

**CIVIL AVIATION REGULATIONS**

**SURINAME**

**PART 13 – AVIATION SECURITY**

**VERSION 1.0**

**NOVEMBER 2006**



# Contents

## PART 13 – AVIATION SECURITY

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## 13.1 GENERAL

### 13.1.1 Applicability

1. The common basic standards on aviation security measures are based on the current recommendations of Annex 17 SARPs and ICAO document 8973
2. The necessary measures for the implementation and the technical adaptation of these common basic standards shall be adopted in accordance with the procedure referred to in this regulation, due consideration being given to the various types of operation and to the sensitivity of the measures relating to:
  - (a) performance criteria and acceptance tests for equipment;
  - (b) detailed procedures containing sensitive information;
  - (c) detailed criteria for exemption of security measures.
3. The CASAS may, on the basis of a local risk assessment, and where the application of the security measures specified in this Regulation may be disproportionate, or where they can not be implemented for objective practical reasons, adopt national security measures to provide an adequate level of protection, at airports:
  - (a) with a yearly average of 2 commercial flights per day; or
  - (b) with only general aviation flights; or
  - (c) with commercial activity limited to aircraft with less than 10 tonnes of Maximum Take Off Weight (MTOW) or less than 20 seats, taking into account the particularities of such small airports.
4. The CASAS is to examine whether the measures adopted by those so deamed by this regulation are in accordance with these regulations and are justified for objective practical reasons and provide an adequate level of protection.

### 13.1.2 Definitions

For the purpose of these Regulations, the following definitions shall apply:

- (1) **Act of unlawful interference.** An act which seeks to or jeopardizes the safety of civil aviation and air transport such as:
  - (a) unlawful seizure of an aircraft in flight or on the ground;
  - (b) hostage taking on board an aircraft or at an aerodrome;
  - (c) forcible intrusions on board an aircraft, at an aerodrome or at the premises of an aeronautical facility;
  - (d) introduction on board an aircraft or at an aerodrome of a weapon or hazardous device or material intended for criminal purposes; or
  - (e) communication of false information so as to jeopardize the safety of 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;
- (2) **Aerial work.** An aircraft operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying observation and patrol, search and rescue, aerial advertisement, etc;
- (3) **“Aerodrome” Groups** includes:
  - (a) Primary and major international aerodrome which is open for commercial air transport, otherwise referred to as an “airport” that is certified pursuant to the CARS part 12, provides customs and immigration services and regularly serves regulation and non-regulation international and domestic commercial air transport operations and cargo operations;
  - (b) Secondary and Other international aerodrome is an airport that is open for commercial service and accommodates international service and regular domestic services offered by national Commercial Air transport Operators. And;

- (c) National aerodrome is any aerodrome, other than Group A and B aerodromes, otherwise referred to as an “airfield or airstrip” with only domestic, non-regular and General aviation traffic, where the commercial activity is limited to aircraft with less than 10 tones of Maximum Take Off Weight (MTOW) or less than 20 seats. Including those military aerodromes where civil air traffic is allowed under certain conditions.
- (4) **Aerodrome operator.** An entity or person who operates a group A, B or C aerodrome in Suriname;
  - (5) **Aerodrome tenant.** Any enterprise that is resident at an aerodrome and offers services and products at that aerodrome;
  - (6) **Aircraft Security Check.** An inspection of the interior of the aircraft to which passengers may have had access and an inspection of the hold for the purpose of discovering suspicious objects, weapons, explosives or other dangerous devices, articles and substances;
  - (7) **Aircraft Security Search.** 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 or substances;
  - (8) **Airside.** The movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled;
  - (9) **Authorized search.** A search carried out on 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 CASAS;
  - (10) **Aviation security officer:**
    - (a) A person who is trained in accordance with the security training requirements of the approved Aerodrome Operator Security Program and who has been appointed as an aviation security officer by an aerodrome operator, Commercial Air transport Operator; and
    - (b) Any member of the KPS or NL when assigned aerodrome security duties;
  - (11) **Aviation screening officer.** A person who by virtue of his training has been employed by the aerodrome operator, Commercial Air transport Operator to carry out aviation security screening duties;
  - (12) **Background checks.** A check of a person's identity and previous experience, including any criminal history and a review of all available law enforcement data bases and records of other governmental and international agencies to the extent determined practical, as part of the assessment of an individual's suitability for unescorted access to a security restricted area and/or to implement security tasks.
  - (13) **Cargo.** Any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage accompanied with an airway-bill;
  - (14) **Carry-on baggage.** Bags and personal belongings to which a person will have access while on board an aircraft;
  - (15) **Catering stores.** 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;
  - (16) **Catering supplies.** Food, beverages, other dry stores and associated equipment used on board an aircraft;
  - (17) **CASAS.** The Civil Aviation Safety Authority Suriname;
  - (18) **Certification.** A formal evaluation and conformation by or on behalf of the CASAS that a person possesses the necessary competencies to perform assigned functions to an acceptable level as defined by the CASAS;
  - (19) **Checked baggage.** Personal belongings of passengers or crew accepted for transportation by an aircraft operator and to which a person will not have access while on board an aircraft;
  - (20) **Commercial air transport operation.** An national or foreign aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire;

- (21) **Corporate Aviation.** The non-commercial operation or use of aircraft by a company for carriage of passenger or goods as an aid to the conduct of company business, flown by a professional pilot employed to fly the aircraft. (Corporate Aviation is a subset of General Aviation);
- (22) **Disruptive passenger.** A passenger who fails to respect the rules of conduct at an aerodrome or on board an aircraft or to follow the instructions of the aerodrome staff or crew member and thereby disturbs the good order and discipline at the aerodrome or on board the aircraft.
- (23) **Dangerous goods and hazardous materials.** Means articles or substances which are capable of posing a risk to health, safety, property or the environment when transported by air and which are classified according to the International Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air;
- (24) **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 Program, in a manner sufficient to take action should the individual engage in activities other than those for which the escorted access is granted;
- (25) **Exclusive area.** Means that part of an airside operations area for which an Commercial Air transport Operator has agreed in writing with the aerodrome operator to exercise exclusive security responsibility under an approved security program or a security program used in accordance with relevant Implementing Standard of these Regulations;
- (26) **Firearm.** Has the meaning given to it in the Firearms Act, S.B 1990 no 1;
- (27) **Flight catering operator.** Means any enterprise that provides catering supplies for consumption on board an aircraft in flight engaged in the carriage of passengers;
- (28) **Foreign Commercial Air Transport Operator.** Means an Commercial Air transport Operator who conducts International air transport operations under the regulations of an Foreign Commercial Air transport Operator Certificate issued by the State of Suriname;
- (29) **General Aviation Operation.** An aircraft operation other than a Commercial Air transport Operation or aerial work operation;
- (30) **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;
- (31) **Handling agent.** Means a person, organization or enterprise engaged in or offering services to an Commercial Air transport Operator;
- (32) **Hijacking.** Has the meaning given to it under The Tokyo, Hague and Montreal Conventions;
- (33) **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;
- (34) **In-flight security personnel.** Means a person who is employed and trained by the government of the State of the Operator or the government of the State of Registration to be deployed on an aircraft with the purpose of protection of that aircraft and its occupants against acts of unlawful interference. Or who is employed and trained by the government of an other Contracting State and deployed with agreement from the government of the State of the Operator and the government of the State of registration. This excludes persons employed to provide exclusive personal protection for one or more specific people traveling on the aircraft, such as personal bodyguards.
- (35) **Loaded firearm.** A firearm, which has inserted in it a live round of ammunition, cartridge, detonator or powder in the chamber or in a clip, magazine or cylinder.
- (36) **Movement area.** Means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the maneuvering area and the apron(s);
- (37) **Minister.** Means the Minister of Transport, Communication and Tourism;
- (38) **Person in custody.** Means a person who is for the time being under the control of an escort Officer



- (39) **Personal search.** Means a search of the clothing of a person and personal belongings for prohibited items by a designated aviation security officer;
- (40) **Private charter.** Means an agreement to hire an entire aircraft for the carriage of passengers and goods;
- (41) **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;
- (42) **Record.** includes any writing, drawing, map, tape, film, photograph, or other means by which information is preserved;
- (43) **Regulated agent.** An agent, freight forwarder or any other entity who conducts business with an Commercial Air transport Operator and provides security controls that are required by the CASAS in respect of cargo, or mail;
- (44) **Restricted area pass.** Means a document issued by the designated issuing authority, that entitles the holder to have access to a specific restricted area of an aerodrome during a specified period;
- (45) **Regular passenger operations.** Means the provision of an air transportation service for passengers from identified air terminals at a set time announced by timetable or regulation published in a newspaper, magazine or other advertising medium;
- (46) **Screening.** The application of technical or other means which are intended to detect weapons, explosives or other prohibited items or substances which have been designated as dangerous to aviation security;
- (47) **Security.** Safe guarding civil aviation against acts of unlawful interference. This objective is achieved by a combination of measures and human and material resources and processes for the control of weapons, explosives or other dangerous devices, articles or substances.
- (48) **Security Audit.** An in-depth compliance examination of all aspects of the implementation of the National Civil Aviation Security Program or relevant CARS;
- (49) **Security Control.** A means by which the introduction of weapons, explosives or dangerous devices, articles or substances which may be used to commit an act of unlawful interference can be prevented;
- (50) **Security Exercises.** Forms of joint training to determine the effectiveness of implemented security measures, procedures and the conduct of contingency and emergency plans;
- (51) **Security Inspection.** An examination of the implementation of relevant national civil aviation security program or CARS requirement by an Commercial Air transport Operator, Aerodrome Operator, or other entity involved in security;
- (52) **Security program.** Means measures adopted to safeguard international and domestic civil aviation against acts of unlawful Interference;
- (53) **Security Restricted Area.** Those areas of the airside or land side of an aerodrome which are identified as priority areas, in addition to access to control, other security controls are applied. Such areas will normally include e.g. inter alia, all commercial aviation passenger departure areas between the screening checkpoint and the aircraft, the ramps, baggage make-up areas, including areas those where aircraft are being brought into service and screened baggage and cargo are present, cargo sheds, mail centers, airside catering and aircraft cleaning premises;
- (54) **Security Survey.** An evaluation of 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.
- (55) **Security Test..** A covert or overt trail of an aviation security measure which simulates an attempt to commit an unlawful act;
- (56) **Sterile area.** Means specific designated areas which access is strictly security controlled e.g between any passenger inspection or screening control point and aircraft into or baggage screening and make –up areas and ATC-towers.
- (57) **Technical Instructions.** Means the International Civil Aviation Organization Instructions for the transport of Dangerous Goods by air;
- (58) **Tenant restricted area.** Means any area at, or connected to, an aerodrome that has been

declared as such in accordance with the provisions of the appropriate aerodrome restricted area;

- (59) **Transit passenger.** Means a passenger departing from an aerodrome on the same flight on which he arrived;
- (60) **Transfer passengers and baggage.** Means a passenger and baggage making direct connections between two different flights;
- (61) **Unidentified baggage.** Means baggage at an aerodrome, with or without a baggage tag which is not picked up by or identified with a passenger;
- (62) **Weapons.** Means any thing designed, used or capable of inflicting harm and includes a firearm.

### 13.1.3 Abbreviations

The following abbreviations are used in Part 13:

1. ASP - Airport Security Program
2. AVSEC DDC – Aviation Security Decision of the Director CASAS
3. BAVP – Buitengewoon Agent van Politie
4. CCTV - Closed-circuit television
5. HHMD - Hand-held Metal Detector
6. HBS - Hold baggage screening
7. KPS –Korps Politie Suriname (Police Corps of Suriname)
8. NL – Nationaal Leger Suriname (Surinamese Military)
9. NCASC - National Civil Aviation Security Committee;
10. NCASP - National Civil Aviation Security Program;
9. NCASTP - National Civil Aviation Security Training program;
10. NCAQCP -National Civil Aviation Security Quality Control Program
11. SCP - Screening checkpoint
12. VIP - Very Important Person
13. WTMD - Walk-through Metal Detector

### 13.1.4 Issuance of a Decision Director CASAS regarding Aviation Security

- (a) The CASAS may, for the purpose of implementation of any of the Security Programmes required under this Part, issue a Aviation Security Decision Director CASAS (AVSEC DDC) or AVSEC Advisory Pamphlet to any person to whom subparagraph (c) applies requiring him to take such measures as are specified in the AVSEC DDC. Where the CASAS intends to issue a AVSEC DDC, it may seek the advice of the National Civil Aviation Security Committee on the proposed decision before issuing it.
- (b) The CASAS may, by a AVSEC DDC:
  - (1) revoke wholly or partly another AVSEC DDC issued previously; or
  - (2) modify another AVSEC DDC issued previously in such manner as it thinks fit.
- (c) This subparagraph applies to:
  - (1) The aerodrome operator;
  - (2) The manager of an aerodrome other than an aerodrome which is principally used by aircraft in military service;
  - (3) Any Commercial Air transport Operator registered or operating in Suriname;
  - (4) Flight catering operator;
  - (5) Regulated agent;
  - (6) Any person who occupies any land forming part of an aerodrome;
  - (7) Any person who is permitted to have access to a restricted area in a aerodrome for the purposes of the activities of a business carried on by him;

- (8) Any person who manages navigational or other aviation related facilities that are important to the continued operation of International or domestic civil aviation;
- (9) Any person or entity who carries on a business:
  - (I) which involves handling of any article intended to be carried into an aerodrome for any purpose;
  - (II) which involves provision of service by personnel who have access to a restricted area; and
  - (III) which, in the opinion of the CASAS, otherwise impinges on the security of an aerodrome or civil aviation.
- (d) A person or entity issued with a AVSEC DDC shall comply within the time frame prescribed for compliance.

Persons or entity issued with a AVSEC DDC shall:

- (I) no later than twenty-four hours after delivery by the CASAS or within the time prescribed in the AVSEC DDC, acknowledge receipt.;
- (II) within the time prescribed in such AVSEC DDC , specify the method by which the Aerodrome Operator, Commercial Air Transport Operator, Flight Catering Operator or regulated agent has implemented or plans to implement the measures as specified in the AVSEC DDC ; and
- (III) ensure that information regarding the AVSEC DDC and measures implemented in response to such AVSEC DDC are distributed to personnel specified in the AVSEC DDC and to other personnel who require to have such information for the performance of their functions.
- (e) In the event that a person or entity issued with a AVSEC DDC is unable to implement the measures contained therein he shall submit proposed alternative measures, and the basis for submitting the alternative measures, to the Director CASAS within the time frame for compliance prescribed in the AVSEC DDC.
- (f) The CASAS shall review alternative measures submitted by the person or entity to whom a AVSEC DDC was issued and where the CASAS is satisfied that they meet the requirements of the AVSEC DDC, such alternative measures shall be approved.
- (g) The person or entity shall implement any alternative measures approved by the CASAS under subparagraph (f).
- (h) A person or entity who is issued with a AVSEC DDC , under subparagraph (a), and each person or entity who receives information from such a person or entity in respect of his duties, shall:
  - (1) restrict the availability of the AVSEC DDC and information therein to those persons who require such information for the performance of their functions; and
  - (2) refuse to release the AVSEC DDC and regarding information to other persons without the prior written consent of the CASAS.

### 13.1.5 Protection of Sensitive Security information

- (a) For the purpose of these Regulations the following information and records containing such information constitute sensitive security information:
  - (1) An approved security program for an Aerodrome Operator, Commercial Air transport Operator, regulated agent or flight catering operator, or tenant restricted area operator;
  - (2) Any security program that relates to transportation by air and any comments, instructions or implementing guidance pertaining thereto;
  - (3) AVSEC DDC and AVSEC Advisory pamphlet, if it is classified as restricted and any comments, instructions or implementing guidance pertaining thereto;
  - (4) Any profile used in any security screening process, including for persons, any profile used in any baggage or cargo;
  - (5) Any security contingency plan or information and any comments, instructions, or implementing guidance pertaining thereto;
  - (6) Technical specifications of any device used for the detection of any deadly or dangerous weapon, explosive, incendiary, or destructive articles or substances;
  - (7) A description of, or technical specifications of, objects used to test screening equipment;

- (8) communication procedures and technical specifications of any communication equipment, air traffic facilities, aeronautical navigation facilities, telecommunications facilities and surveillance facilities;
  - (9) Any information that the AVSEC DDC has determined may reveal a systemic vulnerability of the aviation system or a vulnerability of aviation facilities, to attack;
  - (10) Information concerning threats against civil aviation released by the CASAS;
  - (11) specific details of aviation security measures whether applied directly by the CASAS or regulated parties and includes, but is not limited to, information concerning specific numbers of aviation security officers and aviation security screening officers, deployments or missions, and the methods involved in such operations;
  - (12) any other information, the disclosure of which the CASAS has prohibited; and
  - (13) any draft, proposed or recommended change to the information and records identified in these Regulations.
- (b) A person or entity shall not divulge documented information in respect of security measures in effect by the CASAS or other government authority, an aerodrome operator, Commercial Air transport Operator, regulated agent, aerodrome tenant or flight catering organization, without permission.

### 13.1.6 Quality Control

- (a) To ensure the effectiveness of the NCASP the CASAS shall conduct inspections, surveys, Audits, tests and conduct re-evaluation as required in the National Civil Aviation Security Quality Program.
- (b) Any entity who is required to hold an approved (aviation) security program; or operates, maintains, or provides services, or does any other act in respect of any aerodrome, aircraft, aeronautical procedure to establish and maintain a quality control program including quality assurance procedures system that may form part of there security program, shall carry out self inspections and consult-monitoring annually or as the CASAS considers necessary in the interests of civil aviation security.
- (c) For the purposes of any inspection or monitoring carried out in respect of any entity under this subparagraph, the entity shall report the results in writing to CASAS.

*Implementing standard: See IS: 13.1.6 for Sample Quality Control program*

- (d) Compliance monitoring:
  1. The specifications for the national civil aviation security quality control program to be implemented by Suriname shall be adopted in accordance with the relevant procedure. Such program shall be based on best practices and allow for the swift detection and correction of failures. The program shall provide that all airports situated in Suriname shall be regularly audited under the responsibility of the CASAS referred to in subparagraph 13.2.1(2). These audits shall use a common methodology and shall be carried out by auditors that are qualified.
  2. The CASAS shall conduct, in cooperation with the relevant entities referred to in subparagraph 13.2.1(2), inspections, including inspections of a suitable sample of airports, to monitor the application by the audited parties of these Regulations. Such inspections shall take into account the information obtained from national civil aviation security quality control program, in particular audit reports. The procedures for conducting such inspections shall be adopted in accordance with the procedure referred to in paragraph 13.2.1.
  3. The CASAS shall conduct inspections in accordance with paragraph 2. The audited parties shall submit to such inspections and shall ensure that bodies or persons concerned also submit to those inspections.
  4. The inspection reports shall be communicated by the CASAS to the concerned audited parties, which shall within a maximum periode of three months of notification, indicate the measures taken to remedy any possible shortcoming. The report and the answer of the audited parties referred to in subparagraph 13.2.1 (2) shall be communicated to the CASAS and forwarded to the Committee set up by subparagraph 13.2.2 (1).

### 13.1.7 Access for Inspection

- a. The CASAS may inspect and carry out tests on the aerodrome operators, Commercial Air transport Operators and service providers facilities, services and equipment. Inspect the entities documents and records and verify the entities quality assurance system concerning security before the certificate or registration is granted or renewed and, subsequently, at any other time, for the purpose of ensuring security at the aerodromes, Commercial Air transport Operators or service provider premises;
- b. An entity shall, at the request of the person referred to in regulation subparagraph (a), allow access to any part of the aerodromes or any aerodrome, Commercial Air transport Operators or service provider premises, facility, including equipment, records, documents and personnel, for the purpose referred to in subparagraph (a);

## 13.2 SECURITY PROGRAMS

### 13.2.1 National Civil Aviation Security Program

1. Suriname shall adopt a national civil aviation security program in order to ensure the application of the common standards referred to in 13.1.1(1) and the measures adopted in accordance with 13.1.1(2)
2. Notwithstanding that, within Suriname, one or more bodies or entities may be involved in aviation security, Suriname shall designate an appropriate authority responsible for the coordination and the monitoring of the implementation of its national civil aviation security program .
3. Suriname shall ensure the development and implementation of a national civil aviation security quality control program so as to ensure the effectiveness of its national civil aviation security program.
4. CASAS shall ensure that Aerodrome Operators and Commercial Air transport Operators and others as required shall establish, implement and maintain security programs appropriate to meet the requirements of its the national civil aviation security program. These programs shall be submitted for approval to and monitored by the the CASAS.
5. Suriname shall ensure the development and implementation of a national civil aviation security training program.
- 6 Suriname may apply, in compliance with International law, more stringent measures than those laid down in this Regulation.

### 13.2.2 National AVSEC Committee

1. The CASAS shall be assisted by a national aviation security committee composed of representatives of the State and Aviation officials and chaired by a representative of the Government .
2. Where reference is made to this paragraph, subparagraph 13.2.1(6) and 13.1.7(e) shall apply having regard to the provisions of paragraph 13.1.6 thereof.
3. The National Aviation Security Committee shall adopt its rules of procedure.

### 13.2.3 Restrictions on Security Programs

- (a) An aerodrome operator shall not operate the aerodrome specified in his aerodrome certificate unless he has submitted, for such aerodrome, a proposed Aerodrome Operator Security Program, which meets the requirements of these Regulations for acceptance and subsequent approval by the CASAS.

- (b) An Commercial Air transport Operator shall not operate a Surinamese aircraft within Suriname and internationally unless he has submitted a proposed Air Operator Security Program for his operations, to the CASAS for its acceptance and subsequent approval.
- (c) A foreign Commercial Air transport Operator shall not conduct operations to, from and within Suriname unless he has submitted an Air Operator Security Program as part of his application for air services to the CASAS for its acceptance.
- (d) A person shall not operate an enterprise or an organization whose purpose is the movement of goods by air, within and over Suriname, unless he has submitted a proposed Regulated Agent Security Program for his operations, to the CASAS for its acceptance and subsequent approval, or has satisfied the CASAS that appropriate security controls are in place to safeguard against an act of unlawful interference.
- (e) 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 Suriname, unless he has submitted a proposed Flight Catering Operator security Program for his operations, to the CASAS for its acceptance and subsequent approval.
- (f) A person shall not operate an ATO whose purpose is to provide training to individuals involved in aviation within and from Suriname, unless he has submitted an Aviation Training Organization Operations manual, which will include security measures for his operations and security training applicable to operate certain aircraft, to the CASAS for its acceptance and subsequent approval.

*Implementing standard: See IS 13.2.3(f) ATO Security*

- (g) Where a person wishes his proposed security program under this regulation to be approved by the CASAS he shall:
  - (1) submit 2 copies of such a security program in writing at least hundred twenty (120) days before the intended date of operations;
  - (2) pay the prescribed fee;
  - (3) meet the requirements of these Regulations.
- (h) A security program under these Regulations shall be signed by the applicant and provide for the safety and security of:
  - (1) related aviation support facilities, against acts of unlawful interference
  - (2) General public, passengers, ground personnel and their property; and
  - (3) crew and the aircraft;

#### **13.2.4 Additional Requirements for Applications**

- (a) Where a person, under 13.2.1, submits his security program as part of his application for:
  - (1) an aerodrome certificate under the Act or Regulations made there under;
  - (2) a Commercial Air transport Operator Certificate under the Civil Aviation Regulations; and
  - (3) a foreign Commercial Air transport Operator certificate or charter permit under the Civil Aviation Regulations;
 he shall in addition to meeting the requirements of that Regulation, meet the requirements for his security program under these Regulations.
- (b) For the purpose of administering these regulations a security program shall be assessed by the CASAS, for adequacy.

#### **13.2.5 Acceptance of a Proposed Security Program**

- (a) Where the CASAS is satisfied that a proposed security program submitted under 13.2.1 and 13.2.2 meets the requirements of these Regulations and does not conflict with the National Civil Aviation Security Program, or any part of the CARS, the proposed security program may be accepted.

- (b) Where the CASAS determines that a proposed security program submitted under 13.2.1 and 13.2.2, requires modification the CASAS shall direct the applicant to modify and re-submit the proposed security program for the acceptance.
- (c) An acceptance under this Regulation does not authorize the aerodrome operator, Commercial Air transport Operator, regulated agent, security service provider or flight catering operator to use his proposed security program, submitted for approval under these Regulations, in his operations until the implementation of such program has been evaluated and the program has been approved for use.

### 13.2.6 Contents of an Aerodrome Operator Security Program

- (a) An Aerodrome Operator Security Program under 13.2.1 and 13.2.2 in respect of a certificated aerodrome Operator shall be designed to safeguard against acts of unlawful interference and shall include:
  - (1) the objective of the security program;
  - (2) a description of the aerodrome;
  - (3) composition and responsibilities of the Aerodrome Security Committee;
  - (4) details of the security measures at the aerodrome;
  - (5) duties and responsibilities of persons who are required by the nature of their duties to be resident at the aerodrome;
  - (6) description of the security and communication procedures;
  - (7) details of the procedures to be followed in response to acts of unlawful interference;
  - (8) details of security training for staff;
  - (9) recruitment of staff; and
  - (10) such other matters as may be required by the CASAS.
- (11) An Aerodrome Operator Security Program under paragraph (a) shall be in the manner set out in IS: 13.2.6
- (b) An Aerodrome Operator Security Program under paragraph (a) shall be accompanied by a current scale map of the aerodrome under as set out in 13.3.1(c)

*Implementing Standard :See IS: 13.2.6 for the contents of an aerodrome operator security program.*

### 13.2.7 Development of Aerodrome Security Measures

- (a) In developing an Aerodrome Operator Security Measures under 13.2.1 and 13.2.2, an aerodrome operator shall take into consideration:
  - (1) the special needs of Civil and General aviation, including reasonable access to aerodrome facilities and aircraft and prevention of the mixing of passengers;
  - (2) the optimizing of aerodrome security arrangements in his development, renovation and expansion plans included in their Master planning (document);
  - (3) the provision of secure storage area for holding unidentified or mishandled baggage; and
  - (4) the provision of a secure isolated area for holding suspicious unidentified baggage or other suspicious items located in an aerodrome terminal or any security restricted area;
  - (5) the provision of secure isolated area for aircrafts.

### 13.2.8 Approval of Aerodrome Security Program

- (a) Upon a proposed Aerodrome Operator Security Program submitted under 13.2.1&13.2.2 being accepted by the CASAS under 13.2.4, an Aerodrome Operator Security Program is implemented and in full operation.
- (b) Where an aerodrome operator has implemented his accepted Aerodrome Operator Security Program he shall notify the CASAS that he:

- (1) has implemented such accepted Aerodrome Operator Security Program; and
- (2) wishes to commence operations under such implemented Aerodrome Operator Security Program once it is approved by the CASAS.
- (c) Where the CASAS is satisfied that the Aerodrome Operator Security Program implemented in the operations at the aerodrome and the accepted Aerodrome Operator Security Program of the aerodrome operator are identical he may recommend the CASAS approve the Aerodrome Operator Security Program for full operation in commercial air transport operations.
- (d) Notwithstanding subparagraph(c), where the Aerodrome Operator Security Program implemented in the operations of the aerodrome operator and the accepted Aerodrome Operator Security Program are not identical, but the differences are within an acceptable level the CASAS may recommend the approval of such Aerodrome Operator Security Program subject to a limitation.

### 13.2.9 Development of Commercial Air transport Operator Security Measures

- (a) A proposed Commercial Air transport Operator Security Program under Commercial Air transport Operator regulations 13.2.1 and 13.2.2 shall meet the requirements of the National Civil Aviation Security Program and shall contain measures to ensure that:
  - (1) passengers, crew members and their carry-on baggage are screened prior to boarding an aircraft engaged in civil aviation operations;
  - (2) pre-flight checks of aircraft for suspicious objects, weapons, explosives or any other device is conducted;
  - (3) 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;
  - (4) 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;
  - (5) measures are taken, in respect of a flight which may be under an increased threat, to ensure that disembarking passengers do not leave items on board the aircraft at transit stops for such flight;
  - (6) adequate measures are taken to ensure that during flight unauthorized persons are prevented from entering the flight crew compartment;
  - (7) 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;
  - (8) checked baggage is subjected to screening and other appropriate security controls prior to being loaded into an aircraft engaged in civil aviation operations;
  - (9) checked baggage intended for carriage on passenger flights is protected from unauthorized access and tampering from the point it is checked in, whether at an aerodrome or elsewhere, until it is placed on board an aircraft;
  - (10) 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 screening;
  - (11) storage areas are established at aerodromes through which the Commercial Air transport 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;
  - (12) consignments checked in as baggage by courier services for carriage on passenger aircraft engaged in civil aviation operations are screened;
  - (13) transfer checked baggage are subjected to appropriate security controls to prevent unauthorized articles from being taken on board aircraft engaged in civil aviation operations;
  - (14) 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 Program is transported;



- (15) 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; and
- (16) security measures are established which provide for known cargo and mail consignments to be carried on passengers flights.

### 13.2.10 Contents of Commercial Air transport Operator Security Program

- (a) In addition to the matter set out in 13.2.5 an Commercial Air transport Operator shall ensure that his Commercial Air transport Operator Security Program, required under 13.2.1 and 13.2.2, contains:
  - (1) provisions to meet his international obligations;
  - (2) provisions to meet the requirement of the National Civil Aviation Security Program and his national obligations under the Act or Regulations made there under;
- (b) In addition to the requirements under subparagraph (a), a national Commercial Air transport Operator shall ensure that his Security Program contains:
  - (1) 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;
  - (2) procedures for:
    - (i) passenger and checked baggage reconciliation;
    - (ii) ensuring security of: (A) his aircraft; (B) airline catering, stores and supplies; (C) aircraft cleaning operations; (D) cargo, courier, express parcels and mail;
    - (iii) recruitment of staff;
    - (iv) training of staff;
    - (v) incident reporting;
  - (3) details of contingency planning; and
  - (4) through Quality assurance supervision and performance monitoring procedures to meet the security requirements for aerodromes through which he operates.
- (c) An Commercial Air transport Operator Security Program under subparagraph (a) shall include details of how he plans to meet the requirements set out in IS: 13.2.10 in the manner set out therein.

*Implementing Standard: See IS: 13.2.10 for detailed requirements of the Commercial Air transport Operator security program.*

### 13.2.11 Approval of Commercial Air transport Operator Security program

- (a) Upon a proposed Commercial Air transport Operator Security Program submitted under paragraph 13.2.1 and 13.2.2, being accepted by the CASAS under operator paragraph 13.2.4, the Commercial Air transport Operator shall within thirty days of such acceptance ensure that such Commercial Air transport Operator Security Program is implemented and in full operation.
- (b) where an Commercial Air transport Operator has implemented his accepted Commercial Air transport Operator Security Program, he shall notify the CASAS that he:
  - (1) has implemented such accepted Aircraft Operator Security Program; and
  - (2) wishes to commence operations under such implemented Commercial Air transport Operator Security Program once it is approved by the CASAS.
- (c) Where the CASAS is satisfied that the implemented Commercial Air transport Operator Security Program implemented in the operations of the Commercial Air transport Operator and the accepted Commercial Air transport Operator Security Program are identical, the CASAS will approve the Commercial Air transport Operator Security Program for full operation in commercial air transport operations.
- (d) Notwithstanding paragraph (c), where the Commercial Air transport Operator Security Program implemented in the operations of the Commercial Air transport Operator and the accepted Commercial Air transport Operator Security Program are not identical, but the differences are within an acceptable level the

CASAS may approve such Commercial Air transport Operator Security program subject to such conditions as the CASAS deems appropriate.

### **13.2.12 Contents of a Regulated Agent Security Program**

- (a) A regulated agent shall ensure that his Regulated Agent Security Program, required under 13.2.1 and 13.2.2, contains:
- (1) provisions to meet his international obligations;
  - (2) provisions to meet the requirement of the National Civil Aviation Security Program and his national obligations under the Act or Regulation made there under; and
  - (3) procedures for:
    - (i) ensuring the security of goods accepted by him and under his control;
    - (ii) ensuring the security of his buildings, premises, transport facilities and cargo warehouses;
    - (iii) recruitment and training of staff involved in the handling of goods ; and
    - (iv) incident reporting

A Regulated Agent Security Program under paragraph (a), shall be set out in the manner specified in IS: 13.2.12.

*Implementing Standard See IS: 13.2.12 for details of the regulated agent security program*

### **13.2.13 Approval of Regulated Agent Security Program**

- (a) Upon a proposed Regulated Agent Security Program submitted under regulation 13.2.1 and 13.2.2, being accepted by the CASAS under 13.2.9, the regulated agent shall within thirty days of such Security acceptance ensure that such accepted Regulated Agent Security is implemented and in full operation.
- (b) where the regulated agent has implemented his accepted Regulated Agent Security Program in accordance with paragraph (a), he shall:
- (1) notify the CASAS that he has implemented his accepted Regulated Agent Security Program; and
  - (2) wishes to commence operations under such implemented Regulated Agent Security Program once it is approved by the CASAS.
- (c) Where the CASAS is satisfied that the Regulated Agent Security Program implemented in the operations of the regulated agent and the accepted Regulated Agent Security Program are identical, the CASAS will approve the Regulated Agent Security Program, (hereinafter referred to as "an approved Regulated Agent Security Program") for full operation in the operations of the regulated agent.
- (d) Notwithstanding paragraph (c), where the approved Regulated Agent Security Program implemented in the operations of the regulated agent and the accepted Regulated Agent Security Program are not identical, but the differences are within an acceptable level the CASAS may approve such Regulated Agent Security Program subject to such conditions as the CASAS deems appropriate.

### **13.2.14 Contents of a Flight Catering Operator Security Program**

- (a) A flight catering operator shall ensure that his Flight Catering Operator Security Program, required under 13.2.1 & 13.2.2, contains:
- (1) provisions to meet his international obligations;
  - (2) provisions to meet the requirement of the National Civil Aviation Security Program and his national obligations under the Act or Regulation made there under; and
  - (3) include details of how he plans to meet the requirements set out in IS: 13.2.14 in the manner set out therein;

- (4) procedures for:
  - (i) ensuring the security of raw materials and other catering stores entering his facility;
  - (ii) ensuring the security of his buildings, premises, transport facilities and catering preparation areas from unauthorized access;
  - (iii) controlling access to areas where catering stores and supplies are stored, prepared and made ready for transport;
  - (iv) the screening of completed catering supplies prior to delivery to aircraft;
  - (v) the integrity of completed catering supplies whilst being transported to aircraft;
  - (iv) recruitment and training of staff involved in the handling of goods; and
  - (iv) incident reporting.
- (b) A Flight Catering Operator Security Program under paragraph (a), shall be set out in the manner specified in IS: 13.2.14

*Implementing Standard See IS: 13.2.14 for details of the Flight Catering Operator Security Program.*

### **13.2.15 Approval of a Flight Catering Operator Security Program**

- (a) Upon a proposed Flight Catering Operator Security Program submitted under regulation 13.2.1 & 13.2.2, accepted by the CASAS these regulations, the catering operator shall within thirty days of such acceptance ensure that such accepted Catering Operator Security Program is implemented and in full operation.
- (b) Where the flight catering operator has implemented his accepted Flight Catering Operator Security program in accordance with subparagraph (a), he shall:
  - (1) notify the CASAS that he has implemented his accepted Flight Catering Operator Security Program;
  - (2) wishes to commence operations under such implemented Flight Catering Operator Security Program once it is approved by the CASAS.
- (c) Where the CASAS is satisfied that the Flight Catering operator Security Program implemented in the operations of the Flight Catering operator and the accepted Flight Catering Operator Security Program are identical, the CASAS will approve the Flight Catering Operator Security Program, (hereinafter referred to as "an approved Flight Catering Operator Security Program") for full operation in the operations of the Catering Operator.
- (d) Notwithstanding subparagraph (c), where the Flight Catering Operator Security Program implemented in the operations of the Catering Operator and the accepted Flight Catering Operator Security Program are not identical, but the differences are within an acceptable level, the CASAS may approve such Flight Catering Operator Security Program subject to such conditions as the CASAS deems appropriate.

### **13.2.16 Modifications to Operational Particulars affecting Security**

- (a) Where a security program has been approved under 13.2.3, 13.2.4 and 13.2.5 (hereinafter referred to as "an approved Security Program"), the aerodrome operator, Commercial Air transport Operator, regulated agent or flight catering operator and ATO where applicable shall follow the procedures under subparagraph (b), whenever he determines:
  - (1) in respect of an aerodrome operator:
    - (i) any description of the aerodrome area set out in such Aerodrome Operator Security Program is no longer accurate;
    - (ii) the changes to the designation of the Aerodrome Security coordinator required under 13.3.18
  - (2) any description of his operations set out in his program is no longer accurate the procedures included, and the facilities and equipment described, in such Aerodrome Operator Security program are no longer adequate.
- (b) Whenever a condition described in subparagraph (a), occurs the aerodrome operator, Commercial Air transport Operator, regulated agent or flight catering operator and ATO where applicable shall:

- (1) immediately notify the CASAS 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 Program; and
- (2) within thirty days after notifying the CASAS in accordance with paragraph (a), submit for approval in accordance with regulation 13.2.3, an amendment to his Security Program to bring it into compliance with these Regulations.

### **13.2.17 Amendment of Approved Security Programs**

- (a) Where an aerodrome operator, Commercial Air transport Operator, regulated agent, or catering operator wishes to amend his approved Security Program, he shall submit the request for such approval to the CASAS at least thirty (30) days before the proposed effective date of intended implementation of the amended approved Security Program.
- (b) when the CASAS is satisfied that the proposed amendment to the approved security Program provides the level of security required by these Regulations, the CASAS may approve the amended approved Security Program.

### **13.2.18 Request to Amend an Approved Security Program**

- (a) The CASAS may require that an aerodrome operator, Commercial Air transport Operator, regulated agent or catering operator amend his approved Security Program, where he determines that security, safety and the public interest require the amendment.
- (b) Except in an emergency as provided in subparagraph (e) below, where the CASAS requires an aerodrome operator, Commercial Air transport Operator, regulated agent or flight catering operator amend his approved Security Program under subparagraph (a) above, the CASAS shall notify the aerodrome operator, Commercial Air transport Operator, regulated agent or catering agent in writing of the required amendment and allow a period of thirty (30) days from the date contained in the notice, for a written response from such aerodrome operator, Commercial Air transport Operator, regulated agent or flight catering operator.
- (c) Upon receipt of a notice of a proposed amendment under subparagraph (b), the aerodrome operator, air operator, regulated agent or flight catering operator may submit an alternative amendment to his approved Security Program which meets the intent of the required amendment under subparagraph (b), for consideration by the CASAS.
- (d) When the CASAS is satisfied that the alternative amendment submitted under subparagraph (c), would provide an overall level of security equal to that required by the CASAS, the CASAS may approve the alternative amendment to the approved Security Program.
- (e) Where the CASAS determines that an emergency exists which requires immediate action that makes the procedure in subparagraph (b) and (c), impracticable or contrary to the public interest and safety, the CASAS may direct the aerodrome operator, Commercial Air transport Operator, regulated agent or flight catering operator to deviate in a specified manner from his approved security program in the area of concern, for a specified period.
- (f) Where an aerodrome operator, Commercial Air transport Operator, regulated agent or flight catering operator wishes to amend his approved security program, he shall submit the request for such approval to the CASAS at least thirty (30) days before the proposed effective date of intended implementation of the amended approved security program.
- (g) When the CASAS is satisfied that the proposed amendment to the approved security program provides the level of security required by these Regulations, he may approve the amendment to the approved security program.

### 13.3 AERODROME SECURITY

#### 13.3.1 Aerodrome Operator Responsibilities

- (a) 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 CASAS the planning or a revision of his measures designed to safeguard against acts of unlawful interference which may arise.
- (b) Where foreign Commercial Air transport Operator uses the aerodrome facilities of an aerodrome operator the CASAS may, in coordination with the aerodrome operator, recommend approve an inspection by the authority responsible for aviation security of the Contracting State of such foreign Commercial Air transport Operator in order to assess the adequacy of the security measures.
- (c) 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. These maps shall include:
  - (i) a linear scale;
  - (ii) show a north point; and
  - (iii) show the latitude and longitude of the airport;
  - (iv) in black and white only, with limited shading; and
  - (v) a clear and light featured depiction of the airport and its airside and landside areas; and
  - (vi) must be on A4-size paper or in electronic form; and.
  - (vii) the location of regular and isolated aircraft parking positions;
  - (viii) the airport terminal or terminals showing the location of all screening points and landside security zones including sterile areas; and
  - (ix) a description and map of the apron or aprons

#### 13.3.2 Aerodrome Security Committee

- (a) 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 CASAS from time to time.
- (b) An Aerodrome Security Committee under subparagraph (a), shall comprise:
  - (1) the aerodrome manager;
  - (2) a representative of the aerodrome tenants;
  - (3) a representative of each governmental agency resident at the aerodrome;
  - (4) operators who utilize the aerodrome;
  - (5) a representative of the Air Traffic Control;
  - (6) where applicable, a representative of general aviation and aerodrome security agencies; and
  - (7) any other representatives who the aerodrome operator determines should be included.
- (b) The terms of reference for the Aerodrome Security Committee shall be as set-out in IS: 13.3.2.

*Implementing Standard See IS: 1 to 13.3.2 for the aerodrome security committee terms of reference*

### 13.3.3 Aviation Security Officers and Aviation Screening officers

- (a) An aerodrome or air operator shall provide aviation security officers and aviation screening officers, in the number and in a manner adequate to support :
  - (1) his Aerodrome or Commercial air transport Operator Security Program; and
  - (2) each access control system and passenger screening system required under 13.3.5 of this Regulation.
- (b) An aerodrome operator shall ensure that an aviation security officer or aviation screening officer employed by him;
  - (1) abstains from the consumption of alcoholic beverages while assigned to duty; and
  - (2) is readily identifiable by uniform and displays or carries a badge or other identification of his authority while assigned to duty; and
  - (3) has completed a training program that meets the requirements in paragraph (g) below.
- (c) An aerodrome operator shall ensure that an aviation security officer and aviation screening officer employed by him:
  - (1) is a BAVP'er within the meaning of the Police Force Act or Politie Handvest and;
  - (2) conducts security duties in accordance with the applicable provisions of this Regulation.
- (d) An aerodrome or air operator may have an aviation security officer armed with a firearm while on duty at the aerodrome.
- (e) An aviation security officer shall, while on duty at an aerodrome, have the authority to arrest, for;
  - (1) a crime committed in his presence; or
  - (2) an offence, when he has reason to believe that the suspect has committed such offence.
- (f) The training program required by subparagraph (b)(3) above, shall provide training in the subjects specified in subparagraph (g) below and meet the training standards for members of the KPS performing comparable functions.
- (g) The training program required by subparagraph (b) (3) above shall include training in:
  - (1) the courteous and efficient treatment of persons subject to inspection, detention, search, arrest, and other aviation security activities;
  - (2) the responsibilities of members of the KPS under the approved Aerodrome Operator Security Program; and
  - (3) any other area the CASAS determines necessary.

*Implementing Standard See IS: 13.3.3 for Screener Training Requirements*

### 13.3.4 Employer Responsibility for Aviation Security Officers and Aviation Screening Officers

- (a) An aerodrome operator shall not employ any person as an aviation security officer or aviation screening officer unless:
  - (1) such person meets the requirements of these Regulations;
  - (2) 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;
  - (3) where employed by the security service providers as an aviation security officer, such person shall be certified by the CASAS.
- (b) An aerodrome operator shall ensure that:
  - (1) initial and triennially background checks are performed in respect of each aviation security officer and aviation screening officer; and
  - (2) initial and recurrent training on aviation security is received by each aviation security officer and aviation screening officer in his employ.
- (c) An aerodrome operator shall keep an accurate 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 five year.

### 13.3.5 Requirement to Screen Persons, Carry-on Baggage, Goods or Vehicle

- (a) An Aviation Security Officer or Aviation Screening officer shall require every person entering or leaving a restricted or sterile area to be screened along with his carry-on baggage, goods or vehicle.
- (b) Screening shall be conducted to ensure that prohibited items as set out in IS: 13.3.5 are not taken into the cabin of aircraft or into aerodrome Security Restricted Areas.

*Implemented standard: See IS: 1 to 13.3.5 Items Prohibited from the Aircraft Cabin and Aerodrome Security Restricted Areas*

### 13.3.6 Refusal of Persons to Submit to Screening

- (a) 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.
- (b) Where, after having boarded an aircraft, a passenger is required by an aviation security 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.

### 13.3.7 Unaccompanied Goods

- (a) 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 air 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.

### 13.3.8 Notification of Security Incidents

- (a) An aerodrome operator, Commercial Air transport Operator, aerodrome tenant or regulated agent shall immediately notify an aviation security officer, aviation screening officer, or Law Enforcement Officer when there is:
  - (1) the discovery of an unauthorized firearm other than an be unloaded firearm allowed under the security program of an Commercial Air transport Operator;
  - (2) 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;
  - (3) refusal by a person to submit to the security screening required under these Regulations;
  - (4) refusal by a person to remove himself and his goods from a restricted area when so ordered by an aviation security officer;
  - (5) a report of unattended baggage located in his area of responsibility;
  - (6) a report of suspicious packages, articles or goods in his area of responsibility;
  - (7) a specific threat against the aerodrome comes to his attention.
- (b) An aerodrome operator shall investigate any of the reported security incidents set out in subparagraph (a) above, and provide a report of the incident to the CASAS in accordance with procedures set out in his approved Aerodrome Operator Security Program.

### 13.3.9 Aerodrome Tenant Responsibility

- (a) An aerodrome tenant shall develop security measures to manage access to restricted areas under his control in compliance with the Aerodrome Operator Security Program of the aerodrome and submit the details in writing for the approval of the aerodrome operator.
- (b) An aerodrome tenant who operates an enterprise or an organization within an aerodrome restricted area, or has control over access to an aerodrome restricted area shall develop a tenant restricted area security program to safeguard both the tenant restricted area and the aerodrome against acts of unlawful interference, and will include the contents of the tenant restricted area security program as set out in IS: 13.3.9 of this Regulation.
- (c) An aerodrome tenant restricted area program under subparagraph (b) shall be accompanied by a current scale map of the tenant restricted area, as required and produced under the restricted area designation in the appropriate aerodrome security program.
- (d) 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 Program.
- (e) 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 and the CASAS.

*Implementing standard: See IS: 13.3.9 for the contents of an aerodrome tenant restricted area security program.*

### 13.3.10 Prohibition on Release of Security Measures at an Aerodrome

- (a) A person shall not divulge documented information in respect of security measures in effect at an aerodrome without the permission of the aerodrome operator and the CASAS.

### 13.3.11 False Statements, Entries or Unauthorized Reproduction

- (a) A person shall not make, or cause to be made, any of the following:
  - (1) a fraudulent or intentionally false statement in any Aviation Security Program or an application for any security program, access medium, or identification medium;
  - (2) a fraudulent or intentionally false entry in any record or report that is kept, made or used to show compliance with this subpart or exercise any privileges under this Subpart; and
  - (3) a reproduction or alteration of any report, record, security program, access medium or identification medium issued under this Subpart without the approval of the aerodrome operator.

### 13.3.12 Aerodrome Access Control

- (a) An aerodrome operator shall ensure that the location and function of restricted areas at the aerodrome are designated by CASAS and shall be properly defined.
- (b) 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.
- (c) An aerodrome operator shall include in his Approved Aerodrome Operator Security Program details of a system, method and procedure which shall ensure that:
  - (1) access points into restricted or sterile areas are limited in number and physical access through those points are strictly controlled;
  - (2) entry points which cannot be effectively controlled are locked or otherwise secured against entry by unauthorized persons;
  - (3) 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;
- (4) security restricted areas not subject to continual access control measures shall be subjected to a thorough search prior to being brought into use;
- (5) 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;
- (6) the screening under subparagraph (5) shall be to the same standard as that required for passengers, under 13.3.5; and
- (7) persons at an aerodrome are aware of what areas they are prohibited access.
- (d) Notwithstanding the screening requirements under subparagraph (c)(5)above, the CASAS 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 Program.
- (e) The system under paragraph (b), 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.
- (f) The system under paragraph (b), shall describe the scope of initial and periodic background checks conducted on applicants for all types of passes issued.

### **13.3.13 Aerodrome Restricted Area Pass System**

- (a) A person applying for a security restricted area pass shall be subject to a background check, initially and every three years thereafter and shall provide the information necessary for such a check in accordance with IS: 13.3.13
- (b) An aerodrome operator shall ensure that accesses to a restricted or sterile area of his aerodrome are controlled by the use of a restricted area pass to identify persons and vehicles and facilitate access where authorized.
- (c) An aerodrome operator shall ensure that all persons working at his aerodrome are issued with an restricted area pass 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.
- (d) An aerodrome operator shall not issue to any person any restricted area pass that provides unescorted access to a restricted area unless the person has successfully completed training in accordance with a curriculum specified in the approved Aerodrome Operator Security Program of the aerodrome operator.
- (e) The curriculum under subparagraph (d), shall detail the methods of instruction and shall include;
  - (1) control, use and display of approved aerodrome security restricted area pass;
  - (2) procedures by aviation security officers or , screening officers for dealing with perceived authorized access;
  - (3) 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;
  - (4) non-disclosure of information regarding the aerodrome security system or any security system of an aerodrome tenant; and
  - (5) any other topic deemed necessary by the CASAS.
- (f) A person shall not use an aerodrome restricted area pass that provides unescorted access to a security restricted area to gain such access unless that pass was issued to such person by the aerodrome operator.
- (g) An aerodrome operator shall keep a record of all training given to each person under this regulation for one year after the termination of the unescorted access privileges of that person.

*Implementing standard: See IS 13.3.13 for employment verification and background check requirements.*

**13.3.14 Security of Aerodrome movement area**

- (a) An aerodrome operator of an aerodrome serving regular passenger operations shall perform the following control functions:
  - (1) control of access to each movement area, including where methods for preventing the entry of unauthorized persons and ground vehicles;
  - (2) control of movement of Persons and ground vehicles within each movement area, including, when appropriate, requirements for the display of security identification; and
  - (3) detection and taking action to control each entry, or attempted entry to an movement area by a person whose entry is not authorized under his approved Aerodrome Operator Security Program.
- (b) An aerodrome operator is not required to comply with paragraph (a), with respect to an exclusive area under the control of the Commercial Air transport Operator, where the aerodrome operator is satisfied that the Commercial Air transport Operator has included the following in his approved Aerodrome Operator Security Program:
  - (1) a description of the procedure to satisfy the control functions under paragraph (a);
  - (2) a description of the facilities and equipment, used by the Commercial Air transport Operator to perform the control functions described in subparagraph (a); and
  - (3) procedures by which the Commercial Air transport Operator will notify the aerodrome operator when his procedures, facilities, and equipment are not adequate to perform the control functions described in paragraph (a).

**13.3.15 Records**

- (a) An aerodrome operator shall ensure that a record is kept of every security incident or accident at his aerodrome.
- (b) A record required to be kept under subparagraph (a), shall:
  - (1) be kept for a minimum of ninety days;
  - (2) be sent to the CASAS and made available upon request; and
  - (3) 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.

**13.3.16 Evidence of compliance**

- (a) On request of the CASAS, an aerodrome operator shall provide evidence of compliance with this paragraph and his approved Aerodrome Operator Security Program.

**13.3.17 Aerodrome Security Coordination**

- (a) An aerodrome operator shall designate, in his approved Aerodrome Operator Security Program, person(s) acceptable to the CASAS, with proven competency in aviation security and facilitation as the Aerodrome Security and Facilitation Manager, who shall be available at all times.
- (b) Aerodrome Security and Facilitation Manager or appointed coordinator(s) shall serve as the primary contact of aerodrome operator for security and facilitation related activities and communications with the CASAS, as set forth in the approved Aerodrome Operator Security Program.

**13.3.18 Measures in the event of specific threat at Aerodrome**

- (a) Where an aerodrome operator determines that a specific threat that jeopardizes the security of his aerodrome or national security 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 of the nature of the threat.

**13.3.19 Notification of threat against facility or Aerodrome**

- (a) An aerodrome operator who is made aware of a threat against an aerodrome facility or any part of his aerodrome, or tenant restricted area that is under the control of a person carrying on any activity at or connected with his aerodrome, other than the aerodrome operator, he shall immediately:
  - (1) notify the person in control of that facility or tenant restricted area of the nature of the threat; and
  - (2) determine whether there is a specific threat that jeopardizes the security of the aerodrome.

**13.3.20 Screening Officers to inform Aerodrome Operator of threat against Aerodrome**

- (a) Where a person authorized to conduct any screening activity at an aerodrome is made aware of a threat against the aerodrome, such person shall:
  - (1) immediately notify the aerodrome operator of the nature of the threat;
  - (2) assist the aerodrome operator in determining whether there is a specific threat that jeopardizes the security of the aerodrome.

**13.3.21 Measures in event of specific threat**

- (a) Where it is determined that there is a threat that jeopardizes the security of the aerodrome, the aerodrome operator shall immediately take all of the measures necessary to ensure the safety of the aerodrome and persons at the aerodrome.
- (b) An aerodrome operator shall immediately inform the CASAS of the receipt of a bomb threat against an aircraft which is at his aerodrome or which is en-route to his aerodrome.

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

- (a) An aerodrome operator shall immediately notify the relevant authority including the CASAS when there is:
  - (1) the discovery, at the aerodrome, of a weapon, other than an unloaded firearm allowed under these regulations;
  - (2) the discovery, at the aerodrome, of an explosive substance or an incendiary device, other than an explosive substance or incendiary device allowed under these Regulations;
  - (3) an explosion at the aerodrome, unless the explosion is known to be the result of an excavation, a demolition, construction or the use of fireworks displays; or
  - (4) a specific threat against the aerodrome.

### **13.3.23 Aerodrome Operator to keep Map of Aerodrome**

- (a) An aerodrome operator shall keep at the aerodrome a copy of a current scale maps and/or plans of the aerodrome certified by the CASAS that identifies the restricted and sterile areas, security barriers and restricted area access points and sterile area access points and other information relevant to aviation security.
- (b) These maps and/or plans are to be produced with the aerodrome restricted area pass system.
- (c) An aerodrome operator shall provide the CASAS with written notice of any new commercial air transportation service that is to commence operations at the air terminal building.

### **13.3.24 Provision of Information and Map of Aerodrome to CASAS**

- (a) The aerodrome operator shall provide to CASAS, 1 month before implementation date, an written or electronic records or other information relevant to the security of the aerodrome, including:
  - (1) information concerning the method of implementing the security measures that apply to the aerodrome operator under regulation 13.2.4(a)(1); and
  - (2) a copy of the scale map referred to 13.3.23. Aerodrome operator to take measures in event of specific threat

## **13.4. AIRCRAFT OPERATOR SECURITY**

### **13.4.1 Commercial Air transport Operator Security Program**

- (a) An Commercial Air transport Operator having an approved Commercial Air transport Operator Security Program shall:
  - (1) maintain one complete copy of his approved Commercial Air transport Operator Security Program at his principal business office;
  - (2) maintain a complete copy or the pertinent portions of his approved Commercial Air transport Operator Security Program on their aircrafts and at each aerodrome where security screening is being conducted;
  - (3) make the documents under subparagraphs (1) and (2),available for inspection upon request by the CASAS; and
  - (4) restrict the distribution, disclosure, and availability of sensitive security information only to persons who by their defined roles in the program require to have such information for the performance of their function.
- (b) Where a national Commercial Air transport Operator propose or make use of stations abroad or aerodrome facilities on an foreign aerodrome the CASAS shall, in coordination with the appropriate authority for aviation security and the aerodrome operator of the foreign State conduct inspections at those facilities in order to assess the adequacy of the security measures.

### **13.4.2 Screening of Passengers and Carry-on Bags**

- (a) An Commercial Air transport Operator may conduct screening of:
  - (1) passengers, transit passengers, transfer passengers and crews traveling on his aircraft;
  - (2) carry-on baggage of persons under subparagraph (1);
  - (3) checked baggage of persons under subparagraph (1); and
  - (4) other goods in the hold of his aircraft.
- (b) Notwithstanding paragraph (a),an aerodrome operator may authorize the Commercial Air transport Operator from which he operates or another entity to conduct the screening functions set out in his approved Commercial Air transport Operator Security Program.

- (c) In a given authorization by an aerodrome operator to an Commercial Air transport Operator or a other entity under paragraph (b), the aerodrome operator shall further instruct such Commercial Air transport Operator or person, to prohibit any passenger refusing to be screened from entry onto any of his aircraft.
- (d) An Commercial Air transport Operator or entity authorized by him under paragraph (a), shall use the procedures and the facilities and equipment described in his Commercial Air transport Operator Security Program:
  - (1) to prevent or deter the carriage of any weapon or incendiary device on or about the person of an individual or carry-on bags and the carriage of any weapon or incendiary device in checked baggage on aircraft;
  - (2) to detect the existence of a weapon or incendiary device, to inspect each person entering a sterile area at each preboarding screening check point and to inspect all carry-on bags under the control of such person, either individually or randomly as required; and
  - (3) 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 in the aircraft is checked in by a properly trained agent and that identification is obtained 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; and
    - (iv) conduct a security inspection of the aircraft before placing it in service and after it has been left unattended.
- (e) An Commercial Air transport Operator shall refuse to transport:
  - (1) any person who does not consent to an authorized search of his person when required to do so by the Commercial Air transport Operator or person authorized to conduct such searches on his behalf; and
  - (2) any property of any person who does not consent to a search or inspection of that property in accordance with the screening system prescribed by subparagraph (a).
- (f) An Commercial Air transport 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 Commercial Air transport Operator Security Program.

### **13.4.3 Prevention and Management of Hijackings and Sabotage attempts**

- (a) An aircraft operator holder shall:
  - (1) assign an appropriately qualified and trained person, acceptable to the CASAS, with proven competency in civil aviation security, as a accountable Security Manager and designate Ground Security coordinator(s) to co-ordinate the ground security duties specified in his approved Commercial Air transport Operator Security Program; and
  - (2) designate the pilots in command as the In-flight Security Coordinator for each flight, as required by his approved Commercial Air transport Operator Security Program to coordinate activities in response to threats of acts of unlawful interference.
  - (3) Train all personnel with reference to the CARS part 9 (9.5.1.3)
- (b) In applying security measures for the prevention and management of hijackings and sabotage attempts under this section, an Commercial Air transport Operator shall comply to the regulations as prescribed in CARS part 8 and 9 (8.5.1.12 and 9.5.1.6 ) An Commercial Air transport Operator and the aerodrome operator shall ensure that the aircraft cabin restricted items in IS: 13.3.6 and other items prescribed by the CASAS from time to time are controlled in the manner specified therein. A Commercial Air transport Operator shall, where directed by the CASAS, permit and facilitate the carriage of in-flight security personnel on specific flights to prevent:
  - (1) unauthorized persons from gaining access to the flight deck; and
  - (2) hijackings and other criminal acts on board the aircraft.

- (c) In-flight security personnel under this section, where required to be on board a flight, shall:
  - (1) prevent unauthorized persons from gaining access to the flight deck and prevent hijackings and other criminal acts on board the aircraft; and
  - (2) be subject to the pilot-in-command, except when authorized to take independent action through the rules of engagement.

#### **13.4.4 Carriage of Weapons on Board Aircraft**

- (a) An Commercial Air transport Operator required to conduct screening under an approved Commercial Air transport Operator Security Program shall not permit a person to have a weapon, nor may it be concealed or unconcealed, accessible to him while on board an aircraft.

*Note: relevant reference on the above can also be obtained from CARS part 9 (9.5.1.7.(b)).*

- (b) paragraph (a), shall not apply to an air marshal required to be on board under 13.4.3 (c).
- (c) A person shall not, while on board an aircraft operated by an Commercial Air transport Operator, carry on or about his person, a weapon, either concealed or unconcealed.
- (d) An Commercial Air transport 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 in checked baggage on board an aircraft without permission of the appropriate ministry.
- (e) An Commercial Air transport Operator shall not knowingly permit any person to transport, nor may any person transport or tender for transport, any unloaded firearm in checked baggage on board an aircraft unless:
  - (1) such person declares to the Commercial Air transport Operator, either orally and 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;
  - (2) the baggage or container in which a firearm is carried is locked;
  - (3) the checked baggage or container containing the firearm is loaded on the aircraft in an area that is inaccessible to passengers; and
  - (4) such person presents a certificate for such firearm from the State that permits him to have in his possession such firearm, an export certificate for such firearm from the State of departure and an import certificate for such firearm to the State of destination.
- (f) 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 Commercial Air transport Operator considers appropriate for air transportation.

#### **13.4.5 Security threats and procedures**

- (a) Where an Commercial Air transport Operator determines that there is a specific threat which jeopardizes the security of an aircraft or 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:
  - (1) informing the pilot in command, the crew members assigned to the aircraft or flight, the aerodrome operator of the nature of the threat;
  - (2) 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
  - (3) the in-flight inspection of the aircraft and search of the passengers and goods on board such aircraft, unless the inspection and search are likely to jeopardize the safety of the passengers and crew members with reference to CARS part 9 (9.5.1.5 and 9.5.1.7 (a)).
- (b) Where the aircraft, under subparagraph (a), is on the ground, the pilot in command shall comply with any direction given by the aerodrome operator under paragraph (a) sub (1), or a member of the appropriate security force, unless complying with such direction is likely to jeopardize the safety of the passengers and crew members.

- (c) Immediately upon receiving information that an act or suspected act of air piracy has been committed, the Commercial Air transport Operator shall notify the CASAS and all other relevant entities.
- (d) where an Commercial Air transport 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 of such threat.  
Where the aircraft under paragraph (c), is in airspace within the jurisdiction of a State other than Suriname, the Commercial Air transport Operator shall also notify the appropriate Authorities 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.
- (f) Upon receipt of a bomb threat against a specific aircraft, each Commercial Air transport Operator shall attempt to determine whether or not any explosive or incendiary device is aboard the aircraft involved by doing the following:
  - (1) conducting a security inspection on the ground before the next flight or, where the aircraft is in flight, during the flight or immediately after its next landing;
  - (2) where the aircraft is being operated on the ground, advising the pilot in command to immediately submit the aircraft for a security inspection; and
  - (3) 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.
- (g) Notification of the appropriate air traffic control and other relevant authorities in order to take sufficient action to meet the requirements of this Regulation.

#### 13.4.6 Reporting Security Incidents

- (a) An Commercial Air transport Operator shall immediately notify all relevant authorities including CASAS when there is:
  - (1) a hijacking or attempted hijacking of an aircraft;
  - (2) the discovery, on board an aircraft, of a weapon, other than an unloaded firearm allowed under regulations 13.3.9(a)(1) or 13.4.5;
  - (3) 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;
  - (4) an explosion on an aircraft; or
  - (5) a specific threat against an aircraft, a flight or a facility or part of an aerodrome under its control.
- (b) An Commercial Air transport Operator shall immediately notify the aerodrome operator when a weapon other than a firearm allowed under regulations 13.3.9(a) (1), or 13.4.4, is detected in any part of the aerodrome under its control.

#### 13.4.7 Notification by Security Screening Officers

- (a) A person authorized to conduct screening activities shall immediately notify the appropriate Commercial Air transport Operator, aerodrome operator, the KPS and the CASAS when any of the following is detected at a restricted area access point where screening is conducted of persons and carry-on baggage and other articles in the possession or control of persons who are screened:
  - (1) a weapon, other than a weapon allowed under regulations 13.3.8(a)(1) or 13.4.5;
  - (2) an explosive substance, other than:
    - (i) ammunition carried by a person allowed to carry or have access to a weapon or firearm under paragraph 13.3.8(a)(1) and 13.4.4;
    - (ii) an explosive substance allowed under the Act or regulations made there under; or
  - (3) an incendiary device, other than an incendiary device allowed under the Act or regulations made there under.

- (b) A person authorized to conduct screening activities shall immediately notify the appropriate Commercial Air transport Operator, the aerodrome operator, the regulated agent, the catering operator, KPS and the CASAS when any of the following is detected in checked baggage:
- (1) a loaded firearm;
  - (2) an explosive substance, other than ammunition; or
  - (3) an incendiary device.

#### **13.4.8 Security Information to the CASAS**

- (a) An Commercial Air transport Operator shall provide the CASAS, with a written or electronic record or other information relevant to the security of his operations, including:
- (1) information concerning the method of implementing the measures that apply to the Commercial Air transport Operator under paragraph 13.1.5(b); and
  - (2) a description of the nature of operations related to a particular flights and the services provided in respect of the flights.

#### **13.4.9 Provision of information to the CASAS on Security Operations by Service Providers**

- (a) A person who provide services to an Commercial Air transport Operator and a person who provides a service related to the transportation of goods by air, shall provide to the CASAS, 120 working days before going into operations, written or electronic records or other information relevant to the security of the operations of the service provider, including:
- (1) information concerning the method of implementing the security measures that apply to those persons under paragraph 13.1.4(b); and
  - (2) a description of the nature of the operations related to a particular flight and the services provided in respect of the flight.

#### **13.4.10 Provision of information to the CASAS on Security Operations by Screening Personnel**

- (a) A person authorized to perform screening on behalf of a Commercial Air transport Operator shall provide to the CASAS, 120 working days before going into operations, written or electronic records or other information relevant to the security of his screening operations, including:
- (1) information concerning the method of implementing the security measures that apply to it under regulation 13.1.5 ;and
  - (2) a description of the nature of the screening operations related to a particular flight or at a particular aerodrome.

#### **13.4.11 Carriage of Passengers in the custody of an Escort Officer**

- (a) An entity required to conduct screening under a security program may carry a passenger in the custody of a police officer or other authorized person (hereinafter called an "escort officer") on board an aircraft.
- (b) Escort officers shall notify a responsible representative of the Commercial Air transport Operator well before the date of travel, or as soon as practicable in an emergency and provide:
- (1) the identity of the person being escorted;
  - (2) the flight on which transportation has been arranged; and
  - (3) whether or not the escorted person is considered dangerous.
- (c) An aerodrome operator or Commercial Air transport Operator shall ensure that prior to departure:
- (1) the escort officer, under subparagraph (a), is equipped with adequate restraining devices to be used in the event restraint of any passenger under his control becomes necessary;
  - (2) each passenger under the control of the escort officer under subparagraph (a) , has been searched



- and does not have on or about his person or property anything that can be used as a weapon;
- (3) a passenger under the control of an escort officer, under this paragraph, 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
  - (4) 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.
- (d) An Commercial Air transport Operator operating an aircraft under subparagraph (a), shall not:
    - (1) 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; or
    - (2) serve an escort officer or the passenger under the control of the escort officer any alcoholic beverages while on board such aircraft.
  - (e) An escort officer carried under the provisions of subparagraph (a), 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.
  - (f) Where an escort officer is transported under this regulation, the Commercial Air transport 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.
  - (g) This regulation shall not apply to the carriage of passengers under voluntary protective escort.
  - (h) An Commercial Air transport 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.
  - (i) An Commercial Air transport Operator shall not conduct a flight within or from Suriname 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.
  - (j) Notwithstanding being in possession of a boarding pass, where the pilot in command of an aircraft has reasonable grounds to believe that a person in custody may jeopardize the safety of other passengers, the pilot in command may refuse to accept the person.

#### 13.4.12 Training

- (a) An Commercial Air transport Operator shall not use any person as a appointed Ground Security coordinators or in-flight security coordinators unless, within the preceding twelve months, such persons have satisfactorily completed the required security training specified in his approved Commercial Air transport Operator Security Program.
- (b) An national Commercial Air transport Operator shall not use any person as frontline workers (ground personnel and as crewmember on any international flight unless within the preceding twelve months that person has satisfactorily completed the security training required by paragraph 13.2. of this Regulation and as required by CARS part 9 (9.5.1.3) and as specified in his approved Air Operator Security Program.
- (c) An Commercial Air transport Operator shall ensure that:
  - (1) a person authorized to perform and performing a security related function on his behalf has knowledge of:
    - (i) the provisions of paragraph 13.3.3 of these Regulations, applicable security decisions director CASAS and advisory pamphlet promulgated pursuant to paragraph 13.8.1; and
    - (ii) elements of the approved Commercial Air transport Operator Security Program required for the performance of his functions.
  - (2) the Security Ground coordinator of the Commercial Air transport Operator holder at each aerodrome:
    - (i) reviews daily all security-related functions for effectiveness and compliance with:
      - (A) this Subpart;

- (B) the approved Commercial Air transport Operator Security Program;
- (C) applicable security decisions director CASAS; and
- (ii) immediately initiates corrective action for each instance of non-compliance with:
  - (A) this Subpart;
  - (B) the approved Commercial Air transport Operator Security Program; and
  - (C) applicable security decision director CASAS.
- (d) The requirements prescribed under paragraph (a) ,(b), apply to all security-related functions performed for the Commercial Air transport Operator whether by his employee or the employee of a contractor.
- (e) An Commercial Air transport Operator conducting operations in Suriname shall not use any person to perform any required screening function, unless such person complies with the security training requirements set out in paragraph: 13.3.4

## **13.5 REGULATED AGENT SECURITY**

### **13.5.1 Security Controls over Cargo**

- (a) Any entity wishing to act as a Regulated Agent need to be registered at CASAS.
- (b) An Commercial Air transport Operator shall not accept consignments of cargo, courier and express parcels or mail for carriage on passenger flights unless:
  - (1) the security of such consignments are accounted for by a regulated agent; or
  - (2) such consignments are subjected to other security controls to safeguard such aircraft against an act of unlawful interference.

### **13.5.2 Aviation Security Responsibilities of a Regulated Agent**

- (a) A regulated agent prior to accepting goods for transport in an aircraft shall:
  - (1) establish and register the name and address of the agent consignor;
  - (2) establish the credentials of the person who delivers the goods as an agent of the consignor;
  - (3) ensure on the basis of random checks or screening that a consignment reflect their description on the air way bill and or cargo manifest and do not contain any prohibited items;
  - (4) ensure the safeguarding of such goods from unauthorized interference after acceptance;
  - (5) ensure the goods are received by staff who are properly recruited and trained by him;
  - (6) designate a person to implement and supervise the screening process;
  - (7) ensure-that the following categories of goods are not carried by air unless they have been subjected to screening:
    - (i) unaccompanied baggage;
    - (ii) consignments from non-regulated agents;
    - (iii) consignments from unknown consignors;
    - (iv) consignments delivered by a person other than the known consignor and his authorized agent;
    - (v) consignments of which the contents do not correspond with the description delivered; and
    - (vi) consignments for which the known consignor fails to certify that they do not contain any prohibited articles.
  - (8) ensure that each shipment of goods be accompanied by documentation providing the statement of the security status of such shipment, known as a Consignment Security Declaration.
- (b) An approved regulated agent who offers goods to an air operator for transport by aircraft shall produce and make available to the Commercial Air transport Operator, and the CASAS on demand, shipping documents, records of goods accepted and offered for air transport, employee training records and airway bills.

### **13.5.3 Responsibility of the Commercial Air transport Operator receiving goods from a Regulated Agent**

- (a) An Commercial Air transport Operator accepting goods for transport on his aircraft:
  - (1) may conduct screening of such shipments of goods; and
  - (2) 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.
- (b) An Commercial Air transport 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.
- (c) An Commercial Air transport 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 Commercial Air transport Operator or a representative of the CASAS:
  - (1) has inspected facilities and procedures of such regulated agent;
  - (2) has issued a letter to the regulated agent either accepting him or renewing his acceptance as a regulated agent for the purposes of these regulations; and
  - (3) assures the security of the goods in accordance with the procedures approved by the CASAS.
- (d) An Commercial Air transport Operator shall provide an approved regulated agent with all the necessary information in order that he is able to comply with the ICAO Technical Instructions for the transportation of dangerous goods by air.
- (e) An Commercial Air transport Operator shall make available to the CASAS a report of any incident where an airway bill or equivalent document did not provide an accurate record of the goods being offered for air transport.
- (f) An Commercial Air transport Operator, except as provided in the ICAO Technical Instructions, shall not place in an aircraft any goods that are not acceptable.
- (g) An Commercial Air transport Operator shall preserve for not less than one year any record of acceptance checklists and inspections carried out under this Subpart.

### **13.5.4 Inspection of goods offered for transport by Regulated Agent**

- (a) An Commercial Air transport Operator may inspect any goods or any package, or container having goods offered for transport by air by a regulated agent.
- (b) Where an inspection is conducted pursuant to paragraph (a), a regulated agent or a representative of the regulated agent may observe the inspection.
- (c) In the absence of a regulated agent, or a representative of a regulated agent, an Commercial Air transport 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 Commercial Air transport Operator.
- (d) Where an inspection is conducted by an Commercial Air transport Operator pursuant to paragraph (a), the package, container or goods shall remain in possession of the Commercial Air transport Operator until after the inspection is complete.
- (e) Where an inspection of goods under this regulation provides evidence of a breach of this paragraph, the Commercial Air transport Operator shall maintain possession of the goods offered for air transport by a regulated agent and the air waybill and inform the CASAS in the prescribed form.

## **13.6 FLIGHT CATERING OPERATOR SECURITY**

### **13.6.1 Security Controls over Flight Catering Operator**

- (a) Any entity wishing to act as a Flight catering operator shall be approved by CASAS.
- (b) An Commercial Air transport Operator shall not accept catering stores and supplies for carriage on passenger flights unless:
  - (1) the security of such items are accounted for by the relevant flight catering operator; or
  - (2) such items are subjected to other security controls to safeguard such aircraft against an act of unlawful interference.

### **13.6.2 Aviation Security Responsibilities of a flight Catering Operator**

- (a) A flight catering operator prior to accepting raw materials and equipment for preparation as catering supplies for transport in an aircraft shall:
  - (1) establish and register the name and address of the supplier of such raw materials and equipment;
  - (2) 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;
  - (3) ensure on the basis of random checks or security screening that such raw materials and equipment do not contain any prohibited items;
  - (4) ensure the safeguarding of such raw materials and equipment from, unauthorized interference after acceptance;
  - (5) ensure the raw materials and equipment are received by staff who are properly recruited and trained by him;
  - (6) designate a person to implement and supervise the security screening process;
  - (7) ensure that all catering stores and supplies be secured and free from interference from the point at which it leaves the catering facility until it is loaded onto the aircraft, through the application of catering seals;
  - (8) ensure that each shipment of catering stores and supplies be accompanied by documentation identifying the shipment and providing the statement of the security status of such shipment.
- (b) An approved flight catering operator who offers catering stores and supplies to an Commercial Air transport Operator for transport by aircraft shall produce and make available to the Commercial Air transport Operator, and the CASAS on demand:
  - (1) shipping documents;
  - (2) records of raw materials and equipment accepted;
  - (3) records of catering stores and supplies offered for air transport;
  - (4) employee training records; and (5) other accountable catering documents.

### **13.6.3 Responsibility of the Commercial Air transport Operator receiving Catering Stores and Supplies from a Flight Catering Operator**

- (a) An Commercial Air transport Operator accepting catering stores and supplies for transport on his aircraft from an approved flight catering operator:
  - (1) will ensure that all catering supplies are properly recorded on documentation and are secured through the use of catering security seals;
  - (2) may accept the integrity of the catering if he is satisfied the seals and documentation are in order and that the catering shows no signs of being tampered with;
  - (3) may conduct screening of such shipments of catering if the seals and documentation do not match, or if the catering shows any sign of having been tampered with;
  - (4) that whenever the catering supplies and stores are received such catering supplies and stores are delivered by an authorized employee of-such approved flight catering operator.

- (b) An Commercial Air transport 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 valid security declaration.
- (c) An Commercial Air transport Operator shall not accept any catering supplies and stores, from a flight catering operator, for transport by aircraft unless initially and within the preceding twelve months prior to accepting the catering supplies and stores, the relevant Commercial Air transport Operator or the CASAS:
  - (1) has conducted an audit of the flight catering operators security program;
  - (2) has inspected the facilities and procedures of flight catering operator;
  - (3) has issued a letter to the flight catering operator either accepting him or renewing his acceptance as a catering operator for the purposes of the transport of catering supplies and stores on board passenger aircraft; and
  - (4) assures the security of the catering supplies and stores are in accordance with the procedures approved in the flight catering operator's security program.
- (d) An Commercial Air transport Operator shall make available to the CASAS 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.
- (e) An Commercial Air transport Operator, except as provided in the ICAO/IATA Technical Instructions, shall not place in an aircraft any catering supplies and stores that are not acceptable.
- (f) An Flight Catering operator and Commercial Air transport Operator shall preserve for not less than one year any record of acceptance checklists and inspections carried out under this paragraph.

#### **13.6.4 Inspection of Catering Supplies and Stores**

- (a) An Commercial Air transport Operator shall inspect any catering supplies and stores or any package, or container having catering supplies and stores offered for transport by air by an approved flight catering operator.
- (b) Where an inspection is conducted pursuant to paragraph (a), a flight catering operator or a representative of the catering operator shall observe the inspection.
- (c) In the absence of a flight catering operator, or a representative of a flight catering operator, an Commercial Air transport 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 flight catering operator, or representative of a flight catering operator.
- (d) Where an inspection is conducted by an Commercial Air transport Operator pursuant to paragraph (c), the package, container or catering supplies and stores shall remain in possession of the Commercial Air transport Operator until after the inspection is complete.
- (e) Where an inspection of catering supplies and stores under this regulation provides evidence of a breach of this Subparagraph the Commercial Air transport Operator shall maintain possession of the catering supplies, stores and documentation and inform the CASAS and other relevant entities in the prescribed form.

### **13.7 SECURITY SCREENING**

#### **13.7.1 Use of X-ray Systems**

- (a) An Aerodrome or Commercial Air transport Operator or entity authorized to conduct screening on his behalf, shall not use an X-ray system in Suriname to inspect carry-on or checked baggage unless specifically authorized under a CASAS approved Security Program required by regulation 13.2.03 or use such a system contrary to his approved Security Program.
- (b) An Aerodrome, Commercial Air transport Operator or entity may be authorized by the CASAS, to use X-ray systems for inspecting carry-on or checked baggage under a approved Commercial Air transport Operator Security Program where he shows that:

- (1) 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 IS 13.7.01 and regulation 13.7.04;
  - (2) an approved program for initial and recurrent training of operators and supervisors of the system is established, which includes training in radiation safety, the efficient use of X-ray systems, and the identification of weapons and training in recognition and handling of dangerous articles or hazardous materials ; and
  - (3) the system meets the imaging requirements described in the approved Aerodrome or Commercial Air transport Operator Security Program in accordance with the combined test requirements set out in IS: 13.7.01
- (c) An Aerodrome, Commercial Air transport Operator or entity shall ensure that an X-ray system is not used:
- (1) 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 CASAS;
  - (2) 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 CASAS; and
  - (3) to inspect carry-on or checked articles unless a sign is posted in a conspicuous place at the screening station and on the X-ray system which: notifies passengers that such items are being inspected by exposure to an X-ray system;
- (d) where the X-ray system under subparagraph (c)(3), exposes any carry-on or checked articles to more than 1 milli röntgen during the inspection, the aerodrome operator or Commercial Air transport Operator shall post a sign which advises passengers to remove film of all kinds from their baggage before inspection.
- (e) An Aerodrome, Commercial Air transport Operator or entity shall maintain at least one copy of the results of the most recent radiation survey conducted under paragraph (c) and shall make it available for inspection upon request by the CASAS at each of the following locations:
- (1) the principal business office of the aerodrome or Commercial Air transport Operator; and
  - (2) the place where the X-ray system is in operation.
- (f) An Aerodrome, Commercial Air transport Operator or entity shall ensure that screening staff comply with X-ray operator duty time limitations specified in his approved Operator Security Program.
- (g) No person may act as an X-ray screening supervisor or operator and X-ray scan Mechanic unless that person is accepted as qualified by the CASAS for the specific operation and in the specific type of X-ray screening apparatus.

### **13.7.2 Use of explosives Detection Systems**

- (a) Where required by the CASAS, an aerodrome operator, Commercial Air transport Operator or any other entity, required to conduct screening under a security program shall use an explosive detection system that has been approved by the CASAS to screen checked baggage in accordance with his Security Program.

### **13.7.3 Notification by Security Screening Officers**

- (a) A person authorized to conduct screening activities shall immediately notify the appropriate Commercial Air transport Operator, aerodrome operator, the KPS and the CASAS when any of the following is detected at a restricted area access point where screening is conducted of persons and carry-on baggage and other articles in the possession or control of persons who are screened:
- (1) a weapon, other than a weapon allowed under regulations 13.3.09(a)(1) or 13.4.4;
  - (2) an explosive substance, other than:
    - (i) ammunition carried by a person allowed to carry or have access to a weapon or firearm under paragraph 13.3.09(a)(1) and 13.4.4;
    - (ii) an explosive substance allowed under the Act or regulations made thereunder; or

- (3) an incendiary device, other than an incendiary device allowed under the Act or regulations made thereunder.
- (b) A person authorized to conduct screening activities shall immediately notify the appropriate Commercial Air transport Operator, the aerodrome operator, the regulated agent, the catering operator, the KPS and the CASAS when any of the following is detected in checked baggage:
  - (1) a loaded firearm;
  - (2) an explosive substance, other than ammunition; or
  - (3) an incendiary device.

#### **13.7.4 Provision of information to the CASAS on Security Operations by Screening Personnel**

- (a) A person authorized to perform screening on behalf of an Commercial Air transport Operator shall provide to the CASAS, on reasonable notice given by the CASAS, written or electronic records or other information relevant to the security of his screening operations, including:
  - (1) information concerning the method of implementing the security measures that apply to it under regulation 13.1.04 (b) ;and
  - (2) a description of the nature of the screening operations related to a particular flight or at a particular aerodrome.

#### **13.7.5 Use of explosives Detection Systems**

- (a) Where required by the CASAS, an aerodrome operator, Commercial Air transport Operator or any other entity, required to conduct screening under a security program shall use an explosive detection system that has been approved by the CASAS to screen checked baggage in accordance with his Operator Security Program.

### **13.8 RESPONSIBILITIES OF PASSENGERS AND PERSONS AT AN AERODROME**

#### **13.8.1 Search of Persons and Goods**

- (a) A person who, prior to entering a restricted or sterile area is required by an aviation security officer or aviation screening officer:
  - (1) to submit to a search of his person;
  - (2) 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
  - (3) 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.
- (b) Where a person is given an order by an aviation security officer or aviation screening officer pursuant to subparagraph (a), the person shall there upon 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.
- (c) A person under subparagraph (a) or (b) 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.

#### **13.8.2 Passengers and Members of the Public**

- (a) A person shall not carry, or attempt to carry, prohibited items or dangerous devices not authorized for transport, in carry-on baggage or in checked baggage on board an aircraft.
- (b) A person shall not offer for air transport, as goods or in checked baggage a weapon, incendiary device or

- any other dangerous device;
- (c) A person shall 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 only with an official permission of appropriate ministry accompanied by all other necessary documentation;
  - (d) A person shall not make a false statement to an aviation security officer, an Commercial Air transport Operator, or a member of Surinamese law enforcement assigned to aerodrome duties, in regard to possession of a weapon, incendiary device or any other dangerous device;
  - (e) 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, Commercial Air transport Operator or by posted sign stating that trespassing is prohibited, or that entry is restricted to authorized persons.
  - (f) Where a person has been ordered to disembark an aircraft in accordance with paragraph 13.3.07 or 13.4.12, he shall disembark the aircraft and remove his carry-on baggage and have his checked baggage removed from the aircraft.
  - (g) A person under subparagraph (c) 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.
  - (h) 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:
    - (1) place or attempt to place such goods; or
    - (2) cause the goods to be placed on board the aircraft, or taken into a restricted or sterile area.

### **13.8.3 Access to Aerodrome Restricted Areas**

- (a) A person shall be allowed access to aerodrome restricted areas in accordance with the provisions of the appropriate Aerodrome Restricted Area pass.
- (b) 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 designated restricted area access point.
- (c) Subject to subparagraph (d), a person shall not:
  - (1) provide another person with physical access to a restricted area where the latter has not been issued with a restricted area pass; or
  - (2) 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.
- (d) Notwithstanding subparagraph (c), a person may enter certain restricted areas of an aerodrome where such person:
  - (1) has a valid boarding pass issued by an Commercial Air transport Operator along with a national photo identification, 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
  - (2) is identified in the emergency response plan of the aerodrome operator and is attending to an aerodrome emergency.

### **13.8.4 Restriction on entry into Sterile Area**

- (a) A person shall not enter a sterile area unless he has been screened and cleared for entry by an aviation security screening officer.

- 13.8.5 Submission to Screening**(a) A person shall not enter a sterile area without submitting to the screening of his person and carry-on bags in accordance with the procedures being applied to control access to that area under paragraph 13.3.13.



# **IMPLEMENTING STANDARDS**

## **CIVIL AVIATION REGULATIONS**

### **SURINAME**

#### **VERSION 1.0**

**November 2006**

For ease of reference, the number assigned to each implementing standard corresponds to its associated regulation. For example, IS: 13.1.7.2 would reflect a standard required in subsection 13.1.7.2.

**IS: 13.1.6 SAMPLE OUTLINE OF A QUALITY CONTROL PROGRAM**

- (a) Objective and Policy
  - (1) Make a statement that clearly defines the purpose and the structure of the program.
  - (2) Make a policy statement on the independence quality evaluation that is a continual process to identify potential problem areas and actively involves top management.
  
- (b) Definitions
  - (1) Evidence
    - (i) Objective evidence is: Document or Manual review Equipment examination Observation of activities Interview
  - (2) Controls
    - (i) key positions, responsibilities and procedures;
    - (ii) Testing and Verification as part of quality evaluation.
  - (3) Findings
  - (4) Concern
  - (5) Inspection
  - (6) Audit
    - (j) Audit techniques
    - (ii) Handling results (Findings and concerns)
  - (7) Evaluation.
  
- (c) Duties and responsibilities (quality evaluation personal) specify which personnel are responsible for
  - (1) Supervision function
  - (2) Perform evaluations, Audits and inspection
  - (3) Identify and record
  - (4) Collection of objective evidence
  - (5) Initiate, recommend or provide solutions to finding or concerns through designated reporting channels.
  - (6) Monitor the development and implementation of corrective Action plan.
  - (7) Maintaining and updating of quality evaluation documentation
  - (8) Verifying the implementation of recommendations or solutions.
  - (9) Regular Communication and coordination of quality control activities with CASAS inspectorate.
  
- (d) Organization Chart
 

Clearly showing the position reflecting the program independence within the organization and the straight line reporting to top management.
  
- (e) Reporting:
 

Reporting procedures shall include specific on the frequency, the format and structure for reporting information to top management. Requirement for top management to review quality evaluation information and the procedures for documentation of the reviews of top management.
  
- (f) Specified Areas:
 

Specify the areas within the scope of review under the Quality Control Program covering the organization operations concerning aviation security.
  
- (g) Schedule Process:
 

Includes the responsibility for planning and developing of scheduled activities and procedures for planning, developing and coordinating the quality Evaluation schedule process which compromise of:

  - (1) Scheduled evaluations over a predetermined calendar period
  - (2) Special evaluations when trends are identified or priorities are set by top management
  - (3) Follow-up evaluations to verify the effectiveness of corrective Action plans.

- (h) Records:  
 Define the recordkeeping process. Specify standard forms or filing reports.  
 The CASAS suggest the following quality control program records;
- (1) Scheduled evaluation reports.
  - (2) Special evaluation reports.
  - (3) Follow-up evaluation reports
  - (4) Responses to findings or concerns contained in reports.
  - (5) Corrective action plans submitted in response to findings.
  - (6) Reports concerning to completed corrective action.
    - (i) Training;  
 Specify the type of training which is required for the evaluators in performing recognized quality auditing, evaluation principles and techniques.  
 This training could be:
      - (1) in-house prepared courses.
      - (2) College course
      - (3) Home study course materials
      - (4) Industry available seminars and workshops
      - (5) Selected CASAS courses.

**IS: 13.2.3 AVIATION TRAINING ORGANIZATION SECURITY**

- (a) BACK GROUND CHECK  
 Background check for employees and training applicant in accordance with this regulation **IS 13.3.12 Employment Verification and Background Checks**
- (b) AVIATION SECURITY TRAINING
- 1- ATO shall conduct aviation security awareness training for their employees to increase their awareness of suspicious circumstances and activities of individuals enrolling in or attending an ATO.
  - 2- Individuals applying for training in operation of any aircraft having a maximum certificated takeoff weight of 12,500 pounds or more Security training shall be part of in-flight training, training in a simulator and any other form or aspect of training.

**IS: 13.2.6 Contents of an AERODROME OPERATOR SECURITY PROGRAM**

**1. PROGRAM OBJECTIVE**

The Aerodrome operator Security Program shall be designed to meet the ICAO Standards and Recommended Practices contained in Annex 17 to the convention on the International Civil Aviation Organization as well as related aviation security provisions found in Annexes 2, 6, 9, 10, 11, 13, 14, 18 and the CARS.

The objective of the Aerodrome operator Security Program 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 Program or the ICAO SARP's.

Accordance to this regulation all eligible Aerodrome Operator within Suriname shall be produced and developed an aerodrome Security Program. The program shall be prepared by the aerodrome security coordinator in consultation with all aerodrome users and endorsed, signed and dated by the aerodrome manager.

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

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

The program shall be classified and have "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 program.

National civil aviation security program - Refer to the appropriate articles of the national civil aviation security program, on which the Aerodrome Operator Security Program 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 Program. References to appropriate parts of Surinamese 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 Program.

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 KPS or other Law enforcement Forces. 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 Program.

Commercial Air transport Operators - Describe the role of the Commercial Air transport Operators (both national and foreign) operating at the aerodrome and any security function or task assigned to them in support of the program. A list of persons in charge and their alternates for every airline, with all pertinent contact details (i.e., phone numbers both at work and home, mobile address, etc.), shall be included in appendix.

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

Other Agencies - State which tasks will be required of any other agencies to assist in the implementation of the Aerodrome Operator Security Program.

Other authorities - Any other Authority involved in this program (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 Program affects General aviation operations at the aerodrome.

#### **4. AERODROME SECURITY COMMITTEE**

Terms of reference - State the relevant national program requirements or ICAO guidance material 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 program or ICAO guidance material 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 CASAS communicates the requirements of the national civil aviation security program 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 CASAS. 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 24hour 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.

Commercial Air transport 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 organization - 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 program. 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 stand-off 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 airport or 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 IS: 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 cards, baggage tags and documents. State clearly the authority and responsibility of handling agents in accordance with the provisions of the national security program.

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, 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, refresher/Recurrent and "on-the-job") and what records of such training is 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 crewmember 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 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 CASAS and responsibility of handling agents in accordance with the provisions of the national security program.

Off-aerodrome check-in - If off-aerodrome 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, 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 and control point ( for access) and describe 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.

Equipment - List the equipment available at search/control point to carry out, screening of cabin and hold baggage and air cargo. Also describe 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 staff: Describe the staffing levels, positions and rotation of duties at each screening point as well as the training required (initial, refresher/recurrent and "on-the-job") and what records of such training are to be maintained. (Required training for airport personnel may be in a separate manual e.g. Security Training manual or as an appendix).

Passenger and checked baggage reconciliation: Describe the procedures to ensure that the only checked baggage that is loaded belongs to passengers of the relevant flight who have actually boarded the aircraft, and that the checked 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 crewmember procedures: State if the security measures will apply to all crewmembers. 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 checked 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 checked 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 cargo security measures and the agency responsible for compliance.

Security procedures - Describe the procedures followed with reference to regulated agents, known and unknown cargo, transshipment cargo, the role of the Commercial Air transport Operator, random checks, documentary records, access control, secure storage and transportation.



Equipment - List the equipment available at search/control point to carry out, screening air cargo. Also describe 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 Commercial Air transport 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 program or ICAO guidance material, in checked 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 Commercial Air transport 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 Commercial Air transport Operator, whose plans shall take into account the Aerodrome operator Security Program 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. 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 CASAS 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, 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 Program. Approval on the structure and the content of the plan shall be obtained from the CASAS, 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 and relevant emergency plan shall be attached as an appendix: to the Aerodrome Operator Security Program.

## **9. SECURITY TRAINING**

Describe the aviation security training programs 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, Commercial Air transport Operators and cargo "regulated agents", police, military, customs and immigration personnel, aircraft crewmembers and other aerodrome personnel. Also describe any other training including contingency plan exercises and exercises involving a reaction to an act unlawful interference designed to test readiness.

## **10. QUALITY CONTROL**

Describe the aerodrome operators' quality control arrangements for monitoring implementation of security measures and procedures and self inspections. Although this subject might be part of the entity quality system program". The subject on security quality control shall form part of the aerodrome security program as an appendix. See IS: 13.1.6

## 11. 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;
- (d) Detailed map of the terminal incorporating security equipment location;
- (e) List of Commercial Air transport Operators, contact information;
- (f) List of 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;
- (i) Aerodrome security identification permit system;
- (j) identification permit system;
- (k) Security Training manual (required security training for personnel);
- (l) Aerodrome contingency and emergency plans;
- (m) Aerodrome security quality control program;
- (n) Threat assessment methodology;
- (o) Search and evacuation guidelines;
- (p) Crowd Control Procedures, and
- (q) Emergency Operation Centre.

### IS: 13.2.10      **Contents of a COMMERCIAL AIR TRANSPORT OPERATOR SECURITY PROGRAM**

- 1. International obligations and organizations**
  - 1.1 The structure and roles of ICAO or other
  - 1.2 The purpose of the various Conventions and ICAO Annex 17
- 2. National obligations and responsibilities**
  - 2.1 The relevant appropriate authority for the State of registration
  - 2.2 The relevant appropriate authority for the host State of Operation
  - 2.3 The national aviation security program of the host State
- 3. Commercial Air transport Operator security policy and organization**
  - 3.1 Commercial Air transport Operator security policy
  - 3.2 The roles and responsibilities for aviation security in the Commercial Air transport Operators organization.
  - 3.3 Information and communication
  - 3.4 Description of airline's operation
- 4. Security of passengers and cabin baggage**
  - 4.1 Purpose of screening and searching
  - 4.2 Procedures for screening and hand-searching of originating passengers
    - 4.2.1 Standards of screening and searching
    - 4.2.2 Location of screening or searching
    - 4.2.3 Details of screening equipment
    - 4.2.4 Details of operator or service provider
  - 4.3 Procedures for screening and hand-searching of transfer passengers
    - 4.3.1 Standards of screening and searching
    - 4.3.2 Location of screening or searching
    - 4.3.3 Details of screening equipment

- 4.3.4 Details of operator or service provider
- 4.4 List of persons exempted from screening and searching
- 4.5 Screening and searching of cabin baggage
  - 4.5.1 Standards of screening and searching
  - 4.5.2 Location of screening and searching
  - 4.5.3 Details of screening equipment
  - 4.5.4 Details of operator or service provider
- 4.6 Treatment of suspect passengers or cabin baggage
- 4.7 Control of movement of passengers
- 4.8 Measures for special category passengers
  - 4.8.1 Diplomats and other privileged persons
  - 4.8.2 Government couriers and diplomatic bags
  - 4.8.3 Passengers with reduced mobility and medical cases
  - 4.8.4 Inadmissible passengers and deportees and escorted prisoners
- 4.9 Policy for unruly passengers
  - 4.9.1 Procedures on the ground
  - 4.9.2 Procedures in the air
  - 4.9.3 Authority for use of restraints
  - 4.9.4 Reporting procedures
- 5. Security of checked baggage**
  - 5.1 Purpose of the security measures
  - 5.2 Passenger identification checks
    - 5.2.1 Standard of checks
    - 5.2.2 Location of checks
  - 5.3 Questioning of passengers
    - 5.3.1 Description of questions
    - 5.3.2 Location of delivery
    - 5.3.3 Details of service provider
  - 5.4 Procedures for originating checked baggage screening and hand searching
    - 5.4.1 Standard of screening and searching
    - 5.4.2 Location of screening and searching
    - 5.4.3 Details of screening equipment
    - 5.4.4 Details of operator or service provider
  - 5.5 Procedures for transfer checked baggage screening and hand searching
    - 5.5.1 Standard of screening and searching
    - 5.5.2 Location of screening and searching
    - 5.5.3 Details of screening equipment
    - 5.5.4 Details of operator or service provider
  - 5.6 Protection of checked baggage
    - 5.6.1 Description of procedures
  - 5.7 Procedures for off aerodrome check-in of hold baggage
  - 5.8 Procedures for carriage of firearms and weapons
    - 5.8.1 Legal provisions and regulations
    - 5.8.2 Acceptance procedures
      - 5.8.2.1 Escorts of prisoners & deportees
      - 5.8.2.2 Bodyguards to government VIPs
      - 5.8.2.3 In-flight security guards
    - 5.8.3 Protection on the ground
  - 5.9 Treatment of suspect bags
- 6. Security of crew, cabin and checked baggage**
  - 6.1 Standards of screening and searching

- 6.2 Location of screening and searching
- 6.3 Details of screening equipment
- 6.4 Details of operator or service provider
- 7. Passenger and checked baggage reconciliation**
- 7.1 Purpose of measures
- 7.2 Description of procedures
  - 7.2.1 Details of equipment if automated
  - 7.2.2 Details of manifest if relevant
  - 7.2.3 Identification of no-show passengers
  - 7.2.4 Identification of unaccompanied baggage
- 7.3 Procedures for screening of unaccompanied baggage
  - 7.3.1 Standard of screening
  - 7.3.2 Location of screening
  - 7.3.3 Details of screening equipment
  - 7.3.4 Details of operator or service provider
- 8. Security of aircraft**
- 8.1 Purpose of security measures
- 8.2 Searches and checks of aircraft
  - 8.2.1 Standard of searches and checks
  - 8.2.2 Details of service provider
- 8.3 Control of access to aircraft
  - 8.3.1 Standard of access control
  - 8.3.2 Details of service provider
- 9. Security of Commercial Air transport Operator catering, stores and supplies**
- 9.1 Purpose of measures
- 9.2 Description of measures at Commercial Air transport Operator catering unit
  - 9.2.1 Standard of physical security of premises
  - 9.2.2 Standard of access control to premises
- 9.3 Description of measures for dispatch and transportation
  - 9.3.1 Standard of access control to prepared meals
  - 9.3.2 Standard of access control to dispatch bank
  - 9.3.3 Standard of access control to vehicles
- 10. Security of aircraft cleaning operations**
- 10.1 Purpose of measures
- 10.2 Description of measures
  - 10.2.1 Standard of access control to cleaning stores
- 11. Security of cargo, courier, expresses parcels and mail**
- 11.1 Purpose of measures
- 11.2 Description of measures for cargo
  - 11.2.1 Procedures for acceptance
  - 11.2.2 Regulated agent scheme and criteria
  - 11.2.3 Known consignor scheme and criteria
  - 11.2.4 Standard of screening and physical examination
  - 11.2.5 Location of screening and physical examination
  - 11.2.6 Details of screening equipment
  - 11.2.7 Details of operator or service provider
  - 11.2.8 List of exemptions from security screening or physical examination
- 11.3 Description of measures for unaccompanied baggage and personal effects carried as cargo
  - 11.3.1 Standard of screening and hand-searching

- 11.3.2 Location of screening and searching
- 11.3.3 Details of screening equipment
- 11.3.4 Details of operator or service provider
- 11.4 Description of measures for courier and express parcels
  - 11.4.1 Procedures for acceptance
  - 11.4.2 Standard of screening and hand-searching
  - 11.4.3 Location of screening and searching
  - 11.4.4 Details of screening equipment
  - 11.4.5 Details of operator or service provider
- 11.5 Description of measures for mail
  - 11.5.1 Procedures for acceptance
  - 11.5.2 Regulated postal authority and administration scheme and criteria
  - 11.5.3 Known consignor scheme and criteria
  - 11.5.4 Standard of screening
  - 11.5.5 Location of screening
  - 11.5.6 Details of screening equipment
  - 11.5.7 Details of operator
- 11.6 Safeguarding of cargo, courier, express parcels and mail
  - 11.6.1 Description of measures
- 11.7 Procedures for carriage of diplomatic mail
- 11.8 Treatment of suspect cargo or mail

## **12. Recruitment of staff**

- 12.1 Description of procedures for recruitment of security staff, including background checks

## **13. Training of staff**

These following topics may also form part of the Commercial Air transport Operator security program as an appendix or separate e.g. security training manual.

- 13.1 Description of initial training for the following groups of staff:
  - 13.1.1 Crewmembers:
  - 13.1.2 Security staff that carry out screening, searching or checking duties
  - 13.1.3 Staff who question passengers
  - 13.1.4 Awareness training for other staff, including ground-handling staff
  - 13.1.5 Airline security managers and officers
- 13.2 Description of recurrent training for the following groups of staff:
  - 13.2.1 Crewmembers
  - 13.2.2 Security staff who carry out screening, searching or checking duties
  - 13.2.3 Staff who question passengers
  - 13.2.4 Awareness training for other staff, including ground handling staff
  - 13.2.5 Commercial Air transport Operator security managers and officers

## **14. Contingency planning**

- 14.1 Description of plans to deal with the following contingencies:
  - 14.1.1 Aircraft hijack
  - 14.1.2 Bomb threat
  - 14.1.3 Discovery of a suspect or prohibited article
  - 14.1.4 Equipment failure
  - 14.1.5 Enhanced measures for an increase in the level of threat
  - 14.1.6 High risk flights

## **15. Incident reporting**

- 15.1 Description of airline security incident reporting procedures
- 15.2 Description of supervision and performance monitoring

**16. Quality control**

16.1 Description of Commercial Air transport Operator arrangements for monitoring implementation of security measures and self inspection. Although this subject might be part of the entities quality system.

The subject on security quality control shall form part of the Commercial Air transport Operators security program e.g. as an appendix. See IS: 13.1.7

**17. Local aerodrome procedures****IS: 13.2.12 Content of a REGULATED AGENT SECURITY PROGRAM****1. International obligations and organizations**

- 1.1 The structure and roles of ICAO or other
- 1.2 The purpose of the various Conventions and ICAO Annex 17.

**2. National obligations and responsibilities**

- 2.1 The relevant appropriate authority for the State of registration
- 2.2 The relevant appropriate authority for the host State of operation
- 2.3 The national aviation security program of the host State

**3. Procedures for ensuring the security of:  
Security of cargo, courier, express parcels and mail**

- 3.1 Purpose of measures
- 3.2 Description of measures for cargo
  - 3.2.1 Procedures for acceptance
  - 3.2.2 Regulated agent scheme and criteria
  - 3.2.3 Known consignor scheme and criteria
  - 3.2.4 Standard of screening and physical examination
  - 3.2.5 Location of screening and physical examination
  - 3.2.6 Details of screening equipment
  - 3.2.7 Details of operator or service provider
  - 3.2.8 List of exemptions from security screening or physical examination
- 3.3 Description of measures for unaccompanied baggage and personal effects carried as cargo
  - 3.3.1 Standard of screening and hand-searching
  - 3.3.2 Location of screening and searching
  - 3.3.3 Details of screening equipment
  - 3.3.4 Details of operator or service provider
- 3.4 Description of measures for courier and express parcels
  - 3.4.1 Procedures for acceptance
  - 3.4.2 Standard of screening and hand-searching
  - 3.4.3 Location of screening and searching
  - 3.4.4 Details of screening equipment
  - 3.4.5 Details of operator or service provider
- 3.5 Description of measures for mail
  - 3.5.1 Procedures for acceptance

**4. Recruitment of staff**

- 4.1 Description of procedures for recruitment of security staff, including background checks

**5. Training of staff**

- 5.1 Description of initial and recurrent training for the following groups of staff:
- 5.2 Staff who carry out screening or searching duties

- 5.3 Awareness training for other staff, including ground-handling staff
- 5.4 Managers and officers
  
- 6. Description of plans to deal with the following contingencies:**
  - 6.1 Bomb threat
  - 6.2 Discovery of a suspect or prohibited article
  - 6.3 Equipment failure
  
- 7. Incident reporting**
  - 7.1 Description of security incidents reporting procedures
  - 7.2 Description of supervision and performance monitoring
  
- 8. Local aerodrome procedures**
  
- 9. Quality Control**
  - 9.1 Description of regulated agent arrangement for monitoring and Implementing of security measures and self inspection
  - 9.2 Internal self inspection and external audit on security operations:
    - Access control
    - Personnel and Screeners
    - Use of security equipment and physical search
  - 9.3 Internal self inspection and external audit on security administration:
    - Personnel records
    - Equipment records(maintenance)
    - Training and test records.

Note: Although this subject might be part of the entities quality system.  
 The subject on security quality control shall form part of the regulated Agent Security program e.g. as an appendix or make reference to.  
 See IS: 13.16.

**IS: 13.2.14 Content of a FLIGHT CATERING OPERATING SECURITY PROGRAM**

- 1. International obligations and organizations**
  - 1.1 The structure and roles of ICAO or other
  - 1.2 The purpose of the various Conventions and ICAO Annex 17 or other.
  
- 2. National obligations and responsibilities**
  - 2.1 The relevant appropriate authority for the State of registration
  - 2.2 The relevant appropriate authority for the host State of operation
  - 2.3 The national aviation security program of the host State
  
- 3. Procedures for the ensuring the security of:**
  - 3.1 Security of raw materials and supplies
    - 3.1.1 Purpose of measures
    - 3.1.2 Description of measures
    - 3.1.3 Procedures for acceptance raw materials and supplies
    - 3.1.4 Standard of screening and physical examination
    - 3.1.5 Location of screening and physical examination
    - 3.1.6 Details of screening equipment
    - 3.1.7 Details of operator or service provider
    - 3.1.8 List of exemptions from security screening or physical examination



**3.2 Security of catering supplies and stores**

- 3.2.1 Purpose of measures
- 3.2.2 Description of measures
- 3.2.3 Procedures for securing catering supplies and stores
- 3.2.4 Standard of screening and hand-searching
- 3.2.5 Location of screening and searching
- 3.2.6 Details of screening equipment
- 3.2.7 Details of operator or service provider

**3.3 Security of buildings and premises**

- 3.3.1 Purpose of measures
- 3.3.2 Description of measures
- 3.3.3 Procedures for securing buildings and premises
- 3.3.4 Standard of screening and hand-searching
- 3.3.5 Location of screening and searching
- 3.3.6 Details of screening equipment
- 3.3.7 Details of operator or service provider

**3.4 Security of carts, containers and catering transportation**

- 3.4.1 Purpose of measures
- 3.4.2 Description of measures
- 3.4.3 Procedures for securing carts, containers and catering transportation
- 3.4.4 Standard of screening and hand-searching
- 3.4.5 Location of screening and searching
- 3.4.6 Details of screening equipment
- 3.4.7 Details of operator or service provider

**4. Recruitment of staff**

- 4.1 Description of procedures for recruitment of security staff, including background checks

**5. Training of staff**

- 5.1 Description of initial and recurrent training for the following groups of staff:
- 5.2 Staff who carry out screening or searching duties
- 5.3 Awareness training for other staff, including ground-handling staff
- 5.4 Managers and officers

**6. Description of plans to deal with the following contingencies:**

- 6.1 Bomb threat
- 6.2 Discovery of a suspect or prohibited article
- 6.3 Equipment failure

**7. Incident reporting**

- 7.1 Description of security incident reporting procedures
- 7.2 Supervisor and performance monitoring

**8. Local aerodrome procedures**

**9. Quality Control**

- 9.1 Description of regulated agent arrangement for monitoring and Implementing of security measures and self inspection
- 9.2 Internal self inspection and external audit on security operations:
  - Access control

- Personnel and Screeners
- Use of security equipment and physical search

9.3 Internal self inspection and external audit on security administration:

- Personnel records
- Equipment records(maintenance)
- Training and test records

Note: Although this subject might be part of the entities quality system.  
The subject on security quality control shall form part of the Flight Catering Operators Security program e.g as an appendix or make reference to.  
See IS: 13.1.6.

**IS: 13.3.2 Aerodrome Security Committee Terms of Reference**

The Airport Security Committee's Terms of Reference should include:

- (a) Coordinate the implementation of the National Civil Aviation Security Program;
- (b) Oversee and monitor the Aerodrome Security Program, including special measures introduced by the aerodrome administration, operators and aerodrome tenants;
- (c) Use the National Civil Aviation Security Program 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 programs includes the planning of modifications to be made to the aerodrome control systems and equipment.

**IS: 13.3.3 Screener Training**

**A) Training**

**1- Use of other Agencies:**

In Coordination with CASAS, entities providing aviation security services may use memorandums of understanding or other arrangement with any other State agencies or departments with appropriate Law enforcement responsibilities, to provide qualified personnel, resources or other forms of assistance in training of security screening personnel.

**2- Training Planning:**

To enable adequate supervision of the training and checking activities, the entities providing training shall forward to CASAS at least 1(one) month/ 30 working days prior to the scheduled activity the dates, report times and report location of all training for which a curriculum and syllabi needs approval or entities approved security (training) program; and Proficiency, competence, checks and tests Failure to provide the information required by the above mentioned may invalidate the training, check or tests and CASAS may require that it be repeated for approval or observation purposes.

**3- Training requirements:**

CASAS requires security screeners candidates to train and be certified as general Security officers and then undertake specialized training and be licensed as checkpoint screeners. The requirement is 24 hours of (classroom) initial screeners training including: Profiling, X-ray system or other security device or equipment operation and recognition of prohibited items including a dangerous goods training for security screening personnel and emergency procedures. Followed by at least 30 hours or two (3) months of OJT which reflects the tasks covered in the classroom and instructional and behavioral objectives the trainee must exhibit to perform the screening functions effectively. The OJT may also include Computer Based Training; the use of TIP; role playing; searching persons (personnel and passenger), Searching of persons belongings, cabin and checked baggage, cargo (mail) and Searching of vehicle.

**B) Examination:****-1- Training completion**

In close cooperation with other agencies CASAS shall develop a security screening personnel examination for the use in determining the qualification of individuals seeking employment as security screening personnel

**-2- Bi-annual proficiency checks**

Bi-annually the employing organization and CASAS shall provide that an evaluation of individuals assigned for screening duties is conducted and documented. An individual assigned as a security screener may not continue to be assigned or employed as a security screener unless the evaluation demonstrates that the individual:

- I. - continues to meet all qualifications and standards required to perform a screening function;
- II. - has a satisfactory performance record and attention to duty base on standards and requirements;
- III. - has met at a minimum the requirements set fourth in section "C" below.
- IV. - have the ability to demonstrate daily a fitness for duty without any impairment due to illegal drugs, sleep deprivation, medication or alcohol.

**C) Standards for Security Screener personnel requirement**

-1- An Aerodrome operator, Commercial Air transport Operator, regulated agent and Flight Catering Organization conducting operations in Surname shall not deploy any individual to perform any required screening function, unless such individual meets the following requirements:

- (I) The individual possess a secondary school diploma, a general equivalency diploma and experience that the CASAS has determined to be sufficient for the individual to perform the security screening duties;
- (II) The following basic aptitudes and physical abilities:  
The ability to distinguish on the X-ray monitor the appropriate imaging standard specified in this regulation including the perception of colors where displayed by the X-ray system;
- (III) The ability to distinguish each color displayed on type of screening equipment in use and explain what each color signifies;
- (IV) The ability to hear and respond to the spoken voice and to audible alarms generated by screening equipment in an active check point environment;
- (V) The ability to efficiently and thoroughly manipulate and handle such baggage, containers, and other objects subject to security processing;
- (VI) The ability to have sufficient dexterity and capability to conduct partial and full body searches or hand held metal detector searches in accordance with the requirements of the national civil aviation security program;

- (VII) The ability to read, write, and speak the Dutch and English Language well enough to:- carry out written and oral instructions in the Dutch and English Language regarding the proper performance of screening duties; - read Dutch and English Language identification media, credentials, airline tickets, and labels on items normally encountered in the screening process;
- provide direction to and understand and answer questions from English-speaking persons undergoing screening; and
  - write incident reports and statements and log entries into security records in the English Language; and
- (VIII) satisfactorily complete all initial, recurrent, and appropriate specialized aviation security training required by the Operators Security Program.

-1- Notwithstanding the provisions of paragraph -1-sub (VII), an entity may use a individual during OJT to perform security functions. The newly screener will be supervised by experienced screeners or supervisors for specified period of at least 24 hours or two (2) months. During this period, trainees shall not make independent judgment as to whether persons or property may enter a sterile area or aircraft without further inspection.

-2- An entity shall not use a individual 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 their approved Security (Training) Program and has passed a re-test related to that function.

#### **D) Quality Control**

-1- An entity providing security screening shall ensure that the security Manager or a qualified appointed Security Coordinator acceptable to CASAS, with proven competency in aviation security screening conducts and documents periodic evaluation according to there quality system of each individual assigned to screening duties and may continue the employment of that person in a screening capacity only upon the determination by that appointed Security Manager or Coordinator that the individual:

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

-2- The paragraphs -A- through -D- , shall not apply to those aviation security screening functions conducted outside Suriname over which the national Commercial Air transport Operator does not have operational control.

-3- At locations outside Suriname where the national Commercial Air transport Operator has operational control over a screening function, he may use aviation security screeners who do not meet the requirements of sub-paragraph C-1-(VII), provided that at least one of his representatives who has the ability to functionally read and speak the Dutch or English language is present while the passengers of the Commercial Air transport Operator are undergoing security processing.

#### **IS: 13.3.5 Items Prohibited from the Aircraft and Aerodrome Security Restricted Areas**

- (a) Prohibited items must never be carried in the cabin of an aircraft or taken into the Security Restricted Area of an aerodrome except by authorized persons who require them to undertake essential tasks.
- (b) Some prohibited items though prohibited from carriage in the cabin of the aircraft, may be transported by passengers in their checked baggage so long as the items will not endanger the aircraft, are properly packed and are authorized by the CASAS for carriage by the Commercial Air transport Operator concerned.

- (c) Prohibited items removed from passengers at the security screening checkpoint must be processed in one of the following ways:
- (1) placed in the passenger's checked baggage, unless the item would endanger the aircraft;
  - (2) confiscated and subsequently properly disposed of or destroyed
  - (3) confiscated and kept in storage by the aerodrome operator or relevant Commercial Air transport Operator for later return to the passenger; or
  - (4) removed and, once properly prepared and packaged, transported in the hold of the aircraft for later return to the passenger at the ticketed destination.
- (d) The category of items that are prohibited from the aircraft cabin, include:
- (1) Blunt instruments - any blunt object capable of being used to cause injury;
  - (2) Chemical and toxic substances - any chemical or toxic substances which pose a risk to the health of passengers and crew or the security & safety of aircraft or property;
  - (3) Explosive and flammable substances - any object capable, or appearing capable, of discharging a projectile or causing injury; and
  - (4) Pointed and edged weapons and sharp objects - any pointed or bladed item capable of being used to cause injury.
- (e) A list of prohibited items, provided by the CASAS as the CASAS Advisory Pamphlet # 15, shall be posted at each security screening checkpoint.

**IS: 13.3.9 Contents of an Aerodrome Tenant Restricted Area Security Program**

- (a) An aerodrome tenant restricted area security program shall be written in keeping with the appropriate aerodrome security program and shall be drafted in accordance with the layout detailed herein and submitted to the aerodrome operator for approval:
- (1) the objective of this security program;
  - (2) a description of the tenant restricted area;
  - (3) details of the physical security measures at the tenant restricted area designed to prevent unauthorized access to the tenant restricted area;
  - (4) description of the tenant restricted area pass procedures in force to control authorized access to the tenant restricted area;
  - (5) description of the security measures in force designed unauthorized access of persons, weapons or other dangerous devices into aerodrome security restricted areas from or through the tenant restricted area;
  - (6) details of the procedures to be followed in response to acts of unlawful interference;
  - (7) details of self audits; and other matters as may be required by the aerodrome operator.
- (b) Proposed amendments and variations to the program, shall be submitted to the aerodrome operator for approval before incorporation.

**IS: 13.3.13 Employment History Verification and Background Checks**

**1. Applicability**

- (a) This requirement applies to all aerodrome operator employees; Commercial Air transport Operator employees; airport tenants & users; individuals currently having unescorted access to airport security

restricted area; all individuals seeking authorization for, or seeking the authority to authorize others to have, unescorted access to the restricted areas; contractors; Aviation Training Organizations.

The aerodrome operators and Aviation Training Organizations shall establish and implement employment a history and criminal record form in close cooperation's with the relevant entities. The employment history and criminal record form shall consist of 2 parts ; 1- Employment history  
2- Criminal record check.

## 2. Employment history Investigation and Criminal Record

- (a) Each aerodrome operator must ensure that no individual is granted authorization for, or is granted authority to authorize others to have, unescorted access to the airport restricted areas unless the following requirements are met : - The individual has satisfactorily undergone Part 1 of an employment history investigation, which consists of:
- (i) A review of the previous 7 years of employment history; and
  - (ii) Verification of the 5 employment years preceding the date the appropriate investigation is initiated.
- (b) Information must be verified in writing, by documentation, by telephone, by email or in person.
- (c) Verification for any periods of self-employment by the individual shall be sought from the Ministry of Finance Investigation Department, accountants, solicitors or other suitable persons.
- (d) The individual has satisfied Part 2 of the employment history investigation, used to determine if the individual has a criminal record. To satisfy Part 2 of the investigation, the criminal record check must not disclose that the individual has been convicted or found not guilty by reason of insanity, in any jurisdiction, during the 10 years ending on the date of such investigation, of any of the crimes listed below:
- (i) Forgery of certificates;
  - (ii) false marking of aircraft and other aircraft registration violation;
  - (iii) Interference with air navigation;
  - (iv) Improper transportation of a hazardous material;
  - (v) Aircraft piracy;
  - (vi) Interference with flight crew members or flight attendants;
  - (vii) Commission of certain crimes aboard aircraft in flight;
  - (viii) Carrying a weapon or explosive aboard aircraft;
  - (ix) Conveying false information and threats;
  - (x) Unlawful entry into an aircraft or airport area that serves Commercial Air transport Operators or foreign air operators contrary to established security requirements;
  - (xi) Destruction of an aircraft or aircraft facility;
  - (xii) Murder;
  - (xiii) Assault;
  - (xiv) Espionage;
  - (xv) Sedition;
  - (xvi) Kidnapping or hostage taking;
  - (xvii) Treason;
  - (xviii) Rape or aggravated sexual abuse;
  - (xix) Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapons;
  - (xx) Extortion;
  - (xxi) Armed robbery;
  - (xxii) Distribution of, or intent to distribute, a controlled substance;
  - (xxiii) Felony arson; or
  - (xxiv) Conspiracy or attempt to commit any of the aforementioned criminal acts.

- (e) The individual's fingerprints shall be taken by the aerodrome operators and Aviation Training Organizations and sent to the relevant investigation authority to make a comparison of these against the fingerprint files of known criminals maintained by the:
- (1) Criminal Records Office of KPS
  - (2) National Firearms & Drug Intelligence Centre;
  - (3) Central Intelligence & Security Agency
  - (4) Law enforcement authorities in other jurisdictions in which the applicant, for a period of more-than 6 months, has resided.

#### **4. Investigative Procedures**

- (a) All persons must complete Part 1 and Part 2 of the employment history and criminal record form.
- 1- The aerodrome operator, Aviation Training Organizations, Commercial Air transport Operator or tenant or user must require that the following information be provided by the individual on the application form:
- (i) full name, including any aliases or nicknames;
  - (ii) the dates, names, telephone numbers, and addresses of previous employers or school records, with explanations for any gaps in employment of more than 12 consecutive months, during the previous 10 -year period.
  - (iii) any convictions during the previous 10-year period of the crimes listed in subparagraph 2 (d) above;
  - (iv) a notification that the individual will be subject to an employment history verification and criminal records check;
  - (v) a declaration that the information is complete and accurate;
  - (vi) a declaration of acceptance by the candidate that any misrepresentation of the facts is grounds for refusal of employment, disciplinary proceedings or criminal charges;
  - (vii) ID and Passport numbers and presentation of these documents, where applicable;
  - (viii) Parents ,brothers and sisters names and addresses;
  - (viii) The individual's signature and date;
  - (ix) Verify the identity of the individual through the presentation of two forms of identification, one of which must bear the individual's photograph, such as, a Government or school ID; and
  - (x) Company authorized officer's signature and date of authorization.
- (b) Verify the information on the most recent 7 years of employment history required, as stated in 2(a) above.
- (c) The individual's suitability should be questioned if:
- (i) He or she does not satisfactorily account for a period of unemployment of 12 consecutive months or more during the previous 7-year period.
  - (ii) He or she is unable to support statements made on the application form.
  - (iii) There are significant inconsistencies in the information provided on the application.
  - (iv) Information becomes available to the aerodrome operator, Aviation Training Organizations ,Commercial Air transport Operator or the aerodrome tenant or user during the investigation indicating a possible conviction for one of the crimes listed in 2 (d) above.

#### **5. Fingerprint processing**

- (a) A appointed security coordinator must obtain the fingerprints from individuals.
- (b) One set of legible and classifiable fingerprints must be recorded on the approved CASAS fingerprint cards.
- (c) The identity of the individual must be verified at the time fingerprints are obtained. The individual must present two forms of identification, one of which must bear the individual's photograph.
- (d) Fees for the processing of the criminal record checks are due upon application, at the designated rate for each fingerprint card.

- (e) Combined payment for multiple applications is acceptable providing payment is submitted through corporate cheque or manager's cheque.

#### **6. Determination of Arrest status**

- (a) During the conduct of the criminal record checks the aerodrome operator or Aviation Training Organizations must not consider the employment history investigation complete, unless it investigates arrest information for the crimes listed in paragraph 2 (b) above. That is, for crimes where no disposition has been recorded, make a determination that the arrest did not result in a disqualifying conviction.
- (b) The aerodrome operator or Aviation Training Organizations must notify the company or individual when a final decision has been made to grant or deny for unescorted access at the aerodrome restricted areas.

#### **7. Limits of dissemination of results**

- (a) Criminal record information provided by the Surinamese Police Corp or other law enforcement agency must be used solely for the purposes of aviation security, and no person may disseminate the results of a criminal record check to anyone other than:
  - (1) The individual to whom the record pertains or that individual's authorized representative;
  - (2) Airport officials with a need-to-know; and
  - (3) Others designated by the Minister(s) responsible for National Security.

#### **8. An Individual's employment status whilst awaiting CRIMINAL RECORD checks**

- (a) Individuals who have submitted their fingerprints and are awaiting the results may perform work within the airport restricted areas only when under escort by someone who has restricted area pass access privileges.

#### **9. Record keeping**

- (a) The aerodrome operator and Aviation Training Organizations must physically maintain, control and when appropriate destroy Part 1 and Part 2 of the employment history and criminal investigation file 15 years after the termination of the individual's Authority for unescorted access.
- (b) The employment history investigation file must consist of the following:
  - (1) The application;
  - (2) Details of the candidate interview;
  - (3) The employment verification information obtained by the employer;
  - (4) The names of those from whom the employment verification information was obtained, including conclusions reached about any period for which verification was not possible;
  - (5) The date and the method of how contact was made;
  - (6) The criminal record report received from the KPS or other law enforcement agency Criminal Records Office as a result of an individual's fingerprint comparison or information that the check was completed and no record exists;
  - (7) Any other information, as required by the Director CASAS; and
  - (8) The files must be maintained in a manner that protects the confidentiality of the individual and is acceptable to the CASAS.

#### **10. Continuing responsibilities**

- (a) Any individual authorized to have unescorted access privileges or who may authorize others to have unescorted access and who is subsequently convicted of any of the crimes listed in paragraph 2(d) above must within 12 hours report the conviction to the aerodrome operator or Aviation Training and surrender the aerodrome restricted area pass to the issuer.



- (c) If information becomes available to the aerodrome operator, Aviation Training Organization or the aerodrome tenant /user indicating that an individual with unescorted access has a possible conviction for one of the disqualifying crimes in paragraph 2(d) above, the aerodrome operator must determine the status of the conviction. If a disqualifying conviction is confirmed, the aerodrome operator or Aviation Training Organization must withdraw any authority granted.

### **11. Exceptions**

- (a) An aerodrome operator may authorize the following individuals to have unescorted access to the aerodrome restricted areas:
  - (1) An employee of the CASAS or a state or local government senior official (including a law enforcement officer) who, as a condition of employment, has been and is subjected to periodic employment investigation which includes a criminal record check.
  - (2) National and foreign crewmembers covered by an alternate security arrangement in the Commercial Air transport Operator's approved security program.

### **12. Quality control**

#### **-1 - AERODROME OPERATOR:**

- (a) An aerodrome operator is in compliance with its obligation for employment history investigations and criminal records when the aerodrome operator accepts for each individual seeking unescorted access the following:
  - (1) The Commercial Air transport Operator or aerodrome tenant / user certifies the aerodrome operator's pass application form for each of their employees, verifying that the pre-employment history investigation was conducted and meets these requirements.
  - (2) The criminal history report is attached to the aerodrome pass application form.
- (b) The Commercial Air transport Operator and aerodrome tenant / user's individual employment history and criminal record forms must be certified by an authorized officer of the company.
- (c) Prior to acceptance of a certified aerodrome pass application form and attached criminal record form from an Commercial Air transport Operator or aerodrome tenant / user's , the aerodrome operator must conduct a preliminary review of the file for each individual to determine that the airport application form has been satisfactorily completed.
- (d) The aerodrome operator must maintain and control certified airport, Commercial Air transport Operator and tenant and users' employee pass application forms and criminal record investigation records on file.
- (e) The aerodrome operator must designate the security manager, in the aerodrome security program, to be responsible for reviewing the results of the employment history investigations for aerodrome employees, certified Commercial Air transport Operator and tenants / users application and criminal record forms and for destroying the criminal records when their maintenance is no longer required by paragraph 9 (a).
- (f) The aerodrome operator must self inspect aerodrome, Commercial Air transport Operator and aerodrome tenants / users aerodrome application forms and criminal records. This self- inspection must be set forth as part of the quality system in the aerodrome security program.
- (g) The aerodrome operator shall provide CASAS unlimited access to their completed employee history investigation and criminal investigation filing system

**-2- Commercial Air transport operator, Tenants/Users , and Aviation Training Organization  
RESPONSIBILITIES**

- (a) Aviation Training Organizations, Commercial Air transport Operator, Airport tenant / users must conduct and certify that employment history investigation and criminal record checks have been conducted on individual employees in compliance with these requirements.
- (b) The aerodrome operator must be provided with the name of the company position authorized to certify that individual employee history investigation and criminal record check forms are satisfactorily completed, investigations conducted and accepted, before certifying the aerodrome pass application form.
- (c) Maintain and control a copy for a period of 10 years after termination of each individual employment history investigation and criminal record check form(s) on their file.
- (d) Provide either the name or title of the individual acting as custodian of the files, state address and telephone number at the location where the investigative files are maintained.
- (e) Provide CASAS Inspectors with unlimited access to each completed employee history investigation and criminal record files.

**IS: 13.7.1 X-RAY SYSTEMS**

**-1- INTRODUCTION**

- a.) Conventional X-ray equipment is used in support of the national civil aviation security program 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.
- b.) Difficulties in detecting explosive devices by X-ray, and difficulties which may be posed in the future by non-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.

**- 2 -DETENTION REQUIREMENTS**

- a.) 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.

**- 3 -PERFORMANCE REQUIREMENTS**

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.

**-4 - DISPLAY REQUIREMENTS**

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 program;
- (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.

**-5 - 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;
- (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;

- (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
- (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.

#### **-6- LOGGING.**

the log sheet for the combined test piece shall be used for calibration and test procedures. 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 shall be developed by CASAS in close cooperation with those entity responsible for security control and screening. Such a formula shall take into account e.g. anticipated passenger flow, flight schedules, type of aircraft and the possible requirement for the screening of persons other than passengers.