

**Democratic Socialist Republic of Sri Lanka**



**Civil Aviation Authority of Sri Lanka**

**Implementing Standards**

(Issued under Section 120, Civil Aviation Act No. 14 of 2010)

**Title: Requirements for the grant of Aeronautical Service Provider Competency Certificate in respect of maintenance of Aviation Security Service**

**IS Reference Code: CA-IS-AVSEC-01**

**Date of Issue: 01.12.2020**

Pursuant to Section 120 of the Civil Aviation Act No.14 of 2010 which is hereinafter referred to as the CA Act, Director General of Civil Aviation shall have the power to issue, whenever he considers it necessary or appropriate to do so, such Implementing Standards for the purpose of giving effect to any provision in the CA Act, Regulations or Rules made thereunder including the Articles of the Convention on International Civil Aviation specified in the Schedule to the CA Act.

Accordingly, I, being the Director General of Civil Aviation do hereby issue the Implementing Standards on **Requirements for the grant of Aeronautical Service Provider Competency Certificate in respect of maintenance of Aviation Security Service** as mentioned in the Attachment hereto (Ref: Attachment No. CA-IS-AVSEC-01-Att.), elaborating the requirements to be satisfied for the grant of Aeronautical Service Provider Competency Certificate in respect of maintenance of Aviation Security Service.

This Implementing Standard shall be applicable to service providers who is providing and maintaining an Aviation Security Services within the limits of an Aerodrome or at any other place or location where aeronautical services are being provided. And shall come in to force with effect from 01<sup>st</sup> of December, 2020 and remain in force unless revised/revoked.

Attention is also drawn to Section 103 of the Civil Aviation Act, which states inter alia that failure to comply with any Implementing Standard is an offence. Further, if any standard stipulated in this Implementing Standard is not complied with or violated, an appropriate enforcement action will be taken as per the Aviation Enforcement Policy and Procedures Manual, SLCAP 0005 by the Director General of Civil Aviation under Section 102 of the Civil Aviation Act No. 14 of 2010.

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Enclosure: Attachment No. CA-IS-AVSEC-01-Att.

## **Implementing Standards**

### **SLCAIS 078: Requirements for the grant of Aeronautical Service Provider Competency Certificate in respect of maintenance of Aviation Security Service**

A Service Provider who is appointed by the minister for the provision and maintenance of Aviation Security Services within the limits of an Aerodrome or at any other place or location where aeronautical services are being provided, shall require to comply the requirements specified here, in order to obtain the Certificate of Competency for the provision and maintenance of Aviation Security Services.

#### **1. Organizational Requirements - An applicant for the grant of Certificate of Competency for provision of Aviation Security Service shall,**

- 1.1. be a person or persons appointed by the Minister in consultation with the Authority, as required by the section 06 of the Civil Aviation Act, No. 14 of 2010.
- 1.2. employ, contract or otherwise engage, a fit and proper person identified as the “Accountable Manager” who is directly responsible and accountable to the Director General for provision of the Aviation Security Service in conformity with the implementation of security measures specified in the Security Programme. The Accountable Manager shall have the unfettered authority to provide financial, human resources, facilities and services required for the provision of Aviation Security Service as listed in the applicant’s exposition without compromising applicable standards relating to safety, security, efficiency and the obligations as required by the Director General.
- 1.3. employ, contract or otherwise engage, trained and skilled person in Aviation Security subject matters who are identified as “Security Manager” to be ultimately responsible to the Accountable Manager for discharging respective duties and functions assigned to him, ensuring that the applicant’s organization complies with the requirements specified by the National Civil Aviation Security Programme (NCASP) and the Director General. The Security Manager shall have the approval of the Director General prior to the appointment and should not be removed without similar arrangement which is accepted by the Director General.

#### **2. Personnel and Training Requirements - An applicant for the grant of a Certificate of Competency for provision of Aviation Security Service shall,**

- 2.1. have a comprehensive mechanism for entering into a contract with each person employed by him for provision of sensitive security functions relating to provision of Aviation Security Service.
  - 2.1.1. for discharge of assigned duties and functions effectively with due regard to applicable requirements for provision of such services;

- 2.1.2. for conformance to the applicant's written procedures, guidance material and instructions issued to employee by the applicant in the discharge of the assigned duties and functions;
  - 2.1.3. requiring compulsory and voluntary reporting of any service difficulties experienced by the employee in regard to use of facilities, equipment, services or written procedures, instructions or processes ;
  - 2.1.4. requiring the employee to refrain from problematic use of psychoactive substances;
  - 2.1.5. requiring the employee to refrain from discontinuing the provision of assigned duties and functions suddenly under any circumstance without adequate notice;
  - 2.1.6. requiring the employee to refrain from misusing or abusing any of the facilities, services, equipment or opportunity contrary to the primary purpose for which the services of employee has been obtained.
  - 2.1.7. requiring the employee to sign a declaration pledging himself or herself to maintain the strict secrecy in respect all sensitive security information to which he or she exposed, while performing the assigned duties and functions.
  - 2.2. provide initial, recurrent, refresher and on the job training as the case may be, to employed personnel for provision of Aviation Security, in accordance with the approved training programme and conduct assessments listed in the applicant's exposition;
  - 2.3. ensure that the above employed, contracted or otherwise engaged all persons, who implement security controls are subject to background checks as specified in the NCASP, to verify those person's identity, previous experience and any criminal history.
  - 2.4. establish and maintain, in accordance with the approved Training Programme, adequate and suitable facilities for the conduct of initial, recurrent, refresher and on-the-job training for operational personnel engaged in the provision of Aviation Security Service;
  - 2.5. maintain training records together with assessment reports, in respect of each operational personnel engaged in the provision of Aviation Security Service for the full period of employment of the employee.
- 3. Exposition Requirement - An applicant for the grant of a Certificate of Competency for provision of Aviation Security Service shall,**
- 3.1. have an Organization Exposition as specified and accepted by the Director General and it shall include following as minimum;
    - 3.1.1. a statement duly signed by the Accountable Manager on behalf of the organization, confirming that the service provider demonstrates its means and methods for ensuring ongoing compliance with the NCASP.

- 3.1.2. organization chart indicating associated lines of responsibilities relevant to the titles and names of the persons required by Part 1.2 and Part 1.3
- 3.1.3. details of each locations where the organization intends provide aviation security services
- 3.1.4. details of the aviation security services to be provided at each location
- 3.1.5. details of the organization's staffing structure with the facilities and equipment to be utilized at each location

**4. Security Programme Requirement - An applicant for the grant of a Certificate of Competency for provision of Aviation Security Service shall,**

- 4.1. have an approved Security Programme appropriate to meet the requirements of the NCASP, detailing the security measures and procedures which are required to be implemented at the airport and/or in respect of air navigation installations and facilities, by Security Service Provider, and specifying the human and other resources that shall be used and the procedures that shall be followed by Security Service Provider for each of the following purposes as minimum;
  - 4.1.1. screening of
    - a. Passenger & Baggage;
    - b. Persons other than passengers, together with items carried;
    - c. Vehicles, together with items contained within them;
    - d. Air Cargo & Mail;
    - e. In-flight Supplies;
    - f. Merchandise and Supplies
  - 4.1.2. preventing, detecting, deterring and responding to an unlawful interference with aviation at the Aerodrome or at any other place or location where aeronautical services are being provided.
  - 4.1.3. responding to an unlawful interference with aviation against an aircraft on ground or an aircraft in flight.
  - 4.1.4. responding to a threat of an unlawful interference with aviation against an aircraft on ground or an aircraft in flight.
  - 4.1.5. preventing unauthorized people from having access to an aircraft, areas of the Aerodrome or to any other area where any aeronautical services are being provided.
  - 4.1.6. establishing, implementing and maintaining an airport access permit system for persons and vehicles, access to security restricted areas and controlled areas at airport.
  - 4.1.7. performing duties of Aviation Security Service Provider, as required by the section 18 of the Civil Aviation Act, No. 14 of 2010.

**5. Standard Operating Procedure Manual Requirement - An applicant for the grant of a Certificate of Competency for provision of Aviation Security Service shall,**

- 5.1. have a Standard Operating Procedure Manual as specified and approved by the Director General.
- 5.2. ensure that the contents of this Standard Operating Procedure Manual relating to the provision of services specified in the applicant's exposition are complete, accurate and up to date for the use and guidance of security operational personnel.
- 5.3. ensure that Standard Operating Procedure Manual contains complete instructions, guidance and adequate information required by the operational personnel to perform their assigned duties;
- 5.4. ensure that relevant parts of the Standard Operating Procedure Manual are readily accessible to the operational personnel concerned;
- 5.5. ensure that the operational personnel are informed of amendments to the Standard Operating Procedure Manual applicable to their duties in a manner that enables the application of those amendments as they entry into force.
- 5.6. ensure that all written operating procedures, provided by the applicant for the use or guidance of his operational personnel are in the English Language and any document written in any language other than in English is provided with a duly authenticated copy of English translation.

**6. Facilities Requirement - An applicant for the grant of a Certificate of Competency for provision of Aviation Security Service shall,**

- 6.1. establish following minimum facilities that are appropriate to the aviation security services to be provided at each location as per the applicant's exposition, to the satisfaction of the Director General.
  - a. Office and Administrative Facilities
  - b. Training and Assessment Facilities
  - c. Technical Library Facilities
  - d. Emergency Operations Centre (EOC) to be used during emergency / security contingency situations
  - e. Transport and Logistics Facilities

**7. Equipment Requirement - An applicant for the grant of a Certificate of Competency for provision of Aviation Security Service shall,**

- 7.1. have Director General approved security equipment which of a specialized nature for use, individually or as part of a system, in the prevention or detection of acts of unlawful interference with civil aviation and its facilities.
- 7.2. have Director General approved screening equipment which are intended to identify and/or detect weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference.

- 7.3. have Communication Equipment which are to be sufficiently fast as to ensure the effective exchange of security information.
- 7.4. ensure that each of above equipment requirement is depend on the scope and the nature or the place where Aviation Security Service is being provided.
- 7.5. require to obtain a permit from the Director General pertaining to the number of employees to be employed and the nature, type and quantity of firearms and ammunition to be used, as required by the section 21 of the Civil Aviation Act, No. 14 of 2010.

**8. Internal Quality Control System Requirement - An applicant for the grant of a Certificate of Competency for provision of Aviation Security Service shall,**

- 8.1. Establish an internal quality control system that include quality control activities consistent with their operations in order to monitor the effective implementation of security measures specified by the security programme of the service provider.
- 8.2. ensure that internal quality control activities are performed by trained and qualified personnel who are independent of those having direct responsibility for the activity being examined.
- 8.3. provide the appropriate authority with the results of the internal quality control activities and any corrective action plans if any, depending on the type and scope of the quality control activity that was performed.
- 8.4. ensure that the person who has the responsibility for implementing internal quality control system of the aviation security service provider, has the direct access to the Accountable Manager, on matters affecting the security.