

IMPLEMENTING STANDARD 5
Civil Aviation (AVIATION SECURITY) Regulations 2007 Implementing Standards

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IMPLEMENTING STANDARD 5

Civil Aviation (SECURITY) Regulations 2007

Standard NO: -5.1 Contents of an Airport Operator Security Programme Regulation 8(3)

AIRPORT OPERATOR SECURITY PROGRAMME (CIVIL AVIATION SECURITY AT INTERNATIONAL AND DOMESTIC AIRPORTS)

1. PROGRAMME OBJECTIVE

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

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

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

The programme shall be drafted in accordance with the layout detailed herein and submitted to the Director for approval. It shall be reviewed and updated regularly and at least once every 12 months. Proposed amendments and variations to the programme, other than minor changes or changes resulting from a change of national legislation shall be submitted to the Director for approval before incorporation. The programme shall have classified “restricted” in accordance with national guidelines and its contents handled in accordance with the national guidelines for document security.

2. SOURCES OF REGULATIONS

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

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

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

3. DUTIES AND RESPONSIBILITIES

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

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

Policing authority—State the tasks of the Royal Barbados Police Force. 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 Airport Operator Security Programme.

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

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

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

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

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

4. AIRPORT SECURITY COMMITTEE

Terms of reference—State the relevant national programme requirements to establish an airport security committee. Its terms of reference must be described clearly. Describe that the tasks of the committee shall mainly be the implementation of the requirements of the national security programme through the establishment of procedures and measures for the effective safeguarding of the Airport 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 airport security committee. The list must include all agencies engaged in the operation of the airport 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 airport security committee must be included. The Airport manager will normally act as chair of the committee with the Airport security officer providing specialist security advice as appropriate.

5. COMMUNICATIONS

This section shall describe how the appropriate authority for security and the civil aviation security policy and regulatory section communicate the requirements of the national civil aviation security programme to the State's aviation industry. Reference shall also be made to consultation procedures and the distribution of any reports resulting from security inspections, audits, surveys, tests and investigations carried out by the civil aviation security policy and regulatory section. Instructions and guidance on the correct classification and handling procedures for sensitive information contained in such reports

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

6. DESCRIPTION OF AIRPORT

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

Landside, airside and security restricted areas—The various airside and landside areas and sectors of the Airport shall be defined followed by a brief description. The airside of the Airport 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 Airport plan shall be attached as an appendix.

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

Airport Operations and Organizations

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

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

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

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

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

7. SECURITY MEASURES AT AIRPORT

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

Airport 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 Airport patrols of possible standoff attack and surface-to-air missile launch sites.

Physical security measures—Describe the physical security measures in relation to fencing, lighting, intruder detection systems, closed circuit television, etc., applied to the security of all airside and security restricted areas, parked aircraft and aprons, public terminal areas and observation decks and car parks, in-flight catering facilities, air cargo areas, aircraft maintenance areas and essential Airport 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. Give details about the average number of daily movements with seasonal variations and the number of permanently stationed aircraft at the Airport. Passenger and cabin baggage security

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

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

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

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

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

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

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

Staff and flight crew procedures—State if the security measures will apply to all Airport staff, police and other government agencies. Clarify the procedures to be adopted and state clearly any particular measures to avoid misunderstanding and assure consistent implementation of security measures. Diplomatic pouches and government couriers—State the procedures to be applied to diplomatic pouches and government couriers. Clarify whether the diplomatic bags may be screened, and if so, state the procedure. State the procedures for diplomatic mail in official pouches and embassy correspondence not in bags.

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

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

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

Hold Baggage Security

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

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

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

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

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

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

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

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

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

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

Air cargo security

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

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

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

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

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

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

Control of firearms and weapons

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

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

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

Security of aircraft

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

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

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

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

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

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

Aircraft search—Describe the procedures for the inspection and searching of aircraft during both routine operations and at times when an aircraft may be under high threat.

Define: which agencies will be responsible to conduct a search; the necessity for checklists to avoid duplication of effort; good lighting; and well-trained personnel with the support of aircraft crew or aircraft engineering support personnel. State the actions to be taken on discovery of suspect explosive devices and the responsibilities for decisions to move or evacuate the aircraft and the continuance of Airport 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 Airport used in the support of civil aviation security including number, location, maintenance and calibration, and responsibilities. Include X-ray equipment, explosives detection equipment, hand-held and walk-through metal detectors, simulation chambers, explosive detection dogs and explosive disposal equipment. Provide a plan as an appendix showing the distribution of equipment at the Airport.

8. RESPONSE TO ACTS OF UNLAWFUL INTERFERENCE

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

9. SECURITY TRAINING

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

10. APPENDICES

- (a) Organizational diagrams referring to the organizational structure of the Airport administration and security management;
- (b) Scale map of the Airport 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(s);
- (e) Aircraft operators' contact information;
- (f) Private organizations and businesses operating at the Airport;
- (g) List of persons exempt from screening or search measures;
- (h) National legislation and regulations related to carriage of weapons and firearms;
- and
- (i) Airport contingency plan.

STANDARD NO: - 5. 2 AIRCRAFT OPERATOR SECURITY PROGRAMME

Regulation 12(3)

1. International obligations and organizations
 - 1.1 The structure and roles of ICAO.
 - 1.2 The purpose of the various Conventions, 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 programme of the host State
3. Airline security policy and organization
 - 3.1 Airline security policy
 - 3.2 The roles and responsibilities for aviation security in the airline
 - 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/deportees/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 hold 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 hold 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 hold 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 hold baggage
 - 5.6.1 Description of procedures
- 5.7 Procedures for off Airport 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 hold 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 hold 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 airline catering, stores and supplies
 - 9.1 Purpose of measures
 - 9.2 Description of measures at airline 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 despatch and transportation
 - 9.3.1 Standard of access control to prepared meals
 - 9.3.2 Standard of access control to despatch 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, express 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/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
 - 13.1 Description of initial training for the following groups of staff:
 - 13.1.1 Aircrew
 - 13.1.2 Security staff that carry out screening, searching or checking duties
 - 13.1.3 Staff that question passengers
 - 13.1.4 Awareness training for other staff, including ground-handling staff
 - 13.1.5 Airline security managers/officers
 - 13.2 Description of recurrent training for the following groups of staff:
 - 13.2.1 Aircrew
 - 13.2.2 Security staff that 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 Airline security managers/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
- 16 Supervision and performance monitoring
 - 16.1 Description of airline arrangements for monitoring implementation of security measures and quality control
- 17 Local Airport procedures

STANDARD NO: - 5.3 REGULATED AGENT SECURITY PROGRAMME

Regulation 14

1. International obligations and organizations
 - 1.1 The structure and roles of ICAO.
 - 1.2 The purpose of the various Conventions, ICAO Annex 17.
2. National obligations and responsibilities
 - 2.1 The national aviation security programme of Barbados
3. Procedures for the ensuring the 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
 - 3.5.2 Regulated postal authority/administration scheme and criteria
 - 3.5.3 Known consignor scheme and criteria
 - 3.5.4 Standard of screening
 - 3.5.5 Location of screening
 - 3.5.6 Details of screening equipment
 - 3.5.7 Details of operator
 - 3.6 Safeguarding of cargo, courier, express parcels and mail
 - 3.6.1 Description of measures
 - 3.7 Procedures for carriage of diplomatic mail
 - 3.8 Treatment of suspect cargo or mail
4. Recruitment of staff
 - 4.1 Description of procedures for recruitment of security staff, including background checks
5. Training of staff

Description of initial and recurrent training for the following groups of staff:

- 5.1 Staff who carry out screening or searching duties
 - 5.2 Awareness training for other staff, including ground-handling staff
 - 5.3 Managers/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 Supervision and performance monitoring
8. Local Airport procedures

STANDARD NO: - 5.4 CATERING OPERATOR SECURITY PROGRAMME

Regulation 16(2)

1. International obligations and organizations
 - 1.1 The structure and role of ICAO
 - 1.2 The purpose of the various Conventions, ICAO Annex 17
2. National obligations and responsibilities
 - 2.1 The national aviation security programme of Barbados
- 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
 - 3.5 Recruitment of staff
 - 3.5.1 Description of procedures for recruitment of security staff, including background checks
 - 3.6 Training of staff

- 3.6.1 Description of initial and recurrent training for the following groups of staff:
 - 3.6.2 Staff who carry out screening or searching duties
 - 3.6.3 Awareness training for other staff, including ground-handling staff
 - 3.6.4 Managers/officers
- 3.7 Description of plans to deal with the following contingencies:
 - 3.7.1 Bomb threat
 - 3.7.2 Discovery of a suspect or prohibited article
 - 3.7.3 Equipment failure
- 3.8 Incident reporting
 - 3.8.1 Description of security incident reporting procedures
 - 3.8.2 Supervision and performance monitoring
- 3.9 Local Airport procedures

**STANDARD NO: - 5.5 TERMS OF REFERENCE AIRPORT SECURITY
COMMITTEE
Regulation 22(3)**

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

STANDARD NO: - 5.6 PREVENTION AND MANAGEMENT OF HIJACKINGS AND SABOTAGE ATTEMPTS

Regulation 48 (2)

An airport operator shall ensure that the following items are controlled in the manner specified below:

(a) Knives. Steak knives for meal services and pocket knives that belong to crewmembers are not allowed into the cabin of an aircraft. Rounded blade butter knives and plastic knives are permitted for meal services in the cabin.

(b) Carry-on Bags. Physical searches of carry-on bags shall be conducted to ensure that a continuous inspection process is taking place while passengers are boarding at the gate. Knives of any length or description found during the search shall not be allowed to be carried in the cabin of the aircraft. These inspections shall be performed in the presence of the passenger and at a location just prior to boarding the aircraft.

(c) Checked Baggage. Physical searches of checked baggage shall be conducted to ensure that a continuous inspection process is taking place for each flight. These inspections shall be performed in the presence of the passenger. Ensure that no one other than direct aircraft operator employees, representatives of government agents have access to the contents or an compartment of a checked bag after it has been accepted for carriage.

(d) Aircraft Security: Prior to entry into the cabin of the aircraft, screen all persons and their property, except that personnel employed directly by the aircraft operator and passengers boarding for transport who have previously been subjected to screening.

(e) Crewmembers: An authorized aircraft operator representative shall examine the identification of all operational crewmembers and verify their assignment on that flight. If identification cannot be verified, deny boarding and notify appropriate authorities.

(f) Aircraft Search: The following measures shall be applied to each aircraft after servicing, and prior to boarding any passengers:

(i) Conduct a thorough physical search of the empty interior of the aircraft. The search shall include: overhead bins; closets; lavatories; galleys; trash receptacles; storage bins; seat backs; seat pockets; under seats; and other accessible compartments in the passenger cabin and flight deck; and galley carts that have not been sealed by the government or monitored from preparation to delivery. Personnel conducting the search shall be familiar with the aircraft and shall be provided with instructions for notifying the appropriate authorities if suspicious items are detected.

(ii) Conduct a visual inspection of accessible exterior areas if the aircraft for items that do not belong. Prior to loading freight or baggage, search the empty cargo hold areas of the aircraft for items that do not belong.

(iii) At intermediate stops, conduct continuous monitoring of freight and cargo loading activities.

(g) Personnel: Physical inspection and pat-downs may only be carried out by direct aircraft operator employees, or authorized representatives, who have been trained to conduct such inspections in accordance with the approved security programme.

(h) Certification: Prior to resuming service, the aircraft operator shall certify to its Primary Security Inspector that these requirements are being implemented at each location.

STANDARD NO: - 5.7 USE OF X-RAY SYSTEMS

PART A

Standards and Performance Requirements For X-Ray Equipment

Regulation 50(2)(a)

DETECTION REQUIREMENTS

1. X-ray screening equipment is required for use in detecting both metallic and non-metallic objects. The list of items to be identified includes-

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

PERFORMANCE REQUIREMENTS

4. Performance of conventional X-ray equipment shall be measured using a combined test piece (CTP). These tests will determine whether an X-ray machine meets requirements in terms of image quality parameters.

DISPLAY REQUIREMENTS

5(a) Detector positioning. The arrangement of the detectors should be such that both a “top” and a “side” view of the object are displayed;

(b) Black and white image. Objects are distinguished by differing shades of grey. The image shall be reversible. The Director considers that any equipment that uses only a black and white image display does not meet the standards required by the national civil aviation security programme;

(c) Colour-coded image. Different colours shall 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. These colours are given as examples and are those used on one type of commercially available equipment.;

(d) Organic colour only. Equipment shall be able to display a single colour image representing just the organic component. This simplified image shall make it easier to identify explosives;

(e) Image enlargement. The operator shall be able to select a section of the image and expand it. There shall be at least nine enlargeable sections in the complete image;

(f) Brightness scanning. There shall be at least 256 shades in the X-ray image. These 256 shades shall 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

(g) Edge enhancement. This feature should be available as it 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 shall be displayed for not less than five seconds. When not in use the image of the last bag shall be removed;

(i) Operator identification. A displayed image shall show an operator's identification number and the time and date.

and

(j) Automatic detection. When the X-ray equipment in use is able to 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 shall be to the same standard as a conventional X-ray machine. Operators intending to use such equipment should discuss the application with the Director.

HARDWARE AND SOFTWARE

(a) Expandability.. The equipment should be designed so that software enhancements can be easily implemented or a separate module can be easily added

(b) 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. The equipment shall have the capability to record an image seen by the operator. Outputs shall be provided to permit the connection of a video recorder or an external "black box". Such outputs shall provide both composite video and RGB signals compatible with the video system commonly used in Barbados. There shall also be the capability to input test images via a video input;

(e) Health and safety. The machine must comply with the requirements of Safety and Health at Work Act 2005-12.

(f) Future developments. These requirements will be kept under review and may be subject to amendment in the future. However, it is the Director's intention that future requirements embody earlier versions.

PART B

X-Ray Systems Imaging Requirements

Regulation 50(2)(c)

1.This Standard should be read in conjunction with the log sheet for the combined test piece. A tick on the log sheet should be used to record each correct image. Together, tests 3 and 5 will also demonstrate the machine's dynamic range.

Test 1A: Single Wire Resolution

The Requirement is to Display the 33 Gauge Wire not Covered by the Step Wedge.(A tick should be used on the log sheet to indicate visible wires.)

This test defines the ability of the system to display a single thin wire, 33 SWG (standard wire gauge, 0.254 mm). The composition of the wire shall 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.

2. 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. Passenger security screening area staffing requirements shall be in accordance with guidelines issued by the Director.

STANDARD NO: - 5.8 STANDARDS FOR SECURITY OVERSIGHT

Regulation 60(3)(b)(v)

SCREENING PERSONNEL

Personnel assigned to conduct passenger, baggage or cargo screening should meet the basic qualifications for such duties and not be assigned to conduct these functions until properly trained, examined, tested and certified by the appropriate authority for security. Recruitment of fully suitable people motivated to this type of work is of utmost importance. Initial and refresher training should focus primarily on:

- (a) screening regulations and pertinent legislation;
- (b) identification of firearms, weapons, incendiary or explosive devices, other dangerous devices, or parts thereof;
- (c) operation and testing of security equipment (metal detectors, X-ray units, explosives detection devices);
- (d) manual search of the person;
- (e) manual search of baggage, cargo, mail and stores; and
- (f) emergency procedures.