

## **AVIATION SECURITY AUDITS & INSPECTIONS TEMPLATE**

To ensure consistency audits and inspections of aviation security at airports and in respect of aircraft operators, regulated agents and other entities with aviation security responsibilities should use the guidance contained in this annex. Aviation security surveys require a different approach for a survey is not limited to assessing compliance with the requirements of this Program, it should look beyond the stated requirements and look for vulnerabilities and weaknesses in existing arrangements that could be exploited by terrorists and others who may carry out an act of unlawful interference against civil aviation.

### **ORGANISATION AND MANAGEMENT OF SECURITY**

#### **Security Responsibilities**

- Has an Airport / Aircraft Operator Security Officer been appointed?
- Are all persons with responsibilities in the Airport Security Programme aware of their responsibilities?

#### **Security Policy and Structure**

- Has an Airport Security Programme or Aircraft Operator Security Programme been prepared, written, issued and implemented?

#### **Communication of Security Policy and Instructions**

- How is security policy communicated?
- Is it effective?
- How are third parties such as contractors informed of the security requirements standards they are expected to achieve?

#### **Security of Sensitive Information**

- How is security sensitive information classified, protected and transmitted?

#### **Allocation and Co-ordination of Security Functions**

- Who carries out the specific security functions?

#### **Airport Security Committee**

- Has an Airport Security Committee been established?
- What are its composition and terms of reference?
- Is it adequate?

## **Security Funding**

- How is aviation security funded?

## **Monitoring of Security Standards**

- Are there defined performance monitoring methods such as national and internal security surveys, audits, inspections and tests?

## **Airport Security Unit**

- Examine the structure, deployment and operation of the unit (s) responsible for the performance of the aviation security functions at the airport including:
  - Authority to function and powers
  - Responsibilities
  - Job descriptions
  - Deployment and response capabilities
  - Supervision
  - Equipment (e.g. screening equipment, vehicles, communications etc)
  - Training

## **SECURITY PLANS AND PROCEDURES**

### **Contingency Plans**

- Have security contingency plans been developed, exercised and reviewed?
- Is there a crisis management plan?
- Have security exercises been held to ensure that command and control is clear to all involved and effective when reacting to an act of unlawful interference?
- Are security exercises carried out on a regular basis to test security measures and procedures?
- Does the airport have a dedicated Emergency Operations Centre (EOC)?
- Evaluate its location. Access, resources, logistics support and communications facilities?

### **Security Incident Reporting**

- Are procedures in place to ensure that bomb threats and other security incidents are reported quickly and to the correct person?
- Are guidelines clear on the reporting of security incidents both nationally and internationally?

### **Bomb Threats and Countermeasures**

- Are emergency procedures adequate and effective to deal with bomb incidents affecting aircraft in flight and on the ground?
- Are bomb threat assessors trained and available?
- Is an isolated aircraft parking position available and designated?

- Are experts trained in bomb disposal trained and readily available?
- Has a bomb disposal area been nominated?
- Are facilities available for the remote safe storage of suspect explosive devices?
- What additional security resources are available at short notice?
- Are all policing authority officers who respond to incidents aware of the aviation security procedures in effect?

## **SECURITY TRAINING**

- Do national and local aviation security training programmes exist?
- Are training facilities, accommodation and training aids adequate and do they meet national standards?
- Evaluate security training programmes as appropriate for the training of:
  - Management personnel
  - Airport, aircraft operators and regulated agents
  - Airport and aircraft operator security personnel
  - Access control personnel
  - Security screening personnel
  - Police, military, customs and immigration personnel
  - Flight crew personnel
  - Other airport and aircraft operator personnel

In terms of organisation, facilities, training material, instructional staff, training records and trainee assessments?

## **QUALITY CONTROL**

### **Internal Monitoring and Inspection of Security Standards**

- Are security surveys, audits, inspections and tests carried out and by whom?
- What is their frequency and scope?
- How are the results analysed and what action is implemented to address any deficiencies?

## **RECRUITMENT OF AVIATION SECURITY PERSONNEL**

Evaluate procedures for recruitment of directly employed security staff, security contractors and other personnel carrying out security tasks including:

- Application Forms
- Interviews
- Background Checks and Verification of Employment History
- Physical and Other Qualities
- Probationary Employment
- Documentation Records

## **AIRPORT AND AIRSIDE PERIMETER**

### **Airside / Landside Boundary**

- Has the airside / landside boundary been designated and adequately marked and signed?
- Are signs stating the requirements for airside entry been posted at all designated access control points?

### **Physical Security Measures**

- What physical barriers and security devices are used to protect the airport perimeter and airside perimeter boundary (fencing, lighting, closed circuit television, perimeter intruder detector systems)?
- Are all ducts, tunnels and sewers offer access to airside areas protected?
- How?
- How are emergency perimeter exit points protected and controlled?
- Do security patrols monitor the airport perimeter, airside perimeter, taxiways, runways, aprons, ATC and air navigation facilities and other vulnerable points?
- Are they effective?
- Evaluate the effectiveness and control of CCTV and perimeter intruder detection systems including location, effectiveness, response forces, equipment serviceability and maintenance?

## **SECURITY RESTRICTED & CONTROLLED AREAS**

### **Designation**

- Have security restricted areas been designated?
- Do they include all passenger departure areas between the screening checkpoint and aircraft, the ramp, baggage make-up areas, cargo sheds, mail centres, airside catering and aircraft cleaning premises?
- Have any other areas been designated as security restricted area?
- Have controlled areas been designated?
- What do they include?
- Are security restricted & controlled areas adequately marked and signed?
- What physical barriers and security devices are used to protect the perimeter of security restricted & controlled areas (e.g. fencing, lighting, closed circuit television, perimeter intruder detection systems etc)?
- Are security restricted & controlled areas annotated on a map and delineated adequately on the ground and within buildings?

### **Access Control Measures**

- Is the control of access into security restricted & controlled areas adequate?
- Is access to security restricted areas limited to bona fide passengers with proof of an intention to travel, flight crew with valid identity documentation and ground personnel with valid airport security passes?

- Is access to controlled areas limited to ground personnel with airport security passes valid for the area for which access is sought.
- Are automatic access control points used and are they effective?
- Are all persons and items carried screened for access into security restricted areas?
- How is this done?
- Do security staff carry out hand searches of persons who do not cause metal detection equipment to alarm?
- What proportion?

### **Airport Identification Pass System**

- Are background checks carried out on all staff requiring unescorted access to security restricted areas?
- How are airport passes administered and by whom?
- Are temporary passes issued?
- Under what conditions?
- Are passes properly displayed?
- Are passes issued in respect of vehicles?

## **AIRPORT AND TERMINAL SECURITY**

### **Passenger Terminal Security**

- What surveillance and security patrols are made of landside terminal areas?
- What attempts are made to brief the public on their security responsibilities?
- What security awareness training is given to non-security terminal personnel?
- Is the baggage handling system adequately protected against interference at all points?
- What security procedures are applied to unattended baggage, left luggage facilities and unclaimed baggage?
- Are public viewing areas adequately secured?
- Is overlooking of passenger search facilities by non-travelling members of the public possible?
- Is terminal car parking a safe distance from the terminal and are unattended vehicles promptly removed?

### **Passenger Handling Procedures**

Do procedures ensure that:

- Only ticketed originating and transfer passengers board the assigned aircraft?
- Terminating passengers are not able to board another aircraft
- All transit passengers who leave an aircraft re-board it before departure?
- Transit and transfer passengers are under surveillance?

## **SCREENING OF PASSENGERS AND CABIN BAGGAGE**

### **Authority to deny Boarding**

- Do aircraft operators have the authority to deny boarding to any passenger who refuses to undergo screening of their person or baggage?

### **Policing Authority Support**

- Are uniformed policing authority officers present during the screening and searching of passengers and their cabin baggage?

### **Screening and Searching**

- Are sufficient search checkpoints available for the volume of passengers using the facilities?
- Are search areas adequately staffed in proportion to the number of passengers who require processing?
- Is the processing of passengers through security screening checkpoints controlled and properly managed to ensure facilitation of passenger flows?
- Determine the effectiveness of the screening of passengers and their cabin baggage?
- Are passengers who do not cause metal detection equipment to alarm subject to a hand search?
- What proportion?
- When a passenger triggers a metal detection alarm do security staff positively identify the cause of the alarm?
- Are prohibited items and dangerous goods recognised by security staff and confiscated?

### **VIP Facilities**

- Where and how are VIP passengers processed?
- Is the same standard applied to VIP passengers and their cabin baggage as applied to other passengers?

### **Special Category Passengers**

What security measures are applied to:

- Passengers with diplomatic status
- Potentially disruptive passengers
- Persons in custody
- Dangerous prisoners
- Persons suffering from mental illness
- Deportees?

### **Carriage of Firearms on Aircraft**

- Is the carriage of firearms on board aircraft by authorised persons allowed?
- Are declared firearms stowed in the aircraft hold or a place inaccessible to passengers?

### **Control of Screened Passengers**

- Are the movement areas for originating, transfer and transit passengers on the airside adequately defined and controlled?
- Is there segregation between screened departing passengers and arriving passengers?

## **HOLD BAGGAGE SECURITY**

### **Baggage Handling Procedures**

- Are there specific procedures for group check-in?
- Do they meet the same standards for individual passenger check-in procedures?

### **Off-Airport Check-In**

- Is off-airport check-in allowed?
- If so, are the procedures applied to the same security standards as for on-airport check-in?

### **Firearms Check-In Procedures**

- What procedures are there for the authorised carriage of firearms by passengers in the cabin or the hold of an aircraft?

### **Location of Hold Baggage Screening Points**

- Point of entry into the passenger terminal?
- Point of entry to check-in area?
- Point of check-in?
- Post check-in?
- Are items of screened hold baggage returned to passengers?
- Why?
- What security measures are applied to ensure that the security of screened hold baggage returned to passengers is not compromised?

### **Screening of Hold Baggage**

- Are all items of hold baggage screened?
- How is hold baggage screened?

### **Protection of Hold Baggage**

- Is hold baggage protected from interference from passenger check-in or the screening checkpoint, whichever is earlier, through to being loaded onto an aircraft?
- What procedures are applied to unclaimed hold baggage and the security of the hold baggage reclaim areas?

### **Passenger / Hold Baggage Reconciliation**

- Are all items of hold baggage identified as accompanied or unaccompanied?
- How is this done (manually or by electronic or semi-electronic means)?
- Are all items of unaccompanied hold baggage screened to a higher standard than accompanied hold baggage?
- What enhanced screening procedures are applied to unaccompanied hold baggage?
- Is a hold baggage manifest prepared for each flight?
- Are accompanied and unaccompanied hold baggage identified as such on the manifest?
- Does a designated aircraft operator representative authorised hold baggage to be carried on each flight and does he sign that he has done so on the hold baggage manifest or other document?
- Is each item of accompanied hold baggage positively reconciled with a passenger?

## **AIRCRAFT SECURITY**

### **Searching and Checking of Aircraft**

- Are aircraft subjected to a security search or security check?
- When are these applied?
- Who conducts the searching and checking of aircraft?
- Are aircraft search checklists used?

### **Access Control**

- Is access controlled to all aircraft located in the security restricted area?
- How is this achieved?
- Who controls access?
- Are staff and equipment adequate and available to guard parked aircraft and, when required, on the apron, in and around hangars and adjacent areas?

### **Security Lighting**

- Is adequate illumination provided at all aircraft parking areas?

### **Aircraft Operator Security Programmes**

- Examine Aircraft Operator Security Programmes to assess their compliance with the NCASP and the ASO?



- Are aircraft operator document bags, catering supplies and stores inspected before being placed on board aircraft?
- Are all flight and cabin crew screened and required to prove their identity before being allowed access into a security restricted area or onto an aircraft?
- Is crew baggage continuously under surveillance or protected from interference between check-in and loading?
- What security procedures are applied to aircrew stop-over accommodation?
- What procedures are applied for control of aircraft operator uniforms?

### **AIRCRAFT IN-FLIGHT CATERING SUPPLIES AND STORES**

Examine the security measures in place at in-flight catering premises to protect the integrity of catering supplies to aircraft, including:

- Physical security of preparation premises
- Control of access procedures
- Preparation of catering supplies and stores
- Transportation, searching and sealing of vehicles
- Multiple loads
- Receipt and validation of consignments in security restricted areas and aircraft
- Airside based catering operations
- Pre-employment background checks and security training of staff
- Aircraft operator receipt and security measures

### **CARGO, COURIER, EXPRESS PARCELS & MAIL SECURITY**

Examine the security measures in place, both physical and procedural, to protect cargo, courier material and mail operations, including:

- Physical security measures
- Access control to facilities
- Security controls applied
- Secure air cargo storage procedures
- Regulated agents, known consignors, known and unknown cargo procedures
- Documentary records
- Background checks and staff training.