

**RESTRICTED
APPENDIX -A**

SAMPLE - AIRCRAFT SEARCH CHECKLIST

ACFT REG. No.: _____ ACFT TYPE: _____

ROUTING: _____ FINAL DESTINATION: _____

A – COCKPIT	
AREAS TO BE INSPECTED	
1. ENTIRE FLOOR	
2. BENEATH ALL COCKPIT SEATS	
3. OXYGEN MASK STORAGE COMPARTMENT	
4. LIFE JACKET STORAGE COMPARTMENT	
5. BEHIND MANUALS IN RESPECTIVE STORAGE COMPARTMENT	
6. COATROOM	
7. GLOVE AND HEADSET COMPARTMENTS	
8. SAFETY ROPE STORAGE COMPARTMENT (RHS/LHS)	
9. AVIONICS COMPARTMENT (LHS)	
10. SMOKE GOGGLES COMPARTMENT	
11. SPARE BULB COMPT. (RHS)	

B – CABIN	
1. ENTIRE FLOOR	
2. OVERHEAD STORAGE COMPARTMENT	
3. SELECTIVE CHECKS OF LIFE JACKET STORAGE AREA /LIFE JACKET	
4. SELECTIVE CHECKS UNDERNEATH SEATS (<i>UNDER SEAT CUSHION</i>)	
5. COAT ROOMS(INSIDE/BEHIND)INCLUDING COMPARTMENTS	
6. STORAGE AREAS UNDERNEATH/ABOVE F/A J/SEATS	
7. MAGAZINE STORAGE CLOSETS	
8. FIRE EXTINGUISHER/PORTABLE OXYGEN COMPARTMENTS	
9. STORAGE AREA/SERVICE CENTRE FWD OF L3/R3 DOOR	
10. DOG HOUSE	
11. VIDEO COMPARTMENT	
12. OXYGEN COMPARTMENT NEAR COCKPIT DOOR (AFT)	
13. OVERHEAD ACCESS PANEL (FWD & AFT)	
14. TABLE STOWAGE AREA IN SELECTED SEATS	
15. FIRST AID KIT STOWAGE COMPARTMENT (FWD/AFT)	
16. AREA ABOVE LAVATORIES & GALLEYS	
17. CREW REST ROOM & STORAGE AREAS ABOVE/BENEATH BUNKS	

C – GALLEY	
1. ALL CARTS/CART STORAGE	
2. LIQUOR BOXES	
3. WASTE CONTAINERS	

Aviation Security Requirements for Foreign Aircraft Operators Journey Permit Application

1. Applicability

- 1.1 The aviation security measures set out in this document shall apply to all Foreign Aircraft Operators applying for a Journey Permit to operate in Trinidad and Tobago. In accordance with the Trinidad and Tobago Civil Aviation [(No.8) Aviation Security] Regulations 2004, all Foreign Aircraft Operators applying for Journey Permits are required to implement the aviation security measures set out in this document.
- 1.2 The implementation of the security measures set out in this document shall be in addition to those security measures established in the Foreign Aircraft Operator's Security Programme approved by the Appropriate Authority of the State of Registry.
- 1.3 A Foreign Aircraft Operator shall, where the security measures set out in this document conflicts with the security requirements established in its approved Security Programme notify the Trinidad and Tobago Civil Aviation Authority, prior to its operations in Trinidad and Tobago.
- 1.4 Where the security requirement set out in this document is less than the security requirements established in its approved Security Programme, the Aircraft Operator shall apply those requirements or measures that are more stringent.

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Aviation Security Requirements for Foreign Aircraft Operators Journey Permit Application

2. Passenger and Cabin Baggage Screening

- 2.1 The Trinidad and Tobago Civil Aviation [(No.8) Aviation Security] Regulations 2004 require that all passengers, crew and their carry-on baggage must undergo screening before being allowed access to an aircraft, sterile or security restricted area. The Aircraft Operator shall ensure that all passengers, crewmembers and their cabin baggage /accessible property are screened prior to being allowed access to its aircraft.
- 2.2 The Foreign Aircraft Operator shall ensure:
- a) The screening of passengers and crewmembers is conducted using a combination of Walk Through Metal Detector (WTMD), Hand Held Metal Detectors (HHMD) and physical inspection for personal screening;
 - b) Persons who cannot be cleared by the normal screening process are referred for physical inspection. Any persons who cannot be satisfactorily cleared by the total screening process inclusive of physical inspection shall be denied boarding.
- 2.3 Privacy should be assured when physical inspection of the person is to be carried out. In all cases, the physical inspection of the persons shall be done by an individual of the same sex preferably in the presence of a third party of the same sex.
- 2.4 The Aircraft Operator representative responsible for security screening shall immediately notify an aerodrome Security Officer or Aviation Screening Officer of any person refusing to submit to security screening and prohibit such person from entering any of his aircraft.
- 2.5 The Foreign Aircraft Operator shall ensure:
- a) Screening and searching of cabin baggage is conducted using a combination of x-ray equipment and manual search. Screening shall also be supported by advanced screening equipment, such as Explosive Trace Detection where available;
 - b) Cabin baggage / accessible property that cannot be cleared by the total screening process inclusive of physical search shall not be taken into a sterile or security restricted or placed on board an aircraft in the cabin or cargo compartment; and
 - c) Physical search of cabin baggage shall be conducted to ensure that a continuous inspection is taking place while passengers are boarding at the gate. These inspections shall be performed in the presence of the passenger at a location just prior to boarding the aircraft

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Aviation Security Requirements for Foreign Aircraft Operators Journey Permit Application

2.6 The Foreign Aircraft Operator shall verify the identity of each crewmember and passenger at the time of boarding the aircraft as follows:

- a) Crewmembers identification shall be matched against the Crew Manifest for the respective flight; and
- b) Passenger's Passport and airline Boarding Card shall be matched for the respective flight

2.7 The Foreign Aircraft Operator shall deny boarding or refuse to transport any person or to place any property aboard aircraft for air transportation if:--

- a) Such person does not consent to a search of his/her person in accordance with this security program; or
- b) Such person does not consent to a search or inspection of their checked or carry-on baggage.

Initials.....

Aviation Security Requirements for Foreign Aircraft Operators Journey Permit Application

3. Security of Hold Baggage and Screening

3.1 The Trinidad and Tobago Civil Aviation [(No.8) Aviation Security] Regulations 2004 require that all checked baggage of passengers and crew must undergo screening and other security controls prior to being loaded onto an aircraft.

3.2 The Foreign Aircraft Operator shall only accept baggage for check-in under the following conditions:

- a) The baggage is presented by a bona fide passenger in possession of a valid airline ticket; and
- b) An authorized agent or representative of the Foreign Aircraft Operator accepts the baggage at a designated airline check-in counter for processing/check-in.

3.3 The Foreign Aircraft Operator shall conduct a physical search of checked baggage prior to check-in to ensure that a continuous inspection process is taking place for each flight. The Operator must perform these inspections in the presence of the passenger.

3.4 The Foreign Aircraft Operator shall:

- a) Screen all hold baggage prior to loading onto its aircraft using x-ray equipment or a combination of x-ray equipment and physical search;
- b) Ensure that baggage that cannot be cleared by x-ray equipment, including physical search is not transported on its aircraft;
- c) Alert the relevant authorities of any suspect checked baggage; and
- d) Protect all hold baggage against unauthorized access from the point of acceptance until the departure of the aircraft on which the baggage is transported.

3.5 The Foreign Aircraft Operator shall transport hold baggage on its aircraft only if the following requirements are met:

- a) All checked baggage is properly marked externally to permit identification with the passenger to whom it belongs;
- b) All checked baggage have been individually identified as accompanied or unaccompanied and authorized for carriage on the respective flight;

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- c) Confirm that the passenger to whom the baggage belongs has boarded and travels on the intended flight;
- .
- 3.6 The Foreign Aircraft Operator shall not permit the flight to depart with the baggage of a passenger who has checked-in and failed to board.
- 3.7 The baggage of any “Gate No Show” passenger shall be off-loaded and must either be immediately subjected to x-ray screening or be removed to a safe location and the relevant authorities notified.
- 3.8 The Aircraft Operator agent or authorised representative shall ensure that each person who is recorded as having checked baggage is the same person who boards the aircraft.

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4. Security of Aircraft

- 4.1 The Foreign Aircraft Operator shall ensure the following security measures are applied to each aircraft after servicing and prior to boarding any passengers:
- a) Conduct a security 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. Galley-carts that have not been sealed by the government or monitored from preparation to delivery;
 - b) Conduct a security search of accessible exterior areas of the aircraft for items that do not belong. Prior to loading freight or baggage, search the empty cargo holds areas, for items that do not belong; and
 - c) Control access to the aircraft to prevent unauthorized access to the interior and exterior of the aircraft
- 4.2 The Foreign Aircraft Operator shall use a Search Checklist for recording the areas searched. A sample is attached as Appendix A to this document.
- 4.3 The Foreign Aircraft Operator shall immediately notify the Authority (TTCAA) upon discovery on board an aircraft or any part of an Aerodrome under its control of a weapon, an explosive device or other prohibited articles or substances.
- 4.4 The Foreign Aircraft Operator shall prior to entry into the cabin of the aircraft, screen all persons and their property, except that personnel employed directly by the aircraft operator, government agencies and passengers boarding for transport who have previously been subject to screening.
- 4.5 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.
- 4.6 Prohibited articles that can be used to commit an act of unlawful interference can be concealed in cleaning stores that are carried on board. Cleaning stores must be physically inspected prior to being allowed entry into the cabin. All cleaning/service personnel shall be monitored while on board the aircraft.

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Aviation Security Requirements for Foreign Aircraft Operators Journey Permit Application

5. Security of Cargo and Mail

5.1 The Foreign Aircraft Operator shall:

- a) Ensure that all cargo accepted for transportation is properly labelled externally for proper identification. These must include Air Waybill stickers, handling labels, Dangerous Goods labels, consignees' and consignor's full name, address, telephone contact and zip codes where applicable;
- b) Ensure that all cargo is screened prior to dispatch to the aircraft. Cargo which cannot be cleared by x-ray equipment, physical inspection or other screening technologies shall not be transported on its aircraft;
- c) Ensure all cargo consignments accepted for air transportation is safeguarded against tampering or the introduction of an explosive or incendiary device;
- d) Ensure that all relevant Air Waybills, Manifest and Shipper's Declaration are correctly and completely filled out and a copy of a photo identification of the shipper or his authorised representative is attached;

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6. Security of Catering, Stores and Supplies

6.1 The Foreign Aircraft Operator shall take appropriate security measures to ensure that catering carts or containers containing stores do not contain any prohibited articles or show evidence of unauthorized interference prior to the catering carts or containers being closed, sealed and transported on the aircraft.

Inspection of Catering Supplies and Stores

Any catering supplies and stores or any package, or container having catering supplies or stores offered for transport on a [Foreign Air Operator]' aircraft by an approved catering operator may be inspected by [Foreign Air Operator], and may be done in the presence of the catering operator or his representative.

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Sensitive Security Information
Corporate Commitment Statement

This is to certify thatagree to implement the following
(Name of Operator)

Aviation Security requirements in accordance with the Trinidad and Tobago Civil Aviation [(No. 8) Aviation Security] Regulation 2004, as set out in document.

..... acknowledge that failure to comply with the requirement set out in
(Name of Operator)
this document will lead to enforcement action by the Trinidad and Tobago Civil Authority.

<u>Security Requirements Applicable:</u>	YES	N/A
Passenger and Cabin Baggage	<input type="checkbox"/>	<input type="checkbox"/>
Hold Baggage	<input type="checkbox"/>	<input type="checkbox"/>
Security of Aircraft	<input type="checkbox"/>	<input type="checkbox"/>
Cargo and Mail	<input type="checkbox"/>	<input type="checkbox"/>
Catering	<input type="checkbox"/>	<input type="checkbox"/>

Affix Corporate Seal Here

Name of Accountable Person:.....

Signature:.....

Title:.....

Date:.....

Witness by:.....

Date:.....

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