

GHANA CIVIL AVIATION (SECURITY) DIRECTIVES



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LIST OF PROHIBITED ITEMS



SUBPART A: GENERAL

17.1 APPLICABILITY

The Provisions of this part shall apply to:

- (a) operators of international airports in Ghana;
- (b) Domestic Aerodrome Operators and any other aerodrome operator specified by the Authority;
- (c) national Air Operators;
- (d) foreign Air Operators;
- (e) aerodrome tenants and/or operators of Tenant Restricted Areas at International airports 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 Director General or any air navigation site or any land, building, installation or areas under the ownership, management or control of the Authority;
- (g) any person who offers goods for transport by air;
- (h) air traffic service providers;
- (i) groundhandling service providers, aviation freight forwarders, airline catering firms
- (j) aviation security service providers;
- (k) aviation security screening service providers,
- (l) any other person who provides a service to an air navigation service provider, Air Operator and Aerodrome Operator; and
- (m) any person on board an aircraft.

17.2 DEFINITIONS

(1) For the purpose of Part 17, the following definitions shall apply:

“Act of unlawful interference” means any act or attempted act such as to jeopardize the safety of civil aviation and air transport including:

- (a) unlawful seizure of an aircraft;
- (b) destruction of an aircraft in service;
- (c) hostage taking on board aircraft or on aerodromes;
- (d) forcible intrusion on board an aircraft, at an airport or on the premises of an aeronautical facility;
- (e) introduction on board an aircraft or at an airport of a weapon or hazardous device or material intended for criminal purposes;

- (f) use of an aircraft in service for the purpose of causing death, serious bodily injury, or serious damage to property or the environment;
- (g) communication of false information such as to jeopardize the safety of an 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;

“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.

“Aerodrome” means a defined area on land or water including any buildings installations and equipment intended to be used either wholly or in part for the arrival and departure and surface movement of aircraft. For the purposes of these Directives, the following additional interpretations apply:

- (i) International airport means any aerodrome with scheduled international services offered by national and foreign Air Operators;
- (ii) Domestic airport means any aerodrome with domestic scheduled, non-scheduled and general aviation traffic.

“Aerodrome operator” means the holder of an aerodrome license, issued under the Civil Aviation Directives;

“Aerodrome or airport tenant” means any enterprise that is resident at an aerodrome and offers services and products at that aerodrome;

“Air Operator” means a national Air Operator and a foreign Air Operator;

“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, articles and substances

“Aircraft security search” means a thorough inspection of the interior and exterior of the aircraft for the purposes of discovering suspicious objects, weapons, explosives or other dangerous devices, articles and substances.

“Airsides” means the movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is controlled.

“Appropriate Authority or Authority” means the Ghana Civil Aviation Authority;

“Airport Authority” means the Ghana Airports Company Limited and / or any other entity which may be granted Aerodrome Operators License by the Authority;

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

“Aviation Security Officer” means a person who is trained in accordance with the security training requirements of the National Civil Aviation Security Training Programme and who has been appointed as an aviation security officer by an aerodrome operator, Air Operator cargo operator or regulated agent, flight catering

operator, air traffic service provider, aerodrome tenant, or any other aviation operator or aviation service provider;

“Aviation Security Screening Officer” means a person who by virtue of his training has been employed by the aerodrome operator, Air Operator, cargo operator or regulated agent, flight catering operator, air traffic services provider, aerodrome tenant or any other aviation operator or aviation service provider to carry out aviation security screening duties, and who has been certified as such by the Authority. The aviation security screening duties include the implementation of preventive security measures relating to:

- (a) access control (i.e. persons, vehicles and other items);
- (b) aircraft security;
- (c) passengers and their cabin baggage;
- (d) hold baggage;
- (e) cargo, mail and other goods.

“Aviation Service Provider” means an entity that is approved by the Authority to provide aviation security services, cleaning services or any other ~~other~~ services to or on behalf of an aerodrome operator, Air Operator, cargo operator or regulated agent, flight catering operator, air traffic service provider, aerodrome tenant or any other aviation operator;

“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;

“Behaviour detection” 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.

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

“Carry-on baggage” means luggage and personal belongings to which a person will have access while on board an aircraft;

“Catering stores” means all items, other than catering supplies, associated with passenger in-flight services, including newspapers, magazines, headphones, audio and video tapes, pillows and blankets, amenity kits, etc; ;

“Catering supplies” means food, beverages, other dry stores and associated equipment used on board an aircraft;

“Checked baggage” means luggage and personal belongings accepted for transportation by an Air Operator which is loaded into the hold of the aircraft, and to which a person will not have access while on board an aircraft;

Certification. A formal evaluation and confirmation by or on behalf of the Authority that a person possesses the necessary competencies to perform assigned functions to an acceptable level as defined by the Authority.

“Commercial air transport operation” means an aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.

“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.

“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;

“Deficiency” shall mean failure to comply with aviation security requirements;

“Director General” means the Director General of the Ghana Civil Aviation Authority (GCAA);

“Enhanced security restricted area” means those areas of the airside of an airport which are identified as priority risk areas where in addition to access control, the screening of persons and any items they may have in their possession are conducted.

“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;

“Foreign air operator” means an Air Operator who conducts international air transport operations under the terms of an air operator certificate issued by a State other than Ghana;

“Flight catering operator” means any enterprise that provides catering supplies for consumption on board an aircraft in flight engaged in the carriage of passengers;

“General aviation” means an aircraft operation other than a commercial air transport operation or an aerial work operation;

“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;

High-risk cargo or mail means 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, specific intelligence about a consignment may render it as high risk.

“**Hijacking**” has the meaning given to it under the Civil Aviation Act;

“**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;

“**In-flight Security Officer**” means a person who is employed and trained by the Government of Ghana, 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;

“**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.

“**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;

Known consignor means 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.

Landside. The area of an airport and buildings to which both travelling passengers and the non-travelling public have unrestricted access

“**Minister**” means the Minister responsible for Aviation;

“**National Air Operator**” means an Air Operator operating under the authority of an air operators certificate issued by the Ghana Civil Aviation Authority;

“**Operator**” means a person, organisation or enterprise engaged in an aviation service, including but not limited to:

- (a) aerodrome operators;
- (b) Air Operators;
- (c) cargo operators and regulated agents;
- (d) flight catering operators;
- (e) aviation service providers;
- (f) aviation security training organizations;
- (g) air traffic service providers; and
- (h) aerodrome tenants.

“**Person in custody**” means a person who is for the time being under the control of a law enforcement officer;

“**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 Ghana Police;

“Prohibited Items” means Articles or items which are, in the specific context of aviation security, defined as those articles, devices or substances which may be used to commit an act of unlawful interference against civil aviation or which may endanger the safety of an aircraft and its occupants, installations or the public.

“Quality control programme” shall mean the National Civil Aviation Security Quality Control Programme;

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

“Regulated agent” means an agent, freight forwarder or any other entity who conducts business with an Air Operator and provides security controls that are accepted or required by the Authority in respect of cargo, courier and express parcels or mail;

“Restricted area” means any area of an air navigation facility or an aerodrome that is identified as an area to which access is restricted.

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

“Screening” means the application of technical or other means which are intended to identify or detect weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference.

“Screening staff” includes an aviation security screening officer;

“Security audit” shall mean an in-depth compliance examination of all aspects of the implementation of the National Civil Aviation Security Programme.

“Security auditor” shall mean any person conducting security audits or any GCAA Aviation Security Inspector.

“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.

“Security incident” shall mean an occurrence with negative implications for the security and safety of persons and property;

“Security programme” means an Aerodrome Operator Security Programme, National Air Operator Security Programme, Foreign Air Operator Security Programme, Flight Catering Operator Security Programme, Tenant Restricted Area Security Programme, Regulated Agent Security Programme, Aviation Service Provider Security Programme, and an Air Traffic Service Provider Security Provisions, where applicable;

“Sterile area” means

- (i) an area within a restricted area to which access is controlled by the inspection of persons and property in accordance with these Directives; and

(ii) a facility within a restricted area of an aerodrome accessible to screened persons and set apart to facilitate security control of persons embarking and disembarking aircraft;

“Survey” means an evaluation of security needs including the identification of vulnerabilities which could be exploited to carry out an act of unlawful interference, and the recommendation of corrective action;

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

“Tenant restricted area” means any area at, or connected to, an aerodrome that has been declared as such in accordance with the Aerodrome (Restricted Area) Directives;

“Test” means a covert or overt trial of an aviation security measure, which simulates an attempt to commit an unlawful act.

Transfer cargo and mail. Cargo and mail departing on an aircraft other than that on which it arrived.

“Transfer passenger” means a passenger making direct connection between two different flights; and

“Transit passenger” means a passenger departing from an aerodrome on the same flight on which he arrived;

“Unknown Cargo” means:

- (a) consignments which are originated by an unknown consignor;
- (b) consignments to which security controls have not been applied; and
- (c) secured or known cargo which has been tampered with or whose integrity has been compromised or jeopardized.

“Unknown consignor” means any consignor who has not been approved by the Authority

“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.

“Vulnerable point” means any facility on or connected with an aerodrome, which, if damaged or destroyed, would seriously impair the functioning of the airport.

“Weapon” means anything designed, used or capable of being used to inflict harm and includes a firearm.

SUBPART B: NATIONAL ORGANISATION**17.3 APPROPRIATE AUTHORITY AND NATIONAL CIVIL AVIATION SECURITY PROGRAMME**

- (1) The provisions of the National Civil Aviation Security Programme as established by the Director-General shall be adhered to by all aviation stakeholders where applicable.
- (2) The Authority, as the appropriate authority, shall monitor and enforce the implementation of the National Civil Aviation Security Programme as applicable to safeguard civil aviation operations against acts of unlawful interference, which takes into account the safety, regularity and efficiency of flights.
- (3) 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 therein commits an offence under the Civil Aviation Act and these Directives, and may be liable as specified in the Schedule of Offences to a penalty or upon conviction shall be liable to a term of imprisonment or a fine or to both.
- (4) No personnel of an entity involved with or responsible under the National Civil Aviation Security Programme or those authorized to have unescorted access to airside areas shall operate or have continued access to airside areas without periodic security awareness training as shall be specified by the Authority.
- (5) No Aviation Service Provider implementing security measures shall provide services contrary to the approved security programme of hiring Operator.
- (6) The Authority may consider entering into collaborative arrangements with the relevant international bodies or authorities in order to increase the sustainability of the aviation security system by avoiding unnecessary duplication of security controls. Such an arrangement shall be based on verification of equivalence of the security outcome ensured by the application of effective security controls at origin.
- (7) No person shall operate as an aviation security screener, security instructor and national auditor or national inspector without being certificated by the Authority under the National Civil Aviation Security Certification Systems Programme.
- (8) No person shall operate an Aviation Security Training Organisation without approval of the Authority in accordance with the National Civil Aviation Security Certification Systems Programme.
- (9) No person shall operate as an Aviation Security Service Provider without being approved by the Authority under the National Civil Aviation Security Certification Systems Programme.
- (10) No person shall operate as a regulated agent or known consignor without approval of the Authority in accordance with the national air cargo and mail security programme.

SUBPART C: SECURITY PROGRAMMES**17.4 GENERAL CONDITIONS FOR SECURITY PROGRAMME**

- (1) An international Aerodrome Operator or domestic Aerodrome 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 Directives for acceptance and subsequent approval by the Authority.

- (2) A person shall not operate a Ghana registered aircraft within Ghana or internationally unless he has submitted a proposed Air Operator Security Programme for his operations, to the Authority for its acceptance and subsequent approval.
- (3) A foreign airline operator shall not conduct operations in Ghana unless he has submitted a proposed Airline Operator Security Programme as part of his application for air services to the Authority for its acceptance and subsequent approval.
- (4) A person shall not operate an enterprise or an organization whose purpose is the movement of cargo by air, within and through Ghana, unless he has submitted a proposed Regulated Agent 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.
- (5) 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 Ghana, unless he has submitted a proposed Flight Catering Operator Security Programme for his operations, to the Appropriate Airport Authority and to the Authority for acceptance and subsequent approval by the Authority.
- (6) A person shall not operate an enterprise or an organization which provides a service at, or connected with, any airport within Ghana, whether or not that service provider occupies land deemed to be a Tenant Restricted Area under the appropriate Airport (Restricted Area) Directives, unless he has submitted a proposed Air Traffic Service Provider Security Programme, Aviation Service Provider Security Programme or Tenant Restricted Area Security Programme for his operations, to the Authority for acceptance and approval.

Note- Implementing Standard: A Copy Of The Approved Programme Must Be Submitted To The Aerodrome Operator.

- (7) An applicant for approval of the applicable security programme under 17.4(1) shall comply with the following:
 - (a) submit such security programme in writing at least sixty (60) days before the intended date of operations;
 - (b) pay the prescribed fee; and
 - (c) meet the requirements of these Directives.
- (8) A security programme under these Directives shall be signed by the applicant and provide for the safety of:
 - (a) passengers, crew and their property;
 - (b) the aircraft;
 - (c) operating staff associated with the facility or aircraft;
 - (d) related aviation support facilities;in all matters related to acts of unlawful interference.

- (9) All operators shall submit their Security Programmes to the Authority for review and approval at periodic intervals prescribed by the Authority.

17.5 ADDITIONAL REQUIREMENTS FOR APPLICATIONS

- (1) Where a person or operator, submits his security programme as part of his application for:
- (a) an aerodrome licence under the Act or Directives made hereunder;
 - (b) an Air Operator Certificate under the appropriate Ghana legislation; and
 - (c) a foreign air operator operations specifications authorization under the appropriate Ghana legislation;
- he shall, in addition to meeting the requirements of the specific operating Directive, meet the requirements for his security programme under this Directives.
- (2) For the purpose of administering these Directives a security programme shall be assessed by the Director General, for adequacy.

17.6 ACCEPTANCE OF SECURITY PROGRAMMES

- (1) Where the Director General is satisfied that a proposed security programme submitted meets the requirements of these Directives and does not conflict with the National Civil Aviation Security Programme, he may accept such proposed security programme.
- (2) Where the Director General determines that a proposed security programme submitted requires modification he may direct the applicant to modify and re-submit the proposed security programme for acceptance and approval.
- (3) An acceptance under this Directive does not authorize the aerodrome operator, Air Operator, regulated agent, flight catering operator, aviation service provider or Tenant Restricted Area operator to use his proposed security programme, submitted for approval under these Directives, in his operations until the implementation of such programme has been evaluated and the programme has been approved for use.
- (4) Where the Director General is satisfied that the submitted security programme does not meet the requirements of these Directives and is in conflict with the National Civil Aviation Security Programme, then such Security Programme will not be approved and the aerodrome operator, Air Operator, flight catering operator, aviation service provider, tenant restricted area operator, or regulated agent, if he continues operations, commits an offence and is subject to the penalties outlined in the Schedule of offences and penalties.

17.7 CONTENTS OF AN AERODROME OPERATOR SECURITY PROGRAMME

- (1) An Aerodrome Operator Security Programme in respect of a licensed aerodrome shall outline 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.

- (2) An Aerodrome Operator Security Programme under 17.7(1), shall be accompanied by a current scale map of the aerodrome.

17.8 DEVELOPMENT OF SECURITY MEASURES

In developing an Aerodrome Operator Security Programme an aerodrome operator shall take into consideration the needs of all aviation stakeholders, including;

- (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 APPROVED AERODROME OPERATOR SECURITY PROGRAMME

- (1) Upon acceptance by the Authority of a proposed Aerodrome Operator Security Programme submitted under 17.4(1), the aerodrome operator shall within thirty days of such acceptance ensure that such Aerodrome Operator Security Programme is implemented and in full operation.
- (2) Where an aerodrome operator has implemented his accepted Aerodrome Operator Security Programme he shall notify the Authority that he:
 - (a) has implemented such accepted Aerodrome Operator Security Programme; and
 - (b) wishes to commence operations under such implemented Aerodrome Operator Security Programme once it is approved by the Authority.
- (3) Where the Director General is satisfied that the Airport Security Programme implemented at the aerodrome and the accepted Aerodrome Operator Security Programme of the aerodrome operator are identical, he may approve the Aerodrome Operator Security Programme for full operation in commercial air transport operations.
- (4) Notwithstanding 17.9(3), where the Aerodrome Operator Security Programme implemented at the aerodrome and the accepted Aerodrome Operator Security Programme are not identical, but the differences are within an acceptable level the Director General may approve such Aerodrome Operator Security Programme.

17.10 CONTENTS OF AN AIR OPERATOR SECURITY PROGRAMME

No Air Operator shall operate without an Air Operator Security Programme which shall be in the form, manner and content as specified in the National Civil Aviation Security Programme.

17.11 DEVELOPMENT OF SECURITY MEASURES

In addition to the requirements spelt out in 17.10, an Air Operator shall ensure that his Air Operator Security Programme, contains:

- (a) provisions to meet his international obligations where applicable; and

- (b) provisions to meet the requirement of other National obligations under the Act or Directives made hereunder.

17.12 APPROVAL OF AIR OPERATOR SECURITY PROGRAMME

- (1) Upon the acceptance of a proposed Air Operator Security Programme submitted under 17.4(1) by the Authority, the Air Operator shall within thirty days of such acceptance ensure that such Air Operator Security Programme is implemented and in full operation.
- (2) Where an Air Operator has implemented his accepted Air Operator Security Programme, he shall notify the Authority that he:
 - (a) has implemented such accepted Air Operator Security Programme;
and
 - (b) wishes to commence operations under such implemented Air Operator Security Programme once it is approved by the Authority.
- (3) Where the Director General is satisfied that the Air Operator Security Programme implemented by the Air Operator and the accepted Air Operator Security Programme are identical, he may approve the Air Operator Security Programme for full operation in commercial air transport operations.
- (4) Notwithstanding 17.12(3), where the Air Operator Security Programme implemented by the Air Operator and the accepted Air Operator Security Programme are not identical, but the differences are within an acceptable level the Director General may approve such Air Operator Security Programme.

17.13 CONTENTS OF A REGULATED AGENT SECURITY PROGRAMME

A regulated agent shall ensure that his Regulated Agent Security Programme, contains:

- (a) provisions to meet the requirements of the National Civil Aviation Security Programme and his national obligations under the Act or Directive made hereunder; and
- (b) include details of procedures for:
 - (i) ensuring the security of goods accepted by him and under his control;
 - (ii) ensuring the security of his buildings, premises, transport facilities and cargo warehouses;
 - (iii) ensuring the security of goods during the transfer from one facility to another;
 - (iv) recruitment and training of staff involved in the handling of goods; and
 - (v) incident reporting.

17.14 APPROVAL OF REGULATED AGENT SECURITY PROGRAMME

- (1) Upon a proposed Regulated Agent Security Programme, being accepted by the Authority the regulated agent shall within thirty days of such acceptance ensure that such accepted Regulated Agent Security Programme is implemented and in full operation.
- (2) Where the regulated agent has implemented his accepted Regulated Agent Security Programme in accordance with 17.14 (1), he shall:
 - (a) notify the Authority that he has implemented his accepted Regulated Agent Security Programme; and
 - (b) wishes to commence operations under such implemented Regulated Agent Security Programme once it is approved by the Appropriate Authority.
- (3) Where the Director General is satisfied that the Regulated Agent Security Programme implemented by the regulated agent and the accepted Regulated Agent Security Programme are identical, he may approve the Regulated Agent Security Programme, (hereinafter referred to as “an approved Regulated Agent Security Programme”) for full operation in the operations of the regulated agent.
- (4) Notwithstanding 17.14(3), where the approved Regulated Agent Security Programme implemented by the regulated agent and the accepted Regulated Agent Security Programme are not identical, but the differences are within an acceptable level the Director General may approve such Regulated Agent Security Programme.

17.15 CONTENTS OF A FLIGHT CATERING OPERATOR SECURITY PROGRAMME

- (1) A flight catering operator shall ensure that his Flight Catering Operator Security Programme, contains provisions to meet the requirements of the National Civil Aviation Security Programme and his national obligations under the Act or Directives made hereunder.
- (2) A Flight Catering Operator Security Programme shall describe the measures in place to safeguard that facility against acts of unlawful interference and shall be in such form, manner and content as specified by the Director General.
- (3) A Flight Catering Operator Security Programme required under subsection (1), shall be accompanied by a current scale map of the flight catering facility area of operations.
- (4) Notwithstanding 17.16 (3), in the case where the area in which the flight catering operator conducts his business has been declared a Tenant Restricted Area under the appropriate Airport (Restricted Area) Directives, then the requirement for maps will be in accordance with the requirements of 17.17(2).

17.16 APPROVAL OF FLIGHT CATERING OPERATOR SECURITY PROGRAMME

- (1) Upon acceptance of a proposed Flight Catering Operator Security Programme by the Authority under 17.4(1), the flight catering operator shall within thirty (30) days of such acceptance ensure that such accepted Flight Catering Operator Security Programme is implemented and in full operation.

- (2) Where the flight catering operator has implemented his accepted Flight Catering Operator Security Programme in accordance with 17.16 (1), he shall:
 - (a) notify the Authority that he has implemented his accepted Flight Catering Operator Security Programme; and
 - (b) wishes to commence operations under such implemented Flight Catering Operator Security Programme once it is approved by the Authority.
- (3) Where the Director General is satisfied that the Flight Catering Operator Security Programme implemented by the flight catering operator and the accepted Flight Catering Operator Security Programme are identical, he may approve the Flight Catering Operator Security Programme, (hereinafter referred to as “an approved Flight Catering Operator Security Programme”) for full operation in the operations of the flight catering operator.
- (4) Notwithstanding 17.16(3), where the Flight Catering Operator Security Programme implemented by the flight catering operator and the accepted Flight Catering Operator Security Programme are not identical, but the differences are within an acceptable level the Director General may approve such Flight Catering Operator Security Programme.

17.17 CONTENTS OF A TENANT RESTRICTED AREA SECURITY PROGRAMME

- (1) A Tenant Restricted Area Security Programme in respect of an area located at an aerodrome, and specified in the appropriate Airport (Restricted Area) Directives, shall be designed to safeguard both the Tenant Restricted Area and the aerodrome connected with the TRA, against acts of unlawful interference and shall be in such form, manner and content as specified in the National Civil Aviation Security Programme.
- (2) A Tenant Restricted Area Security Programme under 17.17 (1), shall be accompanied by a current scale map of the TRA, as required and produced under the appropriate Airport (Restricted Area) Directives.

17.18 APPROVAL OF TENANT RESTRICTED AREA SECURITY PROGRAMME

- (1) Upon a proposed Tenant Restricted Area Security Programme being accepted by the Authority under 17.4(6), the Tenant Restricted Area operator shall within thirty days of such acceptance ensure that such accepted Tenant Restricted Area Security Programme is implemented and in full operation.
- (2) Where the Tenant Restricted Area operator has implemented his accepted Tenant Restricted Area Security Programme in accordance with 17.18 (1), he shall:
 - (a) notify the Authority that he has implemented his accepted Tenant Restricted Area Security Programme; and
 - (b) wishes to commence operations under such implemented Tenant Restricted Area Security Programme once it is approved by the Authority.
- (3) Where the Director General is satisfied that the Tenant Restricted Area Security Programme implemented by the operator of a tenant restricted area and the accepted Tenant Restricted Area (TRA) Security Programme are identical, he may approve the TRA Security Programme, (hereinafter referred to as “an approved Tenant Restricted Area Security Programme”) for full operation in the operations of the tenant restricted area.

- (4) Notwithstanding 17.18(3), where the Tenant Restricted Area Security Programme implemented by the operator of a tenant restricted area and the accepted TRA Security Programme are not identical, but the differences are within an acceptable level the Director General may approve such Tenant Restricted Area Security Programme.

17.19 CONTENTS OF AN AVIATION SERVICE PROVIDER SECURITY PROGRAMME

- (1) An aviation service provider shall ensure that his Security Programme contains provisions to meet the requirements of the National Civil Aviation Security Programme and his national obligations under the Act or Directives made hereunder.
- (2) An aviation service provider shall ensure that his Security Programme shall be designed to describe the measures in place to safeguard that facility against acts of unlawful interference and shall be in such form, manner and content as specified in the National Civil Aviation Security Programme.

17.20 APPROVAL OF AN AVIATION SERVICE PROVIDER SECURITY PROGRAMME

- (1) Upon a proposed Aviation Service Provider Security Programme being accepted by the Authority, the aviation service provider shall within thirty days of such acceptance ensure that such accepted Security Programme is implemented and in full operation.
- (2) Where the aviation service provider has implemented its accepted Aviation Service Provider Security Programme in accordance with 17.20 (1), it shall:
- (a) notify the Authority that he has implemented his accepted Security Programme; and
 - (b) wishes to commence operations under such implemented Security Programme once it is approved by the Authority.
- (3) Where the Director General is satisfied that the Security Programme implemented by the aviation service provider and the accepted Security Programme are identical, he may approve the Security Programme, (hereinafter referred to as “an approved Aviation Service Provider Security Programme”) for full operation in the operations of the aviation service provider.
- (4) Notwithstanding 17.20(3), where the Security Programme implemented by the aviation service provider and the accepted Security Programme are not identical, but the differences are within an acceptable level the Director General may approve such Security Programme.

17.21 CONTENTS OF AN AIR TRAFFIC SERVICE PROVIDER SECURITY PROVISIONS

- (1) An air traffic service provider shall ensure that his Security Provisions contain adequate procedures to meet the requirements of the National Civil Aviation Security Programme and his national obligations under the Act or Directives made hereunder.
- (2) An air traffic service provider shall ensure that his Security Provisions shall be designed to describe the measures in place to safeguard that facility against acts of unlawful interference and shall be in such form, manner and content as specified in the National Civil Aviation Security Programme.

17.22 APPROVAL OF AN AIR TRAFFIC SERVICE PROVIDER SECURITY PROVISIONS

- (1) Upon a proposed Air Traffic Service Provider Security Provisions being accepted by the Authority, the air traffic service provider shall within thirty days of such acceptance ensure that such accepted Security Provisions are implemented and in full operation.
- (2) Where the air traffic service provider has implemented his accepted Air Traffic Service Provider Security Provisions in accordance with 17.22(1), he shall:
 - (a) notify the Authority that he has implemented his accepted Security Provisions; and
 - (b) wishes to commence operations under such implemented Security Programme once it is approved by the Authority.
- (3) Where the Director General is satisfied that the Security Provisions implemented by the air traffic service provider and the accepted Security Provisions are identical, he may approve the Security Provisions, (hereinafter referred to as “an approved Air Traffic Service Provider Security Programme”) for full operation in the operations of the air traffic service provider.
- (4) Notwithstanding 17.22(3), where the Security Provisions implemented by the air traffic service provider and the accepted Security Provisions are not identical, but the differences are within an acceptable level the Director General may approve such Security Provisions.

17.23 MODIFICATIONS TO OPERATIONAL PARTICULARS AFFECTING SECURITY

- (1) Where a security programme has been approved (hereinafter referred to as “an approved Security Programme”), the aerodrome operator, Air Operator, regulated agent, flight catering operator, aviation service provider, tenant restricted area operator or air traffic service provider, where applicable shall follow the procedures under 17.23 (2), whenever he determines:
 - (a) 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 Approved Security programme are no longer adequate.
 - (b) 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 Manager required under 17.42.
- (2) Whenever a condition described in 17.23(1), occurs the aerodrome operator, Air Operator, regulated agent, flight catering operator, aviation service provider, tenant restricted area operator or air traffic service provider, where applicable shall:
 - (a) immediately notify the Director General 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 Director General in accordance with 17.23(2)(a), submit for approval in accordance with 17.24, an amendment to his Security Programme to bring it into compliance with these Directives.

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

- (1) Where an aerodrome operator, Air Operator, regulated agent, flight catering operator, tenant restricted area operator, aviation service provider or air traffic service provider wishes to amend his approved Security Programme, he shall submit the request for such approval to the Authority at least thirty days before the proposed effective date of intended implementation of the amended approved Security Programme.
- (2) When the Director General is satisfied that the proposed amendment to the approved Security Programme provides the level of security required by these Directives, he may approve the amended approved Security Programme.

17.25 AMENDMENT OF APPROVED SECURITY PROGRAMME BY THE APPROPRIATE AUTHORITY

- (1) The Director General may require that an aerodrome operator, Air Operator, regulated agent, flight catering operator, tenant restricted area operator, aviation service provider or air traffic service provider, amend his approved Security Programme, where he determines that safety and the public interest require the amendment.
- (2) Except in an emergency as provided in 17.25(5), where the Authority requires an aerodrome operator, Air Operator, regulated agent, flight catering operator, tenant restricted area operator, aviation service provider or air traffic service provider, to amend his approved Security Programme under 17.25(1), the Director General shall notify the aerodrome operator, Air Operator, regulated agent, flight catering operator, or tenant restricted area operator 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 aerodrome operator, Air Operator, regulated agent, flight catering operator, or tenant restricted area operator.
- (3) Upon receipt of a notice of a proposed amendment under 17.25 (2), the aerodrome operator, Air Operator, regulated agent, flight catering operator, tenant restricted area operator, aviation service provider or air traffic service provider, may submit an alternative amendment to his approved Security Programme which meets the intent of the required amendment, for consideration by the Director General.
- (4) When the Director General is satisfied that the alternative amendment submitted under 17.25(3), would provide an overall level of security equal to that required by the Authority, he may approve the alternative amendment to the approved Security Programme.
- (5) Where the Director General determines that an emergency exists which requires immediate action that makes the procedures in 17.25(2) and (3), impracticable or contrary to public interest and safety, he may direct the aerodrome operator, Air Operator, regulated agent, catering operator, tenant restricted area operator, aviation service provider or air traffic service provider, to deviate in a specified manner from his approved security programme in the area of concern, for a specified period.

SUBPART D: AERODROME SECURITY**17.26 AERODROME OPERATOR RESPONSIBILITIES**

- (1) An Aerodrome Operator shall define and demarcate landside, airside areas and security restricted areas of an aerodrome.
- (2) An Aerodrome Operator shall keep at the aerodrome a current scale map of the aerodrome that identifies the restricted areas security barriers and restricted area access points.
- (3) An Aerodrome Operator shall establish security measures for landside areas to mitigate the risk of and to prevent possible acts of unlawful interference in accordance with risk assessments carried out by the relevant authorities or entities.
- (4) An Aerodrome Operator shall ensure coordination of landside security measures between relevant departments, agencies, and other entities, and identify appropriate responsibilities for landside security in its Airport Security Programme.
- (5) The Aerodrome Operator shall, following notification from Air Traffic Control, inform the Customs Division of the Ghana Revenue Authority (GRA) of all international private flights landing to ensure all mandatory physical inspections are carried out.
- (6) 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.
- (7) Where a foreign air operator uses the aerodrome facilities of an aerodrome operator the Director General may, in coordination with the aerodrome operator approve an inspection by the Appropriate Authority responsible for aviation security of the State of such foreign air operator in order to assess the adequacy of the security measures.

17.27 AERODROME SECURITY COMMITTEE

- (1) An aerodrome operator shall establish an Aerodrome Security Committee to assist in coordinating the implementation of any national civil aviation security initiatives that may be required by the Authority from time to time.
- (2) An Aerodrome Security Committee under 17.27(1), shall comprise of those representatives stipulated within the respective Airport Security Programmes approved by the Director General.

17.28 AVIATION SECURITY OFFICERS AND AVIATION SECURITY SCREENING OFFICERS

- (1) An aviation security officer or aviation security screening officer shall not:
 - (a) consume of alcoholic beverages or other substances prohibited by law while assigned to duty; or
 - (b) Attend official duties without being in an identifiable uniform or without displaying his badge or other form of identification or without carrying a badge or other identification of his authority where; or

- (c) act as such aviation security officer or aviation screening officer without completing a training programme as required in 17.28(5).
- (2) An aviation security officer or aviation security screening officer shall:
 - (a) carry out the duties and functions assigned to him or her; and
 - (b) conduct the security duties in accordance with the applicable provisions of these Directives.
- (3) An aviation security officer or aviation security screening officer shall, while on duty at an aerodrome, have the authority to arrest any person, whom he or she believes has committed:
 - (a) a crime in his presence; or
 - (b) an offence against any of these Directives or the appropriate Airport (Restricted Area) Directives in force.
- (4) Any person at an airport, 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, commits an offence and may be liable to a penalty specified in the schedule of penalties or upon conviction shall be liable to a fine or imprisonment or to both the fine and imprisonment as specified in the schedule of penalties.
- (5) The training programme required by 17.28(1)(c), shall include training in the subjects specified in the approved Aerodrome Operators Security Programme and meet the training standards specified in the National Civil Aviation Security Programme and National Civil Aviation Security Training Programme.

17.29 RESPONSIBILITY OF AERODROME OPERATOR TOWARDS AVIATION SECURITY OFFICERS AND AVIATION SECURITY SCREENING OFFICERS

- (1) An aerodrome operator shall provide aviation security officers and aviation security screening officers, in the number and in a manner adequate to support:
 - (a) its Airport Security Programme; and
 - (b) each passenger and baggage screening system required under any Part of these Directives.
- (2) 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 Directives and the National Civil Aviation Security Programme;
 - (b) such person whose duties are in respect to screening of passengers, crew, baggage and mail, has been trained in accordance with the requirements of the National Civil Aviation Security Training Programme;; and
 - (c) An aerodrome operator shall ensure that:
 - (i) initial and periodic background checks are performed in respect of each aviation security officer and aviation security screening officer; and

- (ii) initial and recurrent training on aviation security is received by each aviation security officer and aviation security screening officer in his employ.
- (d) 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 employ and such record shall be retained for the duration of his employment and thereafter for a period of one year.
- (e) An aerodrome operator shall ensure that an aviation security officer or aviation security screening officer employed by him:
 - i. is authorized to carry out the duties and functions assigned to him;
 - ii. conducts security duties in accordance with the applicable provisions of these Directives and the National Civil Aviation Security Programme;
 - iii. abstains from the consumption of alcoholic beverages or other substances prohibited by law while assigned to duty;
 - iv. is readily identifiable by uniform and displays or carries a badge or other identification of his authority while assigned to duty; and
 - v. has completed a training programme that meets the requirements in 17.29 (2).
- (f) An Aerodrome operator shall approve the employment of an aviation screening officer or aviation security screening officer by an aerodrome tenant in accordance with the National Civil Aviation Security Programme.

17.30 SUPPORT FROM MEMBERS OF THE GHANA POLICE SERVICE

- (1) At each aerodrome specified by the Director General, members of the Ghana Police Service 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.
- (2) The deployment of these members of the Police will be in accordance with the measures described in the appropriate Airport Security Programme.

17.31 REQUIREMENT FOR SCREENING

- (1) No person shall enter a sterile area, or security restricted area, at any aerodrome to which these Directives apply, as specified within the appropriate Airport Security Programme, without having his personany carry-on baggage, goods or other articles in their possession screened.
- (2) No person approved by the Authority to carry out screening functions shall employ persons as screening officers who do not meet the minimum standards set out in the NCASP.
- (3) No person approved by the Authority to carry out screening functions shall employ persons as screening officers to conduct authorized searches of persons and property who do not meet the minimum standards set out in the National Civil Aviation Security Programme.

- (4) No Air Operator shall transport a person or goods that should be screened unless the person or the goods have been screened in accordance with 17.31(1).
- (5) No person shall circumvent a screening of their person or goods or other things in their possession or under their control or vehicle under their care or control.
- (6) No person shall assist another person to circumvent the screening of the person, his goods, or other items in that person's possession, control or a vehicle under the person's care or control.
- (7) A person who is at an aerodrome or on board an aircraft shall 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.
- (8) Notwithstanding 17.31(1), the Director General may, in writing, exempt such persons as he deems appropriate from the requirements to be screened. Any exemption made under this Directive shall be issued as a Schedule to these Directives.

17.32 REFUSAL OF SCREENING

- (1) Subject to 17.31(8), any person who refuses to allow himself and his carry-on baggage, goods or other articles in his possession to be screened shall be denied access to the security restricted area or sterile area.
- (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 such goods, vehicle or means of conveyance from the enhanced security restricted area or sterile area.
- (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.

17.33 UNACCOMPANIED BAGGAGE

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, may carry out an authorized search of the baggage in the presence of the Air 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.

17.34 SECURITY INCIDENTS

- (1) An aerodrome operator, Air Operator, aerodrome tenant, flight catering operator, cargo operator or regulated agent, aviation service provider, an air traffic service provider or any other operator 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 Air Operator;
 - (b) the discovery of other prohibited items listed in Appendix 1.
 - (c) 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;
 - (d) refusal by a person to submit to the security screening required under these Directives;
 - (e) refusal by a person to remove himself and/or his goods from a restricted area when so ordered by an aviation security officer;
 - (f) a report of unattended baggage located in his area of responsibility;
 - (g) a report of suspicious persons, packages, articles or goods in his area of responsibility; or
 - (h) a specific threat against the aerodrome or facility which comes to his attention.
- (2) An aerodrome operator or any other operator shall within 24 hours of the occurrence of any other security incident listed in 17.34(1) and any other incident, notify the Authority of the said occurrence.
- (3) An aerodrome operator or other operators shall thereafter investigate any of the reported security incidents set out in 17.34(1), and provide a report of the incident to the Authority in accordance with procedures set out in its approved Airport Security Programme.

17.35 RECORDS

- (1) An aerodrome operator shall ensure that a record is kept of every security incident at the aerodrome.
- (2) A record required to be kept under 17.35(1), shall:
 - (a) be kept for a minimum of ninety days;
 - (b) be made available to the Authority on a monthly basis; 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.

17.36 AERODROME TENANT AND TENANT RESTRICTED AREA OPERATOR RESPONSIBILITY

- (1) An aerodrome tenant restricted area operator, and any other tenants at aerodromes, shall develop security measures to manage access to the tenant restricted area, or other area, under his control in compliance with the Tenant Restricted Area Security Programme submitted for approval under 17.17, or the Aerodrome Security Programme under 17.7.
- (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 Tenant Restricted Area Security Programme or Aerodrome Security Programme.
- (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.

17.37 CONFIDENTIAL OR CLASSIFIED SECURITY INFORMATION

A person shall not divulge information in respect of security measures in effect at an aerodrome without the permission of the aerodrome operator.

17.38 FALSE STATEMENTS, ENTRIES OR UNAUTHORIZED REPRODUCTION

A person shall not 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) a reproduction or alteration of any report, record, security programme, issued under this Part without the approval of the aerodrome operator.

17.39 ACCESS CONTROL SYSTEM

- (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 in the appropriate Airport (Restricted Area) Directives.
- (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.
- (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 into 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 into 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 17.31 and
 - (g) persons at an aerodrome are aware of what areas they are prohibited access to.
- (4) Notwithstanding the screening requirements under (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.
- (5) The system under (3), shall provide a means to differentiate the various airport restricted areas that holders of airport restricted area permits are allowed access to.
- (6) The system under (3), shall describe the scope of initial and periodic background checks conducted on applicants for all types of airport restricted area permits issued.

17.40 AIRPORT RESTRICTED AREA PERMIT SYSTEM

- (1) An aerodrome operator shall ensure that access to a restricted area, enhanced security restricted area or sterile area of its aerodrome is controlled by the use of an airport restricted area permit system to identify persons and vehicles and facilitate access where authorized.
- (2) Notwithstanding the provisions of 17.40(1), the airport restricted area permit system shall be in accordance with the appropriate Airport (Restricted Area) Directives.

17.41 EVIDENCE OF COMPLIANCE

An aerodrome operator shall provide evidence of compliance with these Directives in his approved Aerodrome Operator Security Programme.

17.42 AERODROME SECURITY MANAGER

- (1) An aerodrome operator shall designate, in his approved Aerodrome Operator Security Programme, an officer in his organization as the Aerodrome Security Manager, who shall be held responsible for the coordination of all aviation security policies, procedures and preventive measures applied at an Aerodrome.
- (2) An Aerodrome Security Manager shall serve as the primary contact of the aerodrome operator for security-related activities and communications with the Director General, as set forth in the approved Aerodrome Operator Security Programme.

17.43 MEASURES IN THE EVENT OF SPECIFIC THREAT AT AERODROMES

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

17.44 NOTIFICATION OF THREAT

- (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.
- (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.

17.45 DISCOVERY OF WEAPONS, INCENDIARY DEVICES, EXPLOSIVES OR OTHER PROHIBITED ITEMS AT AERODROMES

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 Directives 17.34(1)(a) or 17.51(6);
- (b) the discovery, at the aerodrome, of a prohibited item specified in Appendix 1:
- (c) 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 Directives made hereunder;
- (d) 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
- (e) a specific threat against the aerodrome.

17.46 AERODROME OPERATOR TO KEEP MAPS AND PLANS OF AERODROME

An aerodrome operator shall keep at the aerodrome a certified copy of a current scale map and plan, certified by the Director General, 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 plan or either is to be produced in accordance with the appropriate Airport (Restricted Area) Directives.

17.47 AERODROME OPERATOR TO PROVIDE INFORMATION

- (1) The aerodrome 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 the aerodrome, including:
 - (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 plan referred to in 17.46.
- (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.

17.48 MAN-PORTABLE AIR DEFENCE SYSTEMS (MANPADS)

An aerodrome operator, in accordance with risk assessment carried out by relevant national or local authorities, shall establish appropriate measures on the ground and operational procedures to mitigate possible attacks against aircraft using Man-Portable Air Defence Systems (MANPADS) and other weapons representing a similar threat to aircraft at or near the respective airport.

SUBPART E: AIR OPERATOR SECURITY

17.49 AIR OPERATOR SECURITY PROGRAMME

An Air Operator having an approved Air Operator Security Programme shall:

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

17.50 SCREENING OF PASSENGERS AND PROPERTY

- (1) An Air Operator shall ensure that at designated 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.
- (2) Notwithstanding 17.50 (1), an Air 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 Air Operator Security Programme.
- (3) In giving an authorization to an aerodrome operator or any other person under 17.50(2), the Air Operator shall further instruct such aerodrome operator or person, to prohibit any passenger refusing to be screened from access to any of his aircraft.
- (4) An Air Operator or person authorized by him under 17.50(2) shall use the procedures and the facilities and equipment described in his Air Operator Security Programme:
- (a) to prevent or deter the carriage of any weapon, incendiary device or any other prohibited item, 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 or any other prohibited item, to inspect each person entering a sterile area at each pre-boarding screening check point 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.
- (5) An Air 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 Air 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 17.50 (1).
- (6) A foreign Air Operator shall not undertake a flight with a passenger on board who refuses to submit to screening, required under these Directives or while the carry on or checked baggage of such person is on board his aircraft.
- (7) 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 these Directives, the pilot in command may order that person to disembark from such aircraft.

17.51 PREVENTION AND MANAGEMENT OF HIJACKINGS AND SABOTAGE ATTEMPTS

- (1) An Air 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 Air 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 Air Operator Security Programme to co-ordinate activities in response to threats of acts of unlawful interference.
- (2) An Air Operator shall, where directed by the Director General, 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) hijackings and other criminal acts on board the aircraft.
- (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 hijackings 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 role on board the aircraft.

17.52 CARRIAGE OF WEAPONS

- (1) An Air Operator shall not permit any person, who is not authorized, to have on or about his person or property, a weapon or any other prohibited item either concealed or unconcealed, accessible to him while on board an aircraft.
- (2) 17.52(1) shall not apply to in-flight security officers required to be on board under 17.50.
- (3) A person shall not, without authority, while on board an aircraft operated by an Air Operator, carry on or about his person, a weapon or any other prohibited item, either concealed or unconcealed.
- (4) An Air 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.
- (5) For the purpose of this Directive, “a loaded firearm” means a firearm, which has inserted in it a live round of ammunition, cartridge, in the chamber or in a clip, magazine or cylinder.
- (6) An Air 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 Air 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 checked baggage and it is unloaded;

- (b) the baggage or container in which a firearm is carried is locked;
 - (c) the checked baggage or container containing the firearm is loaded on the aircraft in an area that is inaccessible to passengers; and
 - (d) such person presents a licence for such firearm from the State that permits him to have in his possession such firearm, an export licence for such firearm from the State of departure and an import licence for such firearm to the State of destination.
- (7) Where a firearm 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 Air Operator considers appropriate for air transportation.

17.53 USE OF SCREENING EQUIPMENT

- (1) An aerodrome operator, Air Operator or person authorized to conduct screening on his behalf, shall not use any screening equipment systems to inspect carry-on or checked baggage unless the use of the said equipment has been approved by the Authority.
- (2) An aerodrome operator, Air 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 Air 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 Air Operator Security Programme, or Aerodrome Security Programme in accordance with the combined test requirements prescribed by the Authority.
- (3) An aerodrome operator, Air 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;
 - (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; and
- (4) An aerodrome operator, Air 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 17.53(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.
- (5) An aerodrome operator, Air 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 Air Operator Security Programme, or Aerodrome Security Programme.

17.54 SECURITY THREATS AND PROCEDURES

- (1) Where an Air 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.
- (2) Where the aircraft, under 17.54 (1), is on the ground, the pilot in command shall comply with any direction given by the aerodrome operator, or a member of the appropriate Police agency, unless complying with such direction is likely to jeopardize the safety of the passengers and crew members.
- (3) Immediately upon receiving information that an act or suspected act of unlawful interference has been committed, the Air Operator shall notify the Authority.
- (4) Where an Air 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, tenant restricted area or aerodrome, including informing the aerodrome operator and the appropriate Police agency of such threat.
- (5) Where the aircraft under 17.54(3), is in the airspace under the jurisdiction of a State other than Ghana the Air Operator shall also notify the Appropriate Authority of the State in whose territory the aircraft is located and, if the aircraft is in flight, the Appropriate Authority of the State in whose territory the aircraft is to land.
- (6) Upon receipt of a bomb threat against a specific aircraft, each Air 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.
- (e) Where the aircraft is in flight, ensure the pilot-in-command notifies the appropriate air traffic control authority of the threat.

17.55 REPORTING OF SECURITY INCIDENTS

- (1) An Air Operator shall immediately notify the Authority when there is:
 - (a) a hijacking or attempted hijacking of an aircraft;
 - (b) the discovery, on board an aircraft, of a weapon, other than an unloaded firearm allowed under 17.34 (1) or 17.51;
 - (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 Directives 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.
- (2) An Air Operator shall immediately notify the aerodrome operator when a weapon other than a firearm allowed under 17.34 (1) or 17.51 is detected in any part of the aerodrome under its control.

17.56 PERSON AUTHORIZED TO CONDUCT SCREENING ACTIVITIES

- (1) A person authorized to conduct screening activities shall immediately notify the appropriate Air Operator, aerodrome operator, the Ghana Police Service and the Authority when any of the following is detected at a restricted area access point where screening is conducted of persons and carry-on baggage and other articles in the possession or control of persons who are screened:
 - (a) a weapon, other than a weapon allowed under 17.34 (1) or 17.51;
 - (b) any other prohibited items specified in Appendix 1;
 - (c) an explosive substance, other than:
 - (i) ammunition carried by a person allowed to carry or have access to a weapon or firearm under 17.34(1) or 17.51 ; or
 - (ii) an explosive substance allowed under the Act or Directives made hereunder; or
 - (d) an incendiary device, other than an incendiary device allowed under the Act or Directives made hereunder.

- (2) A person authorized to conduct screening activities shall immediately notify the appropriate Air Operator, the aerodrome operator, the appropriate Police agency and the Authority when any of the following is detected in checked baggage:
- (a) a loaded firearm;
 - (b) any other prohibited item listed in Appendix 1;
 - (c) an explosive substance, other than ammunition; or
 - (d) an incendiary device.

17.57 SECURITY INFORMATION

An Air Operator shall where the Authority provides reasonable notice, provide the Authority, with a written or electronic record or other information relevant to the security of his operations, including:

- (a) information concerning the method of implementing the security measures that apply to the Air 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.

17.58 PROVISION OF INFORMATION TO THE APPROPRIATE AUTHORITY ON THE SECURITY OF OPERATIONS BY SERVICE PROVIDERS

A person who provide services to an Air 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 Air 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.

17.59 PROVISION OF INFORMATION TO THE APPROPRIATE AUTHORITY ON THE SECURITY OF OPERATIONS BY SCREENING PERSONNEL

A person authorized to perform screening on behalf of an Air 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:

- (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.

17.60 USE OF EXPLOSIVES DETECTION SYSTEMS

Where required by the Authority, an aerodrome operator, Air 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 persons, checked baggage and carry-on baggage in accordance with his Air Operator Security Programme, or Aerodrome Security Programme.

17.61 CARRIAGE OF PASSENGERS UNDER ADMINISTRATIVE OR JUDICIAL CONTROL

- (1) An Air 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.
- (2) An Air 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 17.61 (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 17.61 (1), whether under the control of an escort officer or not, under this section, 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 passenger 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.
- (3) An Air Operator operating an aircraft under 17.61(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.
- (4) In cases where an escort officer is also carried under the provisions of 17.61(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.
- (5) This section shall not apply to the carriage of passengers under voluntary protective escort.

17.62 TRAINING

- (1) An Air Operator shall not use any person as a Security Co-ordinator unless, within the preceding twelve months, such person has satisfactorily completed the required security training specified in his approved Air Operator Security Programme and required by the National Civil Aviation Security Training Programme.

- (2) An Air Operator shall not use any person as a crewmember on any domestic or international flight unless within the preceding twelve months that person has satisfactorily completed the security training as specified in his approved Air Operator Security Programme and the National Civil Aviation Security Training Programme.

17.63 STANDARDS FOR SECURITY OVERSIGHT

- (1) An Air 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 these Directives, applicable security directives and information circulars issued by the Director – General and
 - (ii) elements of the approved Air Operator Security Programme or Aerodrome Operator Security Programme required for the performance of his functions;
 - (b) the Security Coordinator of the Air Operator, or aerodrome operator at each aerodrome:
 - (i) reviews daily all security-related functions for effectiveness and compliance with:
 - (A) These Directives;
 - (B) the approved Air 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) these Directives;
 - (B) the approved Air Operator Security Programme or Aerodrome Operator security Programme; and
 - (C) applicable security directives.
- (2) The requirements prescribed under 17.63(1), shall apply to all security-related functions performed for the Air Operator, or aerodrome operator, whether by his employee or the employee of a contractor.
- (3) An Air Operator, or aerodrome operator, 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 Aviation Security Training Programme and National 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 Air 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 Authority;
- (c) the ability to read, write, and speak the English Language well enough to:
- (i) carry out written and oral instructions in the 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 and understand and answer questions from English-speaking persons undergoing screening; and
 - (iv) write incident reports and statements and log entries into security records in the English Language; and
 - (v) satisfactorily complete all initial, recurrent, and appropriate specialized aviation security training required by the Air Operator Security Programme, Aerodrome Operator Security Programme and the National Aviation Security Training Programme.
- (4) An Air 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 his Air Operator Security Programme, or Aerodrome Security Programme, and has passed a re-test related to that function.
- (5) An Air 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 that Security Co-ordinator 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.

- (6) The provisions contained in 17.63(1) through (5), shall not apply to those aviation security screening functions conducted outside Ghana over which the Air Operator does not have operational control.
- (7) At locations outside Ghana where the national Air Operator has operational control over a screening function, he may use aviation security screeners who do not meet the requirements of 17.63(3)(c), provided that at least one of his representatives who has the ability to functionally read and speak the English language is present while the passengers of the Air Operator are undergoing security processing.

SUBPART F: CARGO AND REGULATED AGENT SECURITY

17.64 SECURITY CONTROLS OVER CARGO

- (1) All cargo and mail intended to be carried on an aircraft shall be handled, secured and transported in accordance with the National Air Cargo and Mail Security Programme.
- (2) No Air Operator shall accept consignments of cargo, courier and express parcels or mail for carriage on passenger flights and cargo 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.
- (3) Air Operators and regulated agents shall apply enhanced security measures to high-risk cargo and mail to appropriately mitigate the threats associated with it.
- (4) Air Operators, regulated agents and known consignors shall ensure that cargo and mail that have been confirmed and accounted for are issued with a security status which shall accompany, either in an electronic format or in writing, the cargo and mail throughout the security supply chain.
- (5) Air Operators and regulated agents shall subject transfer cargo and mail to appropriate security controls prior to being loaded on an aircraft engaged in commercial air transport operations departing from Ghana.

17.65 AVIATION SECURITY RESPONSIBILITIES OF A REGULATED AGENT

- (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.
- (2) An approved regulated agent who offers goods to an Air Operator for transport by aircraft shall produce and make available to the Air 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.

17.66 RESPONSIBILITY OF THE AIR OPERATOR RECEIVING GOODS FROM A REGULATED AGENT

- (1) An Air Operator accepting goods for transport on his aircraft:
 - (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 his 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.
- (2) An Air 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.
- (3) An Air Operator shall not accept any goods, from a regulated agent, for transport by aircraft unless that regulated agent is approved by the Authority:
- (4) An Air Operator shall provide an approved regulated agent with all the necessary information in order that he is able to comply with the Technical Instructions.
- (5) An Air Operator shall make available to the Director General 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.
- (6) An Air Operator, except as provided in the Technical Instructions, shall not place in an aircraft any goods that are not acceptable.

17.67 INSPECTION OF GOODS OFFERED FOR TRANSPORT BY REGULATED AGENT

- (1) An Air Operator may inspect any goods or any package, or container having goods offered for transport by air by a regulated agent.
- (2) Where an inspection is conducted pursuant to 17.67(1), a regulated agent or a representative of the regulated agent may observe the inspection.
- (3) In the absence of a regulated agent, or a representative of a regulated agent, an Air 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 Air Operator.
- (4) Where an inspection is conducted by an Air Operator pursuant to 17.67(1), the package, container or goods shall remain in possession of the Air Operator until the inspection is complete.
- (5) Where an inspection of goods under this Directive provides evidence of a breach of this Part, the Air 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.

17.68 SCREENING OF CARGO

- (1) All cargo and mail intended for carriage on an aircraft shall be subject to screening by a regulated agent or an Air Operator prior to being placed on board an aircraft unless:
- (a) it originates from a known consignor approved by the Authority;

- (b) the cargo or mail is exempt from screening as described in the National Air Cargo and Mail Security Programme.
- (2) An Air Operator or regulated agent accepting goods from an unknown consignor, shall 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.
- (3) An Air Operator or regulated agent shall screen cargo and mail using an appropriate method or methods as approved in its approved Cargo Security Manual, taking into account the nature of the consignment.
- (4) Cargo and mail shall be screened using any or a combination of the following as applicable:
- (a) Conventional X-ray equipment
 - (b) Physical inspection or manual search
 - (c) Explosive detection system (EDS)
 - (d) Explosive trace detection equipment (ETD)
 - (e) Visual checks (for live animals)
 - (f) Explosive detection dogs (EDD)
 - (g) Metal detection equipment
 - (h) Algorithm-based X-rays

SUBPART G: FLIGHT CATERING OPERATOR SECURITY

17.69 AVIATION SECURITY RESPONSIBILITIES OF A FLIGHT CATERING OPERATOR

- (1) A flight catering operator prior to accepting raw materials and equipment for preparation as catering supplies for transport on an aircraft shall follow such procedures as are specified in its Flight Catering Operator Security Programme that has been approved by the Authority.
- (2) An approved flight catering operator who offers catering, stores and supplies to an Air Operator for transport by aircraft shall produce and make available to the Air Operator, and the Authority on demand, shipping documents, records of raw materials and equipment accepted, catering stores and supplies offered for air transport, employee training records and other accountable catering documents.
- (3) A flight catering operator shall subject catering stores and supplies intended for carriage on commercial flights to security controls, which may include a supply chain security process or screening and thereafter protected until loading onto an aircraft.

17.70 RESPONSIBILITY OF THE AIR OPERATOR RECEIVING CATERING STORES AND SUPPLIES FROM A FLIGHT CATERING OPERATOR

- (1) An Air Operator accepting catering stores and supplies for transport on its aircraft from approved flight catering operator shall ensure that the catering stores and supplies have

been subjected to security controls, which may include a supply chain security process or screening and thereafter protected until loaded onto an aircraft.

- (2) An Air Operator accepting catering stores and supplies for transport on his aircraft from an approved flight catering operator:
 - (a) will ensure that all catering supplies are properly recorded on documentation and are secured through the use of catering seals;
 - (b) may 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) may 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) shall 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.
- (3) An Air Operator shall not accept any catering supplies and stores for transport by aircraft unless the documentation for such catering supplies and stores is examined for inconsistencies and is accompanied by a valid security declaration.
- (4) An Air 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.
- (5) An Air Operator shall make available to the Director-General 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.
- (6) An Air Operator, except as provided in the Technical Instructions, shall not place in an aircraft any catering supplies and stores that are not acceptable.
- (7) An Air Operator shall preserve for not less than one year any record of acceptance checklists and inspections carried out under this Part.

17.71 INSPECTION OF CATERING SUPPLIES

- (1) An Air 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.
- (2) Where an inspection is conducted pursuant to 17.71(1), a flight catering operator or a representative of the flight catering operator may observe the inspection.
- (3) In the absence of a flight catering operator, or a representative of a flight catering operator, an Air 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.
- (4) Where an inspection is conducted by an Air Operator pursuant to 17.71(3), the package, container or catering supplies and stores shall remain in possession of the Air Operator until after the inspection is complete.

- (5) Where an inspection of catering supplies and stores under this section provides evidence of a breach of this Part, the Air Operator shall maintain possession of the catering supplies and documentation and inform the Authority in the prescribed form.

SUBPART H: TENANT RESTRICTED AREA SECURITY

17.72 TENANT RESTRICTED AREA REQUIREMENTS

- (1) A Tenant Restricted Area operator at, or in connection with, any aerodrome, will take such measures as required by the Airport Authority to protect his Tenant Restricted Area, and the aerodrome associated with the Tenant Restricted Area, 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.
- (2) In carrying out the requirements of 17.72(1), a Tenant Restricted Area operator will comply with 17.4 and 17.17 of these Directives, the Airport (Restricted Area) Directives in force, and the terms and conditions of its approved Tenant Restricted Area Operator Security Programme.

SUBPART I: AVIATION SERVICE PROVIDER SECURITY

17.73 AVIATION SERVICE PROVIDER REQUIREMENTS

- (1) An Aviation Service Provider contracted to operate at, or in connection with, any aerodrome or aviation operator, will take such measures as required by the Airport Authority, Air Operator or the contracting aviation operator to protect his aircraft, facilities, equipment, functions and the aerodrome that the Aviation Service Provider operates, 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, to the aerodrome, facility or on board an aircraft engaged in civil aviation.
- (2) In carrying out the requirements of 17.73(1), an Aviation Service Provider shall comply with 17.4 and 17.19 of these Directives, any Airport (Restricted Area) Directives in force, and the terms and conditions of its approved Aviation Service Provider Security Programme.

17.74 TRAINING FOR AVIATION SERVICE PROVIDER PERSONNEL

An Aviation Service Provider shall not use any person to perform any security function, unless such person has satisfactorily completed the required security training specified in his approved Aviation Service Provider Security Programme and required by the National Civil Aviation Security Training Programme.

17.75 SECURITY OVERSIGHT OF AVIATION SERVICE PROVIDERS BY OPERATORS

- (1) An aerodrome operator, Air Operator or any aviation operator, who contracts any service provider shall ensure that:

- (a) the person authorized to perform a security related function on his behalf has knowledge of:
 - (i) the provisions of these Directives, other applicable Directives in force and information circulars issued by the Director-General; and
 - (ii) elements of the approved Aerodrome Operator Security Programme, Air Operator Security Programme or the approved Security Programme of the contracting aviation operator, required for the performance of his functions.
- (2) The requirements prescribed under 17.75(1), shall apply to all security-related functions performed for the aerodrome operator, Air Operator or contracting aviation aerodrome operator, whether by his employee or the employee of a contractor.

SUBPART J: AIR TRAFFIC SERVICE PROVIDER SECURITY

17.76 AIR TRAFFIC SERVICE PROVIDER REQUIREMENTS

- (1) An Air Traffic Service Provider operating a facility, or in connection with, any aerodrome, will take such measures to protect the facility or as required by the Airport Authority, 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, to the facility being used to provide air traffic services.
- (2) In carrying out the requirements of 17.76(1), an Air Traffic Service Provider will comply with 17.4 and 17.21 of these Directives, any Airport (Restricted Area) Directives in force, and the terms and conditions of its approved Air Traffic Service Provider Security Provisions.
- (3) No person may enter a facility housing an air traffic center without displaying the requisite identification at chest level.

17.77 TRAINING FOR AIR TRAFFIC SERVICE PROVIDER SECURITY PERSONNEL

An Air Traffic Service Provider shall not use any person to perform any security function, unless such person has satisfactorily completed the required security training specified in the contractor's approved Aviation Service Provider Security Programme and as required by the National Civil Aviation Security Training Programme.

17.78 SECURITY OVERSIGHT OF AIR TRAFFIC SERVICE PROVIDER SECURITY PERSONNEL

- (1) An Air Traffic Service Provider who contracts any service provider shall ensure that:
 - (a) the person or entity authorized to perform a security related function on his behalf has knowledge of:
 - (i) the provisions of these Directives, applicable security directives and information circulars issued by the Director-General; and

- (ii) elements of the approved Air Traffic Service Provider Security Provisions, required for the performance of his functions.
- (2) The requirements prescribed under 17.78(1), shall apply to all security- related functions performed for the Air Traffic Service Provider, whether by his employee or the employee of a contractor.

SUBPART K: QUALITY CONTROL

17.79 OBJECTIVES AND CONTENT OF QUALITY CONTROL PROGRAMME

- (1) 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.
- (2) The Quality Control Programme shall be in such form and include such elements as are stipulated in the National Civil Aviation Security Programme.

17.80 COMPLIANCE MONITORING

- (1) The implementation of the National Civil Aviation Security Programme shall be monitored by the Authority for compliance by all stakeholders.
- (2) Monitoring shall be undertaken in accordance with the approved National Civil Aviation Security Quality Control Programme, 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.
- (3) The management, setting of priorities and organization of the national civil aviation security quality control programme shall be undertaken independently from the entities and persons responsible for the implementation of the measures taken under the national civil aviation security programme.
- (4) The Director General may in writing require any entity or person who:
 - (a) is required to 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, undertake or carry out such inspections and audits and such monitoring as the Director General considers necessary in the interests of civil aviation security.
- (5) The Director General may, in respect of any entity or person described in (4)(a) and (b) of this section, carry out such inspections, audits and monitoring as necessary in the interest of civil aviation security.
- (6) For the purpose of any inspection, audit or monitoring carried out in respect of any entity or person under 17.80(5) the Director General may in writing require from such entity or person such information as is considered relevant to the inspection, audit or the monitoring.

17.81 QUALIFICATION CRITERIA FOR SECURITY AUDITORS

- (1) The Authority shall ensure that auditors performing functions on behalf of the Authority shall have appropriate qualifications, which shall include sufficient theoretical and practical experience in the relevant field.
- (2) The auditors shall have:
 - (a) a good understanding of the National Civil Aviation Security Programme and how it is applied to the operations being examined;
 - (b) where appropriate, knowledge of the more stringent measures as applicable in the location being examined;
 - (c) a good working knowledge of security technologies and techniques;
 - (d) a knowledge of audit principles, procedures and techniques;
 - (e) a working knowledge of the operations being examined.

17.82 POWER OF INVESTIGATION

- (1) The Director General may, in writing, require any holder of an approved aviation security programme to undergo an investigation conducted by the Authority if the Director General believes, on reasonable grounds, that it is necessary in the interests of civil aviation security, or if the Director General:
 - (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.
- (2) If the Director General requires a holder of an approved security programme to undergo an investigation, the Director General shall:
 - (a) inform the holder, in writing, of the date on which the investigation will begin; and
 - (b) conduct and conclude the investigation as soon as practicable; and
 - (c) Inform the holder in writing of the results of the investigation including:
 - (i) any recommendations arising out of the investigation; and
 - (ii) the grounds for those recommendations.

17.83 POWER TO SUSPEND SECURITY PROGRAMME

The Director General may suspend any aviation security programme approved under these Directives or impose conditions in respect of any such security programme if he considers such action necessary in the interest of security, and if he:

- (a) considers such action necessary to ensure compliance with these Directives;
- (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.

17.84 GENERAL POWER OF ENTRY

- (1) For the purpose of carrying out his functions, duties, or powers under these Directives, an Aviation Security Inspector, security auditor or any person duly authorised by the Director-General shall have unlimited, unrestricted and unimpeded right of access at any 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.
- (2) Without limiting the power conferred by (1) of this section, an Aviation Security Inspector, security auditor or any person duly authorised by the Director-General who has reasonable grounds to believe that:
 - (a) any breach of these Directives 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 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.
- (3) An Aviation Security Inspector or Security auditor or any other person who is authorised to have access to or to enter any aircraft, aerodrome, building, or place under 17.84(1) or (2):
 - (a) may 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 Directives, to produce or surrender it; and
 - (b) must, 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.
- (4) Nothing in (1) or (2) of this section shall confer on any person the power to enter any dwelling house, unless the entry is authorised by a warrant given by the Court on written application, which shall not be granted unless the Court is satisfied that the entry is essential to enable the inspection to be carried out.
- (5) Every warrant issued under (4) of this section shall be directed to a named person and shall be valid for a period of one month from the date of its issue or such lesser period as the Court may specify considers appropriate; and the period of validity shall be shown in the warrant.
- (6) Every person exercising the power of entry conferred by 17.84 (1) or (2) shall carry a proof of identity and authority, issued by the Director General specifying:

- (a) The name and the office or offices held by the person; and
 - (b) That the person is authorised by the Director General to exercise the power conferred by 17.84(1) and (2) to enter aircraft, aerodromes, buildings, and places, and to carry out such inspection.
- (7) Every person exercising the power of entry conferred by 17.84(1) and (2) shall produce credentials or authorisation:
- (a) If practicable on first entering the aircraft, aerodrome, building, or place; and
 - (b) Whenever subsequently reasonably required to do so.

17.85 NOTIFICATION OF AUDITS

- (1) The Authority shall give at least two months' notice to the facility operator or service provider that is the subject of a security audit.
- (2) When an aerodrome is to be audited, the Authority shall notify the appropriate airport authority accordingly.
- (3) When giving notice of an audit to the facility operator or service provider being audited, the Authority shall communicate a pre-audit questionnaire, for completion by the facility operator or service provider and a request for the following security documents;
 - (a) the approved facility or service provider security programme (where applicable);
 - (b) records, and results of any internal quality assurance audits undertaken;
 - (c) results of any investigations conducted into security incidents since the date of the last audit; and
 - (d) results of previous audits and or inspections carried out by Authority's security auditors or Aviation Security Inspectors.
- (4) The completed questionnaire and the documents requested shall be submitted to the Authority within four (4) weeks of receipt of the audit notification.

17.86 CONDUCT OF INSPECTIONS AND AUDITS

- (1) A standard methodology shall be used to monitor compliance with the requirements laid down in the National Civil Aviation Security Programme and relevant facility or service provider security programme.
- (2) Facility operators or service providers shall ensure that the security auditors are accompanied at all times during the inspection or audit.
- (3) The Security auditors shall carry credentials authorizing inspections and audits on behalf of the Authority and an airport identification card allowing access to all areas required for inspection and audit purposes.
- (4) Tests shall only be performed after advance notification and agreement, in close coordination with the facility operator or service provider, to ensure their security, safety and effectiveness.

- (5) Without prejudice to 17.88 the security auditors shall, wherever appropriate and practicable, deliver an informal oral summary of their findings immediately to the facility operator or service provider. In any case, the facility operator or service provider shall be informed promptly of any serious deficiencies identified by an inspection or audit.

17.87 FAILURE TO COMPLY WITH INSPECTION OR AUDIT REQUEST

Any person who, without reasonable cause, fails to comply with 17.79 commits an offence and is liable:

- (a) In the case of an individual, a moderate to maximum civil penalty shall apply and, if the offence is a continuing one, to a further fine not exceeding 5 civil penalty units for every day or part of a day during which the offence is continued; or
- (b) In the case of a body corporate, a moderate to maximum civil penalty shall apply and, if the offence is a continuing one, to a further fine not exceeding 50 civil penalty units for every day or part of a day during which the offence is continued.

17.88 OBSTRUCTION OF AUTHORIZED PERSONS

- (1) Any person who obstructs or impedes an Aviation Security Inspector or security auditor or any person who is duly authorised by the Director General and acting in the performance or exercise of any functions, duties, or powers conferred on him by the Ghana Civil Aviation Act or these Directives, commits an offence and is liable;
- (a) In the case of an individual, to imprisonment for a term not exceeding 6 months or a maximum civil penalty; or
- (b) In the case of a body corporate, a maximum civil penalty shall apply.
- (2) 17.88(1) shall apply only where the person obstructed or impeded produces evidence of his authority.

17.89 INSPECTION OR AUDIT REPORT

- (1) Within six weeks of completion of an inspection or audit, an appropriate report shall be communicated by the Authority to the appropriate facility operator or service provider.
- (2) The report shall identify findings established during the inspection or audit and deficiencies. The report may contain recommendations for remedial action.
- (3) When assessing the implementation of the terms of the individual facility operator's, or service provider's approved security programme, and the requirements of the national civil aviation security programme, the following classifications shall apply:
- (a) fully compliant;
- (b) compliant, but improvement desirable;
- (c) not compliant, with minor deficiencies;
- (d) not compliant, with serious deficiencies;
- (e) not applicable;

(f) not confirmed.

17.90 OPERATOR RESPONSE

- (1) Within two (2) months of the date of dispatch of an inspection or audit report, the facility operator or service provider shall submit in writing to the Authority a response to the report which:
 - (a) addresses the findings and recommendations;
 - (b) provides an action plan, specifying actions, deadlines and persons responsible, to remedy any identified deficiencies.
- (2) Where the inspection or audit report identifies no deficiencies, no response shall be required.

17.91 INTERNATIONAL AUDITS

The Republic of Ghana represented by the Authority may submit to audit requests by international agencies as part of its international obligations. All operators and entities having responsibilities under the national civil aviation security programme shall comply with such audits request upon approval and notification by the Authority. The operators and entities shall include but not be limited to:

- (a) International Aerodrome Operators and domestic Aerodrome Operators;
- (b) Any other aerodrome operator specified by the Authority;
- (c) National Air Operators;
- (d) Foreign Air Operators;
- (e) Cargo operators and regulated agents;
- (f) Flight catering operators;
- (g) Air traffic service providers;
- (h) Aviation service providers;
- (i) Aviation security training organizations;
- (j) General aviation operators;
- (k) Aerodrome tenants or operators of Tenant Restricted Areas at airports to which the national civil aviation security programme applies;
- (l) Any person or entity providing a service to an aerodrome, Air Operator, cargo operator and regulated agent, flight catering operator, air traffic service provider, aviation security training organization, general aviation operator or aerodrome tenant; and
- (m) Any person or organization in possession of a security programme approved by the Authority.

17.92 CONFIDENTIAL REPORTING SYSTEM

The Authority shall supplement the National Civil Aviation Security Quality Control Programme by establishing a confidential reporting system for analyzing security

information provided by sources such as passengers, crew, ground personnel, other airport staff and the general public.

SUBPART L: GENERAL AVIATION

17.93 SECURITY CONTROLS

- (1) General aviation aircraft at airports shall not be parked in close proximity to aircraft which are used for commercial flights in order to avoid breach of security measures applied to those aircraft, their baggage, cargo and mail or to other articles that may be carried on-board air transport operator aircraft.
- (2) Provisions to separate screened passengers of commercial flights from occupants of general aviation aircraft shall be implemented, based on the following criteria:
 - (a) at major airports, physical arrangements and/or security controls shall be introduced to prevent mixing of departing and arriving occupants of general aviation aircraft with passengers who have been already security screened;
 - (b) if possible, departing and arriving occupants of general aviation aircraft shall pass through a separate general aviation terminal and, also, when embarking or disembarking on the apron shall either be separated from security screened passengers or be transported in a special bus or car or be under constant surveillance;
 - (c) if no separate terminal is available occupants of general aviation aircraft shall either
 - (i) pass through a separate part of the terminal building and be escorted or transported by bus or car to and from their aircraft;
 - (ii) be subject to security screening prior to entering the security restricted area if passing through security restricted areas of the terminal building is unavoidable; or
 - (iii) be subject to other security controls achieving the same effect depending on local circumstances

SUBPART M: MISCELLANEOUS

17.94 PROTECTION OF SENSITIVE SECURITY INFORMATION

For the purpose of these Directives the following information and records containing such information constitute sensitive security information:

- (a) an approved security programme for an Air Operator, aerodrome operator, regulated agent, flight catering operator, aviation 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 thereto;
- (c) any Directives in force, information circulars and any comments, instructions or implementing guidance pertaining thereto;

- (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 thereto;
- (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 Director General 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 include, but 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 Directives.

17.95 ISSUE OF SECURITY INSTRUCTIONS

- (1) The Director - General may, for the purpose of implementation of any of the Security Programmes required under these Directives, issue a Security Instruction to any person to whom 17.92(3) applies requiring him to take such measures as are specified in the Instruction.
- (2) Where the Director – General intends to issue a Security Instruction, he may seek the advice of the National Aviation Security Committee on the proposed Directive before issuing it.
- (3) This 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 Ghana;
 - (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 of 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;
 - (g) any passenger or flight crew member;
 - (h) 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.
- (i) any other entity or person as may be determined by the Director - General
- (4) The Director - General may, by a Security Instruction:
- (a) revoke wholly or partly another Security Instruction issued previously; and
 - (b) modify another security Instruction issued previously in such manner as he thinks fit and
 - (c) modify a provision within these Directives as is necessary for the immediate prevention of a security threat.
- (5) Any person who without reasonable cause fails to comply with the requirements of a Security Instruction issued to him commits an offence and may be liable to the penalty specified in the schedule of penalties or upon conviction shall be liable to a fine or imprisonment or to both a fine and imprisonment as specified in the schedule of penalties:

17.96 REQUIREMENTS OF SECURITY INSTRUCTIONS

- (1) A security Instruction shall be issued in writing.
- (2) A security Instruction 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) require 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.
- (3) A security Instruction to any person not to cause or permit anything to be done shall be construed as requiring him to take all such steps as in any particular circumstances are practicable and necessary to prevent that thing from being done.
- (4) A security Instruction may be issued to a person appearing to the Authority to be about to become a person to whom 17.83 (3) applies, but a security directive issued to a person by virtue of this subsection shall not take effect until he becomes such a person, and, in relation to a security directive so issued, the preceding provisions of this section shall apply with the necessary modifications.

17.97 IMPLEMENTATION OF SECURITY INSTRUCTIONS

- (1) Any person who receives a specific Security Instruction shall:
 - (a) no later than twenty-four hours after delivery by the Authority or within the time prescribed in the security Instruction, acknowledge receipt of such security Instruction;
 - (b) within the time prescribed in such security Instruction, specify the method by which the aerodrome operator, Air Operator, flight catering operator, regulated agent, tenant restricted area operator, aviation service provider or air traffic service provider has implemented or plans to implement the measures contained in the security Instruction; and
 - (c) ensure that information regarding the security Instruction and measures implemented in response to such security Instruction are distributed to specified personnel as prescribed in the Security Instruction and to other personnel who require to have such information for the performance of their functions.
- (2) In the event that an aerodrome operator, Air Operator, flight catering operator, regulated agent, tenant restricted area operator, aviation service provider or an air traffic service provider is unable to implement the measures contained in the security Instruction, received under 17.94(1), he shall submit proposed alternative measures, to the Director General within the time frame for compliance prescribed in the security Instruction.
- (3) The Director General shall review alternative measures submitted by the aerodrome operator, Air Operator, catering operator, regulated agent, tenant restricted area operator, aviation service provider or air traffic service provider under 17.94(2), and where he is satisfied that they meet the requirements of the security Instruction, he may approve such alternative measures.
- (4) The aerodrome operator, Air Operator, flight catering operator, regulated agent, tenant restricted area operator, aviation service provider or air traffic service provider shall implement any alternative measures approved by the Director – General
- (5) Any person who receives a Security Instruction or information circular, under 17.92 (3) shall:
 - (a) restrict the availability of the Security Instruction or information circular and information therein to those persons who require such information for the performance of their functions; and
 - (b) Shall not release the Security Instruction or information circular and information regarding the Security Instruction or information circular to other persons without the prior written consent of the Authority.

17.98 APPLICATION FOR EXEMPTION FROM A SECURITY INSTRUCTION

- (1) A person or entity to whom a specific Security Instruction is issued may apply to the Authority requesting for a review of provisions in the Instruction, on the grounds that the measures specified in the Instruction are excessively onerous or impracticable.
- (2) Upon receipt of such a request, the Authority shall consider the grounds for the review and, if so requested by the applicant, may afford to him a reasonable opportunity of appearing before and being heard by the Authority.

- (3) The Authority may, following the hearing decide on the request by:
 - (a) confirming the Instruction as originally issued;
 - (b) confirming the Instruction subject to one or more modifications specified in the notice served under (3); or
 - (c) withdrawing the Instruction.
- (4) A decision under 17.94(2) shall be notified to the Applicant by the Authority in writing.

17.99 SEARCH OF PERSONS AND GOODS

- (1) Any person, other than a passenger, in addition to items carried, shall be subject to screening and security controls by an aviation security officer or aviation security screening officer, prior to entry into an airport security restricted area serving both domestic and international civil aviation operations.
- (2) All vehicles being granted access to security restricted areas, in additions to items contained within them shall be subject to screening or other appropriate security controls by an aviation security officer or aviation security screening officer.
- (3) No person shall be granted access to the restricted area, enhanced security restricted area or sterile area unless he submits his person, items carried and or vehicle to screening and other forms of security controls to be carried out, as the case may be.
- (4) Where a person is given an order by an aviation security officer or aviation security screening officer pursuant to 19.95(1) and (2), the person shall thereupon leave the restricted area, enhanced security restricted area or sterile area immediately and remove the items or goods, vehicle or means of conveyance in his possession from the restricted area, enhanced security restricted area or sterile area.
- (5) A person under 17.95(4) who is requested to leave a restricted area, enhanced security restricted area or sterile area but refuses to comply 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 and handed over to a law enforcement officer.

17.100 PASSENGERS AND MEMBERS OF THE PUBLIC

- (1) A person shall not carry, or attempt to carry, or conceal weapons, prohibited items or other dangerous devices not authorized for transport, on his person, in carry-on baggage or in hold baggage, at an aerodrome or on board an aircraft.
- (2) A person shall declare to an Air Operator the intended carriage of firearms and any prohibited item on his person, carry-on baggage or hold baggage.
- (3) A person shall not knowingly make a false statement which may jeopardize the safety of an 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.
- (4) A person shall not make a false statement to an aviation security officer, an aviation security screening officer, an Air Operator, an airport staff or a member of the Security Services assigned to aerodrome duties, in regard to possession of a weapon, incendiary device or any other dangerous device.

- (5) 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, and Air Operator or by a posted sign stating that trespassing is prohibited, or that entry is restricted to authorized persons as stipulated in the appropriate Aerodrome Directive.
- (6) Where a person has been ordered to disembark from an aircraft in accordance with 17.32, he shall disembark from the aircraft and remove his carry-on baggage and have his checked baggage removed from the aircraft.

17.101 ACCESS TO AERODROME RESTRICTED AREAS

- (1) A person shall only be allowed access to aerodrome restricted areas in accordance with the requirements of the appropriate Airport (Restricted Area) Directive.
- (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.
- (3) Subject to (4), 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.
- (4) Notwithstanding (3) above, a person may enter certain restricted areas of an aerodrome where such person:
 - (a) has a valid boarding pass issued by an Air Operator, is proceeding to the assigned gate for the purpose of boarding an aircraft and has been subjected to the screening requirements of these Directives; or
 - (b) is identified in the emergency response plan of the aerodrome operator and is attending to an aerodrome emergency.

17.102 RESTRICTION ON ENTRY INTO ENHANCED SECURITY RESTRICTED AREAS & STERILE AREA

- (1) A person shall not 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.
- (2) Aircraft crew, airport personnel, personnel of the Authority and other non-passengers including Customs, Immigration, Military, Police, Narcotics Control Board and Fire Service personnel requiring access through a security screening checkpoint at an aerodrome or any aviation-related facility, into the restricted areas or sterile areas shall be subject to security controls including screening before being granted access. All items carried by these individuals shall be screened or examined.

- (3) Notwithstanding 17.98 (b), the Director General may, as a Schedule to these Directives, include such persons as he deems appropriate to be subject to security controls including screening before being granted access to the restricted area or sterile area.
- (4) All persons requiring legitimate access to the storage areas of a cargo facility shall be subject to security controls, including screening. All cargo handling staff and law enforcement officers including, Customs, Immigration, Police, Military, Fire Service and Narcotics Control Board personnel shall be subject to the same security controls and screening procedures before being granted access to storage areas.

17.103 SUBMISSION TO SCREENING

A person shall not enter an enhanced 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 17.39.

17.104 METHODS OF SCREENING PASSENGERS AND CABIN BAGGAGE

An Aerodrome Operator, Air operator and Aviation Service Provider shall use screening methods that are capable of detecting the presence of explosives and explosive devices carried by passengers on their persons or in cabin baggage. Where these methods are not applied continuously, they shall be used in an unpredictable manner.

17.105 MERCHANDISE AND SUPPLIES

An Aerodrome Operator, Air Operator, Flight Catering Operator, tenant or an Aviation Service Provider, shall subject merchandise and supplies introduced into security restricted areas to security controls, which may include a supply chain security process or screening.

17.106 CONTROL OF PASSES AND KEYS TO SECURITY RESTRICTED AREAS

- (1) No person shall:
 - (a) Loan or give a security restricted area pass or key that was issued to him to another person.
 - (b) Alter or otherwise modify a security restricted area pass or key.
 - (c) Have or use a security restricted area pass or key that was issued to another person.
 - (d) Knowingly use a counterfeit security restricted area pass or key.
 - (e) Make or reproduce a copy of a security restricted area pass.
 - (f) Possess, use or attempt to use an expired security restricted area permit or pass.
- (2) Airport restricted area permits shall be returned on demand or upon termination of appointment with the sponsoring department, or when it is no longer required.

- (3) An airport restricted area pass shall be worn and displayed at chest level at all times within restricted area and must be produced on demand by a security officer.
- (4) No person other than the Airport Manager (or persons occupying such analogous positions) shall:
 - (a) Make a copy of a key.
 - (b) Disclose a combination code for accessing a restricted area.
 - (c) Use a combination code not assigned to them.
 - (d) Disclose a personal identification code.
 - (e) Use another person's identification code.

17.107 SCREENING OF DIPLOMATS

- (1) Subject to the provisions of the Vienna Convention on Diplomatic Relations, diplomats and other privileged persons and their personal baggage shall be screened for security purposes.
- (2) Diplomatic bags shall not be screened using X-ray and/or Trace Explosive Detectors and shall not be opened and physically searched.
- (3) Staff of commercial operators responsible for receiving diplomatic bags shall make sure that the bearers of the bags have, in fact, been sent by duly-appointed officials of the missions concerned.
- (4) Diplomatic couriers and their personal baggage are not exempt from screening and shall be screened in the same manner as other passengers.
- (5) Notwithstanding (1) above, the Director-General may issue a Security Instruction with respect to the category of persons who may be exempted from one hundred percent (100%) screening.

17.108 MEASURES RELATING TO CYBER THREATS

- (1) All operators or entities defined in the National Civil Aviation Security Programme or other relevant national documentation shall identify this critical information and communication technology systems and data used for civil aviation purposes and in accordance with risk assessment, develop and implement measures in order to protect them from unlawful interference.
- (2) All operators or entities defined in the National Civil Aviation Security Programme or other relevant national documentation shall ensure that the measures implemented under sub-paragraph (1), protects the confidentiality, integrity and availability of the identified critical systems and data. The measures should include inter alia, security by design, supply chain security, network separation and the protection and limitation of any remote access capabilities as appropriate and in accordance with the risk assessment carried out by the relevant authorities.

- (3) The measures referred to in 17.104(1) and (2) shall be submitted to the Authority for approval.

17.109 OPERATORS RESPONSIBILITIES TO EXTERNAL SERVICE PROVIDERS

All operators who outsource their aviation security responsibilities to external service providers shall ensure that the security measures implemented by the external service providers are in compliance with the respective operator's security programme.

17.110 RANDOM AND UNPREDICTABLE MEASURES

All operators should apply random and unpredictable security measures in their operations for effective deterrence,

17.111 SECURITY AWARENESS TRAINING BY OPERATORS

All operators shall ensure that their personnel involved with or responsible for the implementation of various aspects of the national civil aviation security programme and those authorised to have unescorted access to airside areas receive periodic security awareness training.

17.112 BEHAVIOUR DETECTION

All operators, with responsibilities under the national civil aviation security programme, should consider integrating behaviour detection into its aviation security practices and procedures.

17.113 UNIDENTIFIED BAGGAGE

Aerodrome operators, Air Operators, cargo operators and regulated agents shall establish procedures to deal with unidentified baggage at all times.

17.114 INNOVATION, RESEARCH AND DEVELOPMENT

All operators should consider implementing innovative processes and procedures to allow operational differentiation of screening and security controls based on clearly defined criteria.

17.115 OFFENCES AND PENALTIES

Any person who contravenes any of these Directives commits an offence and may be liable to the Penalty specified in the Schedule.

GHANA CIVIL AVIATION (SECURITY) DIRECTIVES

IMPLEMENTING STANDARDS

NOVEMBER 2018

APPENDIX 1 - PROHIBITED ITEMS LIST

(1) The following articles are prohibited in the cabin of an aircraft and in security restricted areas for security reasons:

(a) guns, firearms and other devices that discharge projectiles designed to cause serious injury by discharging a projectile, or capable of being mistaken for such devices, including:

- i. firearms of all types, including pistols, revolvers, rifles and shotguns;
- ii. toy guns, replicas and imitation firearms capable of being mistaken for real weapons;
- iii. component parts of firearms, excluding telescopic sights;
- iv. compressed air and carbon dioxide guns, including pistols, pellet guns, rifles, and ball bearing guns:
- v. signal flare pistols and starter pistols
- vi. bows, crossbows and arrows
- vii. harpoon guns and spear guns, and
- viii. slingshots and catapults.

(b) stunning devices designed specifically to stun or immobilize, including:

- i. devices for shocking, such as stun guns and stun batons;
- ii. animal stunners and animal killers; and
- iii. disabling and incapacitating chemicals, gases and sprays, such as mace, pepper or capsicum sprays, acid sprays, animal repellent sprays, and tear gas;

(c) objects with sharp points or sharp edges capable of being used to cause serious injury, including:

- i. items designed for chopping, such as axes, hatchets and cleavers;
- ii. ice axes and ice picks;
- iii. razor blades and box cutters
- iv. knives with blades of more than 6 cm
- v. scissors with blades of more than 6 cm as measured from the fulcrum
- vi. martial arts equipment with sharp points or sharp edges; and
- vii. swords and sabres

(d) workers' tools capable of being used either to cause serious injury or to threaten the safety of aircraft, including:

- i. crowbars;
- ii. drills and drill bits, including cordless portable power drills;
- iii. tools with blades or shafts more than 6 cm capable of use as weapons, such as screwdrivers and chisels;
- iv. saws, including cordless portable power saws;
- v. blowtorches; and
- vi. bolt guns and nail guns;

- (e) blunt instruments capable of being used to cause serious injury when used to hit, including:
 - i. baseball and softball bats;
 - ii. clubs and batons, such as billy clubs, blackjacks and night sticks; and
 - iii. martial arts equipment;

 - (f) explosives and incendiary substances and devices capable of being used to cause serious injury or threatening the safety of aircraft, including:
 - i. ammunition;
 - ii. blasting caps;
 - iii. detonators and fuses
 - iv. replica or imitation explosive devices;
 - v. mines, grenades and other explosive military stores;
 - vi. pyrotechnics, including fireworks;
 - vii. smoke-generating canisters or cartridges;
and
 - viii. dynamite, gunpowder and plastic explosives; and

 - (g) LAGs as specified in the guidance material for security controls of LAGs.
- (2) Explosive or incendiary substances or devices capable of being used to cause serious injury or threatening the safety of aircraft are prohibited in the hold of an aircraft for safety reasons, including the following (rules granting exemptions under defined circumstances may exist):
- (a) with the approval of the operator, certain cartridges may be permitted for transport in hold baggage under conditions specified in Part 8, Chapter 1, 1.1.2, of the *Technical Instructions for the Safe Transport of Dangerous Goods by Air* (Doc 9284);
 - (b) blasting caps;
 - (c) detonators and fuses;
 - (d) mines, grenades and other explosive military stores;
 - (e) pyrotechnics, including fireworks;
 - (f) smoke-generating canisters or cartridges; and
 - (g) dynamite, gunpowder and plastic explosives.