

PART III

AERODROME SECURITY

*Aerodrome Operator Responsibilities*

21. (1) An aerodrome operator shall ensure that airport design requirements including architectural and infrastructure related requirements necessary for the implementation of security measures in the national civil aviation security programme are integrated into the design and construction of new facilities and alteration to existing facilities at his aerodrome.

General responsibilities of aerodrome operator in relation to his Aerodrome Operator Security Programme

(2) An aerodrome operator shall, prior to the implementation of any renovation and expansion works to his aerodrome or the construction of additional aerodrome facilities at the same location, submit to the Authority a revision of his measures designed to safeguard against acts of unlawful interference which may arise.

(3) Where foreign air operator uses the aerodrome facilities of an aerodrome operator the Director General may, in coordination with the aerodrome operator, recommend the Authority approve an inspection by the authority responsible for aviation security of the Contracting State of such foreign air operator in order to assess the adequacy of the security measures.

(4) An aerodrome operator shall keep at the aerodrome a current scale map of the aerodrome that identifies the restricted areas, security barriers and restricted area access points.

(5) When arranging security controls and procedures at an aerodrome, an aerodrome operator shall take into consideration minimum interference with or delay of the activities of civil aviation provided the effectiveness of such security controls and procedures are not compromised.

(6) An aerodrome operator shall ensure that adequate human and material resources, equipment and facilities are made available to meet the requirements of his approved Aerodrome Security Programme and the National Civil Aviation Security Programme.

*Aerodrome Security Committee*

22. (1) An aerodrome operator shall establish an Aerodrome Security Committee to ensure the implementation of any national civil aviation security initiatives that may be required by the Authority from time to time.

Requirement to establish Aerodrome Security Committee

(2) An Aerodrome Security Committee under subregulation (1), shall comprise—

(a) the aerodrome manager;

- (b) a representative of the aerodrome tenants;
- (c) a representative of each governmental agency resident at the aerodrome;
- (d) operators who utilize the aerodrome;
- (e) a representative of the Air Traffic Control;
- (f) where applicable, a representative of general aviation and aerodrome security agencies; and
- (g) any other representatives of the tenants of the aerodrome who the aerodrome operator determines should be included.

Schedule 5

(3) The terms of reference for the Aerodrome Security Committee shall be as set out in Schedule 5.

***Aviation Security Officers and Aviation Screening Officers***

Aerodrome operator to provide aviation security officers

23. (1) An aerodrome operator shall provide aviation security officers and aviation screening officers, in the number and in a manner adequate to support—

- (a) his Aerodrome Operator Security Programme; and
- (b) each passenger screening system required under this Part IV of these Regulations.

(2) An aerodrome operator shall ensure that an aviation security officer or aviation screening officer employed by him—

- (a) abstains from the consumption of alcoholic beverages while assigned to duty; and
- (b) is readily identifiable by uniform and displays or carries a badge or other identification of his authority while assigned to duty; and
- (c) has completed a training programme that meets the requirements in subregulation (7).

(3) An aerodrome operator shall ensure that an aviation security officer employed by him—

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- (a) is a precepted officer within the meaning of the Supplemental Police Act; and
- (b) conducts security duties in accordance with the applicable provisions of these Regulations.

(4) An aerodrome operator may have an aviation security officer armed with a firearm while on duty at the aerodrome.

(5) An aviation security officer shall, while on duty at an aerodrome, have the authority to arrest with or without a warrant, for—

- (a) a crime committed in his presence; or
- (b) an offence, when he has reason to believe that the suspect has committed such offence.

(6) The training programme required by subregulation (2)(c), shall provide training in the subjects specified in subregulation (7) and meet the training standards for members of the Trinidad and Tobago Police Service performing comparable functions.

(7) The training programme required by subregulation (2)(c) shall include training in—

- (a) the courteous and efficient treatment of persons subject to inspection, detention, search, arrest, and other aviation security activities;
- (b) the responsibilities of members of the Trinidad and Tobago Police Service under the approved Aerodrome Operator Security Programme; and
- (c) any other area the Authority determines necessary.

(8) An aerodrome operator shall ensure that an aviation screening officer employed by him –

- (a) meets the basic selection criteria and qualification for performing aviation screening duties prior to being assigned to conduct the aviation screening duties;
- (b) meets the training standards required for aviation screening officers established by the Authority and where appropriate, the International Civil Aviation Organization; and
- (c) is not assigned to perform any aviation screening functions until properly trained, examined, tested and certified.

***Employer Responsibility for Aviation Security Officers and  
Aviation Screening Officers***

24. (1) An aerodrome operator shall not employ any person as an aviation security officer or aviation screening officer unless—

Restrictions of  
the employment  
of aviation  
security officers  
and aviation  
screening  
officers

- (a) such person meets the requirements of these Regulations;
- (b) such person has been trained in accordance with the requirements of these Regulations, where his duties are in respect to screening of passengers, crew, baggage and mail;
- (c) where employed by the aerodrome tenant as an aviation security officer, such person is approved by the aerodrome operator.

(2) An aerodrome operator shall ensure that—

- (a) initial background checks for the proceeding five years and recurrent background checks not exceeding a two-year period are performed in respect of each aviation security officer and aviation screening officer; and
- (b) initial and recurrent training on aviation security to meet the requirements of these Regulations and his approved Aerodrome Security Programme is received by each aviation security officer and aviation screening officer in his employ.

(3) An aerodrome operator shall keep an accurate current record of the initial and periodic background check, experience and training of an aviation security officer and aviation screening officer in his employ and such record shall be retained for the duration of his employment and thereafter for a period of two years from the date the person ceased to be in his employ.

#### *Use of Members of the Protective Services*

Requirements  
for the use of  
members of  
the  
protective  
services

25. (1) Whenever the number of aviation security officers, required under regulation 23, are not available to meet the requirements of these Regulations, an aerodrome operator may request through the Authority the use of members of the protective services.

(2) A request for the use of members of the protective services under subregulation (1), shall be accompanied by the following information:

- (a) the number of passengers who boarded at the aerodrome during the preceding year and the current year as of the date of the request;
- (b) the anticipated risk of criminal violence and acts of unlawful interference including aircraft piracy at the aerodrome involving the operations of aircraft operator at the aerodrome;
- (c) a copy of that portion of the approved Aerodrome Operator Security Programme of the aerodrome operator which describes the required support from the protective services necessary to comply with these Regulations;

- (d) an estimate from the aerodrome operator of the number of persons required from the protective services to supplement available aviation security officers and the period of time for which they would be needed; and
- (e) any other information the Authority considers necessary.

(3) In response to a request submitted in accordance with this regulation, the Director General may recommend that that the Authority, with the approval of the Minister with responsibility for national security, approve the assignment of members of the protective services at the aerodrome.

### ***Requirement to Screen Carry-on Baggage, Goods and Vehicle***

26.(1) An Aviation Screening Officer employed by an aerodrome operator shall require each person entering or leaving a security restricted area to have his carry-on baggage and any hand-carried items screened and or inspected by an appropriate means or method.

Requirement to screen carry on baggage, goods or vehicle

(2) An Aviation Security Officer or an Aviation Screening Officer shall require each person entering and leaving a restricted area to have his hand-carried items, goods and vehicle screened or inspected by an appropriate means or method.

### ***Refusal of Screening***

27. (1) Where, after entering a restricted or sterile area, a person who is required by an aviation security officer or aviation screening officer, to submit to screening of his person, goods, vehicle or means of conveyance refuses such a search, the aviation security officer shall order such person to leave the restricted or sterile area and remove the goods, vehicle or means of conveyance in his possession from the restricted or sterile area.

Procedure on refusal of person to submit to screening

(2) Where, after having boarded an aircraft, a passenger is required by an aviation security officer or aviation screening officer to submit to screening of his person, or of the goods that he carried or had placed on board the aircraft and he refuses such a screening, the aviation security officer shall order such person to disembark the aircraft and remove the carry-on baggage, goods or checked baggage of such person.

### ***Unaccompanied Goods***

28. Where goods are received at an aerodrome for transport on an aircraft and such goods are not accompanied by a person who may give the permission to screen such goods, an aviation security officer or aviation screening officer, may carry out an authorized search of the goods in the presence of the aircraft operator concerned or a regulated agent and in carrying out that search may use such force as may reasonably be necessary to gain access to the goods.

Treatment of unaccompanied goods

***Security Incidents***

Requirement for resident aerodrome security coordinator to be notified

29. (1) An aerodrome operator, aircraft operator, aerodrome tenant catering operator or regulated agent shall immediately notify an aviation security officer or aviation screening officer, when there is—

- (a) the discovery of an unauthorized firearm other than an unloaded firearm allowed under the security programme of an aircraft operator;
- (b) the discovery, at the aerodrome, or on board an aircraft, of an explosive substance or an incendiary device or a suspected explosive substance or suspected incendiary device;
- (c) refusal by a person to submit to the security screening required under these Regulations;
- (d) refusal by a person to remove himself and his goods from a restricted area when so ordered by an aviation security officer;
- (e) a report of unattended baggage located in his area of responsibility;
- (f) a report of suspicious packages, articles or goods in his area of responsibility;
- (g) a specific threat against the aerodrome comes to his attention.

(2) An aerodrome operator shall investigate any of the reported security incidents set out in subregulation (1), and provide a written report of the incident to the Authority.

(3) An aerodrome operator shall not assign or let any area in the defined sterile area to any person other than an aircraft operator.

***Aerodrome Tenant Responsibility***

Responsibilities of aerodrome tenants

30. (1) An aerodrome tenant shall develop security measures to manage access to restricted areas under his control in compliance with the Aerodrome Operator Security Programme of the aerodrome and submit the details in writing for the approval of the aerodrome operator.

(2) An aerodrome tenant shall ensure that his personnel receive aerodrome security training or security awareness training as appropriate, in accordance with the approved Aerodrome Operator Security Programme.

(3) An aerodrome tenant shall not use a person as an aviation security officer unless the employment of such person has been approved by the aerodrome operator.

(4) An aerodrome tenant shall provide to the aerodrome operator details of his service providers relating to the provision of security measures for his operations at the aerodrome, including contact details of the person responsible for his security operations.

***Sensitive Security Information***

31. A person shall not divulge documented sensitive security information in respect of security measures in effect at an aerodrome without the permission of the aerodrome operator.

Prohibition on release of security measures at an aerodrome

***False Statements, Entries or Unauthorized Reproduction***

32. A person shall not make, or cause to be made, any of the following:

- (a) a fraudulent or intentionally false statement in any Aerodrome Operator Security Programme or an application for any security programme, access medium, or identification medium;
- (b) a fraudulent or intentionally false entry in any record or report that is kept, made or used to show compliance with this Part or exercise any privileges under this Part; and
- (c) a reproduction or alteration of any report, record, security programme, access medium or identification medium issued under this Part without the approval of the aerodrome operator.

Prohibition on making false statements, entries or unauthorized reproductions

***Access Control System***

33. (1) An aerodrome operator shall ensure that the location and function of restricted areas at the aerodrome are designated and properly defined.

Aerodrome operator to control access to and within aerodrome

(1A) The areas identified in subregulation (1) shall be prominently identified using appropriate signs that are strategically located at the aerodrome

(2) The level of access to a restricted or sterile area shall be clearly defined and made known to all persons at the aerodrome whose duties require them to have restricted or sterile areas access.

(3) An aerodrome operator shall include in his Approved Aerodrome Operator Security Programme details of a system, method and procedure which shall ensure that—

- (a) access points into restricted or sterile areas are limited in number and physical access through those points are strictly controlled;
- (aa) identification of each person is verified at each designated check point before access is allowed to the airside and security restricted areas;

- (b) entry points which cannot be effectively controlled are locked or otherwise secured against entry by unauthorized persons;
- (c) access by persons and vehicles to restricted and sterile areas is restricted only to persons who have a clear need for such access by virtue of their duties;
- (d) security restricted areas not subject to continual access control measures shall be subjected to a thorough search prior to being brought into use;
- (e) a person whose duties require him to be at the aerodrome is required to have on display on his person, a valid aerodrome identification media and any baggage or item he carries shall be screened before being allowed access to restricted or sterile areas;
- (f) the screening under paragraph (e) shall be to the same standard as that required for passengers, under regulation 26;
- (g) persons at an aerodrome are aware of what areas they are prohibited access; and
- (h) the movement of persons and vehicles to and from the aircraft is supervised in security restricted areas to prevent unauthorized access.

(4) Notwithstanding the screening requirements under subregulation 2(e), the Authority may consider screening at certain access points on a random basis depending on the assessed risk where details of such risks are included in an approved Aerodrome Operator Security Programme.

(5) The system under subregulation (2), shall provide a means to differentiate between persons authorized to have access to only a particular portion of the secured areas and persons authorized to have access only to other portions or to the entire secured area and shall be capable of limiting the access of an individual by time and date.

(6) The system under subregulation (2), shall describe the scope of initial and periodic background checks conducted on applicants for all types of passes issued.

### *Aerodrome Identification Media System*

34. (1) An aerodrome operator shall ensure that access to a restricted or sterile area of his aerodrome is controlled by the use of an identification media system to –

- (i) identify persons including aircraft crew members, and vehicles; and
- (ii) facilitate access by such persons and vehicles where authorized.

Aerodrome operator to establish and use aerodrome identification media system

(1A) The identification media system referred to in subregulation (1) shall –

- (a) be designed to prevent unauthorized tampering and falsification;
- (b) be issued for a specific period in accordance with the approved Aerodrome Operator Security Programme; and
- (c) meet the specifications established by the International Civil Aviation Organization for identity documents.

(2) An aerodrome operator shall ensure that all persons working at his aerodrome are issued with an aerodrome security identification media by the organization approved for such purpose and all such persons shall display such identification permit on their person at all times while at the aerodrome.

(3) An aerodrome operator shall not issue to a person an identification medium that allows unescorted access privileges to a restricted or security restricted area unless –

- (a) a background check and criminal records history checks of the person reveals no criminal records over the past five years; and
- (b) the person has successfully completed training in accordance with a curriculum specified in his approved Aerodrome Operator Security Programme.

(3A) Background checks referred to in subregulation (3) shall be conducted on a regular basis in accordance with the approved Aerodrome Operator Security Programme.

(4) The curriculum under subregulation (3), shall detail the methods of instruction and shall include—

- (a) control, use and display of approved aerodrome security identification media;
- (b) procedures by aviation security officers, aviation screening officers and members of the protective services for dealing with perceived unauthorized access;
- (c) restrictions on disclosure of information concerning an act of unlawful interference with civil aviation where such information is likely to jeopardize the safety of domestic or international aviation;
- (d) non-disclosure of information regarding the aerodrome security system or any security system of an aerodrome tenant; and
- (e) any other topic deemed necessary by the Authority.

(5) A person shall not use an aerodrome identification medium that provides unescorted access to a security restricted area to gain such access unless that medium was issued to such person by the aerodrome operator.

(6) An aerodrome operator shall keep a record of all training given to each person under this regulation for twelve months after the termination of the unescorted access privileges of that person.

***Director General and Inspector to have unrestricted access to aerodromes***

Director General to have unrestricted access to aerodromes

34A. Notwithstanding the requirements under Regulation 34 the Director General and Inspectors designated by him shall have free, unrestricted and uninterrupted access to all areas of an aerodrome for the purposes of performing their duty under the authority of a credentials or warrant issued by the Authority for that purpose.

***Security of Air Operations Area***

Requirements of aerodrome operator where conducting passenger screening on behalf of aircraft operator

35. (1) An aerodrome operator of an aerodrome serving scheduled passenger operations shall perform the following control functions:

- (a) control of access to each air operations area, including methods for preventing the entry of unauthorized persons and ground vehicles;
- (b) control of movement of persons and ground vehicles within each air operations area, including, when appropriate, requirements for the display of security identification;
- (c) detection and taking action to control each entry, or attempted entry to an air operations area by a person whose entry is not authorized under his approved Aerodrome Operator Security Programme; and
- (d) random screening of a proportion of persons granted unescorted access to each air operations area, together with items carried, other than passengers.

(2) An aerodrome operator is not required to comply with subregulation (1), with respect to an exclusive area under the control of the aircraft operator, where the aerodrome operator is satisfied that the aircraft operator has included the following in his approved Aircraft Operator Programme:

- (a) a description of the procedure to satisfy the control functions under subregulation (1);
- (b) a description of the facilities and equipment, used by the aircraft operator to perform the control functions described in subregulation (1); and
- (c) procedures by which the aircraft operator will notify the aerodrome operator when his procedures, facilities, and equipment are not adequate to

perform the control functions described in subregulation (1).

(3) An aerodrome operator shall prohibit the consumption of all alcoholic beverages in the Airside or other restricted areas of an aerodrome.

(4) Notwithstanding subregulation (3), an Aerodrome Operator may permit the consumption of alcoholic beverage in the Airside or other restricted areas at an aerodrome in a lounge exclusively used by air operators, special categories of passengers and very important persons, where the aerodrome operator satisfies the following requirements in his Aerodrome Operator Security Programme:

- (a) a description of the procedure to control access, including method of preventing entry of unauthorized persons;
- (b) a description of the procedure to control the consumption of alcoholic substances to ensure no person becomes intoxicated; and
- (c) a description of the procedures by which the aerodrome operator will notify the Authority when his procedures and facilities are not adequate to perform the control functions specified in paragraphs (a) and (b).

(5) An aerodrome operator shall not hold any public functions in the Airside or any other restricted areas of the aerodrome.

(6) Notwithstanding subregulation (5), the Director General may recommend that the Authority authorize an aerodrome operator to hold a public function in the Airside or a restricted area of an aerodrome where—

- (a) the aerodrome operator submits an application in writing to the Authority with all pertinent details of the public function and the proposed additional security measures that would be implemented to maintain the required standard of safety and security at the aerodrome; and
- (b) the Director General has determined that the proposed additional security measures would not adversely affect safety and security at the aerodrome.

### ***Records***

36. (1) An aerodrome operator shall ensure that a detailed record is kept of every security incident that occurred at his aerodrome.

(2) A record required to be kept under subregulation (1), shall—

- (a) be kept for a minimum period of ten years, or for such period that may be directed by the Authority
- (b) be made available to the Authority upon request; and
- (c) include the number—

Requirement  
of aerodrome  
operator to  
keep records

- (i) and type of weapons and incendiary devices discovered during any passenger screening process and the method of detection of each;
- (ii) of acts and attempted acts of air piracy;
- (iii) of bomb threats received, real and simulated bombs found and actual bombings at the aerodrome; and
- (iv) of detentions and arrests and the immediate disposition of each person detained or arrested.

### ***Evidence of Compliance***

Aerodrome operator to provide evidence of compliance

37. On request of the Director General, an aerodrome operator shall provide evidence of compliance with this Part and his approved Aerodrome Operator Security Programme.

### ***Aerodrome Security Coordinator***

Designation of aerodrome security coordinator

38. (1) An aerodrome operator shall employ a suitably qualified and trained person as an Aerodrome Security Coordinator for the management and co-ordination of the implementation of security controls at his aerodrome.

(2) An aerodrome operator shall designate, in his approved Aerodrome Operator Security Programme, an officer in his organization as the Aerodrome Security Coordinator, who shall be available at all times.

(3) An Aerodrome Security Coordinator shall serve as the primary contact of the aerodrome operator for security-related activities and communications with the Director General, as set forth in the approved Aerodrome Operator Security Programme.

(4) An Aerodrome Security Coordinator referred to under subregulation (1) shall be responsible for the development, implementation and maintenance of the approved Aerodrome Operator Security Programme for the aerodrome where he is employed.

### ***Measures in the event of Specific Threat at Aerodrome***

Aerodrome operator to take necessary measures in event of specific threat at aerodrome

39. (1) Where an aerodrome operator determines that a specific threat that jeopardizes the security of his aerodrome exists, he shall immediately take all of the measures necessary to ensure the safety of the aerodrome and persons at the aerodrome, including informing the appropriate protective service and the Authority of the nature of the threat.

(2) Where under subregulation (1) an aerodrome operator –

- (a) implements measures, the aerodrome operator shall notify the Authority as soon as practicable; or
  - (b) proposes to implement measures, the aerodrome operator shall endeavour to notify the Authority of those measures prior its implementation,
- and shall specify the time period for which the measures will be implemented.

(3) An aerodrome operator shall immediately inform the Authority on receipt of a bomb threat or any other threat that jeopardizes the safety against a specific aircraft which is at his aerodrome or which is *en route* to his aerodrome.

***Obligation of Aerodrome Operator where Threat is Against Facilities or Aerodrome***

40. An aerodrome operator who is made aware of a threat against his facility or any part of his aerodrome that is under the control of a person carrying on any activity at his aerodrome, other than the aerodrome operator, he shall immediately—

Obligation of aerodrome operator where threat is against facility or aerodrome

- (a) notify the person of the nature of the threat; and
- (b) determine whether there is a specific threat that jeopardizes the security of the aerodrome.

***Person Authorized to Screen to Inform Aerodrome Operator of Threat Against Aerodrome***

41. Where a person authorized to conduct any screening activity at an aerodrome is made aware of a threat against the aerodrome, such person shall—

Person authorized to screen to inform aerodrome operator of threat against aerodrome

- (a) immediately notify the aerodrome operator of the nature of the threat; and
- (b) assist the aerodrome operator in determining whether there is a specific threat that jeopardizes the security of the aerodrome

***Discovery of Weapons, Incendiary Devices or Explosives at Aerodrome***

43. (1) An aerodrome operator shall immediately notify the Authority when there is—

Aerodrome operator to notify Authority on discovery of weapons, incendiary devices or explosives at aerodrome

- (a) the discovery, at the aerodrome, of a weapon, other than an unloaded firearm allowed under regulations 29(1)(a) or 49 ;
- (b) the discovery, at the aerodrome, of an explosive substance or an incendiary device, other than an explosive substance or incendiary device allowed

under the Act or regulations made thereunder;

- (c) an explosion at the aerodrome, unless the explosion is known to be the result of an excavation, a demolition, construction or the use of fireworks displays; or
- (d) a specific threat against the aerodrome.

(2) An aerodrome operator shall ensure that arrangements are made to investigate, render safe or dispose of, where necessary, suspected explosive or incendiary devices or other potential hazards at his aerodrome.

***Aerodrome Operator to keep Map of Aerodrome***

Aerodrome operator to keep map of aerodrome

44. An aerodrome operator shall keep at the aerodrome a current map to scale of the aerodrome that identifies the restricted and sterile areas, security barriers and restricted area access points and sterile area access points.

***Aerodrome Operator to Provide Information and Map of Aerodrome***

Aerodrome operator to provide information and map of aerodrome to Authority

45. (1) The aerodrome operator shall provide to the Authority, on reasonable notice given by the Authority, written or electronic records or other information relevant to the security of the aerodrome, including—

- (a) information concerning the method of implementing the security measures that apply to the aerodrome operator under regulation 5(1); and
- (b) a copy of the scale map referred to in regulation 44.

(2) An aerodrome operator shall provide the Authority with written notice of any new commercial air transportation service that is to commence operations at his aerodrome.