

SIERRA LEONE CIVIL AVIATION REGULATIONS



PART 17 – AVIATION SECURITY

FEBRUARY 2024

PREAMBLE

WHEREAS, The Director-General shall have power to perform such acts, -including the conduct of investigations, to issue and amend orders, rules, regulations and procedures pursuant to and in accordance with The Civil Aviation Act, 2023.

WHEREAS, the Director- General shall have power to publish all reports, orders, decisions, rules, and regulations issued under The Civil Aviation Act, 2023 in such form and manner as may be best adapted for public information and use;

NOW THEREBY, The Director General under its powers given by Article 17(1) and 17(2) (a) of The Civil Aviation Act, 2023 issue the following regulations which supersedes previous regulations on Approved Maintenance Organisation.

1. SHORT TITLE

This Regulation may be cited as Sierra Leone Civil Aviation Regulation “SLCAR Part 17 – Security”.

2. EFFECTIVE DATE

This Regulation shall come into force as of the 5th day of February 2024.



Ms Musayeroh Barrie
Director General



INTRODUCTION

Part 17 deals with aviation security programmes, measures, processes, procedures and practices aimed at safeguarding civil aviation against acts of unlawful interference. In addition, Part 17 incorporates the Standards and Recommended Practices (SARPs) as contained in Annex 17 to the Chicago Convention.

Part 17 makes provision for designation of Authority, National Civil Aviation Security Programmes, Aerodrome Security, Aircraft Operator Security, Cargo and Regulated Agent Security, Flight Catering Operator Security, Tenant Restricted Area Security, Quality Control and Miscellaneous Matters.

This Sierra Leone Civil Aviation Regulations (SL. CARs) Part 17 has been produced by the Appropriate Authority the Sierra Leone Civil Aviation Authority (SLCAA), and in accordance with the requirements of the National Civil Aviation Security Programme (NCASP)

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ARRANGEMENT OF REGULATIONS

Regulations:

SIERRA LEONE CIVIL AVIATION REGULATIONS PART 17 – AVIATION SECURITY

Applicability

17.1 -These Regulations shall apply to:

- a. international airport operators;
- b. domestic airports operators and any other aerodrome operator certified by the Authority;
- c. national aircraft operators;
- d. foreign aircraft operators;
- e. aerodrome tenants and/or operators of Tenant Restricted Areas at International air ports or Domestic airports;
- f. any person in or within the vicinity of an international airport or domestic airport, or any other aerodrome specified by the Authority;
- g. any person who offers goods for transport by air;
- h. any person who provides a service to an aircraft operator;
- i. any person on board an aircraft;
- j. any organization or agency who provides air traffic services; and
- k. Remotely Piloted Aircraft (RPA) operator.

17.2 (a) For the purpose of this Part the following definitions shall apply:

Definitions

(1) “*Acts of unlawful interference*”. These are acts or attempted acts such as to jeopardize the safety of civil aviation including but not limited to:

- i. unlawful seizure of an aircraft;
- ii. destruction of an aircraft in service;
- iii. hostage-taking on board an aircraft or on aerodromes;
- iv. forcible intrusion on board an aircraft, at an airport or on the premises of an aeronautical facility;
- v. introduction on board an aircraft or at an airport of a weapon or hazardous device or material intended for criminal purposes;
- vi. Use of an aircraft in service for the purpose of causing death, serious bodily injury, or serious damage to property or the environment; or
- vii. communication of false information such as to jeopardize the safety of aircraft in flight or on the ground, of passengers, crew, ground personnel or the general public, at an airport or on the premises of a civil aviation facility;

(2) “*Aerial Work*” means an aircraft operation in which an aircraft is used for specialised services such as agriculture, construction, photography, surveying observation and patrol, search and rescue, aerial advertisement, etc.

(3) “*Aerodrome*” means a defined area of land on land or water

(including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft;

(4) “*Aerodrome Operator*” means the holder of an aerodrome license, issued under Part 14 of these Regulations;

(5) “*Aerodrome or Airport Tenant*” means any enterprise that is resident at an aerodrome and offers services and products at that aerodrome;

(6) “*Aircraft Operator*” means a national aircraft operator and a foreign aircraft operator;

(7) “*Aircraft Security Check*” means an inspection of the interior of an aircraft to which passengers may have had access and an inspection of the hold for the purposes of discovering suspicious objects, weapons, explosives or other dangerous devices.

(8) “*Aircraft Security Search*” means a thorough inspection of the interior and exterior of the aircraft for the purposes of discovering suspicious objects, weapons or other dangerous devices, articles and substances.

(9) “*Airside*” means the movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is controlled;

(10) “*Appropriate Authority*” means the Sierra Leone Civil Aviation Authority (SLCAA), as specified to ICAO as the body responsible for the coordination of the development, implementation, and maintenance of the National Civil Aviation Security Programme;

(11) “*Audit*” shall mean any procedure or process used for compliance monitoring undertaken at national level. It covers security audits, inspections, surveys, tests and investigations;

(12) “*Auditor*” shall mean any person conducting audits at national level;

(13) “*Aviation Security Officer*” means:

- (a) a person who is trained in accordance with the security training requirements of the appropriate approved Airport Security Programme and who has been appointed as an aviation security officer by an aerodrome operator, aircraft operator or aerodrome tenant; and
- (b) any member of the (*Police and/or Military*) when assigned aerodrome security duties;

(14) “*Aviation Security Screening Officer*” means a person who by virtue of his training has been employed by the aerodrome operator, aircraft operator, or aerodrome tenant to carry out aviation security screening duties, and who has been certified as such by the Authority;

(15) “*Background Check*” means a check of a person’s identity and previous experience, including where legally permissible, any criminal history, as part of an assessment of an individual’s suitability to implement a security control and/or for unescorted access to a security restricted area;

(16) “*Behaviour Detection*” means within an aviation security environment, the application of techniques involving the recognition of behavioural characteristics, including but not limited to physiological or gestural signs indicative of anomalous behaviour, to identify persons who may pose a threat to civil aviation;

(17) “*Cargo*” means any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage.

(18) “*Carry-on Baggage*” means luggage and personal belongings to which a person will have access while on board an aircraft;

(19) “*Catering Stores*” means all items, other than catering supplies, associated with passenger in-flight services, that includes newspapers, magazines, headphones, audio and video tapes, pillows and blankets, amenity kits;

(20) “*Catering Supplies*” means food, beverages, other dry stores and associated equipment used on board an aircraft;

(21) “*Certification*” A formal evaluation and confirmation by or on behalf of the Authority for aviation security that a person possesses the necessary competencies to perform assigned functions to an acceptable level as defined by the Authority;

(22) “*Checked Baggage*” means luggage and personal belongings accepted for transportation by an aircraft operator which is loaded into the hold of the aircraft, and to which a person will not have access while on board an aircraft

(23) “*Commercial Air Transport Operation*” means an aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire;

(24) “*Corporate Aviation*” means the non commercial operation or use of an aircraft by a company for the carriage of passengers and or goods as an aid to the conduct of company business, flown by a professional pilot employed to fly the aircraft.

(25) “*Dangerous Goods*” means articles or substances which are capable of posing significant risk to health, safety or property when transported by air and which are classified according to the International Civil Aviation Organization Technical Instructions for the Safe Transport of Goods by Air;

(26) “*Deficiency*” shall mean failure to comply with aviation security requirements;

(27) “*Director General*” means the Director General of the Sierra Leone Civil Aviation Authority (SLCAA);

(28) “*Disruptive passenger*” A passenger who fails to respect the rules of conduct at an airport or on board an aircraft or to follow the instructions of the airport staff or crew members and thereby disturbs the good order and discipline at an airport or on board the aircraft;

(29) “*Domestic Airport*” means any aerodrome with scheduled and non-scheduled domestic services offered by national carriers and general aviation traffic, whereby, the Standards and Recommended Practices of Annex 17 to the Convention on Civil Aviation shall apply;

(31) “*Escort*” means to accompany or supervise an individual who does not have unescorted access to areas restricted for security purposes, as identified in the Airport or Aerodrome Operator Security Programme;

(32) “*Firearm*” has the meaning given to it in appropriate Sierra Leone legislation;

(33) “*Foreign Air Operator*” means an aircraft operator who conducts international air transport operations under the terms of an air operator certificate issued by a State other than Sierra Leone;

(34) “*Flight Catering Operator*” means any enterprise that provides catering supplies for consumption on board an aircraft in flight engaged in the carriage of passengers;

(35) “*General Aviation*” means an aircraft operation other than a commercial air transport operation or an aerial work operation;

(36) “*Goods*” means personal belongings, baggage, cargo, mail, article, thing or conveyance that may be taken or placed on board an aircraft or taken into a restricted area;

(37) “*Heliport*” means an aerodrome or a defined area on a structure intended to used wholly or in part for the arrival, departure and surface movements of helicopters;

(38) “*High-risk cargo or mail*” Cargo or mail presented by an unknown entity or showing signs of tampering shall be considered high risk if, in addition, it meets one of the following criteria;

(a) specific intelligence indicates that the cargo or mail poses a threat to civil aviation; or

(b) the cargo or mail shows anomalies that give rise to suspicion; or

(c) the nature of the cargo or mail is such that baseline security measures alone are unlikely to detect prohibited items that could endanger the aircraft -

Regardless of whether the cargo or mail comes from a known or

unknown entity, a State's specific intelligence about a consignment may render it as high risk;

(39) "*Hijacking*" has the meaning given to it under Civil Aviation Act 2008;

(40) "*Human Factors principles*" Principles which apply to design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance;

(41) "*Human Performance*" Human capabilities and limitations which have an impact on the safety, security and efficiency of aeronautical operations;

(42) "*Incendiary Device*" means an object, other than a match or pocket lighter, that is fabricated with combustible materials and when ignited may cause fire damage to property or inflict burn injuries on individuals;

(43) "*In-flight Security Officer*" means a person who is employed and trained by the Government of Sierra Leone, or by the Government of another State, to travel on an aircraft with the purpose of protecting that aircraft and its occupants against acts of unlawful interference. This excludes persons employed to provide exclusive personal protection for one or more specific people travelling on the aircraft, such as personal bodyguards;

(44) "*International Airport*" means any aerodrome with scheduled international services offered by national and foreign aircraft operators;

(45) "*Investigation*" shall mean an examination of a security incident and an explanation of its cause in order to avoid recurrence and to consider legal action;

(46) "*Known Consignor*" A consignor who originates cargo or mail for its own account and whose procedures meet common security rules and standards sufficient to allow the carriage of cargo or mail on any aircraft;

(47) "*Loaded Firearm*" means a fire arm which has inserted initiative round of ammunition, cartridge in the chamber or in a clip, magazine or cylinder;

(48) "*Minister*" means the Minister in Charge of Aviation;

(49) "*National Aircraft Operator*" means an aircraft operator operating under the authority of an air operators certificate issued by the Sierra Leone Civil Aviation Authority;

(50) “Person in Custody” means a person who is for the time being under the control of a law enforcement officer;

(51) “Personal Search” means a search of the clothing of a person and personal belongings for prohibited items by a designated aviation security officer, an aviation security screening officer or a member of the Sierra Leone Police Force;

(52) “Quality Control Programme” shall mean the national civil aviation security quality control programme;

(53) “Record” includes any writing, drawing, map, tape, film, photograph, or other means by which information is preserved;

(54) “*Regulated Agent*” means an agent, freight forwarder or any other entity who conducts business with an aircraft operator and provides security controls that are accepted or authorized by the Appropriate Authority in respect of cargo, courier and express parcels or mail;

(55) “Restricted Area” means any area of an aerodrome that is identified as an area to which access is restricted to authorized persons;

(56) “*Restricted Area Permit*” means a document issued by the designated airport permit issuing authority, that entitles the holder to have access to a specific restricted area of an aerodrome during a specified period;

(57) “*Screening*” means the application of technical or other means which are intended to detect weapons, explosives or other prohibited items which have been designated as dangerous to aviation security;

(58) “*Screening Staff*” includes an aviation security screening officer;

(59) “*Security*” Safeguarding civil aviation against acts of unlawful interference. This objective is achieved by a combination of measures and human and material resources;

(60) “*Security Audit*” shall mean an in-depth examination of all aspects of security measures and procedures in order to determine if they are being implemented on a continual basis and to a constant standard;

(61) “*Security Control*” A means by which the introduction of weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference can be prevented.

(62) “*Security Directive*” means a formal written notification from the Director of SLCAA requiring the recipient to take such security measures as are specified within the directive;

(63) “*Security Programme*” means an Aerodrome Operator Security Programme, National Aircraft Operator Security Programme, Foreign Aircraft Operator Security Programme, Flight Catering Operator Security Programme, Tenant Restricted Area Security Programme and a Regulated Agent Security Programme, where applicable;

(64) “*Security Incident*” shall mean an occurrence with negative implications for the security and safety of persons and property;

(65) “*Security Inspection*” shall mean an examination of the implementation of relevant national civil aviation security programme requirements by an airline, airport or other entity involved in security;

(66) “*Security Restricted Area*” Those areas of the airside of an airport which are identified as priority risk areas where in addition to access control, other security controls are applied. Such areas will normally include, inter alia, all commercial aviation passenger departure areas between the screening checkpoint and the aircraft, the ramp, baggage make-up areas, including those where aircraft are being brought into service and screened baggage and cargo are present, cargo sheds, mail centres, airside catering and aircraft cleaning premises;

(67) “*Security Survey*” means an evaluation of security needs including the identification of vulnerabilities which could be exploited to carry out an acts of unlawful interference and the recommendation of corrective actions;

(68) “*Security Test*” means a covert or overt trial of an aviation security measure which simulates an attempt to commit an unlawful act;

(69) “*Sterile Area*” means the area between any passenger inspection or screening checkpoint and aircraft, into which access is strictly controlled;

(70) “*Technical Instructions*” means the International Civil Aviation Organization Instructions for the transport of Dangerous Goods by air;

(71) “*Tenant Restricted Area*” means any area at, or connected to, an aerodrome that has been declared as such in accordance with the appropriate Airport (Restricted Area) Bye-laws;

(72) “*Transfer cargo and mail*” means Cargo and mail departing on an aircraft other than that on which it arrived;

(73) “*Transfer Passenger*” means a passenger making direct connection between two different flights; and

(74) “*Transit Passenger*” means a passenger departing from an

aerodrome on the same flight on which he arrived;

(75) “*Unidentified baggage*” means Baggage at an airport, with or without a baggage tag, which is not picked up by or identified with a passenger;

(76) “*Unpredictability*” means the implementation of security measures in order to increase their deterrent effect and their efficiency, by applying them at irregular frequencies, different locations and/or with varying means, in accordance with a defined framework;

(77) “*Weapon*” means anything designed, used or capable of inflicting harm and includes a firearm.

17.3 AUTHORITY AND NATIONAL CIVIL AVIATION SECURITY PROGRAMME

Authority
and National
Civil
Aviation
Security
Programme

17.3.1 The Sierra Leone Civil Aviation Authority (SLCAA) is designated as the Appropriate Authority for aviation security within Sierra Leone, and shall specify this to the International Civil Aviation Organization (ICAO), and is hereby responsible for the development, and maintenance of the national civil aviation security programme.

17.3.2 (a) The Authority shall establish, and monitor the implementation of, a written national civil aviation security programme designed to safeguard civil aviation operations against acts of unlawful interference, which takes into account the safety of passengers, crew, ground personnel and the general public including regularity and efficiency of flights.

(b) The implementation of the written national civil aviation security programme shall be capable of responding rapidly to meet any increased security threat.

17.3.3 The national civil aviation security programme shall be the repository of national policy of the Government of Sierra Leone with regard to civil aviation security measures implemented within Sierra Leone and on Sierra Leonean registered aircraft, and shall specify the agencies responsible for the implementation of that policy.

17.3.4 Any person, assigned responsibility for a specific function or task within the national civil aviation security programme, who fails to carry out that function or task, to the standard specified in the national civil aviation security programme, commits an offence under these Regulations, and upon conviction may be liable to a fine as specified in **Schedule 18** to these Regulations.

17.4. GENERAL CONDITION FOR SECURITY

PROGRAMMES

General
Condition for
Security
Programmes

17.4.1 (a) An international airport operator or domestic airport operator shall not operate the aerodrome specified in his aerodrome license unless he has submitted, for such aerodrome, a proposed Airport Security Programme, which meets the requirements of these Regulations for acceptance and subsequent approval by the Authority.

(b) A person shall not operate a heliport within Sierra Leone unless he has submitted a proposed Heliport Security Programme which meets the requirements of these regulations for acceptance and subsequent approval by the Authority.

17.4.2. A person shall not operate a Sierra Leone registered aircraft within Sierra Leone or internationally unless he has submitted a proposed Aircraft Operator Security Programme for his operations, to the Authority for its acceptance and subsequent approval.

17.4.3. A foreign aircraft operator shall not conduct operations in Sierra Leone unless he has submitted a proposed Aircraft Operator Security Programme as part of his application for air services to the Authority for its acceptance.

17.4.4. An organization or agency shall not provide air traffic services unless such organization or agency has submitted a proposed air traffic service provider security programme which meets the requirement of this regulation for acceptance and subsequent approval by the Authority.

17.4.5. A person shall not operate an enterprise or an organization whose purpose is the movement of cargo by air, within and through Sierra Leone, unless he has submitted a proposed Air Cargo Operator Security Programme for his operations to the Authority for its acceptance and subsequent approval, or has satisfied the Authority that appropriate security controls are in place for each consignment of cargo to safeguard aircraft against an act of unlawful interference.

17.4.6. A person shall not operate an enterprise or an organization whose purpose is the provision of catering supplies and stores for use in air transport within and through Sierra Leone, unless he has submitted a proposed Flight Catering Operator Security Programme for his operations, to the authority for its acceptance and subsequent approval.

17.4.7. A person shall not operate an enterprise or an organization whose purpose is the provision of aviation services at any airport within Sierra Leone, unless he has submitted a proposed Aviation Service Provider Security Programme for his operations to the Authority for its acceptance and subsequent approval.

17.4.8. A person shall not operate an enterprise or an organization which provides a service at, or connected with any airport within Sierra Leone, whether or not that service provider occupies land deemed to be a Tenant Restricted Area under the **appropriate**

Airport (Restricted Area) Bye-Laws, unless he has submitted a proposed Tenant Restricted Area Security Programme for his operations to the aerodrome operator for its acceptance and subsequent approval.

17.4.9. Proposed security programme required to be approved by the Authority shall:

- (i) be submitted in writing at least sixty (60) days before the intended date of operations;
- (ii) meet the requirements of these Regulations.

17.4.10. A security programme under these Regulations shall be signed by the applicant and provide for the safety of the:

- (i) passengers, crew and their property;
- (ii) the aircraft;
- (iii) operating staff associated with the facility or aircraft; and
- (iv) related aviation support facilities; against acts of unlawful interference.

Additional requirements for applications

17.5. Where a person, under 17.4., submits a security programme as part of his application for:

- (a) an aerodrome licence issued under Part 14 of these Regulations;
- (b) an Air Operator Certificate issued under Part 9 of these Regulations; and
- (c) a Foreign Carrier Operating Permit (FCOP) issued under Part 18 of these Regulations; he shall in addition to meeting the requirements of the respective regulations above, meet the requirements of his security programme under this Part.

Acceptance of Security Programmes

17.6. ACCEPTANCE OF SECURITY PROGRAMMES

17.6.1. An acceptance under this Regulation does not authorize the aerodrome operator, aircraft operator, air traffic service provider, regulated agent, flight catering operator or Tenant Restricted Area operator to use his proposed security programme, submitted for approval under these Regulations until such programme is evaluated and approved for use.

17.6.2. Notwithstanding 17.6.1 above, a foreign carrier/operator's security programme may be put to use provided it is accepted by the Authority and where there are differences/ variations, such operator shall be required to develop a Local Operating Procedure (LOP) for his operation.

17.7. CONTENTS OF AN AERODROME OPERATOR SECURITY PROGRAMME

17.7.1. An Aerodrome Operator Security Programme required under 17.4. and 17.5. in respect of a licensed aerodrome shall be designed to describe the measures in place to safeguard that airport against acts of unlawful interference and shall be in such form, manner and content as specified in the National Civil Aviation Security Programme.

Contents of an Aerodrome Operator Security Programme.

17.7.2. An Aerodrome Operator Security Programme under 17.7.1, shall be accompanied by a current scale map of the aerodrome as

specified in section 17.55.

17.8. An Aerodrome Operator Security Programme under 17.4. shall take into consideration the needs of all aviation stake holders, including:

Development of Security Measures

- (a) reasonable access to aerodrome facilities and aircraft; and
- (b) the optimizing of aerodrome security arrangements in his development, renovation and expansion plans.

17.9. APPROVAL OF AERODROME OPERATOR SECURITY PROGRAMME

17.9.1. An aerodrome operator shall within thirty days of approval of its security programme ensure that the programme is implemented and in full operation.

Approval of Aerodrome Operator Security Programme

17.9.2. An aerodrome operator shall notify the Authority of the commencement of the implementation of its approved Aerodrome Operator Security Programme.

17.10. An Aircraft Operator Security Programme required under 17.4. and 17.5. shall meet the requirements of the National Civil Aviation Security Programme and shall be in such form, manner and content as specified in the National Civil Aviation Security Programme.

Contents of An aircraft Operator Programme

17.11. An Aircraft Operator Security Programme under 17.4. shall include the provisions to meet:

Development of Security Measures

- (a) its international obligations;
- (b) national obligations under the Act or Regulations made there under; and
- (c) the requirement of the National Civil Aviation Security Programme.

17.12. APPROVAL OF AIRCRAFT OPERATOR SECURITY PROGRAMME

17.12.1. An aircraft operator shall within thirty days of approval of its security programme ensure that the programme is implemented and in full operation.

Approval of Aircraft Operator Security Programme

17.12.2. An aircraft operator shall notify the Authority of the commencement of the implementation of its Aircraft Operator Security Programme.

17.12.3. Remotely Piloted Aircraft (RPA) shall have the same security procedures as aircraft operator.

17.13. An Air Traffic Service Provider Security Programme required under 17.4. and 17.5. shall meet the requirements of the National Civil Aviation Security Programme and shall be in such form, manner and content as specified in the National Civil Aviation Security Programme.

Contents of an air traffic services provider security programme
Development of security measures

17.14. An air traffic services provider Security Programme under 17.4.

shall include the provisions to meet:

- (a) its international obligations;
- (b) national obligations under the Act or Regulations made there under; and

- (c) the requirement of the National Civil Aviation Security Programme.

17.15. APPROVAL OF AIR TRAFFIC SERVICE PROVIDER SECURITY PROGRAMME

17.15.1. An air traffic services provider shall within thirty days of approval of its security programme ensure that the programme is implemented and in full operation.

Approval of Air Traffic Service Provider Security Programme

17.15.2. An air traffic services provider shall notify the Authority of the commencement of the implementation of its air traffic services provider Security Programme.

Contents of a Regulated Agent Security Programme. Development of Security Measures

17.16. A regulated agent Security Programme required under 17.4. shall meet the requirements of the National Civil Aviation Security Programme and shall be in such form, manner and content as specified in the National Civil Aviation Security Programme.

17.17. A regulated agent Security Programme under 17.4. shall include

the provisions to meet:

- (a) its international obligations;
- (b) national obligations under the Actor Regulations made there-under; and
- (c) the requirement of the National Civil Aviation Security Programme.

17.18. APPROVAL OF A REGULATED AGENT SECURITY PROGRAMME

Approval of a Regulated Agent Security Programme

17.18.1. A regulated agent shall within thirty days of approval of its security programme ensure that the programme is implemented and in full operation.

17.18.2. A regulated agent shall notify the Authority of the commencement of the implementation of its regulated agent Security Programme.

17.19. An Air Cargo Operator Security Programme required under 17.4. shall meet the requirements of the National Civil Aviation Security Programme and shall be in such form, manner and content as specified in the National Civil Aviation Security Programme.

Contents of air Cargo Operator Security Programme Development of Security Measures

17.20. An Air Cargo Operator Security Programme under 17.4. shall include the provisions to meet:

- (a) its international obligations;
- (b) national obligations under the Act or Regulations made there-under; and
- (c) the requirement of the National Civil Aviation Security Programme.

17.21. APPROVAL OF AN AIR CARGO OPERATOR SECURITY PROGRAMME

17.21.1. An Air Cargo Operator shall within thirty days of approval of its security programme ensure that the programme is implemented and in full operation.

Approval of an Air Cargo Operator Security

17.21.2. An Air Cargo Operator shall notify the Authority of the commencement of the implementation of its Air Cargo Operator Security Programme.

17.22. CONTENTS OF FIGHT CATERING OPERATOR SECURITY PROGRAMME

17.22.1. A Flight Catering Operator Security Programme required under 17.4. shall meet the requirements of the National Civil Aviation Security Programme and shall be in such form, manner and content as specified in the National Civil Aviation Security Programme.

Contents of Flight Catering Operator Security Programme.

17.22.2. A Flight Catering Operator Security Programme shall be accompanied by a current scale map of the flight catering facility area of operations.

17.23. A Flight Catering Operator Security Programme under 17.4. shall include the provisions to meet:

Development of Security Measures.

- (a) its international obligations;
- (b) national obligations under the Act or Regulations made there-under; and
- (c) the requirement of the National Civil Aviation Security Programme.

17.24. APPROVAL OF FLIGHT CATERING OPERATOR SECURITY PROGRAMME

17.24.1. A Flight Catering Operator shall within thirty days of approval of its security programme ensure that the programme is implemented and in full operation.

Approval of Flight Catering Operator Security Programme.

17.24.2. A Flight Catering Operator shall notify the Authority of the commencement of the implementation of its Flight Catering Operator Security Programme.

17.25. CONTENTS OF A TENANT RESTRICTED AREA SECURITY PROGRAMME.

Contents of a Tenant Restricted Area Security Programme

17.25.1. A Tenant Restricted Area Security Programme required under 17.4. shall meet the requirements of the National Civil Aviation Security Programme and shall be in such form, manner and content as specified in the National Civil Aviation Security Programme.

17.25.2. The Tenant Restricted Area Security Programme shall be accompanied by a current scale map of the Tenant Restricted Area, as required and produced under the **appropriate Airport (Restricted Area) Bye-laws.**

Development of Security Measures

17.26. A Tenant Restricted Area Operator Security Programme under 17.4. shall include the provisions to meet:

- (a) its international obligations;
- (b) national obligations under the Act or Regulations made there-under; and
- (c) the requirement of the National Civil Aviation Security Programme.

17.27. APPROVAL OF TENANT RESTRICTED AREA SECURITY PROGRAMME

Approval of
Tenant
Restricted
Area
Security
Programme

17.27.1. A Tenant Restricted Area operator shall within thirty days of approval of its security programme ensure that the programme is implemented and in full operation.

17.27.2. A Tenant Restricted Area operator shall notify the aerodrome operator of the commencement of the implementation of its Tenant Restricted Area Security Programme.

Contents of an
Aviation
Service
Providers
Security
Programme
Development
of Security
Measures

17.28. Aviation Service Providers are required to have Security Programme under 17.4. shall meet the requirements of the National Civil Aviation Security Programme and shall be in such form, manner and content as specified in the National Civil Aviation Security Programme.

17.29. Aviation Service Providers Security Programme under 17.4. shall include the provisions to meet:

- (a) its international obligations;
- (b) national obligations under the Actor Regulations made there-under; and
- (c) the requirement of the National Civil Aviation Security Programme.

17.30. APPROVAL OF AVIATION SERVICE PROVIDERS SECURITY PROGRAMME

Approval of
Aviation
Service
Providers
Security
Programme

17.30.1. An Aviation Service Provider shall within thirty days of approval of its security programme ensure that the programme is implemented and in full operation.

17.30.2. An Aviation Service Provider shall notify the Authority of the commencement of the implementation of its Aviation Service Provider Security Programme

17.31. MODIFICATIONS TO OPERATIONAL PARTICULARS AFFECTING SECURITY.

17.31.1 Where a security programme has been approved under 17.9, 17.12, 17.15, 17.18, 17.21., 17.24, 17.27 and 17.30 (here in after referred to as (“an approved Security Programme”)), the aerodrome operator, aircraft operator, air traffic service provider, regulated agent, air cargo operator, flight catering operator, aviation service provider or tenant restricted area operator where applicable shall follow the procedures under 17.31.2. whenever he determines:

Modifications
to
Operational
Particulars
Affecting
Security.

- (a) in respect of an aerodrome operator:
 - i. any description of the aerodrome area set out in such Aerodrome Operator Security Programme is no longer accurate; and
 - ii. the changes to the designation of the Aerodrome Security Coordinator required under 17.51;
- (b) any description of his operations set out in his programme is no longer accurate, the procedures included, and the facilities and equipment described, in such Aerodrome Operator Security programme are no longer adequate.

17.31.2. Whenever a condition described in 17.31.1 occurs, the aerodrome operator, aircraft operator, air traffic service provider, regulated agent, air cargo operator, flight catering operator, aviation service provider or tenant restricted area operator where applicable shall:

- (a) immediately notify the Authority of the changed condition, and identify each interim measure being taken to maintain adequate security until approval is granted for an appropriate amendment to his approved Security Programme; and
- (b) within thirty days after notifying the Authority in accordance with paragraph (a), submit for approval in accordance with 17.34, an amendment to his Security Programme to bring it in to compliance with these Regulations.

17.32. AMENDMENT OF APPROVED SECURITY PROGRAMME BY AERODROME OPERATOR, AIRCRAFT OPERATOR, AIR TRAFFIC SERVICE PROVIDER, REGULATED AGENT, AIR CARGO OPERATOR, FLIGHT CATERING OPERATOR, AVIATION SERVICE PROVIDER AND TENANT RESTRICTED AREA OPERATOR

17.32.1. Where an entity wishes to amend its approved Security Programme, it shall submit the request for such approval to the Authority at least thirty (30) days before the proposed effective date of intended implementation of the amended approved Security Programme.

17.32.2. When the Authority is satisfied that the proposed amendment to the approved Security Programme provides the level of security required by these Regulations, the Authority shall approve the amended approved Security Programme.

17.33. AMENDMENT OF APPROVED SECURITY PROGRAMME BY THE AUTHORITY

Amendment
of approved
Security
Programme
by the
Authority

17.33.1. The Authority may require an entity to amend its approved Security Programme, where it is determined that safety and public interest require the amendment.

17.33.2. Except in an emergency as provided in 17.33.5 where the Authority requires an entity to amend its approved Security Programme under 17.33.1. the Authority shall notify the entity in writing of the required amendment and allow a period of thirty days from the date contained in the notice, for a written response from such entity.

17.33.3. Upon receipt of a notice of a proposed amendment under 17.33.2 the entity may submit an alternative amendment to his approved Security Programme which meets the intent of the required amendment under 17.33.2. for consideration by the Authority.

17.33.4. When the Authority is satisfied that the alternative amendment submitted under 17.33.3 would provide an overall level of security equal to that required by the Authority, the Authority may approve the alternative amendment to the approved Security

Programme.

17.33.5. Where the Authority determines that an emergency exists which requires immediate action that makes the procedure in 17.33.2 and 17.33.3, impracticable or contrary to the public interest and safety, the Authority may direct the entity to deviate in a specified manner from its approved security programme in the area of concern, for a specified period.

AERODROME SECURITY

17.34. AERODROME OPERATOR RESPONSIBILITIES

Aerodrome
Operator
Responsibilities

17.34.1 An aerodrome operator shall, prior to the implementation of any renovation and expansion works to his aerodrome or the construction of additional aerodrome facilities at the same location, submit to the Authority, a revision of his measures designed to safeguard against acts of unlawful interference which may arise.

17.34.2. Where a foreign aircraft operator uses the aerodrome facilities of an aerodrome operator, the Authority may, in co-ordination with the aerodrome operator, approve an inspection by the entity responsible for aviation security of the Contracting State of such foreign aircraft operator in order to assess the adequacy of the security measures.

17.34.3. An aerodrome operator shall keep at the aerodrome a current scale map of the aerodrome that identifies the restricted areas in accordance with the appropriate Airport (Restricted Area) Bye-laws, security barriers and restricted area access points.

17.35. AERODROME SECURITY COMMITTEE

17.35.1. An aerodrome operator shall establish an Aerodrome Security Committee to ensure the implementation of any national civil aviation security initiatives that may be required by the Authority from time to time.

Aerodrome
Security
Committee.

17.35.2. An Aerodrome Security Committee under 17.31.1 shall comprise of those representatives stipulated within the respective Aerodrome operator Security Programmes approved by the Authority.

17.36. AVIATION SECURITY OFFICERS AND AVIATION SECURITY SCREENING OFFICERS

17.36.1. An aerodrome operator shall provide aviation security officers and aviation security screening officers, in the number and in a manner adequate to support:

Aviation
Security
Officers and
Aviation
Security
Screening
Officers

- (a) its Aerodrome Operator Security Programme; and
- (b) each passenger screening system required under any Part of these Regulations.

17.36.2. An aerodrome operator shall ensure that an aviation security officer or aviation security screening officer under its employment:

- (a) abstains from the consumption of alcoholic beverages or other substances prohibited by law while assigned to duty; and
- (b) is readily identifiable by uniform and displays or carries a

- badge or other identification of his/her authority while assigned to duty; and
- (c) has completed a training programme that meets the requirements in 17.36.6.

17.36.3. An aerodrome operator shall ensure that an aviation security officer or aviation security screening officer under its employment:

- (a) is authorized to carry out the duties and functions assigned to him/her; and
- (b) conducts security duties in accordance with the applicable provisions of these Regulations.

17.36.4. An aviation security officer or aviation security screening officer shall, while on duty at an aerodrome, have the authority to arrest with or without a warrant, any person, who commits:

- (a) a crime; or
- (b) an offence against any of these Regulations or the appropriate **Airport (Restricted Area) Bye-laws in force.**

17.36.5. Any person who obstructs, insults, intimidates or performs any act of violence against an aviation security officer or aviation security screening officer, while that officer is on duty at an aerodrome is guilty of an offence and shall upon conviction be liable to a penalty as **specified in Part 18** to these Regulations.

17.36.6. The training programme required by 17.36.2 (c) shall provide training in the subjects specified within the approved Aerodrome Operators Security Programme and shall meet the training standards specified by the Authority.

17.37. EMPLOYER'S RESPONSIBILITY

Employer's
Responsibility

17.37.1. An aerodrome operator shall not employ any person as an aviation security officer or aviation security screening officer unless:

- (a) such person meets the requirements of these Regulations;
- (b) such person has been trained in accordance with the requirements of these Regulations, where his duties are in respect to screening of passengers, crew, baggage and mail; and
- (c) where employed by the aerodrome tenant as an aviation security officer, such person is approved by the aerodrome operator.

17.37.2 An aerodrome operator shall ensure that:

- (a) initial and periodic background checks are performed in respect of each aviation security officer and aviation security screening officer; and
- (b) initial and recurrent training on aviation security is received by each aviation security officer and aviation security screening officer in his employment.

17.37.3. An aerodrome operator shall keep an accurate record of the

initial and periodic background check, experience and training of an aviation security officer and aviation security screening officer in his employment and such record shall be retained for the duration of his employment and thereafter for a period of one year.

17.38. SUPPORT FROM MEMBERS OF THE SIERRA LEONE POLICE FORCE

Support From
Members of The
Sierra Leone
Police Force

17.38.1. At each aerodrome certified by the Authority, members of the Sierra Leone Police Force shall be deployed in support of the aerodrome security personnel to provide an armed response capability to prevent the occurrence of acts of unlawful interference.

17.38.2. The deployment of these members of the Police will be in accordance with the measures described within the appropriate aerodrome security programme.

17.39. REQUIREMENT FOR SCREENING

17.39.1. (a) Every person entering a sterile area, or enhanced security restricted area, at any aerodrome to which these Regulations apply, as specified within the appropriate aerodrome security programme, is required to be screened, including any carry-on baggage, goods or other articles in their possession.

Requirement
For Screening

(b) Vehicles entering Security Restricted Areas together with items contained within them, shall be screened or subjected to other appropriate security controls.

17.39.2. An organization approved by the Authority to carry out screening functions shall ensure that any person who acts or will act as a screening officer for it or on its behalf meets the minimum standard set out by the Authority, as amended from time to time.

17.39.3. An aircraft operator shall not transport a person or goods that must be screened in accordance with 17.39.1 unless the person or goods have been screened in accordance with this regulation.

17.39.4. A person who must be screened under 17.39.1 must not circumvent a screening of their person or goods or other things in their possession or control or a vehicle under their care or control or assist another person who must be screened in circumventing a screening of that person or goods or other things in that person's possession or control or a vehicle under that person's care or control.

17.39.5. A person(s) who is at an aerodrome or on board an aircraft must not falsely declare that:

- (a) they are carrying a weapon, an explosive substance, an incendiary device or other dangerous item that could be used to jeopardize the security of an aerodrome or aircraft or that such an item is contained in goods or other things in their possession or control or in a vehicle under their care or control that they have tendered or are tendering for screening or transportation; or
- (b) another person who is at the aerodrome or on board an aircraft

is carrying a weapon, an explosive substance, an incendiary device or other dangerous item that could be used to jeopardize the security of an aerodrome or aircraft or that such an item is contained in goods or other things in that person's possession or control or in a vehicle under their care or control and is being tendered or has been tendered for screening or transportation.

17.39.6. Notwithstanding 17.39.1 the Authority may, exempt such persons as he deems appropriate from the requirements to be screened. Any exemption made under this Regulation shall be promulgated in the National Civil Aviation Security Programme.

17.40. REFUSAL OF SCREENING

Refusal
Screening

of 17.40.1. Subject to 17.39.6, any person who refuses to allow himself and his carry-on baggage, goods or other articles in his possession to be screened will be denied access to the enhanced security restricted area or sterile area.

17.40.2. Where, after entering an enhanced security restricted area or sterile area, a person who is required by an aviation security officer or aviation security screening officer, to submit to screening of his person, goods, vehicle or means of conveyance refuses such a search, the aviation security officer or aviation security screening officer shall order such person to leave the enhanced security restricted area or sterile area and remove the goods, vehicle or means of conveyance in his possession from the enhanced security restricted area or sterile area.

17.40.3. Where, after having boarded an aircraft, a passenger is required by an aviation security officer or aviation security screening officer to submit to the screening of his person, or of the goods that he carried or had placed on board the aircraft and he refuses such a screening, the aviation security officer or aviation security screening officer shall order such person to disembark the aircraft and remove the carry-on baggage, goods or checked baggage of such person.

Unaccompanied
Baggage

17.41. Where baggage is received at an aerodrome for transport on an aircraft and such baggage is not accompanied by a person who may give the permission to screen such baggage, an aviation security officer or aviation security screening officer, shall carry out an authorized search of the baggage in the presence of the aircraft operator concerned or a regulated agent, and in carrying out that search may use such force as may reasonably be necessary to gain access to the baggage.

Unattended
Baggage

17.42. Where baggage is left unattended or abandoned at an airport terminal, an Aviation security officer shall consider such bag suspect and report to the police so that it can be investigated and if necessary, removed to a safe location and confiscated.

17.43. SECURITY INCIDENTS

Security
Incidents

17.43.1. An aerodrome operator, aircraft operator, aerodrome tenant, air cargo operator or regulated agent shall immediately notify an aviation security officer, aviation security screening officer, or a Police officer when there is:

- (a) the discovery of an unauthorized firearm other than an unloaded firearm allowed under the security programme of an aircraft operator;
- (b) the discovery, at the aerodrome, or on board an aircraft, of an explosive substance or an incendiary device or a suspected explosive substance or suspected incendiary device;
- (c) refusal by a person to submit to the security screening required under these Regulations;
- (d) refusal by a person to remove himself and his goods from a restricted area when so ordered by an aviation security officer;
- (e) a report of unattended baggage located in his area of responsibility;
- (f) a report of suspicious packages, articles or goods in his area of responsibility; or
- (g) a specific threat against the aerodrome comes to his attention.

17.43.2. An aerodrome operator shall investigate any of the reported security incidents set out in 17.43.1 and provide a report of the incident to the Authority in accordance with procedures set out in his approved Aerodrome Operator Security Programme.

17.44. RECORDS

Records

17.44.1. An aerodrome operator shall ensure that a record of every security incident is kept at his aerodrome.

17.44.2. A record required to be kept under 17.44.1 shall:

- (a) be kept for a minimum of ninety days;
- (b) be made available to the Authority upon request; and
- (c) include the number:
 - i. and type of weapons and incendiary devices discovered during any passenger screening process and the method of detection of each;
 - ii. of acts and attempted acts of air piracy;
 - iii. of bomb threats received, real and simulated bombs found and actual bombings at the aerodrome; and
 - iv. of detentions and arrests and the immediate disposition of each person detained or arrested.

17.45. AERODROME TENANT AND TENANT RESTRICTED AREA (TRA) OPERATOR RESPONSIBILITY

17.45.1. An aerodrome tenant restricted area operator, and any other tenants at any aerodromes, shall develop security measures to manage access to the tenant restricted area, or other area, under his control in compliance with the TRA Security Programme submitted for approval under 17.25, or the Aerodrome Security Programme under 17.7.

Aerodrome
Tenant and
Tenant
Restricted Area
(TRA) Operator
Responsibility

17.45.2. An aerodrome tenant restricted area operator, or other tenant, shall ensure that his personnel receive appropriate aerodrome security training or security awareness training as appropriate, in accordance with the approved TRA Security Programme or Aerodrome Security

False
Statements,
Entries or
Unauthorised
Reproduction

Programme.

17.45.3. An aerodrome tenant restricted area operator, or other tenant, shall not use a person as an aviation security officer unless the employment of such person has been approved by the aerodrome operator.

17.46. No person shall divulge documented information in respect of security measures in effect at an aerodrome without the permission of the aerodrome operator.

17.47. No person shall make, or cause to be made, any of the following:

- (a) a fraudulent or intentionally false statement in any Aerodrome Operator Security Programme or an application for any security programme;
- (b) a fraudulent or intentionally false entry in any record or report that is kept, made or used to show compliance with this Part or exercise any privileges under this Part; and
- (c) are production or alteration of any report, record, security programme, issued under this Part without the approval of the aerodrome operator.

17.48. ACCESS CONTROL SYSTEM

Access Control
System

17.48.1. An aerodrome operator shall ensure that the location and function of restricted areas, enhanced security restricted areas and sterile areas at the aerodrome are designated and properly defined within the appropriate **Airport (Restricted Area) Bye-laws**.

17.48.2. The level of access to a restricted area, enhanced security restricted area or sterile area shall be clearly defined and made known to all persons at the aerodrome whose duties require them to have access to these areas.

17.48.3. An aerodrome operator shall include in his approved Aerodrome Operator Security Programme details of a system, method and procedure, which shall ensure that:

- (a) access points in to restricted areas, enhanced security restricted areas or sterile areas are limited in number and physical access through those points are strictly controlled;
- (b) entry points which cannot be effectively controlled are locked or otherwise secured against entry by unauthorized persons;
- (c) access by persons and vehicles to restricted areas, enhanced security restricted areas and sterile areas is restricted only to persons who have a clear need for such access by virtue of their duties;
- (d) enhanced security restricted areas and sterile areas not subject to continual access control measures shall be subjected to a thorough search prior to being brought in to use;
- (e) a person whose duties require him to be at the aerodrome is required to have on display on his person, a valid aerodrome identification permit and any baggage or item he carries shall be screened before being allowed access to enhanced security restricted areas or sterile areas;
- (f) the screening under paragraph (e) shall be to the same standard as that required for passengers, under 17.39; and
- (g) persons at an aerodrome are aware of what areas they are

prohibited access.

17.48.4. Notwithstanding the screening requirements under 17.48.3(e), the Authority may consider screening at certain access points on a random basis depending on the assessed risk where details of such risks are included in an approved Aerodrome Operator Security Programme.

17.48.5. The system under 17.48.2 shall provide a means to differentiate the various airport restricted areas that holders of airport restricted area permits are allowed access to.

17.48.6. The system under 17.48.2 shall describe the scope of initial and periodic background checks conducted on applicants for all types of airport restricted area permits issued.

17.49. AIRPORT RESTRICTED AREA PERMIT SYSTEM

17.49.1. An aerodrome operator shall ensure that access to a restricted area, enhanced security restricted area or sterile area of his aerodrome is controlled by the use of an airport restricted area permit system to identify persons and vehicles and facilitate access where authorized.

Airport
Restricted Area
Permit System

17.49.2. Notwithstanding the provisions of 17.49.1, the airport restricted area permit system shall be in accordance with the appropriate **Airport (Restricted Area) Bye-laws**.

17.50. On request of the Authority, an aerodrome operator shall provide evidence of compliance with this Part in his approved Aerodrome Operator Security Programme.

Evidence of
Compliance

17.51. AERODROME SECURITY CO-ORDINATOR

17.51.1. An aerodrome operator shall designate, in his approved Aerodrome Operator Security Programme, an officer in his organization as the Aerodrome Security Co-ordinator, who shall be held responsible for the coordination of all aviation security policies, procedures and preventive measures applied at a designated airport.

Aerodrome
Security
Coordinator

17.51.2. An aerodrome operator shall appoint a person suitably qualified, trained and experienced in aviation security charged with responsibility for co-ordinating the implementation of the Aerodrome Operator Security Programme and having direct line of communication with the aerodrome operator's chief executive officer.

17.51.3. The aerodrome security co-ordinator shall be acceptable to the Authority.

17.51.4. An Aerodrome Security Co-ordinator shall serve as the primary contact of the aerodrome operator for security-related activities and communications with the Authority, as set forth in the approved Aerodrome Operator Security Programme.

17.52. Where an aerodrome operator determines that a specific threat that jeopardizes the security of its aerodrome exists, it shall immediately take all of the measures necessary to ensure the safety

Measures in The
event of
Specific Threat

at Aerodrome

and security of the aerodrome and persons at the aerodrome, including informing the appropriate aviation security officers and/or aviation security screening officers of the nature of the threat.

Notification of Threat.

17.53. NOTIFICATION OF THREAT

17.53.1. An aerodrome operator who is made aware of a threat against an airport facility or any part of his aerodrome, or tenant restricted area that is under the control of a person carrying on any activity at or connected with his aerodrome, other than the aerodrome operator, he shall immediately:

- (a) notify the person in control of that facility or tenant restricted area of the nature of the threat; and
- (b) determine whether there is a specific threat that jeopardizes the security of the aerodrome.

17.53.2. Where a person authorized to conduct any screening activity at an aerodrome is made aware of a threat against the aerodrome, such person shall:

- (a) immediately notify the aerodrome operator of the nature of the threat; and
- (b) assist the aerodrome operator in determining whether there is a specific threat that jeopardizes the security of the aerodrome.

17.54. DISCOVERY OF WEAPONS, INCENDIARY DEVICES OR EXPLOSIVES AT AERODROMES

Discovery of Weapons, Incendiary Devices or Explosives at Aerodromes

17.54.1. An aerodrome operator shall immediately notify the Authority when there is:

- (a) the discovery, at the aerodrome, of a weapon, other than an unloaded firearm allowed under 17.60;
- (b) the discovery, at the aerodrome, of an explosive substance or an incendiary device, other than an explosive substance or incendiary device allowed under the Act or Regulations made there under;
- (c) an explosion at the aerodrome, unless the explosion is known to be the result of an excavation, a demolition, construction or the use of fireworks displays; or
- (d) a specific threat against the aerodrome.

17.54.2. An aerodrome operator shall make arrangements to investigate, render safe and/or dispose suspected dangerous devices or other potential hazards at the airport.

17.55. An aerodrome operator shall keep at the aerodrome a certified copy of a current scale map and/or plan, certified by the Authority, of the aerodrome and buildings located at that aerodrome, that identifies the restricted areas, enhanced security restricted areas and sterile areas, security barriers and restricted area access points, enhanced security restricted area access points, and sterile area access points. This map and/or plan is to be produced in accordance with the appropriate **Airport (Restricted Area) Bye-laws.**

Keeping Aerodrome Maps and plans.

17.56. AERODROME OPERATOR TO PROVIDE INFORMATION

17.56.1. The aerodrome operator shall provide to the Authority, on

Aerodrome Operator to

reasonable notice given by the Authority, written or electronic records or other information relevant to the security of the aerodrome, including:

Provide Information.

- (a) information concerning the method of implementing the security measures that apply to the aerodrome operator under 17.4.1; and
- (b) a copy of the scale map and/or plan referred to in 17.55.

17.56.2. An aerodrome operator shall provide the Authority with written notice of any new commercial air transportation service that is to commence operations at the airport terminal building.

17.57. AIRCRAFT OPERATOR SECURITY PROGRAMME

17.57.1. An aircraft operator having an approved Aircraft Operator Security Programme shall:

Aircraft Operator Security Programme.

- (a) maintain one copy of his approved Aircraft Operator Security Programme at his principal business office;
- (b) maintain a copy or the pertinent portions of his approved Aircraft Operator Security Programme at each aerodrome where they operate;
- (c) make the documents under paragraphs (a) and (b), available for inspection upon request by the Authority; and
- (d) restrict the distribution, disclosure, and availability of sensitive security information only to persons who by their defined roles in the programme require to have such information for the performance of their function.

17.57.2. An aircraft operator shall appoint a person suitably qualified, trained and experienced in aviation security charged with responsibility for coordinating the implementation of the Aircraft Operator Security Programme and having direct line of communication with the aircraft operators chief executive officer.

17.57.3. The aircraft operator security co-ordinator shall be acceptable to the Authority

17.58. SCREENING OF PASSENGERS AND PROPERTY

Screening of Passengers and Property.

17.58.1. An aircraft operator shall ensure that at aerodromes, screening is conducted of:

- (a) passengers, transit passengers, transfer passengers and crew travelling on his aircraft;
- (b) carry-on baggage of persons under paragraph (a);
- (c) checked baggage of persons under paragraph (a); and
- (d) other goods in the hold of his aircraft.

17.58.2. Notwithstanding 17.58.1. an aircraft operator may authorize the aerodrome operator of the aerodrome from which he operates or any other person to conduct the screening functions set out in his approved Aircraft Operator Security Programme.

17.58.3. In giving an authorization to an aerodrome operator or any other person under 17.58.2. the aircraft operator shall further instruct such aerodrome operator or person, to prohibit any passenger

refusing to be screened from entry on to any of his aircraft.

17.58.4. An aircraft operator or person authorized by him under 17.58.2. shall use the procedures and the facilities and equipment described in his Aircraft Operator Security Programme:

- (a) to prevent or deter the carriage of any weapon or incendiary device on or about the person of an individual or accessible property and the carriage of any weapon or incendiary device in checked baggage on aircraft;
- (b) to detect the existence of a weapon or incendiary device, to inspect each person entering a sterile area at each pre-boarding screening checkpoint and to inspect all accessible property under the control of such person; and
- (c) to perform the following control functions with respect to each aircraft operation for which screening is required:
 - i. prohibit unauthorized access to the aircraft;
 - ii. ensure that baggage carried in the aircraft is checked-in by a properly trained agent and that identification is obtained from all passengers and persons shipping goods or cargo on board the aircraft;
 - iii. ensure that cargo and checked baggage carried on board the aircraft are handled in a manner that prohibits unauthorized access; and
 - iv. conduct a security inspection of the aircraft before placing it in service and after it has been left unattended;
 - v. ensure that aircraft are protected from unauthorized interference from the time the aircraft search or check has commenced until the aircraft departs.

17.58.5. An aircraft operator shall refuse to transport:

- (a) any person who does not consent to an authorized search of his person when required to do so by the aircraft operator or person authorized to conduct such searches on his behalf; and
- (b) any property of any person who does not consent to a search or inspection of that property in accordance with the screening system prescribed by 17.58.1.

17.58.6. An aircraft operator shall remove from the aircraft any item(s) left behind by passenger disembarking from any commercial flight or otherwise dealt with such item(s) appropriately before departure of such aircraft.

17.58.7. A foreign aircraft operator shall not conduct a flight within Sierra Leone with a passenger on board who refuses to submit to a screening, required under these Regulations or while the carry on or checked baggage of such person is on board his aircraft.

17.58.8. Notwithstanding being in possession of a boarding pass, where the pilot in command of an aircraft has reasonable grounds to believe that a person is in violation of this Part, the pilot in command may order that person to disembark such aircraft.

17.59. PREVENTION AND MANAGEMENT OF HIJACK AND SABOTAGE ATTEMPTS

17.59.1. An aircraft operator shall:

- (a) assign an appropriately qualified and trained person as a Ground Security Co-ordinator to co-ordinate the ground security duties specified in his approved Aircraft Operator Security Programme; and
- (b) designate the pilot-in-command as the In-flight Security Co-ordinator for each flight, as required by his approved Aircraft Operator Security Programme to co-ordinate activities in response to threats of acts of unlawful interference.

Prevention
And
Management
of Hijack and
Sabotage
Attempts

17.59.2. An aircraft operator shall, where approved by the Authority, permit and facilitate the carriage of in-flight security officers on specific flights to prevent:

- (a) unauthorized persons from gaining access to the flight deck; and
- (b) hijacks and other criminal acts on board the aircraft.

17.59.3. In-flight Security Officers under this section, where required to be on board a flight, shall:

- (a) prevent unauthorized persons from gaining access to the flight deck and prevent hijacks and other criminal acts on board the aircraft; and
- (b) conduct a crew briefing prior to departure to ensure the flight crew and cabin crew understand his/her role on board the aircraft.
- (c) be a selected government personnel.
- (d) be trained on safety and security aspects on board an aircraft and
- (e) be deployed according to the threat assessment of the competent authority

17.59.4. The deployment of in-flight security officers shall be coordinated with concerned States and kept strictly confidential.

17.60. CARRIAGE OF WEAPONS

Carriage of
Weapons

17.60.1. An aircraft operator shall not permit any person, who is not authorized, to have on or about his person or property, a weapon, either concealed or unconcealed, accessible to him while on board an aircraft.

17.60.2. 17.60.1. shall not apply to in-flight security officers required to be on board under 17.59.2.

17.60.3. A person shall not, without authority, while on board an aircraft operated by an aircraft operator, carry on or about his person, a weapon, either concealed or unconcealed.

17.60.4. An aircraft operator shall not knowingly permit any person to transport, nor shall any person transport or tender for transport, a weapon, incendiary device or loaded firearm in checked baggage on

board an aircraft without proper authorization.

17.60.5. An aircraft operator shall not knowingly permit any person to transport, nor may any person transport or tender for transport, any unloaded firearm in checked baggage on board an aircraft unless:

- (a) such person declares to the aircraft operator, either orally or in writing before tendering the baggage for the purpose of being checked in that he has a firearm carried in his/her checked baggage and it is unloaded;
- (b) the baggage or container in which a fire arm is carried is locked;
- (c) the checked baggage or container containing the fire arm is loaded on the aircraft in an area that is inaccessible to passengers; and
- (d) such person presents a licence for such fire arm from the State that permits him to have in his possession such fire arm, an export licence for fire arm to the State of destination.

17.60.6. Where a fire arm to be transported in checked baggage but is not secured in such checked baggage it shall be carried in the hold of the aircraft, in a container that the aircraft operator considers appropriate for air transportation.

17.61. USE OF SCREENING EQUIPMENT

17.61.1. An aerodrome operator, aircraft operator or person authorized to conduct screening on his behalf, shall not use any screening equipment systems within Sierra Leone to inspect carry-on or checked baggage unless specifically authorized under an approved Aircraft Operator Security Programme required by 17.12. or an approved Aerodrome Security Programme required by 17.4.

Use of
Screening
Equipment

17.61.2. An aerodrome operator, aircraft operator, or any other person authorized to conduct screening on his behalf, may be authorized by the Authority, to use X-ray systems for inspecting carry-on or checked baggage under an approved Aircraft Operator Security Programme, or Aerodrome Security Programme where he shows that:

- (a) the X-ray system complies with the standards for X-ray systems designed primarily for the inspection of carry-on and checked baggage and meets the performance requirements set out by the Authority in the National Civil Aviation Security Programme;
- (b) a programme for initial and recurrent training of operators of the system is established, which includes training in radiation safety, the efficient use of X-ray systems, and the identification of weapons and other dangerous articles, as prescribed in the National Aviation Security Training Programme; and
- (c) the system meets the imaging requirements described in the approved Aircraft Operator Security Programme, or Aerodrome Security Programme in accordance with the combined test requirements prescribed by the Authority.

17.61.3. An aerodrome operator, aircraft operator, or any other

person authorized to conduct screening on his behalf, shall ensure that an X-ray system is not used:

- (a) unless within the preceding twelve months, a test has been conducted which shows that the system meets the applicable performance standards or guidelines prescribed by the Authority; and
- (b) after the system is initially installed or after it has been moved from one location to another, a test has been conducted which shows that the system meets the applicable performance standards or guidelines prescribed by the Authority.

17.61.4. An aerodrome operator, aircraft operator, or any other person authorized to conduct screening on his behalf, shall maintain at least one copy of the results of the most recent test conducted under 17.61.3 and shall make it available for inspection upon request by the Authority at each of the following locations:

- (a) the principal business office of the organization conducting the screening; and
- (b) the place where the X-ray system is in operation.

17.61.5. An aerodrome operator, aircraft operator, or any other person authorized to conduct screening on his behalf, shall ensure that screening staff comply with X-ray operator duty time limitations specified in his Aircraft Operator Security Programme, or Aerodrome Security Programme.

17.62. SECURITY THREATS AND PROCEDURES

Security Threats
and Procedures

17.62.1. Where an aircraft operator determines that there is a specific threat which jeopardizes the security of an aircraft or flight, he shall immediately take all of the measures necessary to ensure the safety of the aircraft, passengers and crew on board such aircraft, including:

- (a) informing the pilot-in-command, the crew members assigned to the aircraft or flight, the aerodrome operator and the appropriate Police agency of the nature of the threat;
- (b) where the aircraft is on the ground, moving such aircraft to a place of safety at the aerodrome according to the directions of the aerodrome operator; and
- (c) the inspection of the aircraft and search of the passengers and goods on board such aircraft, unless the inspection and search are likely to jeopardize the safety of the passengers and crew members.

17.62.2. Where the aircraft, under 17.62.1 is on the ground, the pilot in command shall comply with any directive given by the aerodrome operator under 17.62.1(a) or a member of the appropriate Police agency, unless complying with such directive is likely to jeopardize the safety of the passengers and crew members.

17.62.3. Immediately upon receiving information that an act or suspected act of unlawful interference has been committed, the aircraft operator shall notify the Authority.

17.62.4. Where an aircraft operator determines that there is a specific threat which jeopardizes the security of a facility, a tenant restricted area, or part of an aerodrome under his control, he shall immediately take all of the measures necessary to ensure the safety of the facility, tenant restricted area or part of the aerodrome and persons at the facility, including informing the aerodrome operator and the appropriate Police agency of such threat.

17.62.5. Where the aircraft under 17.62.3 is in the air space under the jurisdiction of a State other than Sierra Leone, the aircraft operator shall also notify the Authority of the State in whose territory the aircraft is located and, if the aircraft is in flight, the Authority of the State in whose territory the aircraft is to land.

17.62.6. Upon receipt of a bomb threat against a specific aircraft, each aircraft operator shall attempt to determine whether or not any explosive or incendiary device is aboard the aircraft involved by doing the following:

- (a) conduct an analysis of the threat and classify the threat as:
 - i. a hoax;
 - ii. non-specific; or
 - iii. specific;
- (b) in cases of (ii) and (iii), consider conducting a security inspection on the ground before the next flight or, where the aircraft is in flight, immediately after its next landing; and
- (c) where the aircraft is on the ground, advising the pilot-in-command of the results of the analysis and the proposed action to be taken; or
- (d) where the aircraft is in flight, immediately advising the pilot-in-command of all pertinent information available so that necessary emergency action can be taken.

17.62.7. Where the aircraft is in flight, ensure the pilot-in-command notifies the appropriate air traffic control authority of the threat.

17.63. REPORTING OF SECURITY INCIDENTS

17.63.1. An aircraft operator shall immediately notify the Authority when there is:

Reporting of
Security
Incidents

- (a) a hijack or attempted hijack of an aircraft;
- (b) the discovery, on board an aircraft, of a weapon, other than an unloaded firearm allowed under 17.43.1(a) or 17.60;
- (c) the discovery, on board an aircraft, of an explosive substance or an incendiary device, other than an explosive substance or incendiary device allowed on board the aircraft under the Act or Regulations made hereunder;
- (d) an explosion on an aircraft; or
- (e) a specific threat against an aircraft, a flight or a facility or part of an aerodrome under its control.

17.63.2. An aircraft operator shall immediately notify the aerodrome

operator when a weapon other than a firearm allowed under 17.43.1.(a), or 17.60, is detected in any part of the aerodrome under its control.

17.64. PERSON AUTHORIZED TO CONDUCT SCREENING ACTIVITIES

Person Authorized to Conduct Screening Activities

17.64.1. A person authorized to conduct screening activities shall immediately notify the appropriate aircraft operator, aerodrome operator, the Sierra Leone Police Force and the Authority when any of the following is detected at a restricted area access point where screening is conducted of persons and carryon baggage and other articles in the possession or control of persons who are screened:

- (a) a weapon, other than a weapon allowed under 17.43.1 (a) or 17.60;
- (b) an explosive substance, other than:
 - i. ammunition carried by a person allowed to carry or have access to a weapon or firearm under 17.43.1 (a) and 17.60; or
 - ii. an explosive substance allowed under the Act or Regulations made there under; or
- (c) an incendiary device, other than an incendiary device allowed under the Act or Regulations made there under.

17.64.2. A person authorized to conduct screening activities shall immediately notify the appropriate aircraft operator, the aerodrome operator, the appropriate Police agency and the Authority when any of the following is detected in checked baggage:

- (a) a loaded fire arm;
- (b) an explosive substance, other than ammunition; or
- (c) an incendiary device.

Security Information

17.65. An aircraft operator shall provide the Authority with a written or electronic record or other information relevant to the security of his operations, where the Authority provides reasonable notice.

This include:

- (a) information concerning the method of implementing the security measures that apply to the aircraft operator under 17.4.2; and
- (b) a description of the nature of operations related to a particular flight and the services provided in respect of the flight.

Provision of Information to the Authority on the Security of Operations by service Providers

17.66. A person who provides services to an aircraft operator and a person who provides a service related to the transportation of goods by air, shall provide to the Authority, on reasonable notice given by the Authority, written or electronic records or other information relevant to the security of the operations of the aircraft operator, including:

- (a) information concerning the method of implementing the security measures that apply to those persons under 17.4.2; and
- (b) a description of the nature of the operations related to a particular flight and the services provided in respect of the flight.

17.67. A person authorized to perform screening on behalf of an aircraft operator shall provide to the Authority, on reasonable notice given by the Authority, written or electronic records or other information relevant to the security of his screening operations, including:

Provision of Information to the Authority on the Security of Operations by Screening

(a) information concerning the method of implementing the security measures that apply to it under 17.4.2; and

(b) a description of the nature of the screening operations related to a particular flight or at a particular aerodrome.

Personnel

17.68. Where required by the Authority, an aerodrome operator, aircraft operator, or any other person acting on his behalf, required to conduct screening under a security programme shall use an explosive detection system that has been approved by the Authority to screen checked baggage in accordance with its Aircraft Operator Security Programme, or Aerodrome Security Programme.

Use of
Explosives
Detection
Systems

17.69. CARRIAGE OF PASSENGERS UNDER ADMINISTRATIVE OR JUDICIAL CONTROL

17.69.1. An aircraft operator, when required to carry a passenger who is the subject of judicial or administrative proceedings, shall only do so once appropriate security controls have been applied to the passenger in question, including notification to the pilot-in-command.

Carriage of
Passengers
Under
Administrative
or Judicial
control.

17.69.2. An aircraft operator shall ensure that prior to departure:

(a) the aircraft is equipped with adequate restraining devices to be used in the event restraint of any passenger becomes necessary;

(b) each passenger travelling under 17.69.1 has been searched and does not have on or about his person or property anything that can be used as a weapon; and

(c) each passenger travelling under 17.69.1 whether under the control of an escort officer or not, under this Regulation, is:

i. boarded before any other passengers when boarding at the aerodrome from which the flight originates and deplaned at the destination after all other deplaning passengers have deplaned;

ii. seated in the rear-most passengers seat when boarding at the aerodrome from which the flight originates; and

iii. seated in a seat that is not located close to or directly across from any exit.

17.69.3. An aircraft operator operating an aircraft under 17.69.1 shall not:

(a) serve food, beverage, or provide eating utensils made of metal to a passenger under such judicial or administrative proceedings while on board such aircraft unless authorized to do so; or

(b) serve any escort officer, or the passenger under the control of the escort officer, any alcoholic beverages while on-board such aircraft.

17.69.4. In cases where an escort officer is also carried under the provisions of 17.69.1, the escort officer shall, at all times, accompany the passenger under his control and keep the passenger under surveillance while on board the aircraft including visits to the lavatory.

17.69.5. This Regulation shall not apply to the carriage of passengers under voluntary protective escort.

17.70. TRAINING

17.70.1. The Authority shall establish, and monitor the implementation of a written national civil aviation security training programme designed to:

- (i) Clearly describe responsibilities with regards to the selection and training of staff involved in aviation security, to include responsibilities at the national level and/or any responsibilities delegated by the State to entities subject to the National Civil Aviation Security Programme (NCASP) or through contractual agreement;
- (ii) Identify all categories of persons who are required to undertake relevant aviation security (AVSEC) training in accordance with assigned duties and objectives;
- (iii) Define types of AVSEC training to be provided to the various categories of persons mentioned in (ii), including content;
- (iv) Establish minimal training content, durations and frequency;
- (v) Establish competency testing requirements; and
- (vi) Describe the process applied whenever certification is required.

17.70.2. Any person, as signed responsibility for a specific function or task within the national civil aviation security programme, who fails to undergo minimum required security training, to the standard specified in the national civil aviation security training programme, commits an offence under these Regulations.

17.70.3. An aircraft operator shall not use any person as a Security Coordinator unless, within the preceding twelve months, such person has satisfactorily completed the required security training specified in his approved Aircraft Operator Security Training Programme and required by the National Civil Aviation Security Training Programme.

17.70.4. A national aircraft operator shall not use any person as a crew member on any domestic or international flight unless within the preceding twelve months that person has satisfactorily completed the security training required by NCASP as specified in his approved Aircraft Operator Security Training Programme and the National Civil Aviation Security Training Programme.

17.71. STANDARDS FOR IMPLEMENTING SECURITY PROGRAMME

17.71.1. An aircraft operator, or aerodrome operator, shall ensure that:

- (a) a person authorized to perform a security related function on his behalf has knowledge of:
 - (i) the provisions of 17.4, applicable security directives and information circulars promulgated pursuant to 17.88 and
 - (ii) elements of the approved Aircraft Operator Security Programme or Aerodrome Operator Security Programme required for the performance of his functions;
- (b) the Security Coordinator of the aircraft operator, or aerodrome operator at each aerodrome shall:

Standards for
Security
Oversight

- (i) review daily all security-related functions for effectiveness and compliance with:
 - (a) provision of 17.4;
 - (b) the approved Aircraft Operator Security Programme or Aerodrome Operator Security Programme; and
 - (c) applicable security directives; and
- (ii) immediately initiates corrective action for each instance of non-compliance with:
 - (a) provision of 17.4;
 - (b) the approved Aircraft Operator Security Programme or Aerodrome Operator Security Programme; and
 - (c) applicable security directives.

17.71.2. The requirements prescribed under 17.71.1, shall apply to all security-related functions performed for the aircraft operator, or aerodrome operator, whether by its employee or the employee of a contractor.

17.71.3. An aircraft operator, or aerodrome operator, conducting operations in Sierra Leone shall not use any person to perform any required screening function, unless such person has:

- (a) a combination of education and experience, which the Authority has determined is necessary for the person to perform his duties and as stipulated in the National Civil Aviation Security Training Programme and National Civil Aviation Security Quality Control Programme;
- (b) the following basic aptitudes and physical abilities:
 - (i) the ability to distinguish on the X-ray monitor the appropriate imaging standard specified in his national aircraft operator security programme or aerodrome security programme including the perception of colours where displayed by the X-ray system;
 - (ii) the ability to distinguish each colour displayed on every type of screening equipment and explain what each colour signifies;
 - (iii) the ability to hear and respond to the spoken voice and to audible alarms generated by screening equipment in an active check point environment;
 - (iv) the ability to efficiently and thoroughly manipulate and handle such baggage, containers, and other objects subject to security processing; and
 - (v) the ability to have sufficient dexterity and capability to conduct partial and full body searches or hand held metal detector searches in accordance with the guidelines prescribed by the Authority;
- (c) the ability to read, write, and speak English Language well enough to:
 - (i) carry out written and oral instructions in English Language regarding the proper performance of screening duties;
 - (ii) read English Language airport restricted area permits, credentials, airline tickets, and labels on items normally encountered in the screening process;

- (iii) provide direction to, understand and answer questions from English-Speaking persons undergoing screening; and
- (iv) write incident reports and statements and log entries into security records in English Language; and
- (d) satisfactorily complete all initial, recurrent, and appropriate specialized aviation security training required by the Aircraft Operator Security Programme, Aerodrome Operator Security Programme and the National Civil Aviation Security Training Programme.

17.71.4. An aircraft operator, or aerodrome operator, shall not use a person to perform a screening function after that person has failed an operational test related to that function, until such person has successfully completed the remedial training specified in its Aircraft Operator Security Programme, or Aerodrome Security Programme, and has passed a re-test related to that function.

17.71.5. An aircraft operator, or aerodrome operator shall ensure that a Security Coordinator conducts and documents an annual evaluation of each person assigned screening duties and may continue the employment of that person in a screening capacity only upon the determination by the Security Coordinator that the person:

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

17.71.6. 17.71.1. through 17.71.5. shall not apply to those aviation security screening functions conducted outside Sierra Leone over which the national aircraft operator does not have operational control.

17.71.7. At locations outside Sierra Leone where the national aircraft operator has operational control over a screening function, he may use aviation security screeners who do not meet the requirements of 17.71.3 (c), provided that at least one of its representatives who has the ability to functionally read and speak English language is present while the passengers of the aircraft operator are undergoing security processing.

17.72. No aircraft operator shall accept consignments of cargo, courier and express parcels or mail for carriage on passenger flights unless the security of such consignments is accounted for by a regulated agent that is approved by the Authority, or such consignments are subjected to other security controls, that are approved by the Authority to safeguard such aircraft against an act of unlawful interference.

Security
Controls
over Cargo

17.73. AVIATION SECURITY RESPONSIBILITIES OF A REGULATED AGENT

17.73.1. A regulated agent prior to accepting goods for transport in an aircraft shall carry out such security controls as are specified in his approved Regulated Agent Security Programme.

Aviation
Security
Responsibilities
of a Regulated
Agent

17.73.2. An approved regulated agent who offers goods to an aircraft operator for transport by aircraft shall produce and make available to the aircraft operator, and the Authority on demand, shipping documents, records of goods accepted and offered for air transport, employee training records, airway bills and valid consignment security declarations.

17.74. RESPONSIBILITY OF THE AIRCRAFT OPERATOR RECEIVING GOODS FROM A REGULATED AGENT

17.74.1. An aircraft operator accepting goods for transport on his aircraft:

Responsibility
of the Aircraft
Operator
Receiving
Goods from a
Regulated
Agent

- (a) may conduct screening of such shipments of goods; and
- (b) shall ensure:
 - (i) the safeguarding of such goods against unlawful interference until such goods have been placed in the aircraft;
 - (ii) that its shipments of goods are recorded; and
 - (iii) that whenever the goods are received from an approved regulated agent such goods are delivered by an authorized employee of such regulated agent.
- (c) An aircraft operator shall ensure that enhanced security measures are provided to high-risk cargo so as to mitigate threat associated with it.

17.74.2. An aircraft operator shall not accept any goods for transport by aircraft unless the documentation for such goods is examined for inconsistencies and is accompanied by a valid consignment security declaration.

17.74.3. An aircraft operator shall not accept any goods, from a regulated agent, for transport by aircraft unless that regulated agent is an accepted and accredited regulated agent as determined by the Authority.

17.74.4. An aircraft operator shall provide an approved regulated agent with all the necessary information in order that he is able to comply with the Technical Instructions.

17.74.5. An aircraft operator shall make available to the Authority a report of any incident where an airway bill or equivalent document did not provide an accurate record of the goods being offered for air transport.

17.74.6. An aircraft operator, except as provided in the Technical Instructions, shall not place in an aircraft any goods that are not

acceptable.

17.75. INSPECTION OF GOODS OFFERED FOR TRANSPORT BY REGULATED AGENT

Inspection of
Goods Offered
for Transport by
Regulated
Agent

17.75.1. An aircraft operator may inspect any goods or any package, or container having goods offered for transport by air by a regulated agent.

17.75.2. Where an inspection is conducted pursuant to 17.75.1. a regulated agent or a representative of the regulated agent may observe the inspection.

17.75.3. In the absence of a regulated agent, or a representative of a regulated agent, an aircraft operator may use such force as is necessary to access the contents of any package or container containing goods offered for transport by air by such regulated agent, representative of a regulated agent or aircraft operator.

17.75.4. Where an inspection is conducted by an aircraft operator pursuant to 17.75.1, the package, container or goods shall remain in possession of the aircraft operator until after the inspection is completed.

17.75.5. Where an inspection of goods under this Regulation provides evidence of a breach of 17.75, the national aircraft operator shall maintain possession of the goods offered for air transport by a regulated agent and the airway bill and inform the Authority in the prescribed form.

17.76. SCREENING OF CARGO

Screening of
Cargo

17.76.1. An aircraft operator accepting goods from a consignor, or any authorised representative of the consignor, that is not a regulated agent approved by the Authority, must conduct screening of those goods to determine that they do not contain any weapons, explosives or other dangerous devices prior to them being carried on any aircraft.

17.76.2. An aircraft operator shall ensure that transfer cargo and mail are subjected to appropriate security controls prior to being loaded on an aircraft or commercial aircraft departing from its territory.

17.76.3 An aircraft operator shall ensure that where screening of cargo and mail is conducted, screening is carried out using an appropriate method or methods, taking into account the nature of the consignment.

17.76.4. An aircraft operator shall establish appropriate mechanisms to confirm that transfer cargo and mail entering its territory has been subjected to appropriate security controls.

17.77. AVIATION SECURITY RESPONSIBILITIES OF A FLIGHT CATERING OPERATOR

17.77.1. A flight catering operator prior to accepting raw materials and equipment for preparation as catering supplies for transport in an

Aviation
Security

aircraft shall follow such procedures as are specified in its Flight Catering Operator Security Programme that has been approved by the Authority.

Responsibilities
of a Flight
Catering
Operator.

17.77.2. An approved flight catering operator who offers catering stores and supplies to an aircraft operator for transport by aircraft shall produce and make available to the aircraft operator, and the Authority on demand, shipping documents, records of raw materials and equipment accepted and catering stores and supplies offered for air transport, employee training records and other accountable catering documents.

17.78. RESPONSIBILITY OF THE AIRCRAFT OPERATOR RECEIVING CATERING STORES AND SUPPLIES FROM A FLIGHT CATERING OPERATORS

17.78.1 An aircraft operator accepting catering stores and supplies for transport on his aircraft from an approved flight catering operator shall:

Responsibility
of the Aircraft
Operator
Receiving
Catering Stores
and Supplies
from a Flight
Catering
Operators

- (a) ensure that all catering supplies are properly recorded on documentation and are secured through the use of catering seals;
- (b) accept the integrity of the catering if he is satisfied the seals and documentation are in order and that the catering shows no signs of being tampered with;
- (c) conduct screening of such shipments of catering if the seals and documentation do not match, or if the catering shows any sign of having been tampered with; and
- (d) ensure that whenever the catering supplies and stores are received, such catering supplies and stores are delivered by an authorized employee of such approved flight catering operator.

17.78.2 An aircraft operator shall not accept any catering supplies and stores for transport by aircraft unless the documentation for such catering supplies and stores are examined for inconsistencies and is accompanied by a valid security declaration.

17.78.3. An aircraft operator shall not accept any catering supplies and stores, from a flight catering operator, for transport by aircraft unless the flight catering operator is in possession of an approved Flight Catering Operator Security Programme, approved by the Authority.

17.78.4. An aircraft operator shall make available to the Authority a report of any incident where a catering or equivalent document did not provide an accurate record of the catering supplies and stores being offered for air transport.

17.78.5. An aircraft operator, except as provided in the Technical Instructions, shall not place in an aircraft any catering supplies and stores that are not acceptable.

17.78.6. An aircraft operator shall preserve for not less than one year any record of acceptance checklists and inspections carried out under 17.78.

Inspection
of Catering
Supplies

17.79. INSPECTION OF CATERING SUPPLIES
17.79.1. An aircraft operator may inspect any catering supplies and stores or any package, or container having catering supplies and stores offered for transport by air by an approved flight catering operator.

17.79.2. Where an inspection is conducted pursuant to 17.79.1, a flight catering operator or a representative of the flight catering operator may observe the inspection.

17.79.3. In the absence of a flight catering operator, or a representative of a flight catering operator, an aircraft operator may use such force as is necessary to access the contents of any package or container containing catering supplies and stores offered for transport by air by such flight catering operator, or representative of a flight catering operator.

17.79.4. Where an inspection is conducted by an aircraft operator pursuant to 17.79.3 the package, container or catering supplies and stores shall remain in possession of the aircraft operator until after the inspection is complete.

17.79.5. Where an inspection of catering supplies and stores under this Regulation provides evidence of a breach of 17.79, the aircraft operator shall maintain possession of the catering supplies and documentation and inform the Authority in the prescribed form.

17.79.6. An airport operator shall ensure that merchandise and supplies introduced into security restricted areas are subjected to appropriate security controls.

17.80. TENANT RESTRICTED AREA SECURITY REQUIREMENTS

Tenant
Restricted Area
Security
Requirements

17.80.1. A tenant restricted area (TRA) operator at, or in connection with, any aerodrome, will take such measures as required by the Appropriate aerodrome operator to protect his TRA, and the aerodrome associated with the TRA, to prevent weapons, explosives or any other dangerous devices which may be used to commit an act of unlawful interference, the carriage or bearing of which is not authorized, from being introduced, by any means whatsoever, on board an aircraft engaged in civil aviation.

17.80.2. In carrying out the requirements of 17.80.1, a TRA operator will comply with 17.4 and 17.20 of these Regulations, the Appropriate Airport (Restricted Area) Bye-laws in force, and the terms and conditions of his approved Tenant Restricted Area Operator Security Programme.

17.81. OBJECTIVES AND CONTENT OF QUALITY CONTROL PROGRAMME

17.81.1. The Authority shall establish, and monitor the implementation of a written national civil aviation security quality control programme to determine compliance with and validate the effectiveness of its National Civil Aviation Security Programme (NCASP).

Objectives and
Content of
Quality Control
Programme

17.81.2. The quality control programme shall contain all necessary quality control monitoring measures taken to assess on a regular basis the implementation of the national civil aviation security programme, including the policies on which they are based.

17.81.3. The quality control programme shall be in such form and include such elements as are stipulated within the National Civil Aviation Security Programme (NCASP).

17.81.4. Any person or entity assigned responsibility for a specific function or task within the national civil aviation security programme, who fails to implement quality control measures to the standard specified in the national civil aviation security quality control programme, commits an offence under these Regulations.

17.82. COMPLIANCE MONITORING

17.82.1. The implementation of the national civil aviation security programme shall be monitored by the Authority for compliance by all stakeholders.

Compliance
Monitoring

17.82.2. Monitoring shall be undertaken in accordance with the approved National Civil Aviation Security Quality Control Programme (NCASQCP), taking into consideration the threat level, type and nature of the operations, standard of implementation, and other factors and assessments which will demand for more frequent monitoring.

17.82.3. The management, setting of priorities and organisation of the quality control programme shall be undertaken independently from the operational implementation of the measures taken under the National Civil Aviation Security Programme (NCASP).

17.82.4. The Authority may in writing require any person who:

- (a) hold an aviation security programme; or
- (b) operates, maintains, or services, or does any other act in respect of any aircraft, aeronautical product, aviation related service, air traffic service, or aeronautical procedure to undergo or carry out such inspections and audits and such monitoring as the Authority considers necessary in the interests of civil aviation security.

17.82.5. The Authority may, in respect of any person described in paragraph (a) or paragraph (b) of 17.82.4 of this section, carry out such inspections, audits and monitoring as the Authority considers necessary in the interests of civil aviation security.

17.82.6. For the purposes of any inspection, audit or monitoring

carried out in respect of any person under 17.82.5 of this section, the Authority may in writing require from that person such information as the Authority considers relevant to the inspection, audit or monitoring.

17.83. POWER OF INVESTIGATION

Power of
Investigation

17.83.1. The Authority may, in writing, require any holder of an approved aviation security programme to undergo an investigation conducted by the Authority if the Authority believes, on reasonable grounds, that it is necessary in the interests of civil aviation security and if the Authority:

- (a) has reasonable grounds to believe that the holder has failed to comply with any conditions of an aviation security programme;
- or
- (b) considers that the privileges or duties for which the security programme has been approved are being carried out by the holder in a careless or incompetent manner.

17.83.2. If the Authority requires a holder of an approved security programme to undergo an investigation, the Authority shall:

- (a) conclude the investigation as soon as practicable; and
- (b) inform the holder, in writing, of:
 - (i) the date on which the investigation will begin; and
 - (ii) the results of the investigation, including:
- (c) any recommendations arising out of the investigation; and
- (d) the grounds for those recommendations.

Power
Suspend
Security
Programme

to **17.84.** The Authority may suspend any aviation security programme approved under these Regulations or impose conditions in respect of any such security programme if the Authority considers such action necessary in the interests of security, and if the Authority:

- (a) considers such action necessary to ensure compliance with these Regulations;
- (b) is satisfied that the holder has failed to comply with any conditions of an aviation security programme; or
- (c) considers that the privileges or duties for which the security programme has been approved are being carried out by the holder in a careless or incompetent manner.

17.85. GENERAL POWER OF ENTRY

General Power
of Entry

17.85.1. For the purpose of carrying out its functions, duties or powers under these Regulations, every person duly authorised by the Authority shall have right of access at any reasonable time to the following:

- (a) any aircraft, aerodrome, building, or place; and
- (b) any document or record concerning any aircraft, aeronautical product, or aviation related service.

17.85.2. Without limiting the power conferred by 17.82.1 of this section, every person duly authorised by the Authority who has reasonable grounds to believe that:

- (a) any breach of these Regulations is being or about to be committed;

- (b) a condition imposed under any civil aviation security programme is not being complied with; or
- (c) a situation exists within the civil aviation system or is about to exist that constitutes a danger to persons or property, may at any reasonable time enter any aircraft, aerodrome, building, or place, and carry out an inspection to determine whether or not a matter referred to in paragraphs (a) to (c) of 17.85.2 exists.

17.85.3. Every person who is authorized to have access to or to enter any aircraft, aerodrome, building, or place under 17.85.1 or 17.85.2:

- (a) shall require any person who is in possession of an aviation security programme, or of any certificate, book, manual, record, list, notice, or other document that is required to be kept under these Regulations, to produce or surrender it; and
- (b) shall, if a document is surrendered under paragraph (a), inform the relevant aviation document holders orally as soon as practicable, and in writing that the document has been surrendered.

17.85.4. Every person exercising the power of entry conferred by 17.85.1. or 17.85.2. shall carry a proof of identity and authority, issued by the Authority specifying:

- (a) the name and the office or offices held by the person; and
- (b) that the person is authorised by the Authority to exercise the power conferred by National AVSEC Quality Control Programme (NQCP) to enter aircraft, aerodromes, buildings, and off airport facilities, and to carry out such inspection.

17.85.5. Every person exercising the power of entry conferred by 17.85.1. or 17.85.2. shall produce the warrant of authority and evidence of identity:

- (a) If practicable on first entering the aircraft, aerodrome, building, or
- (b) off airport facilities; and
- (c) Whenever subsequently reasonably required to do so.

17.86. SECURITY AUDIT AND INSPECTIONS

17.86.1. An applicant for aviation security programme shall permit the Authority to carry out security inspection as may be necessary to verify the validity of any application made in accordance with these Regulations.

17.86.2. The holder of an approved aviation security programme shall permit the Authority to carry out security inspection, audit, test and survey as may be necessary to determine compliance with the appropriate requirements prescribed in this Part and for implementation monitoring to verify that the level of security continues to be met.

17.87. For the purpose of these Regulations the following information and records containing such information constitute sensitive security information:

- (a) an approved security programme for an aircraft operator, aerodrome operator, air traffic service provider, regulated agent, air cargo operator, flight catering operator, aviation

Security
Audit and
Inspections

Protection of
Sensitive
Security
Information

- security service provider, or tenant restricted area operator;
- (b) any security programme that relates to transportation by air and any comments, instructions or implementing guidance pertaining there to;
- (c) security directives, information circulars and any comments, instructions or implementing guidance pertaining there to;
- (d) any profile used in any security screening process, including for persons, baggage or cargo;
- (e) any security contingency plan or information and any comments, instructions, or implementing guidance pertaining there to;
- (f) technical specifications of any device used for the detection of any deadly or dangerous weapon, explosive, incendiary, or destructive substance;
- (g) a description of, or technical specifications of, objects used to test screening equipment;
- (h) communication procedures and technical specifications of any security communication equipment;
- (i) any information that the Authority has determined may reveal a systemic vulnerability of the aviation system or a vulnerability of aviation facilities, to attack;
- (j) information concerning threats against civil aviation released by the Authority;
- (k) specific details of aviation security measures whether applied directly by the Authority or regulated parties and includes, but is not limited to, information concerning specific numbers of aviation security officers and aviation security screening officers, deployments or missions, and the methods involved in such operations;
- (l) any other information, the disclosure of which the Authority has prohibited; and
- (m) any draft, proposed or recommended change to the information and records identified in these Regulations.

17.88. ISSUE OF SECURITY DIRECTIVES

17.88.1. The Authority shall, for the purpose of implementation of any of the Security Programmes required under these Regulations; issue a security directive to any person to whom 17.88.2 applies requiring him to take such measures as are specified in the directive.

Issue of
Security
Directives.

17.88.2. This sub-section applies to:

- (a) the aerodrome operator;
- (b) the manager of an aerodrome other than an aerodrome which is principally used by aircraft in military service;
- (c) any operator of an aircraft registered or operating in Sierra Leone;
- (d) any person who occupies any land forming part of an aerodrome;
- (e) any person who is permitted to have access to a restricted area in an aerodrome for the purposes of the activities so a business carried on by him;

- (f) any person who manages navigational or other aviation related facilities that are important to the continued operation of international civil aviation; and
- (g) any person who carries on a business:
 - (i) which involves handling of any article intended to be carried into an aerodrome for any purpose;
 - (ii) which involves provision of service by personnel who have access to a restricted area; or
 - (iii) which, in the opinion of the Authority, otherwise impinges on the security of an aerodrome.

17.88.3. The Authority may, by a security directive:

- (a) revoke wholly or partly another security directive issued previously; and
- (b) modify another security directive issued previously in such manner as he thinks fit.

17.89. REQUIREMENTS OF SECURITY DIRECTIVES

17.89.1. A security directive shall be issued in writing.

17.89.2. A security directive may:

- (a) be either of a general or of a specific character;
- (b) require any measure to be taken, or require any person not to cause or permit anything to be done, at such time and during such period as may be specified in the directive;
- (c) required if different measures be taken in relation to different kinds or level of threat specified in the directive;
- (d) specify:
 - i. the minimum number of persons to be employed for the purposes of implementing any measures required to be taken by the person to whom it is issued;
 - ii. the manner in which persons employed for such purposes are to be deployed; and
 - iii. the qualifications which persons employed for such purposes are to have; and
- (e) specify any apparatus, equipment or other aids to be used for such purposes.

17.90. IMPLEMENTATION OF SECURITY DIRECTIVES

17.90.1. Any person who receives a security directive shall:

- (a) no later than twenty-four hours after delivery by the Authority or within the time prescribed in the security directive, acknowledge receipt of such security directive;
- (b) within the time prescribed in such security directive, specify the method by which the aerodrome operator, aircraft operator, air traffic service provider, flight catering operator, aviation security service provider, regulated agent, or tenant restricted area operator has implemented or plans to implement the measures contained in the security directive; and
- (c) ensure that information regarding the security directive and measures implemented in response to such security directive are distributed to specified personnel as prescribed in the security directive and to other personnel who require to have

Implementation
of Security
Directives

such information for the performance of their functions.

17.90.2. In the event that an aerodrome operator, aircraft operator, air traffic service provider, flight catering operator, regulated agent, or tenant restricted area operator is unable to implement the measures contained in the security directive, received under 17.90.1, he shall submit proposed alternative measures, to the Authority within the time frame for compliance prescribed in the security directive.

17.90.3. The Authority shall review alternative measures submitted by the aerodrome operator, aircraft operator, air traffic service provider, flight catering operator, aviation service provider, regulated agent, or tenant restricted area operator, under 17.90.2. and where the Authority is satisfied that they meet the requirements of the security directive, the Authority shall approve such alternative measures.

17.90.4. The aerodrome operator, aircraft operator, air traffic service provider, flight catering operator, aviation service provider, regulated agent, or tenant restricted area operator shall implement any alternative measures approved by the Authority under 17.90.3.

17.90.5. Any person who receives a security directive or information circular, under 17.88, shall:

- (a) restrict the availability of the security directive or information circular and information therein to those persons who require such information for the performance of their functions; and
- (b) refuse to release the security directive or information circular and information regarding the security directive or information circular to other persons without the prior written consent of the Authority.

17.91. OBJECTION TO SECURITY DIRECTIVES

17.91.1. A person to whom a security directive is issued may serve on the Authority a notice in writing objecting to the directive, on the grounds that the measures specified in the directive:

Objection to
Security
Directives

- (a) are unnecessary and should be dispensed with; or
- (b) are excessively difficult or inconvenient and should be modified.

17.91.2. Where the person to whom a security directive is issued serves a notice under 17.91.1. objecting to the directive, the Authority shall consider the grounds of the objection and, if so requested by the objector, shall afford to him a reasonable opportunity of appearing before and being heard by a public officer appointed by the Authority for this purpose, who shall then decide on the objection by:

- (a) confirming the directive as originally issued;
- (b) confirming the directive subject to one or more modifications specified in the notice served under 17.91.3; or
- (c) withdrawing the directive.

17.91.3. A decision under 17.91.2 shall be notified to the objector by the Authority by a notice in writing.

17.92. SEARCH OF PERSONS AND GOODS

17.92.1. A person who, prior to entering a restricted area, enhanced security restricted area or sterile area is required by an aviation

Search of
Persons and

Goods

security officer or aviation security screening officer:

- (a) to submit to a search of his person;
- (b) to permit a search to be carried out of the goods that such person intends to take or have placed on board an aircraft or take into a restricted area; or
- (c) to submit to a search of a vehicle or other means of conveyance, under his control, shall not board, and shall not be allowed to board the aircraft, or enter the restricted area, enhanced security restricted area or sterile area unless he submits to a search or permits a search to be carried out, as the case may be.

17.92.2. Where a person is given an order by an aviation security officer or aviation security screening officer pursuant to 17.92.1 the person shall there upon leave the restricted area, enhanced security restricted area or sterile area immediately and remove the goods, vehicle or means of conveyance in his possession from the restricted area, enhanced security restricted area or sterile area.

17.92.3. A person under 17.92.1 or 17.92.2 who is requested to leave a restricted area, enhanced security restricted area or sterile area shall be escorted out of such restricted area, enhanced security restricted area or sterile area by an aviation security officer or aviation security screening officer.

17.93. PASSENGERS AND MEMBERS OF THE PUBLIC

Passengers and
Members of the
Public

17.93.1. A person shall not carry, or attempt to carry, weapons, prohibited items or other dangerous devices not authorized for transport, in carry-on baggage or in hold baggage, on board an aircraft.

17.93.2. A person shall not make a false statement to an aviation security officer, an aviation security screening officer, an aircraft operator, or a member of the Sierra Leone Police assigned to aerodrome duties, in regard to possession of a weapon, incendiary device or any other dangerous device.

17.93.3. A person shall not enter or remain in any part of an aerodrome that is not a public area where a notice is given orally by the aerodrome operator, aerodrome tenant, aircraft operator or by a posted sign stating that trespassing is prohibited, or that entry is restricted to authorized persons as stipulated in the appropriate Airport Bye-laws.

17.93.4. Where a person has been ordered to disembark an aircraft in accordance with 17.40, he shall disembark the aircraft and remove his carryon baggage and have his checked baggage removed from the aircraft.

17.94. ACCESS TO AERODROME RESTRICTED AREAS

17.94.1. A person shall be allowed access to aerodrome restricted areas in accordance with the requirements of the appropriate Airport (Restricted Area) Bye-laws.

Access to
Aerodrome
Restricted
Areas.

17.94.2. A person, who has been granted access to a restricted area of an aerodrome, shall only access or attempt to access such restricted area at a designated restricted area access control point.

17.94.3. A person may enter certain restricted areas of an aerodrome where such person:

- (a) has a valid boarding pass issued by an aircraft operator, is proceeding to the assigned gate for the purpose of boarding an aircraft and has been subject to the screening requirements of these Regulations; or
- (b) he/she is identified in the emergency response plan of the aerodrome Operator and is attending to an aerodrome emergency.

17.94.4. Subject to 17.94.3 a person shall not:

- (a) provide another person with physical access to a restricted area where the latter has not been issued with a restricted area permit; or
- (b) assist another person in gaining physical access to a restricted area where the latter has been issued a restricted area permit but does not have such restricted area permit in his possession.

17.95. No person shall enter a security restricted area or a sterile area unless he has been screened and cleared for entry by an aviation security officer or aviation security screening officer.

Restriction on Entry into Security Restricted areas and sterile area
Submission to Screening

17.96. No person shall enter a security restricted area or sterile area without submitting to the screening of his person and property in accordance with the procedures being applied to control access to that area under 17.48.

17.97. UNRULY PASSENGER

17.97.1 Any passenger who becomes unruly at the airport terminal or on board an Aircraft commits an offence.

Unruly Passenger

17.97.2. The word “*unruly*” as used in this section refers to but is not limited to, the following acts:

- (a) Smoking on board an aircraft or in a non-smoking area of the terminal building;
- (b) Use of mobile phones and/or other communication/electronics gadgets on board an aircraft without the approval of the aircraft commander;
- (c) Fighting or other disorderly conduct on board an aircraft or at the terminal building;
- (d) Any conduct/act constituting a nuisance to other passengers;
- (e) Disobedience of lawful instructions issued by the aircraft commander, flight crew, cabin attendants, check-in staff and/or security screening staff;
- (f) Any conduct that endangers or is likely to endanger the safety of flight operations;
- (g) Tampering with smoke detectors and other aircraft equipment.

17.97.3. Where any passenger becomes unruly on board an aircraft or at the terminal building, the aircraft commander or airport authority shall take necessary measures including restraint where necessary:

- (a) to protect the safety of the aircraft, terminal building or of persons or property therein, or
- (b) to maintain good order and discipline on board or at the terminal building; and
- (c) to enable him deliver such person to competent authorities.

Contingency Plan.

17.98. CONTINGENCY PLAN

17.98.1. The Authority shall ensure Contingency plans are developed and resources made available to safeguard civil aviation against acts of unlawful interference are made available.

17.98.2. The contingency plans shall be tested on a regular basis.

Requirements for approvals, authorisations and certificates

17.99. REQUIREMENTS FOR APPROVALS, AUTHORISATIONS AND CERTIFICATES

17.99.1. *Approvals* - The Authority may grant the following Approvals to an applicant who satisfactorily accomplishes the requirements stated in the National Civil Aviation Security Programme for the approval sought.

- i. Aviation Security Service Provider;
- ii. Aviation Security Training Provider.

17.99.2. *Authorisations* - The Authority may grant the following authorisations when an applicant satisfactorily accomplishes the requirements stated in the National Civil Aviation Security Training Programme for the authorisation sought:

- (a) AVSEC Instructors authorisation;
- (b) AVSEC National Inspectors authorisation.

17.99.3. *Certificates* -The Authority may issue the Aviation Security Screeners certificate when an applicant satisfactorily accomplishes the requirements stated in the National Civil Aviation Security Training Programme for the certificate sought.

17.99.4. *Validity of Approvals, Authorisations and Certificates*

(a) The Authority will issue or renew an approval, authorisation and certificate when the applicant complies with the requirements of the NCASP and/or NCASTP.

(b) Privileges: -

- i. The holder of an approval, authorisation or certificate shall not exercise privileges other than those granted by the approval, authorisation and certificate;
- ii. The privileges granted by an authorisation and certificates, may not be exercised unless the holder maintains competency and meets the requirements for recent experience as stipulated in the NCASP and/or NCASTP.

(c) The validity period of an approval, authorisation and certificate

is two (2) years.

- (d) Medical Fitness: A medical examination may be conducted by the SLCAA Medical Assessor or a designated Aviation Aeromedical Medical Examiner (AAME).

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