



# **CIVIL AVIATION SAFETY AUTHORITY OF PNG**

**PNG**

**Civil Aviation Rules**

**Part 107**

**Aerodrome Security Programme**

Applicable 1 April 2019

## DESCRIPTION

Part 107 prescribes the security requirements for operators of security designated aerodromes within Papua New Guinea.

This Part requires such operators, as a part of the certification under Part 139 to develop, implement and maintain an aerodrome security programme covering the specific security requirements set out in the rule.

The security requirements for security designated aerodromes are consistent with ICAO Standards and Recommended Practices (SARPs).

Part 107 aligns with:

- Amendment 16 of Annex 17.

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**Bulletin**

This Part first came into force on 1 April 2019 and now incorporates the following amendments:

<b>Amendment</b>	<b>Effective Date</b>
Amendment 1	1 April 2019

***Summary of amendments:*****Amendment 1:**

(Docket 18/06/CAR/107/24)

The issue of new Part 107 requiring the aerodrome certificate holder to establish an aerodrome security program based on the ICAO standards and recommended practices contained in Annex 14 and Annex 17 and the guidance material contained ICAO Doc 8973 in relation to what should be in the aerodrome security program.

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## Subpart A — General

### 107.1 Purpose

This Part prescribes rules governing the aerodrome security programme required by Part 139 for a security designated aerodrome.

### 107.3 Definitions

In this Part, unless the context otherwise requires—

**Security Designated Aerodrome** means an aerodrome designated by the Minister as a security aerodrome under Section 153(1) of the *Civil Aviation Act 2000* (as amended).

## Subpart B — Aerodrome Security Programme Requirements

### 107.51 Aerodrome security programme

Each aerodrome security programme shall contain—

- (1) a copy of-
  - (i) the plan of the aerodrome and its facilities required by rule 139.5(3)
  - (ii) the grid map of the aerodrome and its immediate vicinity required by rule 139.57(8);
  - (iii) a map of the aerodrome clearly showing—
    - A. the airside / landside boundary; and
    - B. any declared security areas or enhanced security areas; and
    - C. access control points in the boundary, including hangars and other facilities that have direct access to the airside which may be leased to third parties; and
    - D. the location of any isolated parking
  - (iv) a diagram of the terminal(s) clearly showing access control points, screening points and sterile areas; and
- (2) details, including duties and responsibilities of—
  - (i) the personnel required by rule 139.51; and
  - (ii) the position(s), identified in rule 107.59(c)(2), that is responsible for training personnel in accordance with the security training programme required by rule 107.59; and
  - (iii) stakeholders at the aerodrome who are required to contribute to the achievement of aviation security outcomes; and
- (3) contact details for all stakeholders at the aerodrome; and
- (4) the means of communication between the aerodrome operator and stakeholders, including the management of security sensitive information; and

- (5) details of the airport security committee, including—
  - (i) terms of reference; and
  - (ii) membership; and
  - (iii) frequency of meetings; and
  - (iv) management of meeting records; and
  
- (6) details of the measures and procedures required by—
  - (i) 107.53 regarding security requirements; and
  - (ii) 107.55 regarding access control; and
  - (iii) 107.57 regarding screening; and
  - (iv) 107.59 regarding the security training programme; and
  - (v) 107.61 regarding incident notification and reporting; and
  - (vi) 107.63 regarding liaison with other organization; and
  - (vii) 107.65 regarding airport identity cards; and
  - (viii) 107.67 regarding aerodrome development; and
  
- (7) details of any work that is intended to be contracted out to any other organization, the contractual provisions by which the holder of an aerodrome operator certificate ensures that any such contractor or other agent complies with the requirements of the applicant's aerodrome security programme.

### **107.53 Security requirements**

- (a) An aerodrome security programme for a security designated aerodrome must include security measures and procedures to safeguard; the public, passengers, crew, ground personnel, aircraft and facilities against an act of unlawful interference.

### **Barrier requirements**

- (b) The holder of an aerodrome operating certificate for a security designated aerodrome must, in addition to complying with rule 139.71, provide safeguards for preventing inadvertent unauthorised access and for deterring intentional unauthorised access, to any security area or security enhanced area within their aerodrome.
  
- (c) The safeguards required by paragraph (a) must:-
  - (1) Consist of fences, gates, doors and other barriers between public and security areas or security enhanced areas with adequate locking or control systems; and
  
  - (2) Ensure control of any duct, drain or tunnel giving access to any security area or security enhanced areas.

- (d) The construction and height of each barrier required by paragraph (b)(1) must, considering the surrounding topography, provide an effective measure against penetration of the security area or security enhanced areas and must in no case be less than 2440 millimeters in height.

### Other requirements

- (e) The holder of an aerodrome operating certificate for a security designated aerodrome must: -
- (1) designate an isolated aircraft parking position at their aerodrome for the parking of an aircraft that is known or believed to be the subject of unlawful interference, or which for other security reason needs isolation from normal aerodrome activities (see Part 139 Appendix C9); and
  - (2) provide and maintain lighting, and emergency lighting in the event of failure of the normal lighting system, on any parking areas at their aerodrome used at night by aeroplanes having a certificated seating configuration of 20 seats or more passengers, excluding any required flight crew member seat, that are engaged in scheduled air transport operations for the carriage of passengers; and
  - (3) provide lighting, or have portable lighting available within 30 minutes, on any designated isolated aircraft parking area at their aerodrome intended to be used at night; and
  - (4) provide the following areas at their aerodrome for the screening of passengers and baggage:
    - (i) areas for the screening of international passengers, crew, and their baggage, prior to aircraft boarding; and
    - (ii) sterile areas where international passengers and crew subject to screening are prevented from having access to unauthorised articles or contact with unscreened persons; and
    - (iii) areas for the separation of arriving passengers and crew from departing passengers during international deplaning to prevent arriving, transit, and transfer passengers and crew having contact with any person who has been subject to screening; and
  - (5) when considered necessary by the Director, provide areas at their aerodrome for the screening and searching of persons, items, substances, and vehicles entering and remaining within security areas or enhanced security areas; and
  - (6) when considered necessary by the Director to respond to a security threat, provide areas at their aerodrome of the kind required by paragraph (b)(3) (for the screening of international passengers, crew and their baggage) for the screening of domestic passengers, crew and their baggage; and
  - (7) ensure that concession areas at their aerodrome that are situated in an area accessible to screened passengers are designed in such a way that they provide access control measures sufficient to prevent delivery to any screened person of: -
    - (i) any unauthorised article; or
    - (ii) any firearm; or
    - (iii) any other dangerous or offensive weapon or instrument of any kind; or
    - (iv) any ammunition; or
    - (v) any explosive substance or device, or any injurious substance or device of any kind that could be used to endanger the safety of an aircraft or of the persons on an aircraft; and

- (8) design all areas required by paragraph (b)(4), (5), (6) and (7) in such a way that they provide access control measures sufficient to prevent any unauthorised persons from entering the area; and
  - (9) ensure that personnel engaged, employed or contracted by the certificate holder undergo a security awareness programme, and that each person required to carry out specific security tasks is trained for those tasks in accordance with the security training programme require by rule 107.59; and
  - (10) establish procedures for identifying, reporting to the Director, and dealing with, breaches of and deficiencies in, any security procedures established by the holder and any provisions of any enactment relating to security at the aerodrome; and
  - (11) make provision for the security of services including, but not limited to, energy supplies, communications, sewerage and water supplies, in order to minimise the risk of such services being used to interfere unlawfully with aviation operations; and
  - (12) ensure appropriate steps are taken to minimise the threat to civil aviation operations, including measures to prevent, respond to and rectify cyber-attacks and corruption of information technology systems; and
  - (13) when so required by the Director, affix signs at the perimeter of security areas or enhanced security areas within their aerodrome; and
  - (14) ensure that a percentage of persons other than passengers, together with items carried, prior to entry into a security area or an enhanced security area serving international civil aviation operations are subject to screening and security controls, with the percentage of screening determined by a risk assessment carried out by the aerodrome operator; and
  - (15) ensure that vehicles being granted access to secure areas, or enhanced security areas, together with items contained within them, are subjected to screening or other appropriate security controls, when so required by the Director.
- (f) The security measures and procedures required by paragraph (a) must set out the means by which—
- (1) the requirements of paragraph (b) are complied with; and
  - (2) landside areas are controlled and monitored to minimise any threat, including—
    - (i) management of vehicular traffic on public roadways in front of terminal buildings, including unattended vehicles; and
    - (ii) management of unattended items in public areas; and
    - (iii) provision of security awareness public announcements; and
  - (3) the requirements of rule 107.53(c) and (d) are complied with in relation to safeguards to prevent inadvertent unauthorised access and to deter intentional unauthorised access to any secure area within the aerodrome, including—
    - (i) details of the barrier(s); and
    - (ii) details of the access point(s); and
    - (iii) details of locking or control system(s), including control of any duct, drain or tunnel giving access to a security area; and

- (4) the requirements of rule 107.53 (e)(11) are complied with in relation to the security of services; and
- (5) the requirements of rule 107.53 (e)(12) are complied with in relation to cyber security; and
- (6) the requirements of rule 107.55 are complied with in relation to access control; and
- (7) the requirements of rule 107.57 are complied with in relation to screening; and
- (8) the requirements of rule 107.59 are complied with in relation to the security training programme; and
- (9) the requirements of rule 107.61 are complied with in relation to incident notification; and
- (10) the requirements of rule 107.63 are complied with in relation to liaison with other organisations; and
- (11) the requirements of rule 107.65 are complied with in relation to airport identity cards; and
- (12) the requirements of rule 107.67 are complied with in relation to aerodrome development; and
- (13) the requirements of rule 139.103 are complied with in relation to testing of the aerodrome emergency plan, including the exercising of security related events; and
- (14) danger to passengers, crew, and ground personnel is minimised if a hijacking, bomb threat, or any other threat or event of unlawful interference occurs; and
- (15) temporary additional security measures will be implemented to upgrade the security of the aerodrome if the Director finds or suspects an increased level of security risk to a person on an aircraft, or to an aircraft or an aerodrome and requires the additional security measures.

### **107.55 Access control**

A holder of an aerodrome operating certificate for a security designated aerodrome must develop and implement procedures to ensure that no person at a security designate aerodrome shall, without lawful authority: -

- (1) leave open or insecure or otherwise uncontrolled any door, gate or other barrier provided to control access to any security area, enhanced security area or operational area; or
- (2) deposit, or leave adjacent to, or on any fence, barrier, or other thing being used to prevent unauthorised access to any security area, enhanced security area or operational area any article that is capable of facilitating the evasion of control measures.

### **107.57 Screening**

- (a) Each aerodrome security programme shall have procedures to ensure the screening of passengers, crew and baggage, prior to boarding an aircraft, at a security designated aerodrome is conducted—

- (1) by the Aviation Security Service, or the holder of an aviation security service certificate issued in accordance with Part 140; and
  - (i) where that function is contracted out to a security service provider, the means of ensuring that the contractor complies with the Part 140 certificate holder's exposition; and
  - (ii) where that function is contracted out to a security service provider, the means of ensuring compliance with rule 107.51(7); and
- (2) by means that ensure compliance with the requirements of rule 108.63(1)

(b) Each aerodrome security programme shall have a procedure to ensure the screening of non-passengers, vehicles and goods being taken into designated security areas or enhanced security areas of aerodromes must be conducted—

- (i) based on a risk assessment conducted by the aerodrome operator; and
- (ii) in accordance with any direction issued by the Minister under Section 149A of the Civil Aviation Act; and
- (iii) in accordance with any direction issued by the Director under Section 149B of the Civil Aviation Act.

### **107.59 Training of personnel**

(a) A holder of an aerodrome operating certificate issued for a security designated aerodrome must establish a security training programme and procedures for ensuring that every person who is employed, engaged, or contracted by the certificate holder has the appropriate level of security awareness applicable to the person's function.

(b) The training programme required by paragraph (a) must contain: -

- (1) applicable segments for initial training and recurrent training; and
- (2) knowledge testing or competency assessment as appropriate for the training conducted.

(c) The holder of an aerodrome operating certificate issued for a security designated aerodrome must ensure that each segment required by paragraph (b)(1): -

- (1) includes a syllabus that is acceptable to the Director; and
- (2) is conducted in a structured and coordinated manner by a person authorised by the certificate holder.

(d) The holder of an aerodrome operating certificate issued for a security designated aerodrome must ensure that every person who is required to be trained undertakes the recurrent training segment of the training programme at an interval of not more than 2 years.

(e) The holder of an aerodrome operating certificate issued for a security designated aerodrome must ensure that there is a record of: -

- (1) every person who conducts a security training segment under the authority of the certificate; and
  - (2) every person who undertakes security training conducted under the authority of the certificate.
- (f) The records required by paragraph (e)(1) must include: -
- (1) the name of the person; and
  - (2) details of the training, competencies, or experience that qualifies the person to conduct the training; and
  - (3) the scope of training that the person may conduct.
- (g) The records required by paragraph (e)(2) must include: -
- (1) the name and date of birth of the person; and
  - (2) the identity of the training segment; and
  - (3) details of the person's attendance, instructor comments, and the results of tests or assessments, as applicable.
- (h) The records required by paragraph (e) must be: -
- (1) accurate, legible and of a permanent nature; and
  - (2) retained for a period of 3 years from the date of the last entry.

### **107.61 Incident, notification and reporting**

Each aerodrome security programme shall have a procedure to ensure—

- (1) the requirements of Part 12 are complied with in relation to notifying, and where applicable reporting, any security incident involving the aerodrome to the Director; and
- (2) the requirements of rule 107.53(e)(10) are complied with in relation to, breaches of and deficiencies in, security procedures.

### **107.63 Liaison with other organisations**

- (a) A holder of an aerodrome operating certificate issued for a security designated aerodrome must, for each security designated aerodrome it operates: -
- (1) consult and liaise with all other organisations involved in contingency planning affecting the security of operations at that location; and
  - (2) establish a security committee to ensure that 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 aerodrome operating certificate issued for a security designated aerodrome must, for each security committee established under paragraph (a)(2), convene, chair, and minute security committee meetings at regular intervals not exceeding 12 months.

### **107.65 Airport identity cards**

(a) The Director may issue or approve airport identity cards and other identity documents in accordance with this rule.

(b) Subject to paragraph (c), an airport identity card may only be issued if the person applying for the airport identity card has undergone a background check acceptable to the Director.

(c) The background check referred to in 107.65(b) is not required if the person making an application for an identity card is issued with a temporary identity card approved by the Director that entitles the person to enter and remain in a security area or enhanced security area of any security designated aerodrome or security designated navigation installation when escorted by a person issued with an airport identity card in accordance with the background check process referred to in 107.67(b).

(d) Subject to paragraphs (e) and (i), no person shall enter or remain in any security area or enhanced security area of any security designated aerodrome or security designated navigation installation, unless that person: -

- (1) wears an airport identity card on the front of his or her outer garment; or
- (2) has in his or her possession another identity document or other identity documents for the time being approved under paragraph (a).

(e) Where the Director considers it desirable that the name of the holder of an airport identity card be not disclosed, the Director may approve the wearing of an identity card from which the holder's name has been deleted.

(f) A person who is authorised by this rule to enter a security area shall remain in that area only for the purposes of his or her duties.

(g) If required to do so by an authorised person, any person entering or in a security area or security enhanced area shall produce for inspection his or her airport identity card or other identity documents for the time being authorised under paragraph (a).

(h) If the holder of an airport identity card ceases to be employed in a position for which the card is required, or for any other reason ceases to be entitled to hold the card, the holder shall forthwith return the card to the issuing authority.

(i) Nothing in paragraph (b) shall apply to: -

- (1) any member of the crew of an aircraft engaged in an international air operations who wears on his or her outer garment an official identity card issued by his or her employer or the government of the state in which he or she permanently resides; or

- (2) any official of a Papua New Guinea government agency who is required, by reason of his or her official duties, to remain incognito; or
- (3) any passenger who enters or leaves a security area for the purpose of joining or leaving a flight, if he or she is in possession of a valid boarding pass for that flight or is being escorted by a crew member or a representative of the operator; or
- (4) any pilot-in-command of an aircraft engaged in operations that are not air operations who enters or is within a security area for the purpose of embarking, disembarking, or servicing the aircraft, if the pilot has in his or her possession a valid pilot licence, or any person being escorted by that pilot.

*[CASA Advisory Circulars in the 107 series contain specifications for approved airport identity cards and background checks that are acceptable to the Director]*

### **107.67 Aerodrome Development**

Each aerodrome security programme shall have a procedure to ensure aviation security requirements are considered prior to approval to undertake any aerodrome development that is within or adjacent to the aerodrome boundary or will directly impact upon any designated security areas, enhanced security areas or sterile areas.

## **Subpart C — Transition Provisions**

### **107.101 — Reserved**