

TTCAA REGULATIONS CONSOLIDATION

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THE CIVIL AVIATION [(NO. 8) AVIATION SECURITY]
REGULATIONS, 2004

Arrangement of Regulations

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REPUBLIC OF TRINIDAD AND TOBAGO

THE CIVIL AVIATION ACT, 2001
REGULATIONS

MADE BY THE AUTHORITY WITH THE APPROVAL OF THE MINISTER
UNDER SECTION 33 OF THE CIVIL AVIATION ACT, 2001

THE CIVIL AVIATION [(NO. 8) AVIATION SECURITY]
REGULATIONS, 2004

1. These Regulations may be cited as the Civil Aviation [(No. 8) Aviation Security] Regulations, 2004.

Citation

Purpose of these Regulations

1A. (1) These Regulations establish minimum standards for safeguarding civil aviation against acts of unlawful interference in Trinidad and Tobago and internationally, in accordance with the applicable Standards and Recommended Practices of the Annexes to the Chicago Convention and best security practices in the civil aviation industry.

Purpose of these Regulations

(2) The means of meeting the requirements of subregulation (1) shall be –

- (a) the setting of common rules and basic standards for civil aviation security; and
- (b) the mechanisms certifying or approving aviation security programmes and for monitoring their compliance.

PART I

Interpretation

2. For the purpose of these Regulations—

Interpretation

“act of unlawful interference” means acts or attempted acts such as to jeopardize the safety of civil aviation including but not limited to -

- (a) unlawful seizure of an aircraft;
- (b) destruction of an aircraft in service;
- (c) hostage taking on board an aircraft or at aerodromes;
- (d) forcible intrusions on board an aircraft at an airport or at the premises of an aeronautical facility;
- (e) introduction on board an aircraft or at an airport of a weapon or hazardous device or material intended for criminal purposes;
- (f) use of an aircraft in service for the purpose of causing death, serious bodily injury, or serious damage to property or the environment; or

- (g) communication of false information so as to jeopardize the safety of an aircraft in flight or on the ground, of passengers, crew, ground personnel or the general public, at an aerodrome or at the premises of a civil aviation facility;

“aerial work” means an aircraft operation in which the aircraft is used for specialized services such as agriculture, construction, photography, surveying observation and patrol, search and rescue and aerial advertisement;

“aerodrome operator” means a person who operates an aerodrome in Trinidad and Tobago, holding an aerodrome licence issued under the Civil Aviation [(No. 12) Aerodrome Licensing] Regulations, 2004 in respect of such aerodrome and regularly serving scheduled, non-scheduled passenger operations and cargo operations in accordance with the Act or Regulations made thereunder;

“aerodrome tenant” means any enterprise that is resident at an aerodrome;

“aircraft” means any machine than can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth;

“aircraft in flight” mean an aircraft from the moment when all its external doors are closed following embarkation until the moment when such doors are opened for disembarkation;

“aircraft in service” means a parked aircraft which is under surveillance sufficient to detect unauthorized access;

“aircraft not in service” means an aircraft that is either parked for a period of more than twelve hours or is not under surveillance sufficient to detect unauthorized access;

“aircraft operator” means a national aircraft operator and a foreign aircraft operator;

“aircraft operators’ documents” means documents used by aircraft operators such as air waybills and consignment notes, passenger tickets and boarding passes, bank and agent settlement plan documents, excess baggage tickets, miscellaneous charges orders, damage and irregularity reports, baggage and cargo labels, timetables, and weight and balance documents;

“aircraft security check” means an inspection of the interior of an aircraft to which passengers may have had access and an inspection of the hold for the purposes of discovering suspicious objects, weapons, explosives or other dangerous devices, articles and substances;

“aircraft security search” means a thorough inspection of the interior and exterior of the aircraft for the purpose of discovering suspicious objects, weapons, explosives or other dangerous devices, articles and substances;

“aircraft stand” means a designated area on an apron intended to be used for parking an aircraft;

“air operations area” means a portion of an aerodrome designed and used for landing, take-off or surface manoeuvring of aircraft;

	<p>“airport” means any area in a Member State which is open for commercial aircraft operations;</p> <p>“airside” means the movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is controlled;</p> <p>“Air Traffic Control” means a service that promotes the safe, orderly, and expeditious flow of air traffic at aerodromes and during the approach, departure and en route environments;</p> <p>“appropriate authority for aviation security” means the Authority responsible for the development, implementation and maintenance of the national civil aviation security programme;</p> <p>“approved security programme” means the security programme approved by the Authority;</p> <p>“approved test device” means a device that simulates weapons, explosives, dangerous devices, articles or substances approved by the Authority and/or the Commissioner of Police for the purpose of carrying out covert or overt tests to determine the effectiveness of aviation security measures;</p> <p>“apron” means a defined area, on a land aerodrome, intended to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance;</p> <p>“apron passenger vehicle” means a vehicle used to convey passengers between aircraft and passenger buildings;</p> <p>“Authority” means the Trinidad and Tobago Civil Aviation Authority established under the Civil Aviation Act, 2001;</p> <p>“authorized search” means a search carried out of persons or goods destined to or within a restricted area of an aerodrome, or on board an aircraft, by a designated aviation security officer, police officer or any other person designated by the Civil Aviation Authority.</p> <p>“aviation screening officer” means a person who by virtue of his training has been employed by the aerodrome operator to carry out aviation security screening duties;</p> <p>“aviation security officer” means—</p> <ul style="list-style-type: none"> (a) a person who is trained in accordance with the security training requirements of the approved Aerodrome Operator Security Programme and who has been appointed as an aviation security officer by an aerodrome operator, aircraft operator or aerodrome tenant; and (b) any member of the Trinidad and Tobago Police Service or Trinidad and Tobago Defense Force when assigned aerodrome security duties; <p>“background check” means a check of a person’s identity and previous experience, including where legally permissible, any criminal history, as part of the</p>	
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	<p>assessment of an individual’s suitability to implement security control or for unescorted access to security restricted areas;</p> <p>“baggage” means personal property of passengers or crew carried in the cabin or in the hold of an aircraft by agreements with the operator;</p> <p>“baggage container” means a receptacle in which baggage is loaded for conveyance in an aircraft;</p> <p>“baggage sorting area” means a space in which departure baggage is sorted into flight loads;</p> <p>“baggage storage area” means a space in which checked/hold baggage is stored pending transport to aircraft and space in which mishandled baggage may be held until forwarded, claimed or otherwise disposed of;</p> <p>“bomb alert” means a status of alert put in place by competent authorities to activate an intervention plan intended to counter the possible consequences arising from a communicated threat, anonymous or otherwise, or arising from the discovery of a suspect device or other suspect item on an aircraft, at an airport or in any civil aviation facilities;</p> <p>“bomb threat” means a communicated threat, anonymous or otherwise, which suggests, or infers, whether true or false, that the safety of an aircraft in flight or on the ground, or any aerodrome or civil aviation facility or any person may be in danger from an explosive or other item or device;</p> <p>“cargo” means any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage;</p> <p>“cargo area” means all the ground space and facilities provided for cargo handlings and includes aprons, cargo buildings and warehouses, vehicle parks and roads associated therewith;</p> <p>“cargo building” means a building through which cargo passes between air and ground transport and in which processing facilities are located, or in which cargo is stored pending transfer to air or ground transport;</p> <p>“carry-on baggage” means luggage and personal belongings to which a person will have access while on board an aircraft;</p> <p>“catering stores” means all items, other than catering supplies, associated with passenger in-flight services, that includes newspapers, magazines, headphones, audio and video tapes, pillows and blankets, amenity kits;</p> <p>“catering supplies” means food, beverages, other dry stores and associated equipment used on board an aircraft;</p> <p>“certification” means a formal evaluation and confirmation by or on behalf of the appropriate authority for aviation security that a person possesses the necessary competencies to perform assigned functions to an acceptable level as defined by the appropriate authority;</p>	
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<p>“charter operation” means a non-scheduled operation of an aircraft as -</p> <ul style="list-style-type: none"> (a) a private charter that is not sold to the public in which an agreement is made to hire an entire aircraft for the carriage of passengers and cargo; and (b) a public charter that is offered to the public for sale in which an agreement is made to hire a specified number of passenger seats and cargo space on an aircraft; <p>“checked baggage” means luggage and personal belongings accepted for transportation by an aircraft operator and to which a person will not have access while on board an aircraft;</p> <p>“check-in” means the process of reporting to an aircraft operator for acceptance on a particular flight;</p> <p>“check-in position” means the location of facilities at which check-in is carried out;</p> <p>“commercial air transport operation” means an aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire;</p> <p>“compliance monitoring activity” means any procedure or process used for assessing the implementation of these Regulation and the national civil aviation security programme;</p> <p>“contingency plan” means a proactive plan to include measures and procedures addressing various threat levels, risk assessments and the associated security measures to be implemented, designed to anticipate and mitigate events as well as prepare all concerned parties having roles and responsibilities in the event of an actual act of unlawful interference, sets forth incremental security measures that may be elevated as the threat increases and may be a stand-alone plan or included as part of a Crisis Management Plan;</p> <p>“corporate aviation” means the non-commercial operation or use of aircraft by a company for the carriage of passengers or goods as an aid to the conduct of company business, flown by a professional pilot employed to fly the aircraft;</p> <p>“Customs” means the Trinidad and Tobago Customs and Excise Division;</p> <p>“dangerous goods” means articles or substances which are capable of posing significant risk to health, safety or property when transported by air and which are classified according to the International Civil Aviation Organization Technical Instructions for the Safe Transport of Goods by Air;</p> <p>“deportee” means a person who had legally been admitted to a State by its authorities or who had entered a State illegally, and who at some later time is formally ordered by the competent authorities to leave that State;</p> <p>“diplomatic pouch or bag” means a shipping container having diplomatic immunity from search or seizure when accompanied by the required official documentation;</p> <p>“disruptive passenger” means a passenger who fails to respect the rules of conduct at an airport or on board an aircraft or to follow the instructions of the airport staff</p>	
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<p>Chap. 16:01</p>	<p>or crew members and thereby disturbs the good order and discipline at an airport or on board an aircraft;</p> <p>“domestic air service” means an aircraft operation conducted within the airspace of Trinidad and Tobago only;</p> <p>“escort” means to accompany or supervise an individual who does not have unescorted access authority to areas restricted for security purposes, as identified in the Aerodrome Operator Security Programme, in a manner sufficient to take action should the individual engage in activities other than those for which the escorted access is granted;</p> <p>“exclusive area” means that part of an air operations area for which an aircraft operator has agreed in writing with the aerodrome operator to exercise exclusive security responsibility under an approved security programme;</p> <p>“Explosive Device Detection System (EDSS)” means a technology system or combination of different technologies which has the ability to detect, and so to indicate by means of an alarm, an explosive device by detecting one or more components of such a device contained in baggage or other articles, irrespective of the material from which the bag or article is made;</p> <p>“Explosive Detection System (EDS)” means a technology system or combination of different technologies which has the ability to detect, and so to indicate by means of an alarm, explosive material contained in baggage or other articles, irrespective of the material from which the bag is made;</p> <p>“explosive substance” means a solid or liquid substance or a mixture of substances which is in itself capable, by chemical reaction, of producing gas at such a temperature and pressure and at such a speed as to cause damage to the surroundings and includes pyrotechnic substances even when they do not evolve gases and does not include a substance which is not itself an explosive but which can form an explosive atmosphere of gas, vapour or dust;</p> <p>“facilitation” means the efficient management of the necessary control process, with the objective of expediting the clearance of persons or goods and preventing unnecessary operational delays;</p> <p>“firearm” has the meaning given to it in the Firearms Act;</p> <p>“foreign air operator” means an aircraft operator who conducts international air transport operations under the authority of an air operator certificate issued by a State other than Trinidad and Tobago;</p> <p>“general aviation” means all aviation activity at an aerodrome associated with the arrival and departure of aircraft other than air operators;</p> <p>“general aviation operation” means an aircraft operation other than a commercial air transport operation or an aerial work operation and includes corporate aviation;</p> <p>“goods” means personal belongings, baggage, cargo, mail, article, thing or conveyance that may be taken or placed on board an aircraft or taken into a restricted area;</p>	
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“high-risk cargo or mail” means cargo or mail presented by an unknown entity or showing signs of tampering and meets one of the following conditions:

- (a) specific intelligence indicates that the cargo or mail poses a threat to civil aviation;
- (b) the cargo or mail shows anomalies that give rise to suspicions; or
- (c) the nature of the cargo or mail is such that baseline security measures alone are unlikely to detect prohibited items that could endanger the aircraft;

“hijacking” has the meaning given to it under the Hijacking Act;

“Human Factors principles” means principles which apply to design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance;

“human performance” means human capabilities and limitations which have an impact on the safety, security and efficiency of aeronautical operations;

“inadmissible person” means a person who is or will be refused admission to a State by its authorities;

“incendiary device” means an object, other than a match or pocket lighter, that is fabricated with combustible materials and when ignited may cause fire damage to property or inflict burn injuries on individuals;

“in-flight security officer” means a person who is authorized by the government of the State of the Operator and the government of the State of Registration to be deployed on an aircraft with the purpose of protecting that aircraft and its occupants against acts of unlawful interference and excludes persons employed to provide exclusive personal protection for one or more specific people travelling on the aircraft, such as personal bodyguards.

“inspector” means a person designated by the Director General under regulation 3(4) of the Civil Aviation [(No. 1) General Administration and Personnel Licensing] Regulations, 2004;

“international airport” means an airport designated by the Member State in whose territory it is situated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, animal and plant quarantine and similar procedures are carried out;

“international air service” means an air service provided to and from two States in which Trinidad and Tobago is one such State.

“known consignor” means a person or entity who originates cargo or mail for its own account and whose procedures meet common security rules and standards sufficient to allow the carriage of cargo or mail by air;

“LAG” is an acronym for ‘Liquids, Aerosols and Gels’ which include a substance that is a liquid at room temperature, an aerosol, a gel, a cream or a paste;

	<p>“landside” means the area of an airport and buildings to which both travelling passengers and the non-travelling public have unrestricted access;</p> <p>“mail” means dispatches of correspondence and other items tendered by and intended for delivery to postal services in accordance with the rules of the Universal Postal Union;</p> <p>“mishandled baggage” means baggage involuntarily, or inadvertently, separated from passengers or crew;</p> <p>“movement area” means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron;</p> <p>“narcotics control” means measures to control the illicit movement of narcotics and psychotropic substances by air;</p> <p>“national aircraft operator” means an aircraft operator operating under the authority of the Civil Aviation Authority of Trinidad and Tobago;</p> <p>“non-restricted area” means an area of an airport to which the public has access or to which access is otherwise unrestricted;</p> <p>“operator” means—</p> <ul style="list-style-type: none"> (a) a person, organisation or enterprise, engaged in or offering to engage in, aircraft operations, and any person who causes or authorises the operation of aircraft, in the capacity of owner, lessee or otherwise, whether with or without the control of the aircraft; and (b) who or which is deemed to be engaged in the operation of aircraft within the meaning of this Act; <p>“passenger area” means all the ground space and facilities provided for passenger processing, including aprons, passenger buildings, vehicle parks and roads;</p> <p>“permit system” means a system consisting of airport identification cards or passes, or other documentation issued to—</p> <ul style="list-style-type: none"> (a) individual persons employed at airports or who otherwise have a need for authorized access to an airport, airside or security restricted area for the purpose of identifying the individuals and facilitate access; and (a) vehicles for authorized access to an airport, airside or security restricted area for the purpose of identifying the vehicles and facilitate access; <p>“person in custody” means a person who is for the time being under the control of an escort officer;</p> <p>“person with disabilities” means a person whose mobility is reduced due to a physical incapacity (sensory or loco-motor), an intellectual deficiency, age, illness or any other cause or disability when using air transport and whose situation needs special attention and the adaptation to the person’s needs of the services made available to all passengers;</p>	
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“personal search” means a search of the clothing of a person and personal belongings for prohibited items by a designated aviation security officer or a member of the Trinidad and Tobago Police Service;

“pilot-in-command” means the pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight;

“piracy” has the meaning given to it in the Civil Aviation (Tokyo Convention) Act;

“private charter” means an agreement to hire an entire aircraft for the carriage of passengers and goods;

“protective services” means officers of the Trinidad and Tobago Police Service and Trinidad and Tobago Defense Force;

“public charter” means an agreement to hire a specified cargo space or number of passenger seats on an aircraft for the carriage of passengers and goods;

“record” includes any writing, drawing, map, tape, film, photograph, or other means by which information is preserved;

“regulated agent” means an agent, freight forwarder or any other entity who conducts business with an air operator and provides security controls that are accepted or required by the appropriate authority in respect to cargo and mail;

“restricted area” means any area of an aerodrome that is identified as an area to which access is restricted to authorized persons and includes any aircraft or vehicle on that aerodrome;

“restricted area pass” means a document issued by the designated pass issuing Authority, that entitles the holder to have access to a specific restricted area of an aerodrome during a specified period;

“restricted articles” means articles which are, in the specific context of aviation security, defined as those articles, devices or substances which may be used to commit an act of unlawful interference against civil aviation or which may endanger the safety of the aircraft and its occupants, or installations, or the public;

“risk” means the measure of probability that a target’s vulnerability will be exploited;

“sabotage” means an act or omission, intended to cause malicious or wanton destruction of property, endangering or resulting in unlawful interference with civil aviation and its facilities;

“scheduled passenger operations” means the provision of an air transportation service for passengers from identified air terminals at a set time announced by timetable or schedule published in a newspaper, magazine or other advertising medium;

“screening” means the application of technical or other means which are intended to identify or detect weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference;

“screening staff” includes an aviation security officer and an aviation screening officer;

“security” means safeguarding civil aviation against acts of unlawful interference, achieved by a combination of measures and human and material resources;

“security audit” means an in-depth compliance examination of all aspects of the implementation of the national civil aviation security programme;

“security control” means the means by which the introduction of weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference can be prevented;

“security inspection” means an examination of the implementation of relevant national civil aviation security programme requirements by an aircraft operator, airport or other entity involved in security;

“security investigation” means an inquiry into any act or attempted act of unlawful interference against civil aviation and any alleged or suspected instance of non-compliance with the National Civil Aviation Security Programme or other legal or regulatory requirements pertaining to civil aviation security;

“security programme” means written measures adopted to safeguard national and international civil aviation against acts of unlawful interference;

“security restricted area” means those areas of the airside of an airport which are identified as priority risk areas where in addition to access control, other security controls are applied and will include areas such as all commercial aviation passenger departure areas between the screening checkpoint and the aircraft, the ramp, baggage make-up, including those areas where aircraft are being brought into service and where screened baggage and cargo are present, cargo sheds, mail centres, airside catering and aircraft cleaning premises;

“security survey” means an evaluation or security needs including the identification of vulnerabilities which could be exploited to carry out an act of unlawful interference, and the recommendation of corrective actions;

“security test” means a covert or overt trial of an aviation security measure which simulates an attempt to commit an unlawful act;

“service panel” means aircraft external access point used for providing aircraft services including water, lavatories and ground electrical outlets, and other service compartments that have external clip-down panels;

“small arms” means a general description applied to all hand-held firearms;

“State of Registry” means the State on whose register the aircraft is entered;

“State of the Operator” means the State in which the operator’s principle place of business is located or, if there is no such place of business, the operator’s permanent residence.

“STEB’s” is an acronym for ‘security tamper-evident bags’ which are specially designed bags that should only be used for the sale of LAG by airport outlets or on board an aircraft;

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“sterile area” means the area between any passenger inspection or screening checkpoint and aircraft, into which access is strictly controlled;

“stores or supplies” means goods, whether or not sold, intended for consumption by the passengers and the crew on board an aircraft, and goods necessary for the operation and maintenance of the aircraft, including fuel and lubricants; and goods for sale to passengers and crew of an aircraft with a view to being landed.

“Technical Instructions” means the International Civil Aviation Organization Instructions for the transport of Dangerous Goods by air;

“terminal” means the main building or group of buildings where the processing of commercial passengers and cargo, and the boarding of aircraft occurs;

“threat” means the probability of an attack being attempted against the target within a specified time frame;

“Threat Image Projection” means a software programme approved by the appropriate authority that can be installed on certain X-ray equipment, which projects virtual images of threat articles such as guns, knives, and improvised explosive devices within the X-ray image of a real bag under examination or complete virtual images of bags containing threat articles, and provides immediate feedback to the X-ray equipment operators of their ability to detect such images;

“trace detection equipment” means a technology system or combination of different technologies which has the ability to detect very small amounts of explosive materials, and so to indicate, by means of an alarm, any such materials contained in baggage or other articles subjected for analysis;

“transfer cargo and mail” means cargo and mail departing on an aircraft other than that on which it arrived;

“transfer passenger” means a passenger making direct connection between two different flights;

“transit passengers” means passengers departing from an airport on the same flight as that on which they arrived;

“transfer passengers and baggage” means passengers and baggage making direct connections between two different flights;

“travel document” means a passport or other official document of identity issued by a State or organization which may be used by the rightful holder for international travel;

“unaccompanied baggage” means baggage that is transported as cargo and may or may not be carried on the same aircraft with the person to whom it belongs;

“unauthorized person” means a person who takes an action for which he does not have the legal right nor permission from the appropriate authority;

“unclaimed baggage” means baggage that arrives at an airport and is not picked up or claimed by a passenger;

“unidentified baggage” means baggage at an airport, with or without a baggage tag, which is not picked up by or identified with a passenger;

“unpredictability” means the implementation of security measures in order to increase their deterrent effect and their efficiency, by applying them at irregular frequencies, difference locations and with varying means, in accordance with a defined framework;

“unruly passenger” means a person who commits, on board a civil aircraft, from the moment when the aircraft door is closed prior to takeoff to the moment when it is reopened after landing, an act of –

- (a) assault, intimidation, menace or wilful recklessness which endangers good order or the safety of property or persons;
- (b) assault, intimidation, menace or interference with a crew member in the performance of duties or which lessens the ability to perform duties;
- (c) wilful recklessness or damage to an aircraft, its equipment, or attendant structures and equipment such as to endanger good order and the safety of the aircraft or its occupants;
- (d) communication of information which is known to be false, thereby endangering the safety of an aircraft in flight; and
- (e) disobedience of lawful commands or instructions for safe, orderly or efficient operations.

“verification” means an action taken by an inspector to establish whether a security specific measure is actually in place;

“vulnerable point” means any facility on or connected with an airport, which, if damaged or destroyed, would seriously impair the functioning of the airport.

“vulnerability” means those characteristics of a potential target that could be exploited in an attack;

“weapon” means anything designed, used or capable of inflicting harm and includes a firearm.

Regulations Administration and Supervision

2A. Regulation 2A of the Civil Aviation [(No.1) General Application and Personnel Licensing] Regulations, 2004 shall apply to these Regulations.

Units of Measurement in Civil Aviation

2B. Regulation 2B of the Civil Aviation [(No.1) General Application and Personnel Licensing] Regulations, 2004 shall apply to these Regulations.

Applicability

3. (1) These Regulations apply to—

Regulations Administration and Supervision

Units of Measurements in Civil Aviation

Applicability

- (a) aerodrome operators;
- (b) national aircraft operators;
- (c) foreign aircraft operators;
- (d) aerodrome tenants and concessionaires;
- (e) regulated agents;
- (f) organization providing in-flight catering to aircraft operators;
- (g) a person in or within the vicinity of an aerodrome, aircraft maintenance facility or an air navigation service facility;
- (h) a person who offers goods for transport by air;
- (i) a person who provides a service for an air operator;
- (j) a person on board an aircraft;
- (k) an in-flight security officer;
- (l) air navigation service providers;
- (m) Aviation Training Organizations; and
- (n) Approved Maintenance Organizations.

(2) The provisions of Part I of the Civil Aviation [(No. 1) General Application and Personnel Licencing] Regulations, 2004 with respect to the surrender, suspension or revocation of aviation documents apply to certificates and authorizations issued under these Regulations.

(3) These Regulations shall not apply to –

- (a) Trinidad and Tobago registered aircrafts and unregistered aircrafts used in military operations;
- (b) Trinidad and Tobago aircrafts and unregistered aircrafts used in State operations;
- (c) areas within an operators' facility designated for use exclusively by the Trinidad and Tobago Police Service, the Defense Force and the Air Guard;
- (d) Officers of the Trinidad and Tobago Police Service, the Defence Force and Air Guard, in uniform while on duty; and
- (e) foreign aircrafts on State operations; and
- (f) foreign aircrafts on military operations.

Prohibited Action

Prohibited
Action

3A. (1) Notwithstanding the requirements of regulation 3, a person shall not recklessly or negligently perform any act, whether on board an aircraft or outside an aircraft, that is likely to endanger or endangers an aircraft or a person on board an aircraft.

(2) An act under subregulation (1) that is likely to endanger or endangers an aircraft or a person on board an aircraft, includes but is not limited to the following:

- (a) a radio transmission that affects a communication, navigation or automatic flight guidance systems of an aircraft; and
- (b) a laser light source, fireworks, flares or other light sources directed at an aircraft that may affect a flight crew member in the performance of his duties.

(3) A person who contravenes sub-regulation (2) commits an offence and shall be liable on summary conviction to a fine of ten thousand dollars and to imprisonment of one year.

PART I

PROHIBITION ORDERS

Director General may issue Prohibition Orders

Power of the
Director General
to issue
prohibition
orders

4. The Director General may issue an order prohibiting the carriage by aircraft of any item, either as personal belongings, freight, catering, cargo or mail.

PART IA

NATIONAL SECURITY PROGRAMMES

Director General Responsible for National Security Programme

National
Security
Programmes

4A. The Director General shall ensure that –

- (a) a written national civil aviation security programme is established, implemented and maintained to safeguard civil aviation operations against acts of unlawful interference, through regulations, practices and procedures which take into account the safety, regularity and efficiency of flights;
- (b) the level of threat to civil aviation within Trinidad and Tobago is kept under constant review and policies and procedures are established to adjust the relevant elements of the national civil aviation security programme accordingly, based upon a security risk assessment acceptable to the Authority;
- (c) tasks are defined and allocated and activities are co-ordinated between departments, agencies and other organizations, aerodrome and aircraft operators and other entities concerned with or responsible for the implementation of various aspects of the national civil aviation security

programme;

- (d) a written national civil aviation security training programme is developed, implemented and maintained for personnel of all entities involved with or responsible for the implementation of various aspects of the national civil aviation security programme and designed to ensure effectiveness of the national civil aviation security programme;
- (e) training programmes and instructor certification system is developed and implemented in accordance with the national civil aviation security programme;
- (f) a written national civil aviation security quality control programme is developed, implemented and maintained to determine compliance with and validate the effectiveness of the national civil aviation security programme and any civil aviation regulations, policies and procedures;
- (g) a written national civil aviation security screener certification programme is developed, implemented and maintained to ensure that persons assigned to conduct aviation security screening functions are properly trained and tested and meet the basic qualifications to perform such screening functions;
- (h) a written version of the appropriate parts of the national civil aviation security programme and relevant information or guidelines are made available to all airport operators, aircraft operators and other appropriate security entities operating in Trinidad and Tobago, enabling them to meet the requirements of the national civil aviation security programme;
- (i) the national civil aviation security programme includes procedures for -
 - (i) sharing, as appropriate, the results of audits carried out by International Civil Aviation Organization and the corrective actions taken by Trinidad and Tobago, if requested, by a Contracting State;
 - (ii) procedures for the inclusion in each bilateral agreement on air transport, a clause related to aviation security in accordance with the model developed by International Civil Aviation Organization
 - (iii) making available to other Contracting States on request a written version of the appropriate parts of the national civil aviation security programme;
 - (iv) notifying International Civil Aviation Organization where information was shared under paragraph (a);
 - (v) providing International Civil Aviation Organization with the information regarding the current office in Trinidad and Tobago responsible for the development, implementation and maintenance of the national civil aviation security programme;

Management and response to acts of unlawful interference

(vi) entering into collaborative arrangements in order to increase the sustainability of the aviation security system by avoiding unnecessary duplication of security controls based on verification of equivalence of the security outcome ensured by the application of effective security controls at origin; and

(vii) employing security equipment, where appropriate, to the extent operationally, technically and financially practicable, to achieve civil aviation security objectives.

“(j) personnel of all entities involved with or responsible for the implementation of various aspects of the national civil aviation security programme and those authorized to have unescorted access to airside, receive periodic security awareness training.”.

Management and Response to Acts of Unlawful Interference

4B. The Director General shall, in establishing the national civil aviation security programme under regulation 4A, ensure that the programme provides elements for the management of response to acts of unlawful interference as follows:

(a) Preventive measures –

- (i) when reliable information exists that an aircraft may be subjected to an act of unlawful interference, -
 - (A) to safeguard the aircraft where it is still on the ground; and
 - (B) to provide as much prior notification as possible of the arrival of the aircraft to relevant airport authorities and air traffic services of the States concerned where the aircraft has already departed;
- (ii) for the aircraft to be searched for concealed weapons, explosives or other dangerous devices, articles or substances having provided prior notification of the search to the operator concerned;
- (iii) for arrangements to be made to investigate, render safe or dispose of, where necessary, suspected dangerous devices or other potential hazards at aerodromes;
- (iv) for contingency plans to be developed and tested on a regular basis and for adequate resources to be made available to safeguard civil aviation against acts of unlawful interference; and
- (v) to ensure authorized and suitably trained personnel are readily available for deployment at its aerodromes serving civil aviation to assist in dealing with suspected or actual cases of unlawful interference in civil aviation;

(b) Response –

- (i) take appropriate measures for the safety of passengers and crew of an aircraft, which is subjected to an act of unlawful interference, while on the ground in Trinidad and Tobago, until their journey can be continued;
 - (ii) when responsible for providing air traffic services for an aircraft, which is the subject of an act of unlawful interference, for the collection of all pertinent information on the flight of that aircraft and to transmit that information to all other States responsible for the air traffic services units concerned, including those at the airport of known or presumed destination, so that timely and appropriate safeguarding action may be taken *en route* and at the known, likely or possible destination of the aircraft;
 - (iii) provide assistance to an aircraft subjected to an act of unlawful seizure, including the provision of navigation aids, air traffic services and permission to land as may be necessitated by the circumstances;
 - (iv) take measures, as it may find practicable, to ensure that an aircraft subjected to an act of unlawful seizure which has landed in Trinidad and Tobago is detained on the ground unless its departure is necessitated by the overriding duty to protect human life;
 - (v) recognize the importance of consultations, wherever practicable, between the State where that aircraft has landed and the State of the Operator of the aircraft, and notification by the Director General where the aircraft has landed in Trinidad and Tobago to the States of assumed or stated destination;
 - (vi) notify by the most expeditious means the State of Registry of the aircraft subjected to an act of unlawful interference which has landed in Trinidad and Tobago and the State of the Operator of the landing and shall similarly transmit by the most expeditious means all other relevant information to -
 - (A) the State of Registry and the State of the Operator;
 - (B) each State whose citizens suffered fatalities or injuries;
 - (C) each State whose citizens were detained as hostages;
 - (D) each State whose citizens are known to be on board the aircraft; and
 - (E) the International Civil Aviation Organization; and
- (ba) where information is received as a consequence of action taken in accordance with paragraph (b)(vi), distribute such information locally to the air traffic services units concerned, the appropriate airport administrations, the operator and others concerned, as soon as practicable;

- (bb) in connection with an act of unlawful interference, cooperation with other States for the purpose of providing a joint response;
- (bc) where measures are taken to free passengers and crew members of an aircraft subjected to an act of unlawful interference, use, as necessary, the experience and capability of the State of the Operator, the State of manufacture and the State of Registry of that aircraft;
- (c) in the exchange of information and reporting, provide the International Civil Aviation Organization with all pertinent information concerning the security aspects of the act of unlawful interference which concerns Trinidad and Tobago, as soon as practicable after the act is resolved;
- (d) the exchange of information with ICAO and other Contracting States as considered appropriate on the management of response to an act of unlawful interference.

International Cooperation

International
Cooperation

4C.(1) In promoting international co-operation in aviation security, the Director General may, where he considers it appropriate –

- (a) ensure that request from other Contracting States for additional security measures in respect to a specific flight by operators of the other State are met, as far as practicable;
- (b) co-operate with other Contracting States in the development and exchange of information concerning –
 - (i) national civil aviation security programmes;
 - (ii) training programmes; and
 - (iii) quality control programmes;
- (c) ensure that where procedures are established and implemented, to share with other Contracting States threat information that applies to aviation security interest of those States;
- (d) establish and implement suitable handling procedures for the protection of security information shared with other Contracting States, in order to ensure that inappropriate use or disclosure of the security information is avoided; and
- (e) promote research and development of new security equipment, processes and procedures with other Contracting States which will better achieve civil aviation security objectives while observing Human Factors principles.

(2) The Director General may request another Contracting State to provide additional security measures in respect of a specific flight by a national operator.

	<p>(3) Where a request is made by the Director General under subregulation (2), the Director General shall give consideration to alternative security measures offered by that State that are equivalent to the request.</p>	
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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.

(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.

(2A) A person under subregulation (2), who participates in code-sharing or other collaborative arrangements with other operators shall notify the Authority of the identity of the other operators, the nature of these arrangements, including security arrangements in his Aircraft Operator Security Programme.”;

(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.

“(3A) Each entity conducting general aviation operations, including corporate aviation operations, using aircraft with a maximum take-off mass greater than 5 700 kg, shall establish, implement and maintain a written operator security programme that meets the requirements of these Regulations for acceptance and subsequent approval by the Authority.

(3B) Each entity conducting aerial work operations shall establish, implement and maintain a written operator security programme that contain operations features specific to the type of operations conducted the requirements of these Regulations for acceptance and subsequent approval by the Authority.”;

(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.

(5A) Air traffic service providers shall establish and implement appropriate security provisions to meet the requirements of the national civil aviation security programme.

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

(5B) The basis for the operators' and entities security programmes under subregulations (1), (2), (3), (4) and (5) shall be in accordance with the ICAO model.

(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

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.

Additional requirements for applications under regulation 5

Acceptance of a 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—

- (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—

- (a) the national civil aviation security programme;
- (b) the national civil aviation security training programme;

Contents of an Aerodrome Operator Security Programme

Schedule 1

Aerodrome operator to develop security measures

<p>Approval of Aerodrome Operator Security Programme</p>	<p>(c) the special needs of general aviation, including reasonable access to aerodrome facilities and aircraft; and</p> <p>(d) the optimizing of aerodrome security arrangements in his development, renovation and expansion plans.</p> <p style="text-align: center;"><i>Approved Aerodrome Operator Security Programme</i></p> <p>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.</p> <p>(2) Where an aerodrome operator has implemented his accepted Aerodrome Operator Security Programme he shall notify the Authority that he—</p> <p>(a) has implemented such accepted Aerodrome Operator Security Programme; and</p> <p>(b) wishes to commence operations under such implemented Aerodrome Operator Security Programme once it is approved by the Authority.</p> <p>(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.</p> <p>(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.</p> <p style="text-align: center;"><i>Development of Aircraft Operator Security Measures</i></p>	
<p>Aircraft operator security programme to develop security measures</p>	<p>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—</p> <p>(a) passengers and their carry-on baggage are screened prior to boarding an aircraft engaged in civil aviation operations;</p> <p>(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;</p> <p>(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;</p>	

- (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;
- (r) procedures are established to deal with unidentified baggage and suspect baggage;
- (s) practices are established at airports and on board aircrafts to assist in the identification and resolution of suspicious activity that may pose a threat to civil aviation.

Content 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;

Contents of
aircraft
operator
security
programme

- (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.
- (ba) enhanced security measures apply to high-risk cargo and mail to appropriately mitigate the threats associated with it;
- (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.

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.

(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.

Schedule 2

Aircraft operator to ensure accepted aircraft operator security programme is implemented

<p>Contents of a regulated agent security programme</p>	<p style="text-align: center;"><i>Contents of a Regulated Agent Security Programme</i></p> <p>14. (1) A regulated agent shall ensure that his Regulated Agent Security Programme, required under regulation 5, contains—</p> <ul style="list-style-type: none"> (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— <ul style="list-style-type: none"> (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. <p>(2) A Regulated Agent Security Programme under subregulation (1) shall be set out in the manner specified in Schedule 3.</p>	
<p>Schedule 3</p> <p>Approval of Regulated Agent Security Programme</p>	<p style="text-align: center;"><i>Approval of Regulated Agent Security Programme</i></p> <p>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.</p> <p>(2) Where the regulated agent has implemented his accepted Regulated Agent Security Programme in accordance with subregulation (1), he shall—</p> <ul style="list-style-type: none"> (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. <p>(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.</p>	

<p>(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.</p> <p style="text-align: center;"><i>Contents of a Catering Operator Security Programme</i></p> <p>16. (1) A catering operator shall ensure that his Catering Operator Security Programme, required under regulation 5, contains—</p> <ul style="list-style-type: none"> (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— <ul style="list-style-type: none"> (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. <p>(2) A Catering Operator Security Programme under subregulation (1) shall be set out in the manner specified in Schedule 4.</p> <p style="text-align: center;"><i>Approval of Catering Operator Security Programme</i></p> <p>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.</p> <p>(2) Where the catering operator has implemented his accepted Catering Operator Security Programme in accordance with subregulation (1), he shall—</p> <ul style="list-style-type: none"> (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. 	<p>Contents of a Catering operator security programme</p> <p>Schedule 4</p> <p>Schedule 4</p> <p>Approval of Catering Operator Security Programme</p>
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(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

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

Procedures where changed conditions affect aerodrome security

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PART III

AERODROME SECURITY

Aerodrome Operator Responsibilities

21. (1) An aerodrome operator shall -
- (a) secure his aerodrome operations in accordance with the terms, conditions and limitations of his approval and the aerodrome security programme approved by the Authority; and
 - (b) 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.
- (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.

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

Security Measures in Landside Areas

- 21A. (1) Security measures in landside areas shall be established to mitigate the risk of, and to prevent possible acts of unlawful interference in accordance with national and local risk assessments carried out by the relevant authorities.
- (2) Landside security measures shall be coordinated between relevant departments, agencies, other organizations of the State, and other entities, and appropriate responsibilities identified in its national civil aviation security programme.

Security Measures in Landside areas

Protection of Information and Communication Systems

Protection of Information and Communication Systems

21B. (1) In order to protect critical information and communication technology systems used for civil aviation purposes from interference that may jeopardize the safety of civil aviation, measures shall be in accordance with the risk assessment carried out by its relevant national authorities.

(2) Entities involved with or responsible for the implementation of various aspects of the national civil aviation security programme shall identify their critical information and communication technology systems, including threats and vulnerabilities thereto, and develop protective measures to include, *inter alia*, security by design, supply chain security, network separation, and remote access control, as appropriate.

Aerodrome Security Committee

Requirement to establish 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.

(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.

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

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—

- (a) is a precept 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

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Restrictions of the employment of aviation security officers and 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—

- (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

<p>aircraft operator at the aerodrome;</p> <p>(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;</p> <p>(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</p> <p>(e) any other information the Authority considers necessary.</p> <p>(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.</p> <p style="text-align: center;"><i>Requirement to Screen Carry-on Baggage, Goods and Vehicle</i></p> <p>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.</p> <p>(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.</p> <p style="text-align: center;"><i>Refusal of Screening</i></p> <p>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.</p> <p>(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.</p> <p style="text-align: center;"><i>Unaccompanied Goods</i></p> <p>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.</p>	<p>Requirement to screen carry on baggage, goods or vehicle</p> <p>Procedure on refusal of person to submit to screening</p> <p>Treatment of unaccompanied goods</p>
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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 and the Director General of Civil Aviation, 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:

Prohibition on making false statements, entries or unauthorized reproductions

- (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.

Access Control System

33. (1) An aerodrome operator shall ensure that restricted areas under section 31 of the Airport Authority Act 49 of 1979 are protected from unauthorized access and acts of unlawful interference.

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

(1B) An aerodrome operator shall identify the sterile areas within the restricted areas of his 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 –

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

(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.

Aerodrome operator to establish and use aerodrome identification media system

(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

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.

Director General
to have
unrestricted
access to
aerodromes

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

Security of Air Operations Area

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—
 - (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

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

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

Requirement of aerodrome operator to keep records

Aerodrome operator to provide evidence of compliance

Designation of aerodrome security coordinator

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

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—

- (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—

- (a) immediately notify the aerodrome operator of the nature of the threat; and

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

Obligation of aerodrome operator where threat is against facility or aerodrome

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

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PART IV

AIRCRAFT OPERATOR SECURITY

Requirement of Aircraft Operator Security Programme

46. (1) An aircraft operator shall secure his operations in accordance with the terms, conditions and limitations of his approval and the aircraft operator security programme approved by the Authority; and

Requirement of Aircraft Operator Security Programme

(2) An aircraft operator having an approved Aircraft Operator Security Programme shall—

- (a) maintain one complete copy of his approved Aircraft Operator Security Programme at his principal business office;
- (b) maintain a complete copy or the pertinent portions of his approved Aircraft Operator Security Programme at each aerodrome where security screening is being conducted;
- (c) make the documents under paragraphs (a) and (b), available for inspection upon request by the Director-General;
- (d) restrict the distribution, disclosure, and availability of sensitive security information and his approved Aircraft Operator Security Programme only to persons who by their defined roles in the programme require to have such information for the performance of their function; and
- (e) when arranging security controls and procedures at an aerodrome, an aircraft 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.

Screening of passengers and property

47. (1) An aircraft operator shall conduct screening of—

Security requirements of national aircraft operator

- (a) originating passengers, transfer passengers and crew traveling on his aircraft;
- (b) carry-on baggage of persons under paragraph (a);
- (c) checked baggage of persons under paragraph (a); and
- (d) other goods in the hold of his aircraft.

(2) Notwithstanding subregulation (1), an aircraft operator may authorize in writing the aerodrome operator of the aerodrome from which he operates or any other person to conduct the screening functions set out in his approved Aircraft Operator Security Programme.

(3) In giving an authorization to an aerodrome operator or any other person under subregulation (2), the aircraft operator shall further instruct such aerodrome operator or person, to prohibit any passenger refusing to be screened from entry onto any of his aircraft.

(4) An aircraft operator or person authorized by him under subregulation (1), shall use the procedures and the facilities and equipment described in his Aircraft Operator Security Programme—

- (a) to prevent or deter the carriage of any weapon, explosive or incendiary device or any dangerous articles or substances which may be used to commit an act of unlawful interference on or about the person of an individual or accessible property and the carriage of any weapon or incendiary device in checked baggage on aircraft;
- (b) to detect the existence of a weapon or incendiary device, to inspect each person entering a sterile area at each pre-boarding screening check point and to inspect all accessible property under the control of such person; and
- (c) to perform the following control functions with respect to each aircraft operation for which screening is required:
 - (i) prohibit unauthorized access to the aircraft;
 - (ii) ensure that baggage carried on an aircraft is checked in by an authorized and properly trained agent and that appropriate identification is obtained and verified from all passengers and persons shipping goods or cargo on board the aircraft;
 - (iii) ensure that cargo and checked baggage carried on board the aircraft are handled in a manner that prohibits unauthorized access from the point of acceptance to loading onto the aircraft; and
 - (iv) conduct an aircraft security search of the interior and exterior of the aircraft before placing it in service;
 - (v) where an aircraft has been left unattended after an aircraft security search was accomplished, the aircraft security search shall be performed again before flight.

(5) An aircraft operator shall refuse to transport—

- (a) any person who does not consent to an authorized search of his person when required to do so by the aircraft operator or person authorized to conduct such searches on his behalf; and
- (b) any property of any person who does not consent to a search, screening or inspection of that property in accordance with the screening system prescribed by subregulation (1).

(6) An aircraft operator shall ensure that screening check point areas are properly served with properly trained supervisory and non-supervisory personnel in adequate numbers and in accordance with the standards specified in his Aircraft Operator Security Programme.

(7) An aircraft operator shall take measures to ensure that passengers disembarking from an aircraft at any time do not leave items on board the aircraft.

Prevention and Management of Hijackings and Sabotage Attempts

48. (1) An aircraft operator shall—

- (a) assign an appropriately qualified and trained person as a Ground Security Coordinator to co-ordinate the ground security duties specified in his approved Aircraft Operator Security Programme;
- (b) designate the pilot in command as the In-flight Security Coordinator for each flight, as required by his approved Aircraft Operator Security Programme to co-ordinate activities in response to threats of acts of unlawful interference;
- (c) conduct an aircraft security search of the interior and exterior of aircraft for the purpose of discovering suspicious objects, weapons, explosives or other dangerous devices, articles or substances prior to the boarding of passengers and the loading of baggage, cargo, mail, stores and catering;
- (d) conduct an aircraft security check of the interior and exterior of aircraft to which passengers may have had access and conduct an inspection of the hold in order to discover suspicious objects, weapons, explosives or other dangerous devices, articles or substances;
- (e) take the necessary measures to ensure that any items left behind by passengers disembarking from transit flights are removed from the aircraft or otherwise dealt with appropriately before departure of an aircraft engaged in commercial flights;
- (f) ensure that the aircraft subjected to security measures referred to in paragraphs (c) and (d) are protected from unauthorized interference from the time the search or check has commenced until the aircraft departs;
- (g) ensure that appropriate measures are taken during flight to prevent unauthorized persons from entering the flight crew compartment;
- (h) ensure that the aircraft security search or check referred to in paragraphs (c) and (d) are documented on a checklist, a copy of which must be presented to the pilot in command;
- (i) develop the checklist referred to paragraph (h) in accordance with the guidance established in the International Civil Aviation Organization's Security Manual for Safeguarding Civil Aviation against Acts of Unlawful Interference, Document 8973;

Aircraft operator to prevent and manage hijackings and sabotage attempts

Schedule 6

- (j) ensure that only items of hold baggage which have been individually identified as accompanied or unaccompanied, using a verifiable tracking system and authorized for carriage on that flight are accepted for carriage on the specific flight;
- (k) verify the identity of each passenger by examining their travel documents, at the point of check-in and at the time of boarding the aircraft;
- (l) ensure that security controls are applied to an aircraft when the aircraft is not in the security restricted area to prevent unauthorized access;
- (m) ensure that all items of hold baggage under paragraph (1) are screened;
- (n) ensure that passengers and cabin baggage which have been screened are protected from unauthorized interference from the point of screening until they board the aircraft;
- (o) ensure that where mixing or contact take place, with passengers and their cabin baggage that the passengers concerned and their cabin baggage must be re-screened before boarding the aircraft; and
- (p) ensure that measures are taken to deal with unidentified baggage in accordance with the approved Aerodrome Operator Security Programme from which he operates.

(2) Notwithstanding the measures required under subregulation (1), in applying security measures for the prevention and management of hijackings and sabotage attempts under this regulation, an aircraft operator or the aerodrome operator shall ensure that the measures set out in Schedule 6 and other measures prescribed by the Authority from time to time are applied in the manner specified.

(3) An aircraft operator shall, where directed by the Director General, permit and facilitate the carriage of an in-flight security officer on specific flights to prevent—

- (a) unauthorized persons from gaining access to the flight deck; and
- (b) hijackings and other criminal acts on board the aircraft.

(4) An in-flight security officer under this section, where required to be on board a flight, shall—

- (a) prevent unauthorized persons from gaining access to the flight deck and prevent hijackings and other criminal acts on board the aircraft; and
- (b) conduct a crew briefing prior to departure to ensure the flight crew and cabin crew understand his role on board the aircraft.

(5) An aircraft operator under subregulation (3) shall ensure that the pilot-in-command is notified as to the number of in-flight security officers on board and their seat location.

Carriage of Weapons

49. (1) An aircraft operator required to conduct screening under an approved Aircraft Operator Security Programme shall not permit any person to have, nor may any person have, on or about his person or property, a weapon, either concealed or unconcealed, accessible to him while on board an aircraft.

(2) Notwithstanding subregulation (1), an in-flight security officer required to be on board an aircraft acting in the performance of his duty may, subject to approval by the appropriate authority, have a weapon on his person or in his property either concealed or unconcealed.

(3) The Director General shall give consideration to requests by another State to allow the travel of armed personnel, including in-flight security officers, on board aircraft of operators of the requesting State.

(4) An aircraft operator shall not knowingly permit any person to transport, nor shall any person transport or tender for transport, a weapon, incendiary device or loaded firearm on his person or in carry – on baggage in the cabin of an aircraft.

(5) For the purpose of this regulation, an “unloaded firearm” means a firearm which has no round of ammunition, cartridge, detonator or powder in the chamber or in a clip, magazine or cylinder inserted in it.

(6) An aircraft operator shall not knowingly permit any person to transport, nor may any person transport or tender for transport, any firearm in checked baggage on board an aircraft unless—

- (a) such person declares to the aircraft operator, either orally or in writing before tendering the baggage for the purpose of being checked in that he has a firearm carried in his checked baggage and it is unloaded;
- (b) a suitably qualified and trained person verify that the firearm is unloaded;
- (c) the firearm is transported in an appropriate container or case and is locked to prevent unauthorized access;
- (d) the checked baggage or container containing the firearm is loaded on the aircraft in an area that is inaccessible to passengers; and
- (e) such person presents –
 - (i) a licence for the firearm from the State that permitted him to have in his possession the firearm;
 - (ii) an export licence for the firearm from the State of departure; and
 - (iii) an import licence for the firearm to the State of destination.

(7) Where a firearm to be transported in checked baggage but is not secured in such checked baggage it shall be carried in the hold of the aircraft, in a container that the aircraft operator considers appropriate for air transportation.

Requirement of aircraft operator to prohibit the carriage of weapons by passengers on board an aircraft

(8) Where an aircraft operator is granted approval by the Authority to transport unloaded firearms in the hold of his aircraft, the aircraft operator shall notify all passengers in writing or by placing appropriate signage at the point of check-in, relating to the declaration and transportation of firearms.

Use of X-ray Systems

50. (1) An aircraft operator or person authorized to conduct screening on his behalf, shall not use an X-ray system within Trinidad and Tobago to inspect carry-on or checked baggage unless specifically authorized under an approved Aircraft Operator Security Programme required by regulation 12 or use such a system contrary to his approved Aircraft Operator Security Programme.

(2) An aircraft operator may be authorized by the Authority, to use X-ray system for inspecting carry-on or checked baggage under an approved Aircraft Operator Security Programme where he shows that –

- (a) his X-ray system complies with the standards for cabinet X-ray systems designed primarily for the inspection of carry-on and checked baggage and meets the performance requirements set out in Part A of Schedule 7 and has been appropriately calibrated;
- (b) a programme for initial and recurrent training and certification of operators of the system is established, which includes training in radiation safety, the efficient use of X-ray systems, and the identification of weapons and other dangerous articles and approved by the Authority; and
- (c) the system meets the imaging requirements described in the approved Aircraft Operator Security Programme in accordance with the combined test requirements set out in Part B of Schedule 7.

(3) An aircraft operator shall ensure that an X-ray system is not used—

- (a) unless within the preceding twelve months, a radiation survey has been conducted which show, that the system meets the applicable performance standards or guidelines prescribed by the Director General;
- (b) after the system is initially installed or after it has been moved from one location to another, unless a radiation survey is conducted which shows that the system meets the applicable performance standards or guidelines prescribed by the Director General; and
- (c) to inspect carry-on or checked articles unless appropriate signs are posted in a conspicuous place at the screening checkpoint which –
 - (i) notifies passengers that security measures are being taken to screen and or inspect passengers and all carry-on items;
 - (ii) notifies passengers that persons refusing to subject themselves and or their carry-on items to screening will not be allowed beyond the screening checkpoint;

Requirements for the use of X-ray systems by an aircraft operator

Schedule 7

Schedule 7

- (iii) advises passengers of items which are not permitted beyond the screening checkpoint;
- (iv) notifies passengers that such items are being inspected by an X-ray and advises them to remove all X-ray, scientific and high-speed film from carry-on and checked baggage before inspection; and
- (v) advises passengers that an inspection may be made of their photographic equipment and film packages without exposure to an X-ray system.

(4) Where the X-ray system under subregulation (2)(c), exposes any carry-on or checked articles to more than 1 milliroentgen during the inspection, the aircraft operator shall post a sign which advises passengers to remove film of all kinds from their baggage before inspection.

(5) Where a passenger requests his photographic equipment and film packages be inspected without exposure to an X-ray system under subregulation (3)(c)(ii), such photographic equipment and film packages shall be inspected without exposure to an X-ray system.

(6) An aircraft operator shall maintain at least one copy of the results of the most recent radiation survey conducted under subregulation (3) and shall make it available for inspection upon request by the Authority at each of the following locations:

- (a) the principal business office of the aircraft operator; and
- (b) the place where the X-ray system is in operation.

(7) An aircraft operator shall ensure that screening staff comply with X-ray operator duty time limitations specified in his Aircraft Operator Security Programme.

Security Threats and Procedures

51. (1) Where an aircraft operator determines that there is a specific threat which jeopardizes the security of an aircraft on the ground or in flight, he shall immediately take all of the measures necessary to ensure the safety of the aircraft, passengers and crew on board such aircraft, including—

- (a) informing the pilot in command, the crew members assigned to the aircraft or flight, the aerodrome operator and the appropriate protective service of the nature of the threat;
- (b) where the aircraft is on the ground, moving such aircraft to a place of safety at the aerodrome according to the directions of the aerodrome operator; and
- (c) an aircraft security search or check as necessitated by the nature of the threat and screening of the passengers and goods on board the aircraft, unless the aircraft search or check and screening is likely to jeopardize the safety of the passengers and crew members.

Obligations of an aircraft operator where there is specific threat to aircraft or flight

(2) Where the aircraft, under subregulation (1), is on the ground, the pilot in command shall comply with any direction given by the aerodrome operator under subregulation 1(a), or a member of the appropriate protective service, unless complying with such direction is likely to jeopardize the safety of the passengers and crew members.

(3) Immediately upon receiving information that an act or suspected act of unlawful interference has been committed, the aircraft operator shall immediately notify the Authority.

(4) Where an aircraft operator determines that there is a specific threat which jeopardizes the security of a facility or part of an aerodrome under his control, he shall immediately take all of the measures necessary to ensure the safety of the facility or part of the aerodrome and persons at the facility or aerodrome, including informing the aerodrome operator and the appropriate protective service of such threat.

(5) Where the aircraft under subregulation (3), is in airspace within the jurisdiction of a State other than Trinidad and Tobago, the aircraft operator shall also notify the appropriate authority of the State in whose territory the aircraft is located and, if the aircraft is in flight, the appropriate authority of the State in whose territory the aircraft is to land.

(6) Upon receipt of a bomb threat against a specific aircraft, each aircraft operator shall attempt to determine whether or not any explosive or incendiary device is aboard the aircraft involved by doing the following:

- (a) conducting an aircraft security search on the ground before the next flight or, where the aircraft is in flight, immediately after its next landing;
- (b) where the aircraft is being operated on the ground, advising the pilot in command to immediately submit the aircraft for an aircraft security search; and
- (c) where the aircraft is in flight, immediately advising the pilot in command of all pertinent information available so that necessary emergency action can be taken.

(7) Immediately notify the appropriate air traffic control authority of the nature of the threat.

Reporting of Security Incidents

52. (1) An aircraft operator shall immediately notify the Authority when there is—

- (a) a hijacking or attempted hijacking of an aircraft;
- (b) the discovery, on board an aircraft, of a weapon, other than an unloaded firearm allowed under regulations 29(1)(a) or 49;
- (c) the discovery, on board an aircraft, of an explosive substance or an incendiary device, other than an explosive substance or incendiary device allowed on board the aircraft under the Act or regulations made thereunder;

An aircraft operator to notify where Authority in specific circumstances

- (d) an explosion on an aircraft; or
- (e) a specific threat against an aircraft, a flight or a facility or part of an aerodrome under its control.

(2) An aircraft operator shall immediately notify the aerodrome operator and the authority when a weapon other than a firearm allowed under regulations 29(1)(a), or 49, is detected in any part of the aerodrome under its control.

(3) An aircraft operator shall immediately notify the aerodrome operator and the Authority when a weapon or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference is discovered in any area beyond a screening checkpoint or security restricted area.

Person Authorized to Conduct Screening Activities

53. (1) A person authorized to conduct screening activities shall immediately notify the appropriate aircraft operator, aerodrome operator, the Trinidad and Tobago Police Service and the Authority when any of the following is detected at a restricted area access point or security restricted area where screening is conducted of persons and carry-on baggage and other articles in the possession or control of persons who are screened:

- (a) a weapon, other than a weapon allowed under regulations 29(1)(a) or 49;
- (b) an explosive substance, other than—
 - (i) ammunition carried by a person allowed to carry or have access to a weapon or firearm under regulations 29(1)(a) and 49;
 - (ii) an explosive substance allowed under the Act or regulations made thereunder; or
- (c) an incendiary device, other than an incendiary device allowed under the Act or regulations made thereunder.

(2) A person authorized to conduct screening activities shall immediately notify the appropriate aircraft operator, the aerodrome operator, the regulated agent, the catering operator, the appropriate protective service and the Authority when any of the following is detected in checked baggage:

- (a) a loaded firearm;
- (b) an explosive substance, other than ammunition; or
- (c) an explosive or incendiary device.

Security Information

54. An aircraft operator shall where the Authority provides reasonable notice, provide the Authority, with a written or electronic record or other information relevant to the security of his operations, including—

Obligation of person authorized to conduct screening activities

An aircraft operator to provide Authority with information on the security of his operations

<p>Persons who provide services to an aircraft operator and who transport goods to provide Authority with information on the security of their operations</p>	<ul style="list-style-type: none"> (a) information concerning the method of implementing the security measures that apply to the aircraft operator under regulation 5(2); and (b) a description of the nature of operations related to a particular flight and the services provided in respect of the flight.
<p>Person authorized to screen on behalf of aircraft operator to provide Authority with information on the security of his operations</p>	<p style="text-align: center;"><i>Provision of Information to the Authority on the Security of Operations by Service Providers</i></p> <p>55. A person who provide services to an aircraft operator and a person who provides a service related to the transportation of goods by air, 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 operations of the aircraft operator, including—</p> <ul style="list-style-type: none"> (a) information concerning the method of implementing the security measures that apply to those persons under regulation 5(2); (b) a description of the nature of the operations related to a particular flight and the services provided in respect of the flight; and (c) any other information related to aviation security <p style="text-align: center;"><i>Provision of Information to the Authority on the Security of Operations by Screening Personnel</i></p> <p>56. A person authorized to perform screening on behalf of an aircraft 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 his screening operations, including—</p> <ul style="list-style-type: none"> (a) information concerning the method of implementing the security measures that apply to it under regulation 5(2); and (b) a description of the nature of the screening operations related to a particular flight or at a particular aerodrome.
<p>National aircraft operator to use explosive detections system to screen checked baggage</p>	<p style="text-align: center;"><i>Use of Explosives Detection Systems</i></p> <p>57. Effective 1st January, 2017, an aircraft operator required to conduct screening of passengers, carry-on and checked baggage under an aircraft operator security programme approved by the Authority shall use x-ray equipment with advanced functions and capabilities for detecting explosives and other prohibited items, accepted or approved by the Authority.</p> <p style="text-align: center;"><i>Carriage of Passengers under the Control of Unarmed Officer of the Protective Services</i></p>
<p>Procedures for the carriage of passengers in the custody of escort officer</p>	<p>58. (1) An aircraft operator required to conduct screening under an approved security programme may carry a passenger in the custody of an officer of the protective services (hereinafter called an “escort officer”) on board an aircraft.</p>

(1A) The State agency requesting the carriage of a person subjected to judicial or administrative proceedings shall inform the aircraft operator prior to the departure date of the person, the nature of the escort, including the results of any risk assessment carried out to determine the number of escorts required, the use of restraining devices and any special boarding and disembarking requirements not required under this regulation.

(2) An aircraft operator shall ensure that prior to departure—

- (a) the escort officer, under subregulation (1), is equipped with adequate restraining devices to be used in the event restraint of any passenger under his control becomes necessary;
- (b) each passenger under the control of the escort officer under subregulation (1), has been searched and does not have on or about his person or property anything that can be used as a weapon;
- (c) a passenger under the control of an escort officer, under this regulation, is—
 - (i) boarded before any other passengers when boarding at the aerodrome from which the flight originates and deplaned at the destination after all other deplaning passengers have deplaned;
 - (ii) seated in the rear-most passenger seat when boarding at the aerodrome from which the flight originates; and
 - (iii) seated in a seat that is neither located in any lounge area nor located close to or directly across from any exit; and
- (d) an escort officer and his escorted passengers shall be seated only in a row of two or more seats and at least one escort officer shall sit between the escorted passenger and any aisle.

(3) An aircraft operator operating an aircraft under subregulation (1), shall —

- (a) not serve food, beverage, or provide eating utensils made of metal to a passenger under the control of an escort officer while on board such aircraft unless authorized to do so by the escort officer;
- (b) not serve an escort officer or the passenger under the control of the escort officer any alcoholic beverages while on board such aircraft; and
- (c) ensure that the pilot in command and the cabin crew are informed of —
 - (i) the names and assigned seats of persons under escort and the names of the escorting officers; and
 - (ii) the reason for the escort officers.

(4) An escort officer carried under the provisions of subregulation (1), shall, at

all times, accompany the passenger under his control and keep the passenger under surveillance while on board the aircraft including visits to the lavatory.

(5) Where an escort officer is transported under this regulation, the aircraft operator shall ensure that such escort officer or any passenger under the control of such escort officer are not served and do not consume alcoholic beverages while on board the aircraft.

(6) This regulation shall not apply to the carriage of passengers under voluntary protective escort.

(7) An aircraft operator shall not conduct a flight with a passenger on board who refuses to submit to a screening, required under these Regulations, or while the carry-on or checked baggage of such person is on board his aircraft.

(8) A foreign aircraft operator shall not conduct a flight within Trinidad and Tobago with a passenger on board who refuses to submit to a screening, required under these Regulations or while the carry on or checked baggage of such person is on board his aircraft.

(9) Where a pilot in command of an aircraft has reasonable grounds to believe that a person on board an aircraft is in violation of any regulation under this Part or is a potential risk to the safety of the passenger and crew on board the aircraft he may order the person to disembark the aircraft

Training

59. (1) An aircraft operator shall not use any person as a Security Coordinator unless, within the preceding twelve months, such person has satisfactorily completed the required security training specified in the National Civil Aviation Security Training Programme and any other training in his approved Aircraft Operator Security Programme.

(2) A national aircraft operator shall not use any person as a crewmember on any domestic or international flight unless within the preceding twelve months that person has satisfactorily completed the security training specified in the National Civil Aviation Security Training Programme required under these Regulations or as specified in his approved Aircraft Operator Security Programme.

(3) An aircraft operator shall not use any person as an –

- (a) Aviation Screening Officer to perform any screening functions unless, within the preceding twelve months, that person has successfully completed the security training specified in the National Civil Aviation Security Training Programme and was tested and certified by the Authority;
- (b) Aviation Security Officer to perform any aviation security functions unless, within the preceding twelve months, such person has satisfactorily completed security training specified in the National Civil Aviation Security Training Programme or as specified in his approved Aircraft Operator Security Programme; or
- (c) Aviation Security Instructor to deliver the security training specified in the

Restrictions on use of persons as Security Coordinator by a national aircraft operator

National Civil Aviation Security Training Programme or his approved Aircraft Operator Security Programme unless, within the preceding twelve months, such person has met the basic qualifications for those duties as specified by the Authority and has been assessed and certified by the Authority.

(4) An aircraft operator shall develop and implement aviation security training programmes to meet the requirements of the National Civil Aviation Security Training Programme and any other training required under these Regulations.

(5) An aviation security training programme under subregulation (4) shall be submitted to the Authority for review and subsequent approval.

(6) Subregulations (3)(c) and (4) shall not apply to any qualified person or organization outside Trinidad and Tobago providing professional aviation education recognized by the Authority.

Standards for Security Oversight

60. (1) An aircraft operator shall employ a suitably qualified person within its organization as a Security Coordinator to be responsible for the management and coordination of the implementation of security controls for his operations.

(2) An aircraft operator shall designate, in his approved Aircraft Security Programme, the Security Coordinator as the primary contact of the aircraft operator for all aviation security related activities and communications with the Director General, and who shall be available at all times.

(3) The Security Coordinator shall be responsible for the development, maintenance and implementation of the Aircraft Operator Security Programme required under these Regulations.

(4) An aircraft operator shall ensure that—

(a) a person authorized to perform and performing a security related function on his behalf has knowledge of—

(i) the provisions of Part III of these Regulations, applicable security directives and information circulars promulgated pursuant to regulation 70; and

(ii) elements of the approved Aircraft Operator Security Programme required for the performance of his functions.

(b) the Security Coordinator of the aircraft operator at each aerodrome—

(i) reviews daily all security-related functions for effectiveness and compliance with—

(A) these Regulations;

(B) the approved Aircraft Operator Security Programme; and

Security obligations of an aircraft operator

(C) applicable security directives; and

(ii) immediately initiates corrective action for each instance of non-compliance with—

(A) these Regulations;

(B) the approved Aircraft Operator Security Programme; and

(C) applicable security directives.

(5) The requirements prescribed under subregulation (1), shall apply to all security-related functions performed for the aircraft operator whether by his employee or the employee of a contractor.

(5A) An aircraft operator shall not use any person to perform any required screening function, unless such person —

(a) meets the basic selection criteria and qualifications for such duties prior to being assigned to conduct screening function;

(b) meets the training standards for aviation screening officers established by the Authority and where appropriate, by the International Civil Aviation Organization;

(c) is properly trained; and

(d) is examined or tested and certified by the Authority.

(6) An aircraft operator conducting operations in Trinidad and Tobago shall not use any person to perform any required screening function, unless such person has—

(a) a combination of education and experience, which the aircraft operator has determined is necessary for the person to perform his duties;

(b) the following basic aptitudes and physical abilities:

(i) the ability to distinguish on the X-ray monitor the appropriate imaging standard specified in his national aircraft operator security programme including the perception of colours where displayed by the X-ray system;

(ii) the ability to distinguish each colour displayed on every type of screening equipment and explain what each colour signifies;

(iii) the ability to hear and respond to the spoken voice and to audible alarms generated by screening equipment in an active check point environment;

(iv) the ability to efficiently and thoroughly manipulate and handle such baggage, containers, and other objects subject to security processing; and

(v) the ability to have sufficient dexterity and capability to conduct partial

and full body searches or hand held metal detector searches.

(c) the ability to read, write, and speak the English Language well enough to—

- (i) carry out written and oral instructions in the English Language regarding the proper performance of screening duties;
- (ii) read English Language identification media, credentials, airline tickets, and labels on items normally encountered in the screening process;
- (iii) provide direction to and understand and answer questions from English-speaking persons undergoing screening; and
- (iv) write incident reports and statements and log entries into security records in the English Language; and

(d) satisfactorily completed all initial, recurrent, and appropriate specialized aviation security training required by the national civil aviation security programme and the approved Aircraft Operator Security Programme.

(7) Notwithstanding the provisions of subregulation (1)(d), an aircraft operator may use a person during the on-the-job portion of training to perform security functions, not requiring a precepted officer, provided that the person is closely supervised by a qualified person and does not make independent judgments as to whether persons or property may enter a sterile area without further inspection.

(8) An aircraft operator shall not use a person to perform a screening function after that person has failed an operational test related to that function, until such person has successfully completed the remedial training specified in the national civil aviation security training programme and his Aircraft Operator Security Programme and has passed a re-test related to that function.

(8A) An aircraft operator shall ensure that screening officers are rotated regularly among the positions during a tour of duty. No screening officer shall be required to scrutinize X-ray images continually for more than 20 minutes and shall not resume this duty again for a further 40 minutes.

(9) An aircraft operator shall ensure that a Security Coordinator conducts and documents an annual evaluation of each person assigned screening duties and may continue the employment of that person in a screening capacity only upon the determination by that Security Coordinator that the person—

- (a) has not suffered a significant diminution of any physical ability required to perform a screening function since the last evaluation of those abilities;
- (b) has a satisfactory record of performance and attention to duty; and
- (c) demonstrates the current knowledge and skills necessary to courteously, vigilantly, and effectively perform screening functions.

(10) Subregulations (1) through (6), shall not apply to those aviation security screening functions conducted outside Trinidad and Tobago over which the national aircraft operator does not have operational control.

(11) At locations outside Trinidad and Tobago where the national aircraft

	<p>operator has operational control over a screening function, he may use aviation security screeners who do not meet the requirements of subregulation (3)(c), provided that at least one of his representatives who has the ability to functionally read and speak the English language is present while the passengers of the aircraft operator are undergoing security processing.</p>	
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PART V

REGULATED AGENT SECURITY

Aviation Security Responsibilities of a Regulated Agent

61. (1) A regulated agent-

- (a) shall secure his operations in accordance with the terms, conditions and limitations of his approval and the regulated agent security programme approved by the Authority; and
- (b) prior to accepting goods for transport in an aircraft shall—
 - (i) establish and register the name and address of the consignor;
 - (ii) establish the credentials of the person who delivers the goods as an agent of the consignor;
 - (iii) ensure on the basis of random checks or security screening that such goods do not contain any prohibited items;
 - (iv) ensure the safeguarding of such goods from unauthorized interference after acceptance from the point security controls are applied until departure of the aircraft;
 - (v) ensure the goods are received by staff who are properly recruited and trained by him in accordance with his approved Regulated Agent Security Programme;
 - (vi) designate a person as Security Co-ordinator to implement and supervise the screening process;
 - (vii) ensure that the following categories of goods are not carried by air unless they have been subjected to screening:
 - (A) unaccompanied baggage;
 - (B) goods from unknown consignors; and
 - (C) goods for which the contents do not coincide with the description delivered; and
 - (viii) ensure that each shipment of goods be accompanied by documentation providing the statement of the security status of such shipment.”.

(2) An approved regulated agent who offers goods to an aircraft operator for transport by aircraft shall produce and make available to the aircraft operator, and the Authority on demand, shipping documents, records of goods accepted and offered for air transport, employee training records and airway bills.

Responsibilities
of a regulated
agent

Responsibility of the aircraft operator where receiving goods from a regulated agent

Responsibility of the Aircraft Operator Receiving Goods from a Regulated Agent

62. (1) An aircraft operator accepting goods for transport on his aircraft—
- (a) may conduct screening of such shipments of goods; and
 - (b) shall ensure—
 - (i) the safeguarding of such goods against unlawful interference until such goods have been placed in the aircraft;
 - (ii) that his shipments of goods are recorded; and
 - (iii) that whenever the goods are received from an approved regulated agent such goods are delivered by an authorized employee of such regulated agent.
- (2) An aircraft operator shall not accept any goods for transport by aircraft unless the documentation for such goods is examined for inconsistencies and is accompanied by a valid Security Declaration.
- (3) An aircraft operator shall not accept any goods, from a regulated agent, for transport by aircraft unless initially and within the preceding twelve months prior to accepting the goods, the aircraft operator—
- (a) has inspected facilities and procedures of such regulated agent;
 - (b) has issued a letter to the regulated agent either accepting him or renewing his acceptance as a regulated agent for the purposes of the transport of goods through the national aircraft operator; and
 - (c) assures the security of the goods in accordance with the procedures approved by the national aircraft operator.
- (4) An aircraft operator shall require an approved regulated agent to comply with the Technical Instructions.
- (5) An aircraft operator shall make available to the Director General a report of any incident where an air waybill or equivalent document did not provide an accurate record of the goods being offered for air transport.
- (6) An aircraft operator, except as provided in the Technical Instructions, shall not place in an aircraft any goods that are not acceptable.
- (7) An aircraft operator shall preserve for not less than one year any record of acceptance checklists and inspections carried out under this Part.

Inspection of Goods Offered for Transport by Regulated Agent

63. (1) An aircraft operator may inspect any goods or any package, or container having goods offered for transport by air by a regulated agent.

Inspection of goods offered for transport by regulated agent

(2) Where an inspection is conducted pursuant to subregulation (1), a regulated agent or a representative of the regulated agent may observe the inspection.

(3) In the absence of a regulated agent, or a representative of a regulated agent, an aircraft operator may use such force as is necessary to access the contents of any package or container containing goods offered for transport by air by such regulated agent, representative of a regulated agent or national aircraft operator.

(4) Where an inspection is conducted by an aircraft operator pursuant to subregulation (1), the package, container or goods shall remain in possession of the national aircraft operator until after the inspection is complete.

(5) Where an inspection of goods under this regulation provides evidence of a breach of this Part, the national aircraft operator shall maintain possession of the goods offered for air transport by a regulated agent and the air waybill and inform the Authority in the prescribed form.

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PART VI

CATERING OPERATOR SECURITY

Aviation Security Responsibilities of a Catering Operator

64. (1) A catering operator-

- (a) shall secure his operations in accordance with the terms, conditions and limitations of his approval and the catering operator security programme approved by the Authority; and
- (b) prior to accepting raw materials and equipment for preparation as catering supplies for transport in an aircraft shall—
 - (i) establish and register the name and address of the supplier of such raw materials and equipment;
 - (ii) establish the credentials of the person who delivers the raw materials and equipment as an agent of the supplier of such raw materials and equipment;
 - (iii) ensure on the basis of random checks or security screening that such raw materials and equipment do not contain any prohibited items;
 - (iv) ensure the safeguarding of such raw materials and equipment from unauthorised interference after acceptance;
 - (v) ensure the raw materials and equipment are received by staff who are properly recruited and trained by him;
 - (vi) designate a person to implement and supervise the screening process;
 - (vii) ensure that all catering stores and supplies are not carried by air unless they have been subjected to screening;
 - (viii) ensure that each shipment of catering stores and supplies be accompanied by documentation providing the statement of the security status of such shipment.

(2) An approved catering operator who offers catering stores and supplies to an aircraft operator for transport by aircraft shall produce and make available to the aircraft operator, and the Authority on demand, shipping documents, records of raw materials and equipment accepted and catering stores and supplies offered for air transport, employee training records and other accountable catering documents.

Responsibility of the Aircraft Operator Receiving Catering Stores and Supplies from a Catering Operator

65. (1) An aircraft operator accepting catering stores and supplies for transport on his aircraft—

Responsibilities of a catering operator

Responsibilities of the aircraft operator where receiving goods from catering operator

- (a) may conduct screening of such shipments of catering stores and supplies; and
- (b) shall ensure—
 - (i) the safeguarding of such catering supplies and stores against unlawful interference from the point where security controls are applied until such catering supplies and stores have been placed in the aircraft;
 - (ii) that his shipments of catering supplies and stores are recorded; and
 - (iii) that whenever the catering supplies and stores are received such catering supplies and stores are delivered by an authorized employee of such catering operator.

(2) An aircraft operator shall not accept any catering supplies and stores for transport by aircraft unless the documentation for such catering supplies and stores is examined for inconsistencies and is accompanied by a Security Declaration.

(3) An aircraft operator shall not accept any catering supplies and stores, from a catering operator, for transport by aircraft unless initially and within the preceding twelve months prior to accepting the catering supplies and stores, the aircraft operator—

- (a) has inspected facilities and procedures of such catering operator;
- (b) has issued a letter to the catering operator either accepting him or renewing his acceptance as a catering operator for the purposes of the transport of catering supplies and stores through the national aircraft operator; and
- (c) assures the security of the catering supplies and stores in accordance with the procedures approved by the national aircraft operator.

(4) An aircraft operator shall provide an approved catering operator to comply with the Technical Instructions.

(5) An aircraft operator shall make available to the Director General a report of any incident where a catering or equivalent document did not provide an accurate record of the catering supplies and stores being offered for air transport.

(6) An aircraft operator, except as provided in the Technical Instructions, shall not place in an aircraft any catering supplies and stores that are not acceptable.

(7) An aircraft operator shall preserve for not less than one year any record of acceptance checklists and inspections carried out under this Part.

***Inspection of Catering Supplies and Stores
Offered for Transport by Air***

66. (1) An aircraft operator may inspect any catering supplies and stores or any package, or container having catering supplies and stores offered for transport by air by an approved catering operator.

Inspection of goods offered for transport by regulated agent

(2) Where an inspection is conducted pursuant to subregulation (1), a catering operator or a representative of the catering operator may observe the inspection.

(3) In the absence of a catering operator, or a representative of a catering operator, an aircraft operator may use such force as is necessary to access the contents of any package or container containing catering supplies and stores offered for transport by air by such catering operator, or representative of a catering operator.

(4) Where an inspection is conducted by an aircraft operator pursuant to subregulation (3), the package, container or catering supplies and stores shall remain in possession of the national aircraft operator until after the inspection is complete.

(5) Where an inspection of catering supplies and stores under this regulation provides evidence of a breach of this Part, the national aircraft operator shall maintain possession of the catering supplies and stores offered for air transport by a catering operator and the catering document and inform the Authority in the prescribed form.

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PART VII
MISCELLANEOUS

Protection of Sensitive Security Information

67. (1) For the purpose of these Regulations the following information and records containing such information constitute sensitive security information:

- (a) an approved security programme for an aircraft operator, aerodrome operator, regulated agent or catering operator, any security programme that relates to transportation by air and any comments, instructions or implementing guidance pertaining thereto;
- (b) security directives, information circulars and any comments, instructions or implementing guidance pertaining thereto;
- (c) any profile used in any security screening process, including for persons, baggage or cargo;
- (d) any security contingency plan or information and any comments, instructions, or implementing guidance pertaining thereto;
- (e) technical specifications of any device used for the detection of any deadly or dangerous weapon, explosive, incendiary, or destructive substance;
- (f) a description of, or technical specifications of, objects used to test screening equipment;
- (g) communication procedures and technical specifications of any security communication equipment;
- (h) any information that the Director General has determined may reveal a systemic vulnerability of the aviation system or a vulnerability of aviation facilities, to attack;
- (i) information concerning threats against civil aviation released by the Authority;
- (j) specific details of aviation security measures whether applied directly by the Authority or regulated parties and includes, but is not limited to, information concerning specific numbers of aviation security officers and aviation security officers, deployments or missions, and the methods involved in such operations;
- (k) any other information, the disclosure of which the Authority has prohibited; and
- (l) any draft, proposed or recommended change to the information and records identified in these Regulations.

(2) An aircraft operator, aerodrome operator, catering operator, regulated agent

Procedure for the protection of sensitive security information

or person authorized to access information, records or documents shall –

- (a) take every possible measure to safeguard such information, records or documents against unauthorized access; and
- (b) not disclose such information, records or documents to any person who do not have a need to know, on the basis of his functions.

(3) An aircraft operator, aerodrome operator, regulated agent and catering operator shall not release his approved Security Programme required under these Regulations to any person outside his organization without authorization from the Director General.

Quality control

67A. (1) The Director General shall –

- (a) ensure that a National Civil Aviation Security Quality Control Programme is developed, implemented and maintained to satisfy the requirements of the Act or regulations made thereunder to determine and validate the effectiveness of the National Civil Aviation Security Programme;
- (b) ensure that the implementation of civil aviation security measures in Trinidad and Tobago is regularly subjected to verification of compliance with the national civil aviation security control programme;
- (c) arrange for security audits, tests, surveys and inspections to be conducted on a regular basis to verify compliance with the Act or regulations made thereunder and determine and validate the effectiveness of the National Civil Aviation Security Programme; and
- (d) ensure the rapid and effective rectification of any deficiencies or non-compliance identified during a security audit, test, survey or inspection.

(2) The Director General shall ensure the priority and frequency of monitoring under subregulation (1)(b) is based on a security risk assessment.

Director General to Manage the National Civil Aviation Security Quality Control Programme

67B. The Director General shall —

- (a) ensure the management, setting of priorities and organization of the national civil aviation security quality control programme are undertaken independently from the entities and persons responsible for the implementation of the measures taken under the national civil aviation security programme;
- (b) ensure that the personnel carrying out security audits, tests, surveys and inspections are –
 - (i) trained to appropriate standards for these tasks in accordance with the national civil aviation security programme; and

National Civil Aviation Security Quality Control Programme

Director General to Manage Quality Control Programme

- (ii) afforded the necessary authority to obtain information to carry out these tasks and to enforce corrective actions;
- (c) supplement the national civil aviation security quality control programme by establishing a confidential reporting system for analysing security information provided by sources such as passengers, crew and ground personnel; and
- (d) establish a process to record and analyse the results of the national civil aviation security quality control programme, to contribute to the effective development and implementation of the national civil aviation security programme, including identifying the causes and patterns of non-compliance and verifying that corrective actions have been implemented and sustained.

Director General to Re-evaluate Security Control and Procedures

67C. (1) The Director General shall ensure that security controls and procedures are re-evaluated and action taken in a timely manner to remedy weaknesses so as to prevent recurrence.

(2) The Director General shall provide ICAO with information on the actions taken under subregulation (1).

Operators to Verify External Service Providers are in Compliance with Security Programme

67D. Entities responsible for the implementation of relevant elements of the national civil aviation security programme shall periodically verify that the implementation of security measures outsourced to external service providers is in compliance with the entity's security programme.

Director General to Prescribe Aviation Security Standards

68. For the purposes of protecting passengers, crew members, aircraft, goods on board aircraft and aerodromes facilities, and air navigation facilities, preventing unlawful interference against civil aviation and ensuring that appropriate action is taken where that interference is likely to occur, the Director General may prescribe Aviation Security Standards applicable to—

- (a) aerodrome operators;
- (b) aircraft operators;
- (c) regulated agents;
- (d) catering operator;
- (e) persons who provide a service to a national aircraft operator that is related to the transport of passengers and goods;
- (f) persons who provide security services at aerodromes;

Director General to Re-evaluate Security Controls and Procedures.

Entities to verify service providers are in compliance with Security Programme

Director General to prescribe aviation security standards

- (g) an aerodrome tenant, or any other person conducting a commercial activity at an aerodrome;
- (h) ground personnel; and
- (i) the general public.

Issue of Security Directive or Information Circular

Issue of Security Directive or information circular

69. (1) The Director General may recommend that the Authority issue a security directive or information circular to an aerodrome operator, aircraft operator, catering operator or regulated agent or any person who provides a service to a national aircraft operator where necessary.

(2) An aerodrome operator, aircraft operator, catering operator or regulated agent or any person who provides a service to a national aircraft operator agent shall comply with all security directives issued by the Director General within the time frame prescribed for compliance.

(3) An aerodrome operator, aircraft operator, catering operator or regulated agent or any person who provides a service to a national aircraft operator who receives a security directive shall—

- (a) no later than twenty-four hours after delivery by the Director General or within the time prescribed in the security directive, acknowledge receipt of such security directive;
- (b) within the time prescribed in such security directive, specify the method by which the aerodrome operator, aircraft operator, catering operator or regulated agent has implemented or plans to implement the measures in the security directive; and
- (c) ensure that information regarding the security directive and measures implemented in response to such security directive are distributed to specified personnel as prescribed in the security directive and to other personnel who require to have such information for the performance of their functions.

(4) In the event that an aerodrome operator, aircraft operator, catering operator or regulated agent is unable to implement the measures contained in the security directive, received under subregulation (3), he shall submit proposed alternative measures, and the basis for submitting the alternative measures, to the Director General within the time frame for compliance prescribed in the security directive.

(5) The Director General shall review alternative measures submitted by the aerodrome operator, aircraft operator, catering operator or regulated agent, under subregulation (4), and where he is satisfied that they meet the requirements of the security directive, he may recommend the Authority approve such alternative measures.

(6) The aerodrome operator, aircraft operator, catering operator or regulated agent shall implement any alternative measures approved by the Director General under subregulation (3).

(7) An aerodrome operator, aircraft operator, catering operator or regulated agent who receives a security directive or information circular, under subregulation (1), and each person who receives information from a security directive or information circular from the aerodrome operator, aircraft operator, catering operator or regulated agent in respect of his duties, shall—

- (a) restrict the availability of the security directive or information circular and information therein to those persons who require such information for the performance of their functions; and
- (b) refuse to release the security directive or information circular and information regarding the security directive or information circular to other persons without the prior written consent of the Authority.

Search of Persons and Goods

70. (1) A person who, prior to entering a restricted or sterile area is required by an aviation security officer or aviation screening officer—

- (a) to submit to a search of his person;
- (b) to permit a search to be carried out of the goods that such person intends to take or have placed on board an aircraft or take into a restricted area; or
- (c) to submit to a search of a vehicle or other means of conveyance, under his control, shall not board and shall not be allowed to board the aircraft, or enter the restricted or sterile area unless he submits to a search or permits a search to be carried out, as the case may be.

(2) Where a person is given an order by an aviation security officer or aviation screening officer pursuant to subregulation (1), the person shall thereupon leave the restricted or sterile area immediately and remove the goods, vehicle or means of conveyance in his possession from the restricted or sterile area.

(3) A person under subregulation (1) or (2) who is requested to leave a restricted or sterile area shall be escorted out of such restricted or sterile area by an aviation security officer or aviation screening officer.

- (4) This regulation shall not apply to –
 - (a) uniformed members of the protective services and armed forces of Trinidad and Tobago; and
 - (b) the Director General and Inspectors of the Authority on official duties at an aerodrome where appropriate identification or credentials of those persons have been verified by an aviation security officer or aviation screening officer.

Restrictions of Passengers

71. (1) A person shall not carry, or attempt to carry, prohibited items or dangerous good not authorized for transport under the Civil Aviation [(No. 2) Operations] Regulations, 2004, in carry-on baggage on board an aircraft.

Requirements to submit to search of goods and person

Restrictions of passenger

(2) A person shall not offer for air transport, as goods or in checked baggage a weapon, incendiary device or any other dangerous device;

(3) A person shall not submit to screening of his person or of his carry-on baggage while in possession of a weapon, incendiary device, or any other dangerous device;

(4) A person shall not make a false statement to an aviation security officer or aviation screening officer, an aircraft operator, or a member of the Trinidad and Tobago Police Service assigned to aerodrome duties, in regard to possession of a weapon, incendiary device or any other dangerous device;

(4A) A person shall not knowingly communicate false information by any means that will or is likely to jeopardize the safety of an aircraft in flight or on the ground, or passengers, crew, ground personnel or the general public, at an aerodrome or on the premises of a civil aviation facility

(5) A person shall not enter or remain in any part of an aerodrome that is not a public area where a notice is given orally by the aerodrome operator, aerodrome tenant, aircraft operator or by posted sign stating that trespassing is prohibited, or that entry is restricted to authorized persons.

(6) Where a person has been ordered to disembark an aircraft in accordance with regulation 27 or 58, he shall disembark the aircraft.

(7) A person who acts in contravention of this regulation commits an offence and shall be liable on summary conviction to a fine of four thousand dollars and to imprisonment for six months.

(8) A person under subregulation (3) shall upon a request to disembark, shall so disembark the aircraft and remove his carry-on baggage and have his checked baggage removed from the aircraft.

(9) A person who refuses the screening of goods that he intends to have transported on an aircraft or intends to take into a restricted or sterile area, shall not—

(a) place or attempt to place such goods; or

(b) cause the goods to be placed on board the aircraft, or taken into a restricted or sterile area.

Access to Aerodrome Restricted Areas

72. (1) A person shall not access or attempt to access a restricted area of an aerodrome unless the aerodrome operator has granted him a restricted area or security restricted area pass and is gaining access to the restricted area in accordance with the provisions of such restricted area pass.

(2) A person who has been granted access to a restricted area of an aerodrome shall only access or attempt to access such restricted area at a restricted area access point.

Restriction on entry into sterile area

<p>(3) Subject to subregulation (4), a person shall not—</p> <p>(a) provide another person with physical access to a restricted area where the latter has not been issued with a restricted area pass; or</p> <p>(b) assist another person in gaining physical access to a restricted area where the latter has been issued a restricted area pass but does not have such restricted area pass in his possession.</p> <p>(4) Notwithstanding subregulation (3), a person may enter certain restricted areas of an aerodrome where such person—</p> <p>(a) has a valid boarding pass issued by an aircraft operator, is proceeding to the assigned gate for the purpose of boarding an aircraft and has been subject to the screening requirements of these Regulations; or</p> <p>(b) he is identified in the emergency response plan of the aerodrome operator and is attending to an aerodrome emergency.</p> <p style="text-align: center;"><i>Restriction on Entry into Sterile Area</i></p> <p>73. A person shall not enter a sterile area unless he has been screened and cleared for entry by an aviation security officer or aviation screening officer.</p> <p style="text-align: center;"><i>Submission to screening</i></p> <p>74. A person shall not enter a sterile area without submitting to the screening of his person and property in accordance with the procedures being applied to control access to that area under regulation 33.</p> <p style="text-align: center;"><i>Director General may amend Schedules</i></p> <p>75. The Director General may, by Order amend any of the Schedules.</p> <p style="text-align: center;"><i>Penalties</i></p> <p>76. A person who contravenes regulations 21(1), 46(1), 61(1) and 64(1) commits an offence and shall be liable on summary conviction to a fine of one hundred thousand dollars (\$100,000) in accordance with section 55(2) of the Act.”.</p>	<p>Restricted areas at an aerodrome</p> <p>Requirement to submit to screening</p> <p>Director General to amend Schedules</p> <p>Penalties</p>
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SCHEDULE 1**[Regulation 8(3)]****AERODROME OPERATOR SECURITY PROGRAMME (CIVIL AVIATION SECURITY AT INTERNATIONAL AND DOMESTIC AERODROMES)****1. PROGRAMME OBJECTIVE**

This Aerodrome Operator Security Programme is designed to meet the international standards and recommended practices contained in Annex 17 to the convention on International Civil Aviation Organization as well as related aviation security provisions found in annexes 2, 6, 9, 10, 11, 13 and 14.

The objective of the Aerodrome Operator Security Programme is to ensure that aviation security measures and responsibilities are clearly defined and understood by those who need to implement them. It shall clarify and detail all measures that are required to be implemented at the aerodrome to meet the requirements of the national civil aviation security programme.

An Aerodrome Operator Security Programme shall be produced and developed for each aerodrome within Trinidad and Tobago. The programme shall be prepared by the aerodrome security officer in consultation with all aerodrome users and endorsed, signed and dated by the aerodrome manager.

The programme shall be drafted in accordance with the layout detailed herein and submitted to the Authority for approval. It shall be reviewed and updated regularly and at least once every 12 months.

Proposed amendments and variations to the programme, other than minor changes or changes resulting from a change of national legislation shall be submitted to the Authority for approval before incorporation.

The programme shall have classified “restricted” in accordance with national guidelines and its contents handled in accordance with the national guidelines for document security.

2. SOURCES OF REGULATIONS

National legislation—Detail the national legislation (laws, decrees, etc.) that provides authority to the programme.

National civil aviation security programme—Refer to the appropriate articles of the national civil aviation security programme, on which the Aerodrome Operator Security Programme is based, and the relevant provisions for the development of measures and procedures.

Other regulations or legislation—Detail any other form of regulations or legislation which provides legal support for the Aerodrome Operator Security Programme. References to appropriate parts of Trinidad and Tobago criminal law shall be made as required.

3. DUTIES AND RESPONSIBILITIES

Aerodrome management—Describe the role and specific tasks of aerodrome management staff involved in the implementation of the Aerodrome Operator Security Programme.

Aerodrome security section—State the role and responsibilities of the aerodrome security officer, the organization of the aerodrome security section and the aviation security tasks they carry out.

Policing authority—State the tasks of the Trinidad and Tobago Police Service. Their responsibilities concerning aviation security shall be clearly described.

Other government agencies—State the role of the other government agencies (customs, immigration, etc.) involved in supporting the Aerodrome Operator Security Programme.

Aircraft operators—Describe the role of the aircraft operators (both national and foreign) operating at the aerodrome and any security function or task assigned to them in support of the programme. A list of persons in charge and their alternates for every airline, with all pertinent contact details (ie., phone numbers both at work and home, home address, etc.), shall be included in an appendix.

Aerodrome tenants—Describe the responsibility of tenants and how their cooperation and assistance are required to contribute to aviation security.

District authorities—State which tasks will be required of any district authorities to assist in the implementation of the Aerodrome Operator Security Programme.

Other authorities—Any other authority involved in this programme (postal, communication, fire fighting, health, etc.) shall be mentioned. Describe the role they have and what assistance they may be required to provide.

General aviation—Describe how the Aerodrome Operator Security Programme affects general aviation operations at the aerodrome.

4. AERODROME SECURITY COMMITTEE

Terms of reference—State the relevant national programme requirements to establish an aerodrome security committee. Its terms of reference must be described clearly. Describe that the tasks of the committee shall mainly be the implementation of the requirements of the national security programme through the establishment of procedures and measures for the effective safeguarding of the aerodrome against acts of unlawful interference. The committee shall meet regularly, in its totality or partly as a smaller operational group, preferably with a specified periodicity indicated. Minutes for each meeting shall be kept, and after approval by the members, circulated to the authorities concerned.

Membership—List the membership of the aerodrome security committee. The list must include all agencies engaged in the operation of the aerodrome which contribute to the establishment and implementation of security measures. A full list of names, titles and any other useful details of all members of the aerodrome security committee must be included. The aerodrome manager will normally act as chair of the committee with the aerodrome security officer providing specialist security advice as appropriate.

5. COMMUNICATIONS

This section shall describe how the appropriate authority for security and the civil aviation security policy and regulatory section communicate the requirements of the national civil aviation security programme to the State's aviation industry.

Reference shall also be made to consultation procedures and the distribution of any reports resulting from security inspections, audits, surveys, tests and investigations carried out by the civil aviation security policy and regulatory section. Instructions and guidance on the correct classification and handling procedures for sensitive information contained in such reports shall also be described.

Policy on communications with other States, ICAO and the media regarding aviation security shall also be detailed.

6. DESCRIPTION OF AERODROME

General—This shall include the name, location with respect to closest town, and official address of the aerodrome, its nature, name of aerodrome proprietor, telephone number and identification code.

Landside, airside and security restricted areas—The various airside and landside areas and sectors of the aerodrome shall be defined followed by a brief description. The airside of the aerodrome shall be clearly marked and all security restricted areas indicated together with all control of access points. An accurate and to-scale location map and aerodrome plan shall be attached as an appendix.

Hours of operation—Detail the aerodrome operating hours, the hours of operation of the air traffic control tower, any onsite communications facilities. Detail whether control of access into security restricted areas and internal security of such areas is conducted on a 24-hour basis. Procedures for security outside the normal hours of operation shall also be included.

Aerodrome Operations and Organizations

List and detail a brief description of activities carried out by all aerodrome organizations and other entities which operate within or from the aerodrome. For example:

Aerodrome operating services—Includes administration, maintenance, communication, fire fighting or any other operational service.

Air traffic services—Includes tower, terminal, centre and flight services.

Aircraft operators—List all operators using the aerodrome and destinations served. Detail the average daily passenger movement and air cargo volume aggregated for all operators during high and low seasons.

General aviation—List all general aviation companies operating to and from the aerodrome. Detail volume of general aviation traffic and include any security controls imposed to certain locations, responsibility over general aviation facilities and access to the commercial ramp and apron areas.

Private organizations and businesses—Detail all the aerodrome tenants, shops, cargo handling firms, catering firms, tourist offices, private security firms or any other private firm operating at the aerodrome with particulars of managers and telephone numbers. Their location on the aerodrome and terminal premises shall be indicated on maps that shall be attached as an appendix.

Military organizations—Mention contact point for any military unit operating at the aerodrome. Details of memoranda of understanding shall be included.

7. SECURITY MEASURES AT AERODROME

This section shall detail the security measures, procedures and controls applied at the aerodrome in support of the national civil aviation security programme. The following headings and sample content shall be adapted to reflect actual local conditions.

Aerodrome Security

Access control measures—Describe the control of access methods applied to the airside and restricted security areas, including details of the pass or permit system as it pertains to persons and vehicles and the screening and searching procedures carried out. Describe the scope of background checks conducted on applicants for all types of passes issued. Describe what patrols are conducted of the landside, airside and restricted security areas including off aerodrome patrols of possible standoff attack and surface-to-air missile launch sites.

Physical security measures—Describe the physical security measures in relation to fencing, lighting, intruder detection systems, closed circuit television, etc., applied to the security of all airside and security restricted areas, parked aircraft and aprons, public terminal areas and observation decks and car parks, in-flight catering facilities, air cargo areas, aircraft maintenance areas and essential aerodrome facilities.

Air traffic services facilities, communication and navigation aids—Describe the physical security measures used for the protection of air traffic services facilities, communication and navigation aids, together with an assessment of vulnerability to interference, with reference to relative importance of individual facilities to the safety of air navigation.

General aviation—Describe the security measures for general aviation and any special procedure applied to general aviation crew or passengers operating to and from the aerodrome. Give details about the average number of daily movements with seasonal variations and the number of permanently stationed aircraft at the aerodrome.

Passenger and cabin baggage security

Authority—Describe the source giving legal authority for security measures and any local laws. Detail procedures to be followed if a person refuses to be subjected to security measures or is denied boarding for any reason. List in an appendix any persons such as diplomats or Heads of State exempt from screening or search.

Check-in—Describe the check-in process and location and any special measures or facilities for high risk passengers. Procedures for the protection of tickets, boarding passes, baggage tags documents. State clearly the authority and responsibility of handling agents in accordance with the provisions of the national security programme.

Travel documents—Describe where, when and how passenger identification and travel documents are checked including originating, transfer and transit passengers.

Screening procedures—Describe screening procedures and measures including minimum hand search ratios if applicable, identification of prohibited items and dangerous goods, special measures for electrical items, standards to be achieved, the procedures for persons with special needs, private arrangements and action to be taken on discovering weapons or explosive devices.

Equipment—List the equipment available at each search point and the routine testing and maintenance procedures required to ensure it is serviceable and meets the standards before use. Detail procedures to be followed when equipment fails or is unserviceable for any reason.

Security staff—Describe the staffing levels, positions and rotation of duties at each screening point as well as the training required (initial, “on-the-job” and refresher) and what records of such training maintained.

Segregation and control—State if segregation of screened and non-screened persons is achieved in the terminal after the screening point. If segregation is not achieved describe what compensatory procedures such as secondary screening at the gate area, are carried out. Describe what procedures can ensure the control of screened passengers when walking across apron areas or being transported by vehicle to aircraft.

Staff and flight crew procedures—State if the security measures will apply to all aerodrome staff, police and other government agencies. Clarify the procedures to be adopted and state clearly any particular measures to avoid misunderstanding and assure consistent implementation of security measures.

Diplomatic pouches and government couriers—State the procedures to be applied to diplomatic pouches and government couriers. Clarify whether the diplomatic bags may be screened, and if so, state the procedure. State the procedures for diplomatic mail in official pouches and embassy correspondence not in bags.

VIP facilities—Describe the location of any VIP facilities and the procedures for processing of VIP’s. State clearly the existence of any prior arrangements for the handling of VIP passengers privately or semi-privately and any measures to limit exceptions from normal passenger screening channels minimum.

Special category passengers—Describe the procedures to be followed for passengers with diplomatic status and potentially disruptive passengers, for example, persons in custody, dangerous prisoners, and persons suffering from mental illness. State clearly the various tasks of the agencies involved. Make reference to the notification of the operator and the relevant pilot in command.

General Aviation—Mention any specific measures for security controls relating to aircraft passengers and crew of general aviation in particular during high threat situations.

Hold Baggage Security

Authority—Describe the source giving legal authority for security measures and detail procedures followed if a person refuses to allow hold baggage to be subjected to security measures. List in any persons such as diplomats or Heads of State whose hold baggage is exempt from screening or search.

Check-in—Describe the check-in process regarding hold baggage and the location and any special arrangements, measures or facilities for group travel or high risk passengers which will differ from normal procedures. Detail if any passenger questioning is carried out. State clearly the authority and responsibility of handling agents in accordance with the provisions of the national security programme.

Off-aerodrome check-in—If off-aerodrome or curb check-in is authorized, describe the measures for protection of baggage against acts of unlawful interference until it is loaded onto the aircraft.

Screening procedures—Describe screening procedures and measures including minimum hand search ratios if applicable, identification of prohibited items and dangerous goods, special measures for electronic and electrical items, standards to be achieved, and action to be taken on discovering weapons or explosive devices.

Equipment—List the equipment available at each search point and the routine testing and maintenance procedures required to ensure it is serviceable and meets the standards before use. Detail procedures to be followed when equipment fails or is unserviceable for any reason.

Security staff. Describe the staffing levels, positions and rotation of duties at each screening point as well as the training required (initial, “on-the-job” and refresher) and what records of such training are to be maintained.

Passenger and hold baggage reconciliation. Describe the procedures to ensure that the only hold baggage that is loaded belongs to passengers of the relevant flight who have actually boarded the aircraft, and that the hold baggage has been subjected to the necessary security controls and is authorized for loading on that flight. Specific reference to the various categories of passengers (originating, online and interline transfer, disembarking transit passengers) shall be made. The use of automation shall be mentioned describing the principle of the system and what is accomplished.

Staff and flight crew procedures. State if the security measures will apply to all flight crew. Clarify the procedures to be adopted and state clearly any particular measures to avoid misunderstanding and assure consistent implementation of security measures.

Unaccompanied baggage. Describe the procedures relating to baggage that is separated from its owner through a breakdown of the baggage handling system with reference to the additional security controls the baggage is subjected to before being loaded onto an aircraft.

Baggage reclaim areas. Describe what measures are applied to hold baggage which is not reclaimed by a passenger including details of screening or searching and secure storage. Describe also the measures to prevent passengers from retrieving prohibited items concealed in hold baggage at the baggage reclaim area which could be subsequently used to commit an act of unlawful interference in the arrival aerodrome terminal.

Air cargo security

The term “air cargo” in the context of aviation security includes normal freight, consolidations, transshipments, unaccompanied courier items, postal mail, diplomatic mail, company stores and unaccompanied baggage shipped as freight on a passenger-carrying aircraft.

Authority—Describe the source giving legal authority for security measures and the agency responsible for compliance.

Security procedures—Describe the procedures followed with reference to regulated agents, known consignors, known and unknown cargo, transshipment cargo, the role of the aircraft operator, random checks, documentary records, access control, secure storage and transportation.

Equipment—List the equipment available to carry out screening of air cargo and the required routine testing and maintenance procedures required to ensure it is serviceable and meets the required standards before use. Detail the procedures to be followed when equipment fails or is unserviceable for any reason.

Security of aircraft catering supplies and stores

Authority—Describe the source giving legal authority for security measures and the agency responsible for compliance.

Security procedures—Describe the procedures followed and responsibilities with reference to known and unknown stores, physical security measures, access control measures, customs bonded warehouses, tamper-evident sealing of goods, searching and sealing of vehicles, catering carts and containers, multiple loads, airside catering operations, receipt and validation of consignments into security restricted areas and aircraft operator security measures.

Control of firearms and weapons

Legislation and regulations—Describe the national legislation and regulations related to carriage of weapons and firearms on board aircraft departing or arriving at the aerodrome or carriage by persons in the area of jurisdiction of the aerodrome. The relevant provisions of the appropriate laws or decrees could be attached as an appendix.

Transporting firearms—Describe the procedure for handling and transportation of firearms in compliance with the provisions of the national security programme, in hold baggage or as cargo. Describe the role of the operator and crew. Mention any special arrangements to be made at check-in or baggage reclaim areas.

Carriage of firearms—Describe the national policy on authorized carriage of firearms in both national and foreign aircraft and the measures for the implementation of that policy. Explain the tasks of the agencies involved and those of the aircraft operators. State clearly the authority for the carriage of weapons granted to in flight security personnel, escorts of prisoners, deportees or escorts of VIPs. Describe the relevant procedure including notification of the aircraft operator and the pilot in command.

Security of aircraft

Basic responsibility for the security of aircraft rests with the operator, whose plans shall take into account the Aerodrome Operator Security Programme so that security measures can be coordinated.

Control of access to aircraft—Describe the measures for protection of aircraft on the ground with reference to the duty of aircraft crew and maintenance personnel servicing aircraft to identify any person approaching or boarding the aircraft, and that aircraft not in service or undergoing maintenance shall have all access points secured and access stairs or passenger loading bridges removed.

Security patrols—Describe what security patrols operate within the airside area, detail what communications are provided between security control and local air traffic control and what security equipment is carried.

Pre-flight precautions—Describe the pre-flight precautions conducted on a regular basis, during high threat situations or upon request. State clearly the agencies involved and their respective tasks.

Threat notification—Describe the procedures to respond to information which indicates that a specific aircraft may be subject to an act of unlawful interference and indicate who is responsible for implementing the additional security measures considered necessary to counter the threat. Define responsibilities for informing the appropriate authority for security if not the initiating agency of such threat notifications.

Flights under increased threat—Describe the procedures to be implemented for specific flights under increased threat, including isolated parking areas, individual guarding of aircraft, escorting of taxiing aircraft, and inspection of approach and take off flight paths. Include a plan of parking places.

Aircraft search—Describe the procedures for the inspection and searching of aircraft during both routine operations and at times when an aircraft may be under high threat. Define: which agencies will be responsible to conduct a search; the necessity for checklists to avoid duplication of effort; good lighting; and well-trained personnel with the support of aircraft crew or aircraft engineering support personnel. State the actions to be taken on discovery of suspect explosive devices and the responsibilities for decisions to move or evacuate the aircraft and the continuance of aerodrome operations.

Security equipment and specifications

Operation and maintenance—Describe the allocation of responsibilities among the agencies having responsibility for the procurement, installation, operation and maintenance of security equipment. List all security equipment at the aerodrome used in the support of civil aviation security including number, location, maintenance and calibration, and responsibilities. Include X-ray equipment, explosives detection equipment, hand-held and walk-through metal detectors, simulation chambers, explosive detection dogs and explosive disposal equipment. Provide a plan as an appendix showing the distribution of equipment at the aerodrome.

8. RESPONSE TO ACTS OF UNLAWFUL INTERFERENCE

Aerodrome contingency plan—The aerodrome contingency plan shall work in conjunction with the Aerodrome Operator Security Programme. Guidelines on the structure and the content of the plan shall be obtained from the appropriate authority for security and the civil aviation security policy and regulatory section. The plan shall include information regarding responsibilities for command, control and communications procedures, hostage negotiation procedures, designated aircraft parking locations, incident site access and control, communications equipment, guidelines on dealing with the media and the public. A copy of the aerodrome contingency plan shall be attached as an appendix to the Aerodrome Operator Security Programme.

9. SECURITY TRAINING

Describe the aviation security training programmes given to security staff at the aerodrome and all other persons who have roles to play in aviation security, including management and the security personnel of the aerodrome, aircraft operators and cargo “regulated agents”, police, military, customs and immigration personnel, aircraft crew members and other aerodrome personnel. Also describe any other training including contingency plan exercises and exercises involving a reaction to an act unlawful of unlawful interference designed to test readiness.

10. APPENDICES

- (a) Organizational diagrams referring to the organizational structure of the aerodrome administration and security management;
- (b) Scale map of the aerodrome and peripheral area;
- (c) Detailed scale map showing landside, airside and security restricted areas and access control points;

	<ul style="list-style-type: none">(d) Detailed map of the terminal incorporating security equipment location(s);(e) Aircraft operators' contact information;(f) Private organizations and businesses operating at the aerodrome;(g) List of persons exempt from screening or search measures;(h) National legislation and regulations related to carriage of weapons and firearms; and(i) Aerodrome contingency plan.	
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SCHEDULE 2**[Regulation 12(3)]****AIRCRAFT OPERATOR SECURITY PROGRAMME (TEMPLATE)**

All aircraft operators are subject to the laws of the State of Registry and all States into which they operate (the host State). Aircraft operators operating in Trinidad and Tobago are required to develop implement and maintain an appropriate written security programme that meets the requirements of the NCASP.

An aircraft operator security programme should be a clear and comprehensive document, free of legal terms or jargon, and should be readily available to staff who are responsible for implementing security measures.

Programmes must be approved by the Trinidad and Tobago Civil Aviation Authority (TTCAA) prior to implementation in order to ensure consistency with the NCASP.

A model programme for foreign aircraft operators was developed and is available for adaptation by foreign aircraft operators. Amendments or variations proposed by aircraft operators, other than minor changes, should be approved by the TTCAA before incorporation.

AIRCRAFT OPERATOR SECURITY PROGRAMME**GENERAL**

1. Aircraft operator security programmes should incorporate the following key elements:
 - (a) security-specific definitions, abbreviations and acronyms;
 - (b) a programme objective, stressing the need to meet Annex 17, NCASP and other national and regional regulatory requirements;
 - (c) a reference to its legal basis, specifically the pertinent national legislation, NCASP provisions, and other regulations;
 - (d) an organizational structure clearly enumerating the roles and duties of the different entities concerned with aviation security, including itself and other aircraft operators, the airport security department, national armed forces, law enforcement agencies, border control and other government agencies, and caterers;
 - (e) a description of communication channels for exchanging security information, normally between the relevant aviation security authority and the aircraft operator;
 - (f) a description of security measures that serve to safeguard aircraft and their occupants and that apply to passengers, baggage, cargo, mail, catering stores and supplies, firearms and weapons, and all other people or items subject to control;
 - (g) a summary of security training requirements for relevant staff members, and related certification criteria; and
 - (h) appendices that contain organizational diagrams, a contingency plan that covers responses to acts of unlawful interference, and other important information.
2. The programme should also include –
 - (a) a table of contents;
 - (b) an explanation of the process for submitting and obtaining approval for programme amendments;
 - (c) a chronological list of approved amendments;
 - (d) a confidentiality statement; and
 - (e) procedures for emergency amendments and for applying security directives contained in information circulars.

3. Once completed, an aircraft operator security programme should be endorsed, signed and dated by the aircraft operator accountable manager, and submitted to the appropriate authority for approval. The programme should be reviewed and updated by the accountable manager at least once every twelve (12) months.
4. A security programme for a national aircraft operator must include measures to address the needs for variations to the security programme required by other States. Supplementary procedures for each station may be developed as necessary and appended to the aircraft operator security programme.

POLICY AND ORGANIZATION

5. An aircraft operator security programme should be adopted as corporate policy, and should describe the aircraft operator's policies and objectives with respect to security, and call for the establishment of a security department and chief security officer whose responsibilities involve achieving the cited objectives. The programme should set out the related responsibilities of employees, handling agents and other contractors. The security measures described should be clearly defined and easily understood by those who need to implement them.
6. Aircraft operator security programmes should be classified "Restricted".
7. In developing an aircraft operator security programme, risk should be analysed in-depth and the nature and level of threat facing the operator should be assessed. National and airport security requirements, programme implementation timelines, staffing and financial limitations, and enhanced security requirements during times of increased threat, should also be considered.

PRIMARY OBJECTIVE

8. The primary objective of an aircraft operator security programme is to ensure the safety of passengers, crew and the public by preventing acts of unlawful interference with civil aviation. To that end, aircraft operator security programmes should –
 - (a) meet or exceed the requirements of Annex 17 and the NCASPs;
 - (b) provide for standardized security measures and for clear security directives for crew, other employees, handling agents and contracted staff;
 - (c) provide for additional security measures in times of increased security threat; and
 - (d) set performance standards, achievable through initial and recurrent training and monitored in accordance with recordkeeping requirements set out in the programme and/or the aircraft operator training programme.

LEGAL AUTHORITY

9.
 - (a) National legislation—detail the national legislation (laws, decrees, etc.) that provides authority to the programme.
 - (b) National Civil Aviation Security Programme – refer to the appropriate articles of the National Civil Aviation Security Programme, on which the aircraft operator security programme is based, and the relevant provisions for the development of measures and procedures.
 - (c) Other regulations or legislation – detail any other form of regulations or legislation which provides legal support for the aerodrome operator security programme. References to appropriate parts of Trinidad and Tobago law shall be made as required.

DEFINITIONS

10. Aircraft operator security programmes must include a set of definitions that promotes a common understanding of specific words and terms used in the programme.

INTERNATIONAL OBLIGATIONS

11. Aircraft operator security programmes should include a section that describes the international obligations that may apply to its operations and set out the role and structure of ICAO and other international organizations [e.g., European Civil Aviation Conference (ECAC)] whose rules and regulations may have a bearing on the company's operations.
12. The purpose of the aviation security conventions, Annex 17 and, where applicable, other relevant standards and regulations may also be set out in aircraft operator security programmes.

NATIONAL OBLIGATIONS

13. (a) Aircraft operator security programmes should include a section that describes the national obligations and responsibilities that applies to aircraft operators. This section should also identify the relevant aviation security authority of the State of Registration. Reference should be made to the Trinidad and Tobago NCASP and other regulations.
 - (b) An aircraft operator must ensure that its security programme –
 - (i) meets national legislation and NCASP requirements;
 - (ii) is developed or modified to correct deficiencies and satisfy the operator's security needs;
 - (iii) is reviewed and updated regularly, and at least once every 12 months; and
 - (iv) updates or amendments are approved by the TCA before being implemented.

ROLES AND DUTIES

14. Aircraft operator security programmes should clearly indicate the duties and responsibilities of all those involved with commercial air transport operation security, to help prevent any misunderstanding concerning the role of aircraft operators personnel, including –
 - (a) their own security departments and security officers;
 - (b) crew members and other employees;
 - (c) airport authority management;
 - (d) In Flight Security Officers;
 - (e) law enforcement authority;
 - (f) the protective services;
 - (g) government agencies;
 - (h) other aircraft operators, including code-sharing and alliance partners;
 - (i) postal authorities;
 - (j) regulated agents;
 - (k) known shippers and consignors; and
 - (l) handling agents and catering companies.

Security Manager

15. Describe the role and specific tasks of the Security Manager.

Security department

16. The aircraft operator security programmes should provide a detailed description of the operator's security departments, including contracted security service providers and a brief description of their responsibilities and authorities. A complete organizational chart, including the names and telephone numbers of the security manager and his alternate should be included in an appendix.

17. Security department principles should also be set out, and should include –
- (a) clear terms of reference based on the responsibilities of the security manager;
 - (b) a clear order of command reflected in the structure of the department;
 - (c) the appropriate relationship between the security department and other departments including management at other locations/stations at which they operate.

Description of operations

18. Aircraft operator security programmes should incorporate a description of company operations, both generally (i.e., the company's nationality, location of its head office and regional offices, and extent and nature of its operations) and specifically, with reference to Trinidad and Tobago, the number of aircraft in service, volume of flights, quantity of passengers carried, and relevant code-sharing and alliance arrangements.

Classification of materials

19. Aircraft operator security programmes should include a statement on the classification and secure handling of sensitive information. Materials may be classified under terms such as For Official Use Only or Restricted. Arrangements for protecting security-related sensitive information should also be explained, and may involve limited distribution on a need-to-know basis and the storage of materials in a secure location. Protection and distribution procedures should be developed for both paper-based and electronic documents.

Aircraft operator security programme distribution

20. As a restricted document, aircraft operator security programmes should be protected from unauthorized access. The document should be available in part or in whole only to those with a *bona fide* need to know its contents. All entities and individuals provided with copies or portions of an aircraft operator security programme should be charged with protecting the information in their possession. A distribution list should be provided in an appendix.

Security document distribution

21. The aircraft operator security programmes should specify methods for distributing security documents and reports together with directives on how to distribute reports including –
- (a) reports on law enforcement actions or incidents;
 - (b) criminal records used in background checks;
 - (c) the results of internal inspections; and
 - (d) security directives or information circulars issued by the TTCAA.

Communications

22. Aircraft operator security programmes should indicate how the appropriate authority for aviation security keeps the aviation industry informed of NCASP requirements, and describe the policy for communicating with the TTCAA, other States, ICAO and media outlets regarding aviation security.

SECURITY OF AIRCRAFT

General

23. Basic responsibility for aircraft security rests with the aircraft operator, whose principle aim is to prevent unauthorized access. Since the first line of defence against such access is to safeguard the airside boundary, a responsibility generally designated to the airport authority, aircraft operator security programmes should take into account, the requirements of the aerodrome operator security programme, ensuring a coordinated effort and response. Where necessary, measures specific to an airport may be addressed in a supplemental station procedures programme.
24. In most situations, several entities are responsible for the protection of aircraft, notably the airport, aircraft operator and law enforcement. This section of the aircraft operator security programme should specifically describe each entity's role and responsibilities in this regard and should indicate the communications protocol between the aircraft operator and airport, to be followed in reporting suspicious activity, the status of out-of-service aircraft, and information concerning an increased threat. The protocol also applies to communications concerning extra security for more vulnerable flights and notification provisions for special category passengers.

Access control and flight crew compartment protection

25. Describe measures for protecting aircraft on the ground and flight crew compartments both on the ground and in flight. Such measures should be modelled on procedures described in ICAO's Security Manual (Doc. 8973).

Security patrols

26. Describe how security patrols are utilized, and how patrolling security personnel communicate with the security control centre and if applicable, the air traffic control centre.

Preflight precautions

27. Describe preflight precautions carried out on a regular basis under normal conditions; during high threat situations, or on request, and cite the agencies involved and their respective tasks.

Threat notification

28. An aircraft operator security programme must describe procedures for responding to information that indicates that a specific aircraft may be the target of an act of unlawful interference. Indicate who is responsible for implementing the additional security measures considered necessary to counter a threat, and should assign responsibility for informing the appropriate authority of the situation in the event that threat notification originates with another source.

Flights under increased threat

29. Highlight the procedures to be followed for specific flights facing a higher level of threat, including the use of isolated aircraft parking positions, arrangements for guarding individual aircraft, deployment of an escort during taxiing, and inspection of the areas underlying approach and take-off paths. A parking area plan should be appended.

Aircraft searches and checks

30. Describe the procedures for searching and checking aircraft during routine operations and periods of increased threat, and identify the agencies responsible for conducting a search, as well as the necessity for using proper checklists, adequate lighting, and properly trained personnel supported by air crew or aircraft engineering support staff. Actions to be taken on discovery of suspect explosive devices should be described, and the entity responsible for making decisions about moving or evacuating aircraft and suspending airport operations should be indicated.

TRAVEL DOCUMENTS

31. Detail the check-in process, including special measures or facilities for groups or high-risk passengers, and indicate procedures for protecting tickets, boarding passes, baggage tags and other documents. Programmes should also describe procedures for preventing e-ticket fraud and electronic information theft.
32. Indicate where, when and how identification and travel documents are checked with respect to originating, transfer and transit passengers. Where applicable, mention should be made of the authority and responsibility of handling agents under the provisions of an NCASP.
33. Describe procedures for off-airport or curbside check-in of hold baggage, where applicable.

PASSENGER AND CABIN BAGGAGE SCREENING

34. Provide details regarding the operator's, or another entity's, responsibility for performing passenger and cabin baggage screening.
35. The legal authority for applying security measures should be cited, and any laws and procedures that apply in the event that a person refuses to comply with security measures or is denied boarding for any reason should be described.
36. Other aspects of passenger and cabin baggage screening should be noted, such as the law enforcement agency's responsibility, if applicable, to respond to a threat or to perform periodic patrols of passenger screening checkpoints.
37. Include a description of the following:
 - (a) purpose of screening and searching passengers and their cabin baggage;
 - (b) procedures and standards for screening and manual searches of all departing and transfer passengers and cabin baggage, including details of the service provider;
 - (c) list of persons exempt from screening and searching;
 - (d) procedures for handling suspect passengers or cabin baggage;
 - (e) measures for the control of passenger flow;
 - (f) measures for special category passengers;
 - (g) measures for screening and manual searches of aircraft crew and cabin baggage;
 - (h) policy on unruly passengers, including procedures for on the ground and in the air, and the use of restraints as a last resort, as well as reporting requirements;
 - (i) policy on stowaways, including preventive measures and actions to be taken if a stowaway is found;
 - (j) procedures to be followed if a person refuses to be manually searched;
 - (k) procedures to be followed upon discovery of restricted or prohibited articles;
 - (l) procedures for handling confiscated items, including related recordkeeping if the aircraft operator is involved in the screening process;
 - (m) procedures to follow on discovery of undeclared dangerous goods; and
 - (n) measures for electronic and electrical items.

Separation of screened and unscreened passengers

38. Include a description of how screened and unscreened passengers are to be kept separate, and should indicate who is responsible for ensuring such separation and the steps that should be taken in the event that screened and unscreened passengers intermingle.

Control of firearms and weapons

39. Describe national legislation and regulations related to the carriage of weapons and firearms on board aircraft, with the relevant legal provisions appended.
40. Specify the procedure for handling and transporting firearms in hold baggage or as cargo in compliance with NCASP provisions. This information should elaborate on the role of the aircraft operator and crew, and any special arrangements to be made during check-in or baggage claim.
41. National policy on the authorized carriage of firearms in the cabin of both national and foreign aircraft should be mentioned, as well as measures in place for implementing this policy. The tasks of agencies involved and actions expected of aircraft operators should be explained. Authority for the carriage of weapons by in-flight security officers (IFSO) and escorts for prisoners, deportees or very important persons should be described, as well as the related procedures, including the requirement to notify the aircraft operator and PIC of the presence of an armed IFSO or escort.
42. Describe the procedures to be followed if a weapon is found during the screening of passengers, baggage or cargo, and the procedures for transporting a weapon in the cabin or in hold baggage.

Diplomatic pouches and government couriers

43. Explain the security control procedures that apply to diplomatic pouches and government couriers including, where applicable, specific measures for diplomatic mail in official pouches and embassy correspondence not contained in diplomatic baggage. This subject may be addressed within the special category passenger section of aircraft operator security programmes.

Special category passengers

44. Set out procedures for special category passengers, including those with diplomatic status, government couriers with diplomatic baggage, IFSOs, potentially disruptive persons such as deportees, passengers whose religious beliefs preclude manual searches, and those with reduced mobility such as pregnant or disabled persons. Tasks of agencies involved should be listed, and reference made to notification requirements.

HOLD BAGGAGE SECURITY

45. Identify the entity responsible for conducting hold baggage screening, and spell out what this responsibility entails.
46. Identify the entity with responsibility for hold baggage screening and the procedure for maintaining the sterility of hold baggage after screening and being transported to an aircraft of the aircraft operator.
47. Specify the legal basis for hold baggage security measures, and the procedures to follow if a person refuses to allow their hold baggage to undergo security measures.
48. Reference should be made to the appropriate aerodrome operator security programme provisions on hold baggage screening and the operators own security measures. At a minimum, aircraft operator security programmes should include the purpose of security measures for hold baggage, and the procedures for –
 - (a) passenger risk assessments, through the questioning of passengers at check-in, including sample questions and interview techniques, as well as a description of the automated passenger risk assessment process, if applicable;
 - (b) originating and transfer hold baggage screening and manual searches, including details concerning the screening locations and applicable standards, search location and applicable standards, screening equipment and the operator and service provider;
 - (c) protection of hold baggage;
 - (d) screening and protection of hold baggage that has been checked in at curbside or an off-airport site;
 - (e) carriage of firearms and weapons, including the applicable legal provisions and regulations, acceptance process and preflight protection;

- (f) handling suspect baggage; and
- (g) handling unaccompanied baggage that is inadvertently separated from its owner.

PASSENGER AND BAGGAGE RECONCILIATION

- 49. Include a description of passenger and baggage reconciliation procedures, with specific reference to the various categories of passengers, whether originating, online and interline transfer, or disembarking transit. The role of automation should also be covered.
- 50. Descriptions of passenger and baggage reconciliation procedures should include the following elements:
 - (a) the purpose of passenger and baggage reconciliation measures;
 - (b) procedures for passenger and baggage reconciliation, including equipment details if an automated system is utilized, baggage manifest details, if relevant, and procedures for the identification of no-show passengers and unaccompanied baggage; and
 - (c) procedures for screening unaccompanied baggage, including the applicable standards, screening locations, equipment details, and information concerning the operator and service provider.

Mishandled baggage

- 51. Aircraft operator security programmes should also include a description of the procedures in place for safeguarding mishandled, unidentified and unclaimed baggage.

AIRCRAFT CATERING STORES AND SUPPLIES

- 52. Aircraft operator security programmes should cite the legal requirement for applying security measures to aircraft catering stores and supplies, and the entity that is responsible for ensuring compliance.
- 53. Indicate who has responsibility for catering security and the aircraft operators oversight procedures.
- 54. Describe the process used to ensure that the catering operator security programme meets the requirements of aircraft operator security programmes, including audits of the catering operators facilities and procedures.
- 55. Aircraft operator security programmes should describe any specific requirements for catering facilities that are located off the airport, such as the requirement for vehicles to be properly secured, and the procedures for searching a vehicle, if necessary.
- 56. Catering security sections should include the following key elements:
 - (a) purpose of security measures for aircraft catering stores and supplies;
 - (b) description of security measures at the aircraft operator catering unit;
 - (c) description of the security measures that apply to the dispatch and ground transport of catering stores and supplies, including the standard in effect for controlled access to prepared meals, in-company stores and delivery vehicles; and
 - (d) cabin crew procedures for receiving catering items at aircraft.
- 57. Other subjects related to the security of catering that may be covered in aircraft operator security programmes include –
 - (a) known and unknown stores;
 - (b) physical security measures;
 - (c) customs bonded warehouses;
 - (d) tamper-evident sealed goods;
 - (e) catering carts and containers;
 - (f) delivery of multiple loads;

- (g) airside catering operations; and
- (h) the receipt and validation of consignments entering security restricted areas.

In-company stores

- 58. Office supplies, marketing literature, stationery, aircraft operator uniforms, engineering stores, aircraft-on ground parts, and company mail, are among items carried on aircraft for regular delivery to route stations, which normally constitute in-company stores, but may include supplies destined for other aircraft operators.
- 59. Specific security responsibilities should be assigned to staff whose duties include the handling and loading of aircraft operator stores and supplies, and descriptions of these responsibilities should be included in aircraft operator security programmes.

AIRCRAFT CLEANING OPERATIONS

- 60. Aircraft operator security programmes should explain the purpose of security measures pertaining to aircraft cabin cleaning operations, and should provide a description of such measures.

CARGO AND MAIL

- 61. Aircraft operator security programmes should indicate who is responsible for cargo and mail security, including screening operations. The legal authority for imposing such security measures should be specifically cited. Security measures may vary depending on whether the operator specializes in passenger transportation, all-cargo or express courier operations.
- 62. Operations away from home base may be handled by agents or contractors. Despite such arrangements, the aircraft operator remains responsible for the security of its cargo operations whenever it has been given this responsibility by the host State. Aircraft Operator Security Programmes should describe how cargo and mail are handled at line stations.
- 63. Aircraft operator security programme sections on cargo and mail security should include the purpose of security measures for cargo and mail, including courier and express parcels, and descriptions of the following elements:
 - (a) security measures for cargo, including –
 - (i) procedures for accepting a cargo consignment;
 - (ii) procedures for transporting company material;
 - (iii) regulated agent scheme and criteria;
 - (iv) known consignor scheme and criteria;
 - (v) unknown shippers;
 - (vi) standard and location of screening and physical examination; and
 - (vii) details of the operator or service provider; and list of exemptions from security screening or physical examination;
 - (b) security measures for courier and express parcels, including –
 - (i) procedures for accepting parcels;
 - (ii) regulated agent scheme and criteria;
 - (iii) standard of screening and manual searches; and
 - (iv) details of the operator or service provider; and
 - (c) security measures for mail, including –
 - (i) procedures for accepting mail;
 - (ii) procedures for transporting company mail;

- (iii) regulated postal authority and administration scheme and criteria;
- (iv) known consignor scheme and criteria;
- (v) standard of screening;
- (vi) details of the operator; and
- (vii) procedures to be followed in periods of increased threat.

64. In developing the section on cargo and mail security, consideration should be given to the following aspects:

- (a) types of cargo and mail to be subject to screening;
- (b) routine testing and maintenance procedures, including steps to follow when equipment fails or becomes unserviceable;
- (c) handling and screening of suspect items;
- (d) screening of oversized articles; and
- (e) nature of consolidated consignments.

Regulated agent programme

65. Aircraft operator security programmes should indicate whether there is a regulated agent programme for cargo, and who is responsible for certifying regulated agents. If there is no regulated agent programme, programmes should indicate how cargo is processed and how security measures are applied.

Known shippers and/or consignors

66. Aircraft operator security programmes should describe the procedures in place for cargo and mail that is not screened, such as the requirement for an operator to verify known shipper security certification.

Unknown shippers

67. Detail the requirement to provide proof of identity and agreement to have a consignment screened according to a prescribed method on receipt of cargo from shippers unknown to the regulated agent and/or aircraft operator. Give details of procedures for applying security controls to unknown cargo so that all consignments become known cargo before they are allowed on an aircraft.

Transhipments

68. If aircraft operators are responsible for the security of transhipped cargo, that is, cargo to be transferred from one flight to another, related security measures such as screening arrangements and protection from tampering during storage should be detailed in aircraft operator security programmes. A summary of the measures may be provided if another party is responsible for their application.

High-value cargo

69. Describe the security measures for handling and protecting high value cargo when stored in cargo terminals and during aircraft loading and unloading, as well as during ground transport.

Unaccompanied baggage and/or personal effects

70. Aircraft operator security programmes should –

- (a) include security measures for unaccompanied baggage that is shipped as cargo;
- (b) describe the standard of screening and manual searches, which are usually the same as for an unknown shipper; and
- (c) provide details of the screening equipment and the operator or service provider.

Diplomatic mail

71. Security procedures for diplomatic mail carriage should be included.

Protection of cargo and mail

72. Aircraft operator security programmes should indicate the measures in place for protecting cargo and mail. If the security of the cargo facility is the responsibility of aircraft operators, information concerning the facility's security procedures should be provided, including details concerning the deployment of guards, and the use of patrols and CCTV systems. If surveillance cameras are installed, aircraft operator security programmes should indicate whether they are separate from or integrated with the airport CCTV system. Information on building security should, among other elements, indicate whether a restricted area has been delineated and whether staff are screened, as well as noting how cargo and mail is transported to aircraft.

AIRCRAFT MAINTENANCE AREAS

73. Security measures in place for aircraft maintenance areas should be indicated whenever aircraft operators are responsible for such measures, for instance, if such areas are leased to an operator. At a minimum, a description of the maintenance area boundaries and controlled access procedures should be indicated.

CODE SHARING

74. Clear lines of accountability and communications are essential for implementing and subsequently monitoring aviation security measures for flights conducted under code sharing agreements. Although compliant with Annex 17, different arrangements may exist in the States of Registration of code share partners, and such differences should be resolved. Code-sharing arrangements should be detailed in an appendix to the security programme including the procedures used to inform partners of specific threats and the additional measures proposed to counter it.

TRAINING

Security awareness training

75. All staff should undergo security awareness training. Training aspects that should be noted in an aircraft operator security programme include the categories of training, designation of those responsible for providing training, methods employed, such as video, classroom discussion, pamphlet, specific topics, the requirement to maintain training records and provisions for recurrent training.

Security training

76. Aircraft operator security programmes should call for all frontline personnel, such as check-in agents, screening staff and cabin crew, to undergo specialized training. Details of such training should be provided, including the topics covered and the number of hours. Aircraft operator security programmes should also address which job positions require certification, licensing, or authorization, with the approval of the appropriate authority or another relevant authority.

Recruitment and background checks

77. Information on aircraft operator recruitment methods, including the use of background checks, should be provided in aircraft operator security programmes. This section should state the parameters of any checks conducted.

78. Details should also be provided about the process involved in handling a job application submission, including the identity of the department responsible for processing applications, as well as background checks, if applicable, and the policy on contacting former employers or character references for verification of information.

79. Procedures to be conducted after completing a background check should also be spelled out, including whether there is a requirement for records of applications to be kept on file and, if so, by whom and for how long.

Security training programmes

80. An aircraft operator programme should include a copy of the aircraft operator training programme as appendix.

CONTINGENCY PLANS

81. Include a contingency plan as an appendix to aircraft operator security programmes.

INCIDENT REPORTING

82. Aircraft operator security programmes should incorporate a description of aircraft operator security incident reporting procedures.

QUALITY CONTROL

83. Include quality control measures of implemented security control measures in the programme or as an appendix.

LOCAL AIRPORT PROCEDURES

84. List the responsibilities of the airport management with regard to the security of aircraft operations that have not already been addressed in an aircraft operator security programme in an aircraft operator station procedures programme.

PROTECTION OF EXECUTIVES AND OTHER PERSONNEL

85. Although not necessarily directly related to the prevention of unlawful acts against civil aviation, aircraft operator security programmes should address security measures for executives or crew members, and their families, who may be targeted by criminal elements during business trips or layovers, based on risk assessments and threat analysis.

PROTECTION OF BUILDINGS

86. Office buildings that accommodate aircraft operator executives and senior managers require protection that is commensurate with the threat and risk levels associated with the buildings' location. Security measures for the protection of such buildings should be described in aircraft operator security programmes, whether or not they are located at the airport.

SCHEDULE 3**(Regulation 14)****REGULATION AGENT SECURITY PROGRAMME (TEMPLATE)**

This Schedule is intended to assist regulated agents in developing a written security programme that details the measures to be implemented in the conduct of their business.

The security programme should be classified as “RESTRICTED” and detail how the regulated agent intends to meet each of the requirements specified in the corresponding relevant chapters of the NCASP and the Trinidad and Tobago Civil Aviation [(No. 8) Aviation Security] Regulations, 2004.

A regulated agent’s security programme should, at a minimum, include the following topics:

1. International obligations and organizations –
 - (a) structure and roles of international and regional civil aviation organizations; and
 - (b) purpose of the various Conventions, Annex 17 and regulations developed by regional organizations.
2. National obligations and organizations –
 - (a) relevant appropriate authorities, including the appropriate authority responsible for aviation security;
 - (b) NCASP; and
 - (b) legislation, regulations and national civil aviation security programme; and
 - (c) review of threat and risk assessment.
3. Regulated agent’s security policy and organization –
 - (a) regulated agent security policy;
 - (b) regulated agent’s role and responsibilities with respect to aviation security;
 - (c) information, communication procedures, and document control;
 - (d) description of regulated agent’s operation; and
 - (e) procedures for designating and contributing to the authorization of known consignors, if applicable.
4. Security of aircraft (where applicable)
 - (a) physical and procedural security measures that protect the site and facilities used by a regulated agent (including detection and surveillance systems);
 - (b) access control procedures to secure air cargo and mail;
 - (c) maintenance, testing and issue resolution programmes;
 - (d) coordination with law enforcement authorities;
 - (e) details of security service providers;
 - (f) secure storage of security seals, locks and keys.

5. Security of cargo, couriers, express parcels and mail –
 - (a) regulated agent scheme and criteria (including acceptance, handling and transport of cargo)
 - (b) known consignor and account consignor scheme and criteria (including acceptance, handling and transport of cargo);
 - (c) purpose of measures applied during acceptance, handling (including screening), storage and transport of air cargo and mail. Measures for cargo and mail –
 - (i) procedures for acceptance;
 - (ii) measures for unsecure cargo;
 - (iii) list of exemptions from security screening or physical examination;
 - (iv) measures for special categories of cargo (e.g., live animals, unaccompanied baggage, transfer and transit cargo, human remains, and mail);
 - (v) location of screening and physical examination;
 - (vi) measures for high-risk cargo;
 - (vii) details of screening equipment;
 - (viii) details of operator or service provider;
 - (ix) list of exemptions from security screening or physical examination; and
 - (x) handling of suspect cargo and mail;
 - (d) description of measures for unaccompanied baggage and personal effects carried as cargo –
 - (i) standard for screening and manual searches;
 - (ii) location of screening and manual searches; and
 - (iii) details of operator or service provider;
 - (e) protecting cargo and mail from unauthorized interference –
 - (i) physical characteristics of premises used for the receipt and storage of cargo and mail;
 - (ii) access control measures;
 - (iii) storage and protection measures; and
 - (f) documentation control, information security and record keeping –
 - (i) consignment security declarations and other security information germane to consignments;
 - (ii) measures for documentation control and record-keeping policies and procedures; and
 - (iii) measures to control access to documentation, records and data, and to protect information from misuse and alteration.

6. Air cargo screening –

- (a) standard of screening for all types of air cargo and mail, including high-risk cargo;
- (b) location of screening;
- (c) screening equipment lists, characteristics, calibration and operations (including most appropriate method according to the nature of a consignment);
- (d) screening services provider or operator;
- (e) procedures for handling exemptions from screening;
- (f) alternative security controls for air cargo and mail;
- (g) alarm resolution process and handling; and
- (h) screening equipment maintenance and testing programmes.

7. Transport –

- (a) measures to ensure that air cargo and mail consignments are secure when they arrive from the premises of regulated agents, known consignors or account consignors;
- (b) load compartment search procedures (prior to loading);
- (c) security measures applied to vehicles during transport;
- (d) procedures for tracking vehicles and consignments during transport;
- (e) transport validation procedures;
- (f) measures to ensure that transport is not entrusted to an unauthorized third party; and
- (g) verification of the identity of drivers collecting and transporting air cargo and mail.

8. Recruitment of staff –

- (a) procedures for the recruitment of employees involved in the handling of cargo (including screening) or having unescorted access to secure air cargo and/or related information;
- (b) background check and employee record-keeping procedures; and
- (c) employee termination procedures.

9. Training of staff –

- (a) list of authorized personnel at each location;
- (b) security training programme outline and maintenance of training records;
- (c) initial and recurrent training programmes for the following staff:
 - (i) security personnel who carry out screening, searching or checking duties;
 - (ii) ground handling and other staff (security awareness training); and

(iii) regulated agent security managers, supervisors and officers.

10. Contingency planning –

(a) Plans and procedures to deal with the following contingencies:

- (i) bomb threat;
- (ii) discovery of a suspicious or prohibited item;
- (iii) screening and information technology equipment failures;
- (iv) an increase in the level of threat, requiring enhanced security measures; and
- (v) high-risk flights.

11. Incident reporting and follow-up procedures –

- (a) procedures for reporting an incident;
- (b) procedures for investigating an incident; and
- (c) follow-up procedures and corrective action plans.

12. Internal performance monitoring and quality control –

- (a) procedures for monitoring the implementation of security measures and for conducting quality control activities (in accordance with this programme and the national civil aviation quality control programme); and
- (b) resources for quality control activities.

13. Escalation process.

14. Annexes: include the following where applicable:

- (a) distribution list for the regulated agent security programme;
- (b) organization chart;
- (c) plan of premises;
- (d) list of persons with access to premises;
- (e) list of key holders;
- (f) training records; and
- (g) useful contacts.

SCHEDULE 4

[Regulation 16(2)]

CATERING OPERATOR SECURITY PROGRAMME (TEMPLATE)

1. This Schedule is intended to assist catering operators in developing a written security programme that details the measures to be implemented in the conduct of business with an aircraft operator.

2. The security programme should be classified as “Restricted” and should be in short narrative form detailing how the catering operator intends to meet each of the requirements specified in the corresponding relevant chapters of the NCASP.

3. A catering operator’s security programme should at a minimum include the following topics:

- (a) appointment and training of a security officer;
- (b) physical security and control of access to catering premises;
- (c) background checks of staff;
- (d) security training of all staff;
- (e) receipt and handling of goods;
- (f) preparation and storage of catering items;
- (g) documentation;
- (h) transportation and delivery to aircraft;
- (i) checking and sealing of vehicles;
- (j) airside premises; and
- (k) procedures for handling of stores or supplies that have been tampered with.

4. In addition to the paragraphs 1, 2 and 3 above, the catering operator’s security programme must contain a declaration signed by the accountable manager, certifying the implementation of the security measures detailed in the programme. A sample declaration form is in the Annex to this Schedule.

ANNEX TO SCHEDULE 4

CATERING SECURITY DECLARATION

Name of Company: _____

Company's Address: _____

Contact: Phone: _____ **Fax:** _____ **e-mail:** _____

On behalf of [COMPANY NAME], the person (whose signature appears hereunder) certifies that –

1. Security requirements of the NCASP and the Trinidad and Tobago Civil [(No. 8) Aviation Security] Regulations, 2004 are fully and properly implemented to ensure catering stores and supplies do not contain any restricted articles which may endanger the safety and security of an aircraft, its passengers and crew; and

2. [COMPANY NAME] has –

- (a) developed and continues to maintain a written catering security programme detailing the measures and procedures applicable to catering stores and supplies;
- (b) appointed a security officer to be responsible for implementing the security measures detailed in the security programme and the related quality control measures including maintenance of the programme;
- (c) recruited and properly trained its staff to correctly receive, process and handle catering stores and supplies; and
- (d) taken the steps necessary to safeguard stores and supplies from the time they are received at the facility until they are delivered to an aircraft.

I understand that a false declaration in this document may have legal consequences.

Name: _____

Position held: _____

Date: _____

Signature: _____

Company Stamp:

Place
Company
Stamp here

SCHEDULE 5

[Regulation 22(3)]

TERMS OF REFERENCE AERODROME SECURITY COMMITTEE

- (a) Coordinate the implementation of the National Civil Aviation Security Programme;
- (b) Oversee and monitor the Aerodrome Security Programme, including special measures introduced by the aerodrome administration, operators and aerodrome tenants;
- (c) Use the National Civil Aviation Security Programme manual or the Security Manual for Safeguarding Civil Aviation Against Acts of Unlawful Interference as a guide;
- (d) Draw up and maintain a list of vulnerable points including essential equipment and facilities and review the security of those points from time to time;
- (e) Ensure that the minimum security measures and procedures are adequate to meet threats and are under constant review, providing normal situation and contingencies for periods of heightened tension and emergency situation;
- (f) Arrange for irregular spaced security surveys and inspections to be carried out;
- (g) Ensure the recommendations for improvements in security measures and procedures are implemented;
- (h) Inform the appropriate authority for security of the current state of security measures and procedures in effect at the aerodrome and refer any problems relating to the protection of the aerodrome and its services which cannot be resolved at the local level;
- (i) Arrange for security education and training of aerodrome and other staff;
and
- (j) Ensure that the planning of aerodrome expansion programmes includes the planning of modifications to be made to the aerodrome control systems and equipment.

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SCHEDULE 6

[Regulation 48 (2)]

- (a) Knives. Steak knives for meal services and pocketknives that belong to crewmembers are not allowed into the cabin of an aircraft. Rounded blade butter knives and plastic knives are permitted for meal services in the cabin.
- (b) Carry-on Bags. Unless otherwise directed by the Director General, physical searches of carry-on bags may be conducted to ensure that a continuous inspection process is taking place while passengers are boarding at the gate. Knives of any length or description (except as permitted in paragraph (a) above) found during the search shall not allowed to be carried in the cabin of the aircraft. These inspections shall be performed in the presence of the passenger and at a location just prior to boarding the aircraft.
- (c) Checked Baggage. Unless otherwise directed by the Director General, physical searches of carry-on bags may be conducted to ensure that a continuous inspection process is taking place for each flight. These inspections shall be performed in the presence of the passenger. Ensure that no one other than direct aircraft operator employees and representatives of government agents have access to the contents or an compartment of a checked bag after it has been accepted for carriage.
- (d) Aircraft Security: Prior to entry into the cabin of the aircraft, screen all persons and their property, except that personnel employed directly by the aircraft operator and passengers boarding for transport who have previously been subjected to screening.
- (e) Crewmembers: An authorized aircraft operator representative shall examine the identification of all operational crewmembers and verify their assignment on that flight. If identification cannot be verified, deny boarding and notify appropriate authorities.
- (f) Aircraft Search: The following measures shall be applied to each aircraft after servicing, and prior to boarding any passengers:
- (i) Conduct a thorough physical search of the empty interior of the aircraft. The search shall include: overhead bins; closets; lavatories; galleys; trash receptacles; storage bins; seat backs; seat pockets; under seats; and other accessible compartments in the passenger cabin and flight deck; and galley carts that have not been sealed by the government or monitored from preparation to delivery. Personnel conducting the search shall be familiar with the aircraft and shall be provided with instructions for notifying the appropriate authorities if suspicious items are detected.
 - (ii) Conduct a visual inspection of accessible exterior areas if the aircraft for items that do not belong. Prior to loading freight or baggage, search the empty cargo hold areas of the aircraft for items that do not belong.
 - (iii) At intermediate stops, conduct continuous monitoring of freight and cargo loading activities.
- (g) Personnel: Physical inspection and pat-downs may only be carried out by direct aircraft operator employees, or authorized representatives, who have been trained to conduct such inspections in accordance with the approved security programme.
- (h) Certification: Prior to resuming service, the aircraft operator shall certify to its Primary Security Inspector that these requirements are being implemented at each location.

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**SCHEDULE 7
PART A**

[Regulation 50(2)(a)]

INTRODUCTION

1. Conventional X-ray equipment is used in support of the national civil aviation security programme to screen passenger cabin baggage, hold baggage and, increasingly, cargo, supplemented with manual searches. It is anticipated that equipment using X-ray technology, perhaps supported by other techniques, will be the basis of screening for the foreseeable future.

2. Difficulties in detecting explosive devices by X-ray, and difficulties which may be posed in the future by non-metallic firearms, demand further development of X-ray equipment. The information in this Attachment sets out the requirements for X-ray screening equipment which the civil aviation security policy and regulatory section considers incorporates the best features of current technology, but which leaves scope for further development.

DETENTION REQUIREMENTS

3. X-ray screening equipment is required for use in detecting both metallic and nonmetallic objects. These items may be concealed in any form of luggage carried or placed on board an aircraft. The list of items to be identified includes-

- (a) firearms both metallic and non-metallic;
- (b) firearms components;
- (c) ammunition of all calibers;
- (d) grenades and other fragmentation/blast weapons; knives, batons, swords, etc.;
- (e) explosives, military and commercial;
- (f) detonators and timing devices;
- (g) electrical and electronic items; and
- (h) power sources.

PERFORMANCE REQUIREMENTS

4. Performance of conventional X-ray equipment should be measured using a combined test piece (CTP). These tests will determine whether an X-ray machine meets the civil aviation security policy and regulatory section requirements in terms of image quality parameters.

DISPLAY REQUIREMENTS

5. Most modern machines incorporate the following facilities:

- (a) Detector positioning. The arrangement of the detectors should be such that both a “top” and a “side” view of the object are displayed. Such an arrangement is commonly known as a “folded array”;
- (b) Black and white image. Objects are distinguished by differing shades of grey. Such shades are caused by variations in the amount of X-rays penetrating the target bag. The image should be reversible. The civil aviation security policy and regulatory section considers that any equipment that uses only a black and white image display does not meet the standards required by the national civil aviation security programme;

- (c) Colour-coded image. Different colours should be assigned to metallic and organic material in multi-energy X-ray images. Also a third colour should be assigned to objects through which the X-rays cannot penetrate. The following colours can be used: (orange) for materials of low average atomic number (e.g., organic materials), (blue) for metals and (red) for areas where the X-rays cannot penetrate. With this method of imaging it should be possible to distinguish high-density organic material such as explosives. [The (colours) are given as examples and are those used on one type of commercially available equipment.];
- (d) Organic colour only. It should be possible to display a single colour image representing just the organic component. This simplified image should make it easier to identify explosives;
- (e) Image enlargement. The operator should be able to select a section of the image and expand it. There should be at least nine enlargeable sections in the complete image;
- (f) Brightness scanning. The human eye cannot distinguish between more than about a dozen variations in brightness, but computers have no such limitation. There should be at least 256 shades in the X-ray image. These 256 shades should be displayable in turn, as one of a group of adjacent shades, by scanning across the complete range of shades. Each level in the displayed group is to be assigned a visually discernible shade. In this way, more detail can be displayed;
- (g) Edge enhancement. This feature modifies the periphery of the image of an object so as to make it more visible on the display;
- (h) Display time. Every part of the item being examined should be displayed for not less than five seconds. When not in use the image of the last bag should be removed or a screen saver used to prevent image “burn in”;
- (i) Operator identification. It should be possible for the displayed image to show an operator;
- (j) identification number and the time and date; and
- (k) Automatic detection. There is X-ray equipment available that can detect the presence of explosive material or components of an explosive device automatically. Such equipment does not need to provide an image if it is being used in a fully automatic mode. If such equipment is used in a way that requires an operator to make a decision based on an image (indicative mode), this image should be to the same standard as a conventional X-ray machine. Operators intending to use such equipment should discuss the application with the civil aviation security policy and regulatory section.

HARDWARE AND SOFTWARE

- (a) Expandability. New techniques will become available, particularly in image processing and pattern recognition. The equipment should be designed so that software enhancements can be easily implemented or a separate module can be easily added. It should be possible to program the machine via an input port. The protocol for this should be documented and be readily available to service technicians;
- (b) Software. The image processing and control software should be written to allow ease of updating;
- (c) Speed of operation. Any display mode should be available within one second of detection or selection. This time limit may not apply to future image processing techniques such as pattern recognition. However, the maximum allowable delay is six seconds;

	<p>(d) Video connections. It should be possible to record easily the image seen by the operator. Outputs should be provided to permit the connection of a video recorder or an external “black box”. Such outputs should provide both composite video and RGB signals compatible with the video system used by the State. It should be possible to input test images via a video input;</p> <p>(e) Health and safety. The machine must comply with the requirements of the State's current health and safety legislation, particularly with regard to mechanical, electrical and radiation hazards; and</p> <p>(f) Future developments. These requirements will be kept under review and may be subject to amendment in the future. However, it is the civil aviation security policy and regulatory section's intention that future requirements embody earlier versions. This should give an orderly progress to X-ray development.</p>	
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SCHEDULE 7
PART B

[Regulation 50(2)(c)]

This Attachment should be read in conjunction with the log sheet for the combined test piece. A tick on the log sheet should be used to record each correct image.

Together, tests 3 and 5 will also demonstrate the machine's dynamic range.

Test 1A: Single Wire Resolution

The Requirement is to Display the 33 Gauge Wire not Covered by the Step Wedge.

(A tick should be used on the log sheet to indicate visible wires.)

This test defines the ability of the system to display a single thin wire, 33 SWG (standard wire gauge, 0.254 mm). The composition of the wire should be un-insulated tinned copper wire. Wires of 25 SWG (0.508 mm), 33 SWG (0.254 mm), 36 SWG (0.193 mm), and 40 SWG (0.122 mm) are included in the CTP to demonstrate whether the X-ray machine single wire resolution capability surpasses that required or if its performance has deteriorated with time. The wires are laid out in "S" shaped curves.

Test 1B: Useful Penetration

The Requirement is that the 25 Swg Wire be seen under the Second Step of the Wedge (5/16").

This test defines what level of detail should be seen behind a thickness of a known material. The CTP has different gauges of wire behind varying thicknesses of aluminium. This is similar to the American Society for Testing and Materials (ASTM) step wedge that has wires behind the steps.

Test 2: Material Discrimination

The Requirement is that Different Colours be Allocated to the Sample of Organic and Inorganic Substances.

With multi-energy X-rays, it is possible to distinguish between materials of different average atomic number. This means that organic and inorganic substances can be differentiated. (Multi-energy, dual - energy and materials differentiation are considered synonymous in the present context.) The use of sugar and salt samples encapsulated on the test piece, as well as the various materials used in the construction of the CTP, will check the material discrimination facility. The present requirement is to allocate different colours to different types of material. This test is applicable only to those machines with this facility. A tick will indicate that the two samples are shown in different colours.

Test 3: Simple Penetration

The Requirement is that the Lead be Visible beneath 14 Mm of Steel.

This test defines what thickness of steel the machine should be able to penetrate. The steel step wedge on the CTP begins with a 12 mm depth, with 2 mm increments per step up to 24 mm. A lead strip runs under the length of the wedge to check the capability of the machine. Ticks should indicate where the lead strip is visible.

Test 4: Spatial Resolution

The Requirement is that a Vertical and Horizontal Grating be seen.

This test defines the ability of the system to distinguish and display objects which are close together. The CTP tests this aspect of performance by using 16 copper sheet gratings at right angles to each other. A tick on the log sheet will indicate that gaps in the gratings are visible.

Test 5: Thin Metal Imaging

The Requirement is to Image Steel 0.1 Mm thick.

This tests the machine's ability to image thin metal.

The staff should be rotated regularly among the positions during a tour of duty. No person should be required to scrutinize X-ray images continually for more than 20 minutes and should not resume this duty again for a further 40 minutes. This rotation can be easily achieved if the X-ray operator and bag searchers operate as a separate working unit with each X-ray operator actually searching the items he or she selects for hand search. This also serves to improve their X-ray image interpretation knowledge base.

In lieu of the general guidance provided above, a precise formula for determining passenger security screening area staffing requirements may be developed by States. Such a formula should take into account anticipated passenger flow, flight schedules, type of aircraft and the possible requirement for the screening of persons other than passengers.

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