.

Schedule 3

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

Approval of Regulated Agent Security Programme

15. (1) Upon a proposed Regulated Agent Security Programme submitted under regulation 5, being accepted by the Authority under regulation 7, the regulated agent shall within thirty days of such acceptance ensure that such accepted Regulated Agent Security Programme is implemented and in full operation.

(2) Where the regulated agent has implemented his accepted Regulated Agent Security Programme in accordance with subregulation (1), he shall—

- (a) notify the Authority that he has implemented his accepted Regulated Agent Security Programme; and
- (b) wishes to commence operations under such implemented Regulated Agent Security Programme once it is approved by the Authority.

(3) Where the Director General is satisfied that the Regulated Agent Security Programme implemented in the operations of the regulated agent and the accepted Regulated Agent Security Programme are identical, he may recommend the Authority approve the Regulated Agent Security Programme, (hereinafter referred to as “an approved Regulated Agent Security Programme”) for full operation in the operations of the regulated agent.

(4) Notwithstanding subregulation (3), where the approved Regulated Agent Security Programme implemented in the operations of the regulated agent and the accepted Regulated Agent Security Programme are not identical, but the differences are within an acceptable level the Director General may recommend the Authority approve such Regulated Agent Security Programme subject to a limitation.

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

16. (1) A catering operator shall ensure that his Catering Operator Security Programme, required under regulation 5, contains—

- (a) provisions to meet his international obligations;
- (b) provisions to meet the requirement of the National Civil Aviation Security Programme and his national obligations under the Act or Regulation made thereunder; and
- (c) include details of how he plans to meet the requirements set out in Schedule 4 in the manner set out therein;
- (d) procedures for—
  - (i) ensuring the security of his goods;
  - (ii) ensuring the security of his buildings, premises, transport facilities and catering buildings;
  - (iii) selection and recruitment of staff;
  - (iv) initial and refresher training of staff involved in the handling of goods;
  - (v) initial and recurrent background checks; and
  - (vi) incident reporting.

Contents of a  
Catering  
operator  
security  
programme

Schedule 4

Schedule 4

(2) A Catering Operator Security Programme under subregulation (1) shall be set out in the manner specified in Schedule 4.

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

Approval of  
Catering  
Operator  
Security  
Programme

17. (1) Upon a proposed Catering Operator Security Programme submitted under regulation 5, being accepted by the Authority under regulation 7, the catering operator shall within thirty days of such acceptance ensure that such accepted Catering Operator Security Programme is implemented and in full operation.

(2) Where the catering operator has implemented his accepted Catering Operator Security Programme in accordance with subregulation (1), he shall—

- (a) notify the Authority that he has implemented his accepted Catering Operator Security Programme; and
- (b) wishes to commence operations under such implemented Catering Operator Security Programme once it is approved by the Authority.

(3) Where the Director General is satisfied that the Catering Operator Security Programme implemented in the operations of the catering operator and the accepted Catering Operator Security Programme are identical, he may recommend the Authority approve the Catering Operator Security Programme, (hereinafter referred to as “an approved Catering Operator Security Programme”) for full operation in the operations of the Catering Operator.

(4) Notwithstanding subregulation (3), where the Catering Operator Security Programme implemented in the operations of the catering operator and the accepted Catering Operator Security Programme are not identical, but the differences are within an acceptable level the Director General may recommend the Authority approve such Catering Operator Security Programme subject to a limitation.

### ***Changed Conditions Affecting Security***

Procedures  
where  
changed  
conditions  
affect  
aerodrome  
security

18. (1) Where a security programme has been approved under regulations 10, 13, 15 and 17 (hereinafter referred to as “an approved Security Programme”), the aerodrome operator, aircraft operator, regulated agent or catering operator where applicable shall follow the procedures under subregulation (2), whenever he determines—

- (a) in respect of an aerodrome operator—
  - (i) any description of the aerodrome area set out in such Aerodrome Operator Security Programme is no longer accurate;
  - (ii) the changes to the designation of the Aerodrome Security Coordinator required under regulation 38;

- (b) any description of his operations set out in his programme is no longer accurate the procedures included, and the facilities and equipment described, in such Aerodrome Operator Security programme are no longer adequate.

(2) Whenever a condition described in subregulation (1), occurs the aerodrome operator, aircraft operator, regulated agent or catering operator where applicable shall—

- (a) immediately notify the Director General of the changed condition, and identify each interim measure being taken to maintain adequate security until approval is granted for an appropriate amendment to his approved Security Programme; and
- (b) within thirty days after notifying the Director General in accordance with paragraph (a), submit for approval in accordance with regulation 19, an amendment to his Security Programme to bring it into compliance with these Regulations.

***Amendment of Approved Security Programme by Aerodrome Operator, Aircraft Operator, Regulated Agent or Catering Operator***

19. (1) Where an aerodrome operator, aircraft operator, regulated agent, or catering operator wishes to amend his approved Security Programme, he shall submit the request for such approval to the Authority at least thirty days before the proposed effective date of intended implementation of the amended approved Security Programme.

Amendments to Approved Security Programme

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

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

20. (1) The Director General may recommend that that the Authority require an aerodrome operator, aircraft operator, regulated agent or catering operator amend his approved Security Programme, where he determines that safety and the public interest require the amendment.

Amendment to approved Security Programme upon request by Authority

(2) Except in an emergency as provided in subregulation (5), where the Authority requires an aerodrome operator, aircraft operator, regulated agent or catering operator amend his approved Security Programme under subregulation (1), the Director General shall notify the aerodrome operator, aircraft operator, regulated agent or catering agent in writing of the required amendment and allow a period of thirty days from the date contained in the notice, for a written response from such aerodrome operator, aircraft operator, regulated agent or catering operator.

(3) Upon receipt of a notice of a proposed amendment under subregulation (2), the aerodrome operator, aircraft operator, regulated agent or catering operator may submit an alternative amendment to his approved Security Programme which meets the intent of the required amendment under subregulation (2), for consideration by the Director General.

(4) When the Director General is satisfied that the alternative amendment submitted under subregulation (3), would provide an overall level of security equal to that required by the Authority, he may recommend the Authority approve the alternative amendment to the approved Security Programme.

(5) Where the Director General determines that an emergency exists which requires immediate action that makes the procedure in subregulation (2) and (3), impracticable or contrary to the public interest and safety, he may recommend the Authority direct the aerodrome operator, aircraft operator, regulated agent or catering operator to deviate in a specified manner from his approved security programme in the area of concern, for a specified period.