



**Notice of Proposed Rule Making
NPRM 18/06-37
1 April 2019**

**Part 140
Aviation Security Service Organisation
— Certification**

**Docket 18/06/CAR140/37
2018-2019 Rules Review**

Proposed Rule Applicable 1 April 2019

Background to the Civil Aviation Rules

The Civil Aviation Rules establish the minimum regulatory safety boundary for participants to gain entry into, operate within, and exit the Papua New Guinea civil aviation system. The Rules are structured in a manner similar to the Civil Aviation Rules of New Zealand and the Federal Aviation Regulations of the USA. Where practicable the Rules also align with the International Civil Aviation Organization Annexes and the regulatory code of the Civil Aviation Safety Authority of Australia.

Rules are divided into Parts and each Part contains a series of individual rules that relate to a particular aviation activity. Advisory Circulars accompany many rule Parts and contain information about standards, practices and procedures that the Director has established to be an Acceptable Means of Compliance (AMC) with the associated rule. An Advisory Circular may also contain guidance material (GM) to facilitate compliance with the rule requirements.

The objective of the Civil Aviation Rules system is to strike a balance of responsibility between, on the one hand, the State and regulatory authority (CASA) and, on the other hand, those who provide services and exercise privileges in the civil aviation system. This balance must enable the State and regulatory authority to set standards for, and monitor performance of, aviation participants while providing the maximum flexibility for the participants to develop their own means of compliance within the safety boundary.

Section 45 of the Civil Aviation Act 2000 prescribes general requirements for participants in the civil aviation system and requires, among other things, participants to carry out their activities safely and in accordance with the relevant prescribed safety standards and practices.

Section 72 of the Act allows the Minister to make ordinary rules for any of the following purposes:

- (a) The implementation of Papua New Guinea's obligations under the Convention;
- (b) To provide for a safe, sustainable, effective and efficient aviation services;
- (c) The provision of aviation meteorological services, search and rescue services and civil aviation security programmes and services;
- (d) Assisting aviation safety and security, including but not limited to personal security;
- (e) Assisting economic development;
- (f) Improving access and mobility;
- (g) Protecting and promoting public health;
- (h) Ensuring environmental sustainability;
- (i) Any matter related or reasonably incidental to any of the following:
 - (1) The Minister's functions and role under section 8 of the Act;
 - (2) The Authority's general objects and functions under section 11 of the Act;
 - (3) The Authority's functions in relation to safety under section 12 of the Act; and
 - (4) The Director's functions and powers under section of 17 the Act
 - (5) The Director's powers under section 52A, 53 and 54 of the Act
- (j) Any other matter contemplated by any provision of the Act.

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1. Purpose of this NPRM

The purpose of this Notice of Proposed Rulemaking (NPRM) is to put forward for consideration the proposed amendments to Civil Aviation Rule (CAR) Part 140.

2. Background to the Proposal

2.1 General Summary

The last amendment of CAR Part 140 occurred in 2016 when amendment 14 to ICAO Annex 17 was release in 2014. Since 2016, Part 140 was not updated to reflect the amendment 15 and 16 to Annex 17. During the last phase of rule review, CASA focus was mainly on the all other CAR Parts and aligning them with the standards and requirements all other ICAO Annexes except for aviation security standards and recommended practices contained in Annex 17.

This proposed amendment to Part 140 is intended to capture amendments associated with aviation security standards that are consistent with Amendment 15 and 16 to ICAO Annex 17 – Aviation Security to ensure compliance with international standards. New amendments are being proposed for Part 140 and other parts series in order that the measures in Annex 17 are commensurate with the level of threat to civil aviation.

The subjects of Amendment 16 includes a reference to Aviation Security Training packages, new/revised provisions on information sharing, measures relating to passenger and cabin baggage, measures relating to cargo, mail and other goods, and cyber threats.

Security training currently prescribed in the rule is now a basic certification requirement and must be delivered by a holder of a Part 141 Aviation Training Organisation duly authorised to conduct such training. In view of this it is proposed that rule 140.51(b)(3) be amended to ensure that basic security training in Appendix A.24 is delivered by Part 141 training organization. This will place emphasis on security training and align with Annex 17 requirement that security trainers and instructors are to be properly certified.

This proposed amendment is intended to capture the aviation security standards and to align the PNG CAR with ICAO Annex 17 requirements up to amendment 16.

The proposed changes are highlighted below:

It is proposed to add subparagraph (e) to rule 140.57 is to require that any work outsourced by the holder of a Part 140 certificate requires proper contractual agreements to be in place prior to commencement of such work. Currently there is no mandated requirement for such an agreement to be in place.

It is proposed that Appendix A.3-Aircraft Search is deleted from Part 140 and its contents of transferred to Part 108 and inserted as a new Appendix A.1. The recurrent testing provisions in appendix A.3, are almost impossible to comply with resulting in consistent audit findings against the Part 140 ASSO certificate holder that are impossible to rectify, as recurrent testing is carried out by the air operator's security personnel and not the Part 140 certificate holder.

It is proposed to insert new ICAO standards 4.4.1 *bis* on methods of screening capable of detecting explosives and where such methods are applied only to a proportion of passengers, the screening must be applied in such a way that is unpredictable to the passengers.

A positive safety impact is expected, as enhanced passenger screening protects the aircraft from the introduction of harmful substance by passengers.

In relation to efficiency, the additional screening layers may however have a negative impact on the overall efficiency of airport performance.

In terms of security and facilitation, increased explosive detection capabilities improve detection and deterrence capabilities. Unpredictability is another tool to prevent passengers or non-passengers from intentionally avoiding such search methods.

The impact of the implementation of this amendment is negligible in particular the new standard 4.4.1*bis*

It is proposed to add a new sub paragraph to the rule to Appendix A.5(b)(4) and A.8(a)(4) to comply with A.17 (Amdt 16) standard 4.4.1*bis* by including a requirement for the use of ETD on passengers and cabin baggage as an additional, unpredictable screening measure for international flights.

It is proposed that a new definition on Security enhanced area be added to Part 140.

It is proposed that new Security Operational Standards be included in Appendix A (A.27 – Liquids, Aerosols and Gels, A.28 Pat Down Search and A.29 Screening Equipment Unserviceability – Contingency Plan.

2.2 NPRM Development

As a signatory to the convention on international civil aviation, Papua New Guinea is committed to aligning its regulations to ICAO SARPS, where practicable. NPRM development are therefore triggered by the amendments of various Annexes to the Convention on international aviation and in PNG's effort to ensure compliance rules are developed and proposed to ensure that international operations are consistent with the international requirements of ICAO Annexes. The development of this NPRM is a result of amendment 16 to Annex 17.

In the development of this NPRM, the impact assessment on safety, efficiency, security and facilitation, environment and financial of this amendment has been considered.

2.3 Key Stakeholders

The Civil Aviation Safety Authority identifies the following as key stakeholders for the proposed rule amendments contained in this NPRM:

- (1) The Civil Aviation Safety Authority
- (2) The Ministry for Transport

- (3) The Minister for Civil Aviation
- (4) Aviation Document Holders
- (5) Other interested stakeholders

3. Issues Addressed during Development

There were no major issues addressed during the development of this NPRM.

3.1 Consequential Amendments

Part 1 and 108 is affected by this amendment.

3.2 Exemptions

There are no current Exemptions against this Rule Part.

3.3 ICAO SARPS and Level of Risk to Papua New Guinea Aviation Safety

The proposed rule amendments are intended to align, where practicable, with the SARPs contained in ICAO Annexes and are written in consultation with the following Annexes and Guidance Material:

- Annex 17
- ICAO Aviation Security Manual (Doc 8973), 10th Edition, 2017.

3.4 Compliance Costs

Whether or not there is an increase in costs depends on the mechanisms already in place. The wording of the proposed new standards highlights the need for increased explosive detection capabilities in accordance with changes to aviation security threat and risk, while allowing scalability and choice of means at an operational level.

In this case, the cost falls on the operator for the acquisition and deployment of equipment and screening methods, costs of new equipment, staff, installation, maintenance and training.

4. Summary of changes

- (1) Paragraph 140.51(b)(3) has been amended to ensure that security training prescribed in appendix A.24 is now a basic certification requirement,
- (2) Paragraph 140.57 (e) is added to ensure that any work outsourced by the holder of a part 140 ASSO certificate requires proper contractual agreements to be put in place.
- (3) Appendix A.3-Aircraft Search is deleted and reserved.
- (4) Appendix A.5(b)(4) is a new rule to comply with A.17 (Amdt 16) standard 4.4.1*bis*.

- (5) Appendix A.8(a)(4) is a new rule to comply with A.17 (Amdt 16) standard 4.4.1*bis*.
- (6) Additional Security Operational Standards (LAGs, Pat Down Search and Unserviceable Equipment – Contingency Plans) have been included.
- (7) A number of typographical errors and incorrect cross references have been corrected.

5. Legislative Analysis

5.1 Power to Make Rules

The Minister may make ordinary rules under sections 69, 70, 71 and 72 of the Civil Aviation Act 2000, for various purposes including implementing Papua New Guinea's obligations under the Convention, assisting aviation safety and security, and any matter contemplated under the Act.

These proposed rules are made pursuant to:

- (a) Section 69(1)(a) which allows the Minister to make rules for the purpose of the implementation of Papua New Guinea's obligations under the Convention:
- (b) Section 69(b) which allows the Minister to make rules for the purpose of assisting aviation safety and security, including (but not limited to) personal security:
- (c) Section 69(5) which allows the Minister to make rules that provide for matters to be determined or approved by the Authority, the Director, or any other person or empower the Authority, the Director or any other person to impose requirements, or conditions on the performance of any activity including but not limited to procedures to be followed:
- (d) Section 70(c) which allows the Minister to make rules providing for general operating rules, air traffic rules, and flight rules, including but not limited to the following:
 - (1) the conditions under which aircraft may be used or operated, or under which any act may be performed in or from an aircraft:
 - (2) the prevention of aircraft endangering persons or property.
- (e) Section 72(a) which allows the Minister to make rules for the designation, classification, and certification of all or any of the following:
 - (1) aircraft:
 - (2) aircraft pilots:
 - (3) flight crew members:
 - (4) air traffic service personnel:
 - (5) aviation security service personnel:
 - (6) aircraft maintenance personnel:
 - (7) aviation examiners or medical examiners:

- (8) air services:
- (9) air traffic services:
- (10) aerodromes and aerodrome operators:
- (11) aeronautical navigation service providers:
- (12) aviation training organisations:
- (13) aircraft design, manufacture, and maintenance organisations:
- (14) aeronautical procedures:
- (15) aviation security services:
- (16) aviation meteorological services:
- (17) aeronautical communication services:
- (18) any other person who provides services in the civil aviation system, and any aircraft, aeronautical products, aviation related services, facilities, and equipment operated in support of the civil aviation system, or classes of such persons, aircraft, aeronautical products, aviation related services, facilities, and equipment operated in support of the civil aviation system:

(f) Section 70(b) which allows the Minister to make rules for the setting of standards, specifications, restrictions, and licensing requirements for all or any of those persons or things specified in paragraph 70(a) including the specifications of standards of design, construction, manufacture, processing, testing, supply, approval, and identification of aircraft and aeronautical products:

(g) Section 70(c) which allows the Minister to make rules setting the conditions of operation of foreign aircraft and international flights to, from, or within Papua New Guinea:

(h) Section 70(d) which allows the Minister to make rules for the definitions, abbreviations, and units of measurement to apply within the civil aviation system.

The proposed amendment of Part 43 complies with the requirements of the Civil Aviation Act and does not contravene the Constitution, the Aerodrome (Business Concession) Act, Civil Aviation (Aircraft Operator Liability) Act, Aircraft Charges Act, Airport Departure Tax Act, the Explosive Act, Firearms Act, Customs Act, Plant and Disease Control Act, Environmental Act and the Cybercrime Code Act.

The proposed Rule has been checked for language and compliance with the legal conventions of Papua New Guinea.

5.2 Matters to be taken into account

The development of this NPRM and the proposed rule changes take into account the matters under section 75 of the Act that the Minister must take into account when making

ordinary rules including the following:

5.2.1 ICAO Standards and Recommended Practices

The proposed rule amendments comply with applicable sections of the following International Civil Aviation Organization (ICAO) Annexes:

- Annex 17 – TBC

5.2.2 Assisting Economic Development

The proposed rule amendments will have no detrimental impact on economic development, and in some cases will reduce costs incurred by the aviation industry.

5.2.3 Assisting Safety and Personal Security

The proposed rule amendments will maintain safety levels in respect to clarifying and maintaining common standards of definitions, abbreviations and units of measurements used throughout the industry.

5.2.4 Improving Access and Mobility

The proposed rule amendments will have no impact on access and mobility.

5.2.5 Protecting and Promoting Public Health

The proposed rule amendments will have no impact on protecting and promoting public health.

5.2.6 Ensuring Environmental Sustainability

The proposed rule amendments will have no impact on environmental sustainability.

6. Submissions on the NPRM

6.1 Submissions are invited

Interested persons are invited to participate in the making of the proposed rules by submitting written data, views, or comments. All submissions will be considered before final action on the proposed rulemaking is taken. If there is a need to make any significant change to the rule requirements in this proposal as a result of the submissions received, then interested persons may be invited to make further submissions.

6.2 Examination of Submissions

All submissions will be available in the rules docket for examination by interested persons both before and after the closing date for submissions. A consultation summary will be published on the CA web site and provided to each person who submits a written submission on this NPRM. Submissions may be examined by application to the Docket Clerk at the Civil Aviation Safety Authority Headquarter Building 1, Level 1, Morea Tobo Road, Six Mile, NCD Port Moresby between 8:30 am and 3:30 pm on weekdays, except statutory holidays.

6.3 Disclosure

Submitters should note that any information attached to submissions will become part of the docket file and will be available to the public for examination at the CASA office.

Submitters should state clearly if there is any information in their submission that is commercially sensitive or for some other reason the submitter does not want the information to be released to other interested parties.

7. How to make a submission

Submissions may be sent by the following methods:

by Mail: Docket Clerk (NPRM 18/06-37)
Civil Aviation Safety Authority
PO Box 1941
BOROKO
National Capital District

delivered: Docket Clerk (NPRM 18/06-37)
Civil Aviation Safety Authority
Morea-Tobo Road
Six Mile, Jacksons Airport
Port Moresby NCD

by Fax: Docket Clerk (NPRM 18/06-37)
3251789 / 325 1919

by Email: Docket Clerk (NPRM 18/06-37)
rules@casapng.gov.pg

7.1 Final date for submissions

Comments must be received before **15:00 local time on 15 March 2019.**

7.2 Availability of the NPRM

Any person may obtain a copy of this NPRM from-

CASA web site: www.casapng.gov.pg

or at a cost from

Docket Clerk
Civil Aviation Safety Authority Headquarter
Building 1, Level 1
Morea-Tobo Road
Six Mile, Jacksons Airport
Port Moresby NCD

7.3 Further information

For further information contact:

Amanda Nambau (Ms)
Manager – Legal Services
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The 2016 Part 140 is repealed and replaced by amendment to certain provisions within the rule as proposed in this NPRM.

Subpart A — General

140.1 Applicability

This Part prescribes rules governing the certification and operation of organisations that provide aviation security services at a security designated aerodrome or security designated navigation installation.

140.3 Definitions

In this Part—

Aircraft in service has the same meaning as in Section 3 of the Act:

Aviation security officer means a person employed by the holder of an aviation security service certificate to undertake aviation security duties:

Aviation Security Service means the Aviation Security Service established under Section 12(f) of the Act:

High risk flight means a flight that is assessed to be affected by a higher than normal threat factor by the—

- (1) Director; or
- (2) aircraft operator; or
- (3) State of registration of the aircraft:

Normal flight means a flight that is not a high risk flight:

Screening point means that area provided by the aerodrome operator under 139.2031(d)(4) for carrying out passenger screening:

Security designated navigation installation means a navigation installation for the time being designated as a security designated navigation installation under Section 153(1) of the Act:

Security enhanced area means an area that the Director has declared to be a security enhanced area under section 155(1) of the Act:

Security management means the aviation security officer in charge at each location specified under 140.613(a)(5) and includes that officer's deputy and any other officer delegated any responsibility by that officer:

~~**Unauthorised article** means those articles referred to in Section 267(2)(a), (b), (c), and (d) of the Act:~~

140.5 Requirement for certificate

No person shall provide aviation security services at a security designated aerodrome or security designated navigation installation except under the authority of, and in accordance with, the provisions of an aviation security service certificate issued under this Part.

140.7 Application for certificate

Each applicant for an aviation security service certificate shall complete form CAA-140/01 and submit it to the Director with—

- (1) the exposition required by 140.63; and
- (2) payment of the appropriate application fee.

140.9 Issue of certificate

Subject to section ~~50~~ 49 of the Act, the Director shall issue an aviation security service certificate if—

- (1) the applicant's senior persons required by 140.51 are fit and proper persons; and
- (2) the Director is satisfied that the applicant is—
 - (i) the Aviation Security Service; or
 - (ii) an operator of a security designated aerodrome or security designated navigation installation that will provide aviation security services at that aerodrome or navigation installation; or
 - (iii) an airline; and
- (3) the applicant's exposition meets the requirements of Subpart B; and
- (4) the granting of the certificate is not contrary to the interests of aviation security.

140.11 Duration of certificate

- (a) An aviation security service certificate may be granted or renewed for a period of up to five years.
- (b) An aviation security service certificate shall remain in force until it expires or is suspended or revoked.
- (c) The holder of an aviation security service certificate that expires or is revoked shall forthwith surrender the certificate to the Director.
- (d) The holder of an aviation security service certificate that is suspended shall produce the certificate to the Director for appropriate endorsement.

140.13 Renewal of certificate

- (a) An application for the renewal of an aviation security service certificate shall be made by the certificate holder on form CAA-~~24~~140/01.
- (b) The application for the renewal shall be made before the application renewal date specified on the certificate or, if no such renewal date is specified, not less than 30 days before the certificate expires.

Subpart B — Certification Requirements

140.51 Personnel requirements

- (a) Each applicant for an aviation security service certificate shall employ—
 - (1) a senior person identified as the Chief Executive who has the authority within the applicant's organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements prescribed by this Part; and
 - (2) a senior person or group of senior persons—
 - (i) responsible for ensuring that the applicant's organisation complies with the requirements of this Part; and
 - (ii) ultimately responsible to the Chief Executive; and
 - (3) sufficient personnel to plan, inspect, supervise, and carry out the aviation security services detailed under 140.63(a)(7).
- (b) The applicant shall—
 - (1) establish a procedure to initially assess the ability of each applicant to a position of an aviation security officer to perform the duties and requirements of that position, taking into account each applicant's—
 - (i) education; and
 - (ii) communication skills; and
 - (iii) character; and
 - (iv) experience; and
 - (v) health; and
 - (2) designate those of its employees who will be aviation security officers; and
 - (3) establish a procedure to train and maintain the competence of its aviation security officers in accordance with A.24; and
 - (4) provide personnel who are authorised to plan, inspect, supervise, and carry out the aviation security services detailed under 140.63(a)(7) with written evidence of the scope of their authorisation.

140.53 Security functions and duties

Each applicant for an aviation security service certificate shall, at each location specified in its exposition, have the following functions and duties—

- (1) where the applicant is the Aviation Security Service, to carry out those functions and duties specified in Section 152(1) of the Act.
- (2) where the applicant is an air operator, or the operator of a security designated aerodrome, to carry out—
 - (i) passenger, crew and baggage screening of all international and domestic

aircraft passenger services and of such other services where the screening is judged advisable by the Director; and

- (ii) where necessary, searches of aircraft; and
 - (iii) aerodrome security patrols; and
 - (iv) screening and searching of any person, item, substance or vehicle that is present in, or about to enter, a security area or security enhanced area as required where the screening is judged advisable by the Director; and
- (3) where the applicant is the operator of a security designated navigation installation, to carry out patrols of that designated navigation installation.

140.55 Establishment of operations procedures

(a) Where the applicant for an aviation security service certificate is the Aviation Security Service, an air operator, or the operator of a security designated aerodrome, it shall establish procedures necessary to enable the requirements in Appendix A to be complied with.

(b) Where the applicant for an aviation security service certificate is the operator of a security designated navigation installation, it shall establish procedures necessary to enable the requirements in Appendix A, paragraph A.12(d) to be complied with.

140.57 Documentation

(a) Each applicant for an aviation security service certificate shall establish a procedure to ensure all documentation that is necessary to support the aviation security services that it provides is available to all personnel who need access to the documentation to carry out their duties.

(b) The documentation referred to in paragraph (a) shall include—

- (1) all relevant legislation; and
- (2) all relevant international technical manuals or notices on aviation security; and
- (3) documentation issued to the certificate holder by the Director; and
- (4) the certificate holder's exposition.

(c) The applicant shall establish a procedure to control all documents referred to in paragraph(a) to ensure that—

- (1) the documents are reviewed and approved by appropriate personnel prior to issue; and
- (2) current issues of relevant documents are available to personnel at all locations where they need access to such documents; and
- (3) outdated documents are promptly removed from all points of issue or use; and
- (4) changes to documents are reviewed and approved by appropriate personnel; and
- (5) the current issue of each document can be identified; and
- (6) its exposition is amended so as to remain a current description of the service provider, its services, procedures, and facilities.

(d) The applicant shall establish a procedure to provide and maintain a copy of its exposition at each location specified under 140.63(a)(5); ~~and~~ and

(e) ensure that where any work relating to compliance with this Part is intended to be contracted out to any other organisation, the contractual provisions by which the holder of an aviation security service certificate ensures that any such contractor or other agent complies with the requirements of the holder's aviation security service organization exposition.

140.59 Records

(a) Each applicant for an aviation security service certificate shall establish a procedure to identify, collect, index, store, and maintain the records that are necessary to ensure compliance with this Part.

(b) The applicant shall establish a procedure to—

- (1) maintain a register of its aviation security officers, including details of their experience, qualifications, competence, training, medical assessment, and current authorisations; and
- (2) ensure that—
 - (i) all records are of a legible and permanent nature; and
 - (ii) the records required by paragraph (b)(1) are retained for 2 years from the date the person ceases to be authorised by the certificate holder; and
 - (iii) the records required other than by paragraph (b)(1) are retained for 2 years.

140.61 Quality Management System

An applicant for the grant of an aviation security service organisation certificate must establish and implement a quality management system which meets the requirements of Part 100 Subpart C.

140.63 Organisation exposition

(a) Each applicant for an aviation security service certificate shall provide the Director with an exposition that shall contain—

- (1) a statement signed by the Chief Executive, on behalf of the organisation, confirming that the exposition—
 - (i) defines the organisation and demonstrates its means and methods for ensuring ongoing compliance with this Part; and
 - (ii) will be required to be complied with by its personnel at all times; and
- (2) the titles and names of the persons required by 140.51(a)(1) and (2); and
- (3) the duties and responsibilities of the persons specified in paragraph (a)(2) including matters in respect of which they deal directly with the Director on behalf of the organisation; and
- (4) an organisation chart showing associated lines of responsibility of the persons and supervisory persons specified in paragraph (a)(2); and
- (5) details of each location where the organisation intends to provide aviation security

- services and the facilities at each location; and
- (6) a summary of the organisation's staffing structure to be used at each location listed under paragraph (a)(5); and
 - (7) details of the aviation security services to be provided at each location; and
 - (8) details of the scope of the medical examination report and the method of assessment of fitness required by A.223; and
 - (9) details of the applicant's procedures required by—
 - (i) 140.55 regarding the operating procedures; and
 - (ii) 140.57 regarding control and distribution of aviation security documentation; and
 - (iii) 140.59 regarding the identification, collection, indexing, storage, and maintenance of records; and
 - (iv) 140.61 regarding quality management system of the applicant's organisation; and
 - (10) procedures to control, amend, and distribute the exposition.
- (b) The Director shall not issue the applicant with an aviation security service certificate unless the applicant's exposition is acceptable to the Director.

Subpart C — Operating Requirements

140.101 Continued compliance

Each holder of an aviation security service certificate shall continue to—

- (1) hold at least one complete and current copy of its exposition at each location specified in its exposition; and
- (2) comply with all the procedures and systems detailed in its exposition; and
- (3) make each applicable part of its exposition available to personnel who are required to comply with those parts in the performance of their duties; and
- (4) meet the standards and comply with the requirements of—
 - (i) Subpart B; and
 - (ii) those parts of Appendix A for which it is required to have procedures under 140.55.

140.103 Changes to the exposition

(a) Each holder of a aviation security service certificate shall—

- (1) ensure that its exposition is amended so as to remain a current description of its organisation; and
- (2) ensure any amendment to its exposition meets the applicable requirements of this Part; and

- (3) comply with the amendment procedure contained in its exposition; and
 - (4) provide the Director with a copy of each amendment to its exposition as soon as practicable after the amendment is incorporated into its exposition; and
 - (5) make such amendments to its exposition as the Director may consider necessary in the interests of aviation security.
- (b) Where the certificate holder proposes to make a change to any of the following, prior application to and acceptance by the Director is required—
- (1) the chief executive:
 - (2) the listed senior persons:
 - (3) the location at which aviation security services may be provided:
 - (4) the scope for which the certificate is granted:
 - (5) the organisation's quality management system.
- (c) An application to make any of the changes specified in paragraph (b) shall be made by the certificate holder on form CAA-24140/01.
- (d) The Director may prescribe conditions during or following any of the changes specified in paragraph (b).
- (e) The certificate holder shall comply with any conditions prescribed under paragraph (d).
- (f) Where any of the changes specified in paragraph (b) requires an amendment to the certificate, the certificate holder shall forward the certificate to the Director as soon as practicable.

Subpart D – Transition Provisions

140.201 Transition

Transition provisions detailed in Part 20 apply to this Part.

Appendix A — Security Operational Standards

A.1 Sterile area search

The holder of an aviation security service certificate shall—

- (1) ensure that its aviation security officers carry out a sterile area search to confirm the integrity of each sterile area in the following circumstances—
 - (i) prior to the commencement of a period of passenger screening; and
 - (ii) when the sterile nature of the area may have been compromised; and
- (2) ensure that its aviation security officers, when carrying out a sterile area search—
 - (i) ensure no unauthorised article has been left or hidden in the sterile area; and
 - (ii) ensure that all persons screened are kept segregated from all persons who have not been screened; and
- (3) carry out tests or checks, to confirm—
 - (i) the thoroughness of any search of a sterile area, within each 28 day cycle; and
 - (ii) the proficiency of each aviation security officer carrying out sterile area searches, within each 150 day cycle, in accordance with the recurrent testing provisions of A.245.

A.2 Security control of sterile areas

The holder of an aviation security service certificate shall ensure that—

- (1) all goods and supplies that are to be taken or delivered into any sterile area by a person other than a passenger are subjected to screening or security control to ensure that no unauthorised article is introduced on board any aircraft by this means; and
- (2) its aviation security officers monitor movements within the sterile area to confirm the integrity of the sterile area.

~~A.3 Aircraft search~~ **Reserved**

~~(a) The holder of an aviation security service certificate shall ensure that, when its aviation security officers carry out an aircraft search, the search—~~

- ~~(1) includes passenger seating, overhead lockers, floor areas, toilets, and other areas to which passengers on previous services could have had ready access; and~~
- ~~(2) is of sufficient intensity to discover any unauthorised article that has been concealed or otherwise introduced on board.~~

~~(b) The certificate holder shall ensure that, when a flight that is assessed to be a high risk flight—~~

- ~~(1) the aircraft is subjected to a complete search by its aviation security officers with the operator's assistance; and~~

- ~~(2) the search is carried out in a planned manner using the operator's search check list for that aircraft; and~~
 - ~~(3) the search is of sufficient intensity to discover any unauthorised article that has been concealed or otherwise introduced on board.~~
- ~~(c) The certificate holder shall—~~
- ~~(1) ensure that a record is made of each search carried out under paragraph (a) or (b), that includes details of—~~
 - ~~(i) the names of the officers carrying out the search; and~~
 - ~~(ii) any unauthorised articles found; and~~
 - ~~(iii) any disposal action taken; and~~
 - ~~(2) carry out tests or checks, to confirm—~~
 - ~~(i) the thoroughness of any search of an aircraft required to be searched, within each 28 day cycle; and~~
 - ~~(ii) the proficiency of each aviation security officer carrying out unscreened or high risk aircraft searches, within each 150 day cycle, in accordance with the recurrent testing provisions of A.245.~~

A.4 Screening point security and equipment

The holder of an aviation security service certificate shall ensure—

- (1) that screening points be situated so that every person entering the sterile area from any area not subject to security control must pass through them; and
- (2) sufficient personnel and equipment are available to carry out screening at such a speed that standards can be maintained without the departure of the aircraft being unnecessarily delayed; and
- (3) uplifted items suitable for carriage on an aircraft are passed to the air operator concerned for carriage as hold stowed baggage; and
- (4) its aviation security officers are instructed in the use of standard test pieces to ensure that they can competently check the screening equipment; and
- (5) any metal detector used at a screening point is—
 - (i) tested with a standard test piece acceptable to the Director prior to the commencement of a period of passenger screening; and
 - (ii) only used if it gives a positive reaction to the standard test piece; and
- (6) any x-ray apparatus used at a screening point is tested in a manner acceptable to the Director.

A.5 Screening of the person

- (a) The holder of an aviation security service certificate shall inform all persons about to undergo screening, by notice posted at each screening point, that—
- (1) screening of the person or their baggage is only undertaken with the consent of that person; and
 - (2) any person refusing to be screened will be denied entry beyond that point; and
 - (3) any passenger refusing to be screened may be refused carriage by the air operator.
- (b) The certificate holder shall—
- (1) ensure that its aviation security officers do not allow any person to enter a sterile area through any screening point unless an officer screens that person; and
 - (2) ensure that its aviation security officers do not allow any departing international passenger to enter a sterile area unless an officer screens that passenger, except those specifically exempted by the National Executive Council; and
 - (3) ensure that its aviation security officers, when screening any person, ensure that person is not carrying or in possession of any unauthorised article; and
 - (4) carry out tests or checks to confirm—
 - (i) the thoroughness of any screening, within each 28 day cycle; and
 - (ii) the proficiency of each aviation security officer carrying out the screenings, within each 150 day cycle, in accordance with the recurrent testing provisions of A.245-; and
 - (5) ensure the screening of the person is carried out in an unpredictable manner, if the screening methods are not applied continuously.

A.6 Screening by x-ray

- (a) The holder of an aviation security service certificate shall ensure its aviation security officers, when screening any carry-on article or checked baggage by the use of x-ray—
- (1) satisfy themselves that it does not contain any unauthorised article; and
 - (2) do not continuously view the presented image on x-ray monitors for periods exceeding 20 minutes for carry-on article; and
 - (3) do not continuously view the presented image on x-ray monitors for periods exceeding 2 hours for checked baggage screening-; and
- (b) Where an article contained within another article or within the baggage cannot be positively identified by x-ray examination as not being an unauthorised article, or where any doubt exists, the certificate holder shall ensure its aviation security officers do not allow the article or the person who is carrying the article to enter the sterile area until positive identification of the article is made by an officer.
- (c) The certificate holder shall carry out tests or checks, to confirm—

- (1) the thoroughness of any x-ray screening, within each 28 day cycle; and
- (2) the proficiency of each aviation security officer carrying out x-ray screening, within each 150 day cycle, in accordance with the recurrent testing provisions of A.245.

A.7 Hand search of carry-on and checked baggage

- (a) The holder of an aviation security service certificate shall ensure that—
 - (1) its aviation security officers, when checking carry-on or checked baggage by hand ~~or explosive testing detection (ETD) testing~~, satisfy themselves that it does not contain any unauthorised article; and
 - (2) unless its aviation security officers are satisfied that any carry-on or check baggage does not contain any unauthorised article, the carriage of that baggage in the aircraft is prohibited, and an officer informs the operator of the aircraft; and
 - (3) where there is any cause to suspect that any item contains an explosive device, its aviation security officers comply with the procedure required by A.142(b)(5).
- (b) The certificate holder shall ensure that where a passenger declines to have any computer, video camera, or similar item examined by x-ray, its aviation security officers do not allow the item or the person who is carrying the item to enter the sterile area until an officer—
 - (1) where practicable, hand searches the item and requests the passenger to operate the equipment; and
 - (2) where a hand search is not practicable, clears the item for carriage on board provided—
 - (i) the item operates satisfactorily; and
 - (ii) it is apparent that the item is in new, or near new condition; and
 - (iii) there is no sign that the outer case of the item has been tampered with or modified, including case-holding screw damage; and
 - (iv) the behaviour of the passenger does not give cause for concern; and
 - (v) there is no other reason to be concerned as to the item, or its contents.
- (c) The certificate holder shall carry out tests or checks, to confirm—
 - (1) the thoroughness of any hand search ~~or ETD testing~~, within each 28 day cycle; and
 - (2) the proficiency of each aviation security officer carrying out hand searches ~~or ETD testing~~, within each 150 day cycle, in accordance with the recurrent testing provisions of A.245.

A.8 ~~Hand search or~~ Explosive Trace Detection (ETD) testing of carry-on and checked baggage

- (a) The holder of an aviation security service certificate shall ensure that-
 - (1) its aviation security officers, when checking baggage by ~~hand or~~ ETD testing,

satisfy themselves that it does not contain any unauthorized article; and

- (2) unless its aviation security officers are satisfied that any checked baggage does not contain any unauthorized article, the carriage of that baggage on an aircraft is prohibited, and an officer informs the operator of the aircraft; and
- (3) where there is any cause to suspect that any item contains an explosive device, its aviation security officers comply with the procedure required by A.142(b)(5).
- (4) where ETD is used as an additional security measure for detecting the presence of explosives in carry-on baggage or on a passenger, intending to travel on an international flight, it is carried out in an unpredictable manner, if the screening method is not applied continuously.

(b) The certificate holder shall carry out tests or checks, to confirm-

- (1) The thoroughness of any ~~hand-searching or~~ ETD testing, within each 28 day cycle; and
- (2) The proficiency of each aviation security officer carrying out ~~hand-searches or~~ ETD testing, within each 150 day cycle, in accordance with the recurrent testing provisions of A.245.

A.9 Relinquishment of items – disposal action

The holder of an aviation security service certificate shall—

- (1) establish a procedure for dealing with unauthorised articles relinquished by passengers; and
- (2) ensure that its aviation security officers record details of each unauthorised article taken from any passenger, including—
 - (i) the description of the unauthorised article; and
 - (ii) the name and flight details of the passenger; and
 - (iii) the name of each aviation security officer involved; and
 - (iv) the disposal of the unauthorised article.

A.10 Surveillance of persons being screened

The holder of an aviation security service certificate shall ensure its aviation security officers—

- (1) on x-ray loading duty—
 - (i) are alert for any person who gives cause for concern; and
 - (ii) ensure carried items are positioned on the conveyer in a manner that facilitates the work of its aviation security officers on x-ray screen examination; and
- (2) on metal detector duty, screen all persons who give cause for concern whether or not they activate the metal detector alarm.

A.11 Breaches of security screening

- (a) Where screened passengers have had contact with unauthorised unscreened persons in the sterile area the holder of an aviation security service certificate shall ensure that its aviation security officers—
- (1) remove all persons from the sterile area; and
 - (2) re-search the sterile area to confirm that no unauthorised article has been left in the sterile area; and
 - (3) re-screen all persons entering the sterile area in accordance with A.5(b).
- (b) Where any unauthorised person is found in a sterile area or on board an aircraft, and a mix of screened and unscreened persons has not occurred, it shall be sufficient to search the areas at risk.

A.12 Screening point emergencies – action plans and alarms

- (a) The holder of an aviation security service certificate shall have a procedure for dealing with any situation, at each security enhanced areas screening point, when the safety of any person has been or is likely to be compromised.
- (b) The certificate holder shall include in its procedure—
- (1) the building evacuation procedure applicable to the location of each screening point; and
 - (2) a system to warn other aviation security officers that an emergency exists; and
 - (3) a system whereby its aviation security officers operate covert alarms at each screening point to—
 - (i) alert their local security base and the Police; and
 - (ii) advise other parties in accordance with the requirements of the Aerodrome Emergency Plan required by 139.57 of the existence of an emergency; and
 - (4) actions to be taken—
 - (i) when a person presents an unauthorised article at the screening point, in circumstances that indicate the person may have criminal intentions; and
 - (ii) when an unauthorised article is identified on the x-ray monitor, to ensure its aviation security officers attempt to keep the passenger concerned separated from the suspect item; and
 - (5) when a suspected explosive device has been discovered, a procedure to—
 - (i) alert the Police and the aerodrome operator; and
 - (ii) advise any other parties in accordance with the Aerodrome Emergency Plan; and
 - (iii) assist in evacuating the area; and
 - (iv) assist the police in locating and detaining the offender.
- (c) The certificate holder shall include in its procedure for each security enhanced area screening point any items listed in paragraph (b).

A.13 Mobile patrol

- (a) Except as provided in paragraph (c) or (d), the holder of an aviation security service certificate shall ensure its aviation security officers maintain mobile patrols 24 hours daily—
- (1) for the detection of persons who may be a threat to the security of operations at the locations specified in the aviation security service certificate; and
 - (2) to provide a prompt response to security related emergencies at the locations specified in the aviation security service certificate.
- (b) The certificate holder shall ensure its aviation security officers, when carrying out mobile patrols—
- (1) have a thorough knowledge of the location of facilities in the certificate holder's area of responsibility specified in 140.63(a)(5); and
 - (2) ensure a thorough coverage is given to the area referred to in paragraph (b)(1); and
 - (3) ensure patrols are carried out—
 - (i) on an irregular basis; and
 - (ii) to check for unauthorised vehicles and persons; and
 - (iii) to deter unauthorised access to security, or otherwise restricted, areas of the aerodrome; and
 - (4) be at the scene of any security related emergency in the security area or security enhanced area of a security designated aerodrome, within 5 minutes of being requested to attend the emergency; and
 - (5) patrol cargo and freight areas within security areas; and
 - (6) patrol navigation installations within the security areas or security enhanced area of an aerodrome; and
 - (7) inspect all perimeter fencing and barriers of any security area or security enhanced area of the aerodrome to detect any breach of the security perimeter; and
 - (8) ensure the inspection required by paragraph (b)(7) includes—
 - (i) covering the perimeter at least three times during night and at least three times during day; and
 - (ii) patrols that vary the timing of visits to buildings and facilities; and
 - (iii) checking the integrity of security area or security enhanced area signs; and
 - (iv) maintaining records of each perimeter inspection to ensure that the required coverage is achieved.
- ~~(c) Where the holder of an Aviation Security Service certificate is providing aviation security services at an aerodrome, other than at Port Moresby International Airport, its aviation security officers may maintain mobile patrols at that aerodrome less than 24 hours daily, without complying with paragraph (b)(8), if—~~

- ~~(1) — the aerodrome operator is providing its own 24 hour daily security presence; and~~
- ~~(2) — its aviation security officers patrol the period from 90 minutes prior to each international departure until 15 minutes after departure.~~

- ~~(d)~~ (c) Where the certificate holder is the operator of a security designated navigation installation it may maintain mobile patrols at that installation less than 24 hours daily provided that it ensures its aviation security officers carry out patrols—
- (3) (1) for the detection of persons who may be a threat to the security of operations at the navigation installation specified in the aviation security service certificate; and
 - (4) (2) to provide a prompt response to security related emergencies at the navigation installation specified in the aviation security service certificate.

A.14 Check point security

The holder of an aviation security service certificate shall ensure that its aviation security officers—

- (a) on duty at any security check point—
 - (1) allow access beyond the check point only to persons with current and valid identity cards or documentation, in accordance with 139.20711; and
 - (2) ensure the check point is secured at any time the check point is left unattended; and
- (b) on duty at a vehicle security check point ensure that only authorised persons and vehicles are allowed beyond that check point.

A.15 Random security spot checks

The holder of an aviation security service certificate shall ensure that its aviation security officers carry out random security spot checks on—

- (1) persons who are in or are attempting to enter security areas or security enhanced area to ensure that they have current and valid identity cards or documentation, in accordance with 139.20711; and
- (2) vehicles to ensure they are authorised to be in the security area or security enhanced area.

A.16 Verification – ID cards and licences

The holder of an aviation security service certificate shall ensure that its aviation security officers—

- (1) monitor identification cards and pilot licences used for access purposes; and
- (2) if any doubt exists as to the authenticity of the documentation referred to in subparagraph (1), establish whether the card or licence has been reported lost or stolen, or is otherwise invalid.

A.17 Security escorts

- (a) The holder of an aviation security service certificate shall have a procedure that determines the circumstances where persons or vehicles are required to be escorted by an aviation security officer.

- (b) The certificate holder shall ensure that each aviation security officer, before commencing a security escort, briefs the escorted person—
- (1) where the person is in a vehicle, to follow closely behind the escorting vehicle; and
 - (2) to obey all instructions given by the escorting officer.
- (c) If the escorted person is to remain in the security area without an escorting officer in attendance, the officer shall, before leaving the escorted person, brief that person—
- (1) not to leave the area designated by the escorting officer, without being escorted by an escorting officer; and
 - (2) on how to contact the certificate holder when requiring an escort from that area.

A.18 Foot patrols

The holder of an aviation security service certificate shall ensure that—

- (1) foot patrols are carried out by its aviation security officers to detect persons who may pose a threat to the security of civil aviation; and
- (2) its aviation security officers who carry out foot patrols—
 - (i) have a thorough knowledge of the location of facilities in their area of responsibility; and
 - (ii) provide thorough patrol coverage of their area of responsibility; and
 - (iii) provide an immediate response to any notified or detected security related incidents.

A.19 Aircraft security

(a) The holder of an aviation security service certificate shall ensure that—

- (1) its aviation security officers at the aerodrome specified in its certificate—
 - (i) keep all aircraft in service under general surveillance; and
 - (ii) prevent unauthorised persons from approaching or going on board any aircraft in service; and
 - (iii) conduct a walk-round visual inspection of aircraft in service for international destinations with attention being given to those areas where a person or unauthorised article could be concealed; and
- (2) except as provided in paragraph (b), its aviation security officers patrol all aircraft in service for international destinations—
 - (i) on an irregular basis; and
 - (ii) at least once every two hours during night; and
 - (iii) at least once every four hours during day; and
- (3) its aviation security officers request the air operator's representative to attend to the aircraft in the following circumstances—

- (i) where an unattended aircraft is attached to an air-bridge and is not secure; and
- (ii) where there is cause for concern that the aircraft has been interfered with.

~~(b) Where the Aviation Security Service is providing aviation security services at an aerodrome, other than at Port Moresby International Airport, its aviation security officers may maintain mobile patrols at that aerodrome less than 24 hours daily, without complying with paragraph (a)(2), if—~~

- ~~(1) the aerodrome operator is providing its own 24 hour daily security presence; and~~
- ~~(2) its aviation security officers patrol the period from 90 minutes prior to each international departure until 15 minutes after departure.~~

A.20 Patrol vehicles

The holder of an aviation security service certificate shall ensure that each vehicle it uses to patrol security areas or security enhanced area is—

- (1) sign-written and identifiable to other aerodrome users; and
- (2) equipped to a standard acceptable to the Director.

A.21 Intelligence and information

The holder of an aviation security service certificate shall ensure that classified documentation is—

- (1) secured in a locked safe or cabinet depending on its classification; and
- (2) only promulgated on a need-to-know basis to individuals or agencies officially cleared and authorised to receive it.

A.22 Liaison with other organisations

(a) The holder of an aviation security service certificate shall, for each location specified under 140.61(a)(5)—

- (1) consult and liaise with all other organisations involved in contingency planning affecting the security of operations at that location; and
- (2) ensure sufficient information is given to other organisations at that location to motivate security awareness on the part of all personnel.

~~(b) The holder of an aviation security service certificate shall ensure the the security committee established under paragraph (a)(2) meets at regular intervals not exceeding 12 months.~~

A.23 Aviation security officer – medical requirements

The holder of an aviation security service certificate shall ensure that no person is appointed to the position of an aviation security officer until that person is assessed, on the basis of a medical examination report, as fit to carry out the functions and duties of that position.

A.24 Training

(a) The holder of an aviation security service certificate shall ensure that its personnel do not perform the duties of an aviation security officer unless those personnel—

- (1) receive training conducted by the holder of an aviation training organization certificate issued under Part 141 that authorizes the conduct of such a course, on the topics listed in paragraph (c) as applicable to their particular duties; and
 - (2) sit a written examination at the end of their training; and
 - (3) meet the level of competence specified in paragraph (c) for each topic they receive training on.
- (b) The grading system of the level of competence specified in paragraph (c) shall be as follows—
- (1) grade 1 denotes an awareness of the subject; and
 - (2) grade 2 denotes a basic knowledge of the subject; and
 - (3) grade 3 denotes the ability to apply a basic knowledge of the subject in situations likely to arise in the course of their duties; and
 - (4) grade 4 denotes the ability to apply a thorough knowledge of the subject in situations likely to arise in the course of their duties;
 - (5) grade 5 denotes the ability to apply a thorough knowledge of the subject and to exercise sound judgement in situations likely to arise in the course of their duties.
- (c) The topics that personnel referred to in paragraph (a) are required to be trained on are as follows—
- (1) Legislation relating to aviation security includes—
 - (i) **Search Act Chapter 341 as amended** to examine the rights of individuals to be secure against unreasonable search or seizure and examine these rights as contained in the Constitution;
 - (ii) **Civil Aviation Act 2000 and Civil Aviation Rules** to examine the responsibilities, functions, and powers of an aviation security officer and offences applicable to aviation security;
 - (iii) **Criminal Code Chapter 262 as amended** as may be applicable to the prosecution of offences committed under the Act and the Civil Aviation Rules;
 - (iv) **Arrest Act Chapter 339 as amended** to examine dealing with the arrest of a person suspected of committing an offence relating to or affecting the use of aircraft;
 - (2) screening and search of passengers and baggage—
 - (i) to outline the general principles governing the screening and search of passengers and baggage, to grade 4; and
 - (ii) to be familiar with and proficient in the use of the screening equipment provided by the certificate holder, to grade 4; and
 - (iii) to have practical experience with the procedures and methods for searching passengers and their baggage, to grade 4.
 - (3) aircraft anti-sabotage checks to examine the response required when aircraft require anti-sabotage checks following a threat or where the aircraft is involved in a

- previously unscreened service and the measures taken to ensure it is sterile before pre-flight screening, to grade 4; and
- (4) improvised explosive devices as they affect civil aviation to give aviation security officers an understanding of improvised explosive devices likely to be encountered on airports, in aircraft, or at the passenger screening point, to grade 3; and
 - (5) dealing with armed offenders to instruct aviation security officers on the action they should take to handle an armed offender and protect other persons from the threat, to grade 3; and
 - (6) hijack response procedures to give aviation security officers an understanding of procedures to be followed in the event of a hijacking, to grade 2; and
 - (7) Foot and mobile security patrols to make aviation security officers familiar with all aspects of foot and mobile preventive patrols and responding to security incidents, to grade 4; and
 - (8) Aerodrome surface movements to teach aviation security officers the correct procedure during vehicle movements on the aerodrome, to grade 5; and
 - (9) Aeronautical radio-telephone operations and procedures to teach aviation security officers the correct radio discipline to the standard of a restricted radio/telephone operators certificate, to grade 4; and
 - (10) The threat factor to update aviation security officers on the current terrorist and criminal trends, to grade 2; and
 - (11) Weapons to familiarise aviation security officers with a range of firearms and similar weaponry to assist in identification of these items during pre-flight screening duties, to grade 3; and
 - (12) Historical background and statistics of acts of unlawful interference to provide aviation security officers with a knowledge of the evolution of aviation security and the extent of occurrences, to grade 2; and
 - (13) international obligations to familiarise aviation security officers with ICAO, the existence of the Conventions, Annex 17 and manuals associated with Annex 17, Document 8973/5, to grade 1.

A.25 Recurrent testing

- (a) The holder of an aviation security service certificate shall ensure all its aviation security officers are tested without prior notice using a standard test piece.
- (b) Testing shall be designed to assess the integrity of screening procedures and structured to ensure that its aviation security officers being tested have a reasonable opportunity to detect the standard test piece.
- (c) A standard test piece shall not be used for recurrent testing unless it is acceptable to the Director.
- (d) Each standard test piece shall—
 - (1) represent an unauthorised article; and
 - (2) be used under realistic operational conditions.

- (e) The following measure of proficiency shall be applied to aviation security officers being tested or re-tested—
- (1) if each standard test piece is detected during testing, the aviation security officer being tested meets the required standard; and
 - (2) if a standard test piece is not detected during any test conducted under paragraphs (f) to (j), the aviation security officer being tested has not met the required standard and shall—
 - (i) be re-tested; and
 - (ii) be removed from that duty until satisfactorily completing the re-test:
 - (3) if a standard test piece is not detected upon re-test—
 - (i) the examiner carrying out the test shall advise security management; and
 - (ii) security management shall record the failure; and
 - (iii) security management shall have each of its aviation security officers who failed the test attend corrective training and be further tested to show that the officer can meet the standard for the task before that officer is permitted to return to duty on that task.
- (f) The certificate holder shall, when metal detector testing is being carried out, ensure that—
- (1) the examiner carrying out the test conceals the standard test piece on the test courier in a manner acceptable to the Director; and
 - (2) the test courier—
 - (i) where the detector is a walk through detector, enters the metal detector in the direction of the passenger flow at normal walking speed; or
 - (ii) is seated or carried in a conveyance; and
 - (3) when a walk through metal detector alarm activates, the examiner determines whether the aviation security officer being tested locates and identifies the standard test piece by use of a hand-held metal detector or physical search; and
 - (4) when a hand-held metal detector alarm activates, the examiner determines whether the aviation security officer being tested locates and identifies the standard test piece; and
 - (5) if the alarm on the walk through or hand-held metal detector is not activated by the proximity of a standard test piece—
 - (i) the examiner informs security management that there is a fault; and
 - (ii) that metal detector is removed from service until it meets operational standards.
- (g) The certificate holder shall, when x-ray testing is being carried out, ensure that the examiner carrying out the test—
- (1) places the standard test piece amongst other items in the bag being screened; and
 - (2) determines whether the aviation security officer being tested identifies the standard test piece on the x-ray monitor and locates the standard test piece by a hand search;

and

- (3) assesses the aviation security officer's judgement of the need for a hand search where the contents cannot be clearly identified on the x-ray monitor.
- (h) The certificate holder shall, when hand search testing is being carried out, ensure that the examiner carrying out the test—
- (1) conceals the standard test piece amongst other items in the bag being searched; and
 - (2) determines whether the aviation security officer being tested locates the standard test piece.
- (i) The certificate holder shall, when sterile area search testing is being carried out, ensure that the examiner carrying out the test—
- (1) conceals the standard test piece in the sterile area prior to the sterile area search; and
 - (2) determines whether the aviation security officer being tested locates the standard test piece.
- (j) The certificate holder shall, when aircraft search testing is being carried out, ensure that the examiner carrying out the test—
- (1) conceals the standard test piece in any part of the aircraft to which the passengers normally have access; and
 - (2) determines whether the aviation security officer being tested locates the standard test piece.
- (k) The certificate holder shall, when vehicle search testing is being carried out, ensure that the examiner carrying out the test—
- (1) conceals the standard piece in any part of the vehicle; and
 - (2) determines whether the aviation security officer being tested locates the standard test piece.

A.26 Security Enhanced Areas

Security enhanced area screening point and equipment

- (a) The operator of a security designated aerodrome as the holder of an aviation security service certificate shall ensure—
- (1) that persons, items, substances, and vehicles entering, or within, a security enhanced area may be screened or searched according to the specific manner or methodology approved by the Director; and
 - (2) that, when conducting screening or searching with respect to persons entering, or within, a security enhanced area, persons, including items, substances, and vehicles associated with them, are screened and searched as required by the Director; and
 - (3) sufficient personnel and equipment are available to carry out screening and searching in accordance with the specific manner or methodology approved by the Director; and
 - (4) its aviation security officers are instructed in the use of standard test pieces to ensure

that they can competently check the screening equipment; and

- (5) any screening apparatus used at a security enhanced area screening point is tested in a manner acceptable to the Director.

Screening of persons, items, substances, and vehicles

- (b) When undertaking screening, the operator of a security designated aerodrome as the certificate holder shall—
 - (1) at each point where screening and searching is undertaken prior to a person entering the security enhanced area, inform the person who is about to undergo screening, by notice posted at each screening point, that—
 - (i) screening of any person or any item, substance, or vehicle in the person's possession is only undertaken with the consent of that person; and
 - (ii) any person refusing to be screened will be denied entry beyond that point; and
 - (2) if undertaking screening within the security enhanced area, inform every person about to undergo screening that—
 - (i) screening of the person or any item, substance, or vehicle in the person's possession is only undertaken with the consent of that person; and
 - (ii) any person refusing to be screened will be required to leave the security enhanced area; and
 - (3) according to the specific manner or methodology approved by the Director, ensure that a record is made of—
 - (i) the method of screening;
 - (ii) the time taken for screening as required by the Director;
 - (iii) the number of people, items, substances, and vehicles screened; and
 - (4) if an unauthorised article is found, ensure that a record is made of—
 - (i) the names of the officers carrying out the screening; and
 - (ii) the unauthorised articles found; and
 - (iii) any disposal action taken of the unauthorised article.
- (c) While screening is in progress, the certificate holder shall—
 - (1) ensure that its aviation security officers, when screening any person, item, substance, or vehicle, ensure that the person is not carrying or in possession of any unauthorised article; and
 - (2) ensure that its aviation security officers refuse a person's entry to a security enhanced area if the person is found to be in possession of an unauthorised article; and
 - (3) ensure that its aviation security officers require a person to leave a security enhanced area if that person is found to be in possession of an unauthorised article; and
 - (4) carry out tests or checks, and record the results of those tests or checks, to confirm—

- (i) the thoroughness of any screening, within each 28-day cycle; and
- (ii) the proficiency of each aviation security officer carrying out the screenings, within each 150-day cycle, in accordance with the recurrent testing provisions under paragraph A.245.

Hand search of items or substances

- (d) The certificate holder shall ensure that, if there is any cause to suspect that an item or substance contains an explosive device, or a suspected explosive device has been discovered, its aviation security officers comply with the procedure required by paragraph A.142(b)(5).
- (e) The certificate holder shall carry out tests or checks, and record the results of those tests or checks, to confirm—
 - (1) The thoroughness of any hand search, within each 28-day cycle; and
 - (2) The proficiency of each aviation security officer carrying out hand searches, within each 150-day cycle, in accordance with the recurrent testing provisions under paragraph A.245

A.27 Liquids, Aerosols and Gels

(a) The holder of an aviation security service certificate shall ensure that its security officers, when screening passengers and their carry-on baggage into the sterile area for an international flight, do not permit the carriage of liquid, aerosol or gel products unless-

- (1) they are presented in a single, clear, resealable, 20 cm by 20 cm plastic bag;
- (2) they are in individual containers of 100 mls or less;
- (3) the total volume does not exceed 1 litre

(b) To facilitate this, the certificate holder will ensure that its security officers request that passengers remove all LAG bags from their carry-on baggage prior to screening to enable inspection.

(c) The only permitted exception to this relates to the carriage of prescription medicine and LAG items for babies.

(d) For the purposes of clarity, a LAG item includes;

- (1) a substance that is a liquid when at room temperature
- (2) an aerosol
- (3) a gel
- (4) a cream
- (5) a paste

(e) The certificate holder will ensure its security officers identify any LAG item that is not in a resealable clear plastic bag and / or is in a container of greater than 100mls and advise the passenger it is not permitted for carriage and that they may check the item in or surrender it at the screening point for disposal.

A.28 Pat Down Search

(a) The holder of an aviation security service certificate will ensure that its security officers conduct a pat down search whenever;

- (1) walk-through and hand held metal detection equipment is unserviceable or unavailable
 - (2) whenever a passenger alarms when screened using walk through and / or hand held metal detection equipment and the alarm is unable to be resolved using that equipment.
- (b) The certificate holder will ensure that its security officers:
- (1) only conduct a pat down search with the consent of the passenger,
 - (2) only permit a pat down search to be conducted by a person of the same sex as the passenger (the pat down search should be supervised by another security officer)
 - (3) covers the entirety of the body and is sufficiently thorough to ensure and concealed items are identified,
 - (4) not permit a passenger to enter the sterile area if they refuse to consent to a pat down search and an alarm has not been resolved,
 - (5) advise the airline of the details of the passenger that refused the pat down search and was denied entry into the sterile area,
 - (6) make available a private area where the pat down search can be conducted,
 - (7) not require the passenger to remove any clothing other than jackets, hats and shoes.

A.29 Screening Equipment Unserviceability – Contingency Plans

- (a) The holder of an aviation security service certificate will ensure that its security officers are suitably trained to implement the following contingency plans in the event that screening equipment becomes unserviceable or unavailable.
- (b) The certificate holder will ensure:
- (1) in the event that checked bag screening equipment is unavailable, the baggage must be cleared by means of explosive trace detection (ETD) or a hand search,
 - (2) in the event that carry-on bag screening equipment is unavailable, the baggage must be cleared by a hand search,
 - (3) in the event that walk-through metal detection equipment is unavailable, the passenger must be cleared by use of a hand held metal detector or a pat down search,
 - (4) in the event that hand held metal detection equipment is unavailable, the passenger must be cleared by a pat down search
 - (5) all hand searching of passenger baggage (checked and / or carry-on) is conducted with the consent and in the presence of the passenger.