

GHANA CIVIL AVIATION (AVIATION SECURITY) DIRECTIVES



PART 1 – GENERAL POLICIES, PROCEDURES AND DEFINITIONS

JANUARY 2024

IN EXERCISE OF THE POWERS CONFERRED ON THE DIRECTOR-GENERAL OF THE GHANA CIVIL AVIATION AUTHORITY BY SECTION 21(1) OF THE GHANA CIVIL AVIATION ACT, 2004 (ACT 678) THESE DIRECTIVES ARE MADE THIS 31ST DAY OF JANUARY 2024.

THESE DIRECTIVES SHALL BE CITED AS **THE GHANA CIVIL AVIATION (AVIATION SECURITY) DIRECTIVES**.

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INTRODUCTION TO THE GHANA CIVIL AVIATION (AVIATION SECURITY) DIRECTIVES

Ghana is a Signatory to the Convention on International Civil Aviation (Chicago Convention, signed at Chicago on 7 December 1944). Under Article 12 of the Convention, Ghana as a Contracting State is obliged to adopt measures to ensure safety through conformity with international standards in its security oversight obligations. The fundamental elements of national security oversight are legislation establishing and empowering the civil aviation authority, and promulgation of specific operating Directives for civil aviation. Under Article 37 and 38 of the Chicago Convention, Ghana has agreed to conform to the Standards and Recommended Practices (SARPs) presented by the International Civil Aviation Organisation (ICAO) in a series of ICAO Annexes.

The Directives present ICAO standards as regulatory requirements for civil aviation operations in Ghana. Where applicable, ICAO recommended practices are included for completeness.

Modern aviation practice presents complex situations to an Authority. These Directives attempt to address the present situation of aviation security operations in Ghana. Simplicity in the regulation of civil aviation under such circumstances supports the consistent application of ICAO rules throughout the aviation community within Ghana.

The Aviation Security Directives are presented in the following Parts:

Part 1, *General Policies, Procedures and Definitions*, sets forth the basic rules of construction and application of the Aviation Security Directives, definitions applicable to more than one Part, and the rules governing the administration of certifications and approvals. Of special interest are the Implementing Standards that may accompany each Part. These Implementing Standards provide detailed requirements that support the intent of the provisions presented in the Part.

Part 17 presents the requirements for the implementation of policies and security measures necessary for safeguarding international civil aviation against acts of unlawful interference in Ghana.

Part 40 sets forth the regulatory requirements for the collection, processing, use, retention, transfer and protection of Advanced Passenger Information (API) and Passenger Name Record (PNR) data in Ghana for the purposes of preventing, detecting, investigating and prosecuting terrorist offences and serious crimes as well as border security purposes.

The Ghana Civil Aviation Authority has additional Directives, namely:

- Ghana Civil Aviation (Air Navigation Services) Directives,
- Ghana Civil Aviation (Aerodrome) Directives,
- Ghana Civil Aviation (Flight Standards) Directives,
- Ghana Civil Aviation (Remotely Piloted Aircraft Systems) Directives
- Ghana Civil Aviation Directives On Persons With Disability; And
- Ghana Civil Aviation (Safety Management Systems) Directives.

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PART NO.	PART TITLE
PART 1	GENERAL POLICIES, PROCEDURES, DEFINITIONS & IMPLEMENTING STANDARDS
PART 17	AVIATION SECURITY & IMPLEMENTING STANDARDS
PART 40	ADVANCED PASSENGER INFORMATION AND PASSENGER NAME RECORD SYSTEMS & IMPLEMENTING STANDARDS

**PART 1 - GENERAL POLICIES, PROCEDURES AND
DEFINITIONS**

JANUARY 2024

1.1 GENERAL

1.1.1 RULES OF CONSTRUCTION

- (1) Throughout these Directives the following word usage applies:
 - (a) **Acceptable** means the Authority has reviewed the method, procedure, or policy and has neither objected to nor approved its proposed use or implementation.
 - (b) **Approved** means the Authority has reviewed the method, procedure, or policy in question and issued a formal written approval.
 - (c) **Includes** means “includes but is not limited to”.
 - (d) **May** indicates that discretion can be used when performing an act described in a Directive.
 - (e) **Person** includes a body corporate, whether corporation aggregate or corporation sole and an unincorporated body of persons as well as an individual.
 - (f) **Prescribed** means the Authority has issued written policy or methodology which imposes either a mandatory requirement, if the written policy or methodology states "shall," or a discretionary requirement if the written policy or methodology states "may."
 - (g) **Shall** indicates a mandatory requirement.
 - (h) The words “**no person may...**” or “**a person may not...**” mean that no person is required, authorised, or permitted to do an act described in a Directive.
 - (i) **Will** indicates an action incumbent upon the Authority.
- (2) Words in this Directive importing;
 - (a) male persons include female persons; and
 - (b) female persons include male persons.
- (3) Words in this Directive importing ‘persons’ include male and female persons, corporations, whether aggregate or sole, and unincorporated bodies of persons.
- (4) A reference in this Directive to a party aggrieved includes a reference to a body corporate in a case where that body corporate is a party aggrieved.

1.1.2 APPLICABILITY

- (1) These Directives shall apply to the following:
 - (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 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 navigation 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.
- (2) Provisions of these Directives with respect to persons certificated under any Part of these Directives apply also to any person who engages in an operation governed by any Part of these Directives without the appropriate certificate, licence, operations specification, or similar document required as part of the certification.
- (3) Foreign air operators with whom Ghanaian registered carriers have entered into commercial agreements i.e. leasing, code, share franchising, shall be governed by the provisions of these Directives.

1.1.3 ORGANISATION OF DIRECTIVES

- (1) These Directives are subdivided into five hierarchical categories:

- (a) **Part** refers to the primary subject area.
 - (b) **Subpart** refers to any subdivision of a Part.
 - (c) **Section** refers to any subdivision of a Subpart.
 - (d) **Subsection** refers to the title of a regulation and can be a subdivision of a Subpart or Section,
 - (e) **Paragraph** refers to the text describing the regulations. All paragraphs are outlined alphanumerically in the following hierarchical order: **(1), (a), (i), (A)**.
- (2) Abbreviations or acronyms used within each Part are defined at the beginning of those Parts, and if a definition is supplied, a note will indicate the Part where the definition is located.
 - (3) Notes appear in subsections to provide exceptions, explanations, and examples to individual requirements.
 - (4) Directives may refer to Implementing Standards, which provide additional detailed requirements that support the purpose of the subsection, and unless otherwise indicated, have the legal force and effect of the referring Directive. The rules of construction, Subsection 1.1.1 apply to these Implementing Standards.

1.1.4 DATE AND TIME FORMAT

- (1) The abbreviated date format to be used in all correspondence, records and documents should be DAY/MONTH/YEAR (DD/MM/YY). e.g. 01/03/18 means 1st March 2018.
- (2) All times are in Greenwich Mean Time (GMT) or Universal Coordinated Time (UTC).

1.2 GENERAL ADMINISTRATIVE RULES GOVERNING CIVIL AVIATION

1.2.1 DELEGATION OF POWERS AND DUTIES

- (1) The Director-General may delegate, in accordance with the provisions of section 9 of the Ghana Civil Aviation Act 2004 (Act 678) any of his security oversight functions, powers or duties to an Aviation Security Inspector, any person, technical unit or administrative unit of the Authority as well as to designees or to other persons or entities with whom the Authority may have any agreement for the specific function of security oversight.

- (2) The Authority shall have a Department responsible for aviation safety and security regulation. The Department shall have sections or units which shall be responsible for Aviation Flight Standards, Aerodrome Safety and Standards, Aviation Security, Air Navigation Services and such other areas of oversight as may be prescribed by the Authority.
- (3) Delegated powers under subsection (1) may include the power to prohibit or prevent a person from exercising privileges granted to such person under an approval or certificate in circumstances specified in these Directives and such other issues of a security import.

1.2.2 ACCESS TO DOCUMENTS AND FACILITIES

- (1) The Director-General shall have unrestricted, unlimited and unimpeded access to aircraft, aviation facilities, aviation documentation, and factories, aircraft cabin and flight deck, hangars, workshops, aerodromes, ramps, fuel storage farms, operators offices, all other aviation service providers offices as well as unlimited, unimpeded and unrestricted access and inspection of all aviation related documentation, for the purpose of determining compliance with the Ghana Civil Aviation Act 2004, Act 678, The Ghana Civil Aviation Directives and Instructions issued by the Director-General.
- (2) For the purpose of carrying out functions, duties, or powers pursuant to subsection (1), an Aviation Security Inspector or any person duly authorised by the Director-General shall have unlimited, unrestricted and unimpeded right of access at any time to:
 - (a) enter any land, facility or building at any airport in Ghana for the purpose of conducting quality control activities, or land outside an airport occupied for business purposes connected with an airport or Air Operator, including facilities of Regulated Agents, known consignors, regulated suppliers and known suppliers of in-flight and airport supplies;
 - (b) enter any aircraft registered or operating in Ghana for the purpose of conducting quality control activities;
 - (c) require an Air Operator, airport manager or occupier of land outside the airport used for business purposes connected with the airport to provide information relevant to any audit, inspection, test or investigation;
 - (d) obtain access to relevant security documentation and records;
 - (e) interview any person for the purpose of assessing the standard of security or the implementation of security procedures;

- (f) inspect and test the effectiveness of security measures and procedures and performance of security equipment; and
 - (g) take into an airport, airside area or any designated SRA, and use any equipment necessary to carry out their duties, including radios, cameras, recording devices (both audio and video) and specially authorized restricted or prohibited items, such as replica weapons or simulated explosive devices.
- (3) The Director-General shall issue Credentials to all national aviation security inspectors or auditors to facilitate their access to facilities, aircraft and documentation when carrying out inspection and enforcement duties. The credentials shall allow Inspectors or Auditors with full access to aerodrome facilities in Ghana and shall make reference to the empowering legislation, including any delegated enforcement action against non-compliance with national aviation security policies and requirements.
- (4) Without limiting the power conferred by subsections (1) and (2) 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 approved 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.
- (5) An Aviation Security Inspector or auditor or any other person who is authorised to have access to or to enter any aircraft, aerodrome, building, or place under subsections (1), (2) and (4) of this section:
- (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) shall, if a document is surrendered under paragraph (a), inform the relevant aviation document holders orally, as soon as practicable, and subsequently in writing, that the document has been surrendered.
- (6) Nothing in subsections (1), (2) or (3) 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.

- (7) A warrant issued under subsection (6) of this section shall be directed at a named person and shall be valid for a period as the Court may consider appropriate , which shall be indicated in the warrant.
- (8) A person exercising the power of entry conferred by subsections (1), (2) and (3) 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 subsections (1), (2) and (3) to enter aircraft, aerodromes, buildings, and places, and to carry out such inspection.
- (9) Every person exercising the power of entry conferred by subsections (1), (2) and (3) 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.

1.2.3 COMPLIANCE WITH THE GHANA CIVIL AVIATION ACT 2004 (ACT 678), GHANA CIVIL AVIATION DIRECTIVES, NATIONAL CIVIL AVIATION SECURITY PROGRAMME AND SECURITY INSTRUCTIONS

1.2.3.1 PUBLIC COMPLIANCE

- (1) All persons, including any agents and employees thereof in the case of entities other than individuals, shall
 - (a) be subject to the Ghana Civil Aviation Act 2004, Act 678) and the Ghana Civil Aviation Directives made thereunder; and
 - (b) comply with the National Civil Aviation Security Programme as well as any Directive, Instruction, Circular, licence or certificate issued by the Authority.
- (2) Any violation of the Ghana Civil Aviation Act 2004 (Act 678) and the Ghana Civil Aviation Directives or any Technical Instructions, Circular issued thereunder shall be subject to such administrative action and penalties as may be determined by the Authority or a court of competent jurisdiction in accordance with the provisions of the Ghana Civil Aviation Act and these Directives.

1.2.3.2 POWER OF INVESTIGATION

- (1) The Director-General may, in writing, require any holder of an approved Security Programme to undergo an investigation conducted by the Authority if the Director-General believes, on reasonable grounds, that it is necessary in the interest of 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 approved Security Programme or these Directives; 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 or any other person to undergo an investigation, the Director-General shall:
 - (a) inform the holder or person, in writing, of the date on which the investigation will begin;
 - (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.

1.2.3.3 NOTICE AND OPPORTUNITY TO BE HEARD

Unless immediate action is required to ensure aviation safety and security, the Authority shall provide a person with an opportunity to be heard as to why sanctions for any violation under the Act or the Ghana Civil Aviation Directives should not be applied in accordance with the Act or this Directive prior to a final determination.

1.2.3.4 POWER TO SUSPEND SECURITY PROGRAMME

The Director-General may suspend any approved Security Programme or impose conditions in respect of any such Security Programme if he considers such action necessary in the interest of aviation 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.

1.2.3.5 CIVIL PENALTIES

- (1) Any person, other than a person conducting an operation in commercial air transport, who violates any provision of the Act, these Directives, or any Instruction or Circular issued thereunder, is subject to a civil penalty imposed by the Authority.
- (2) Any person conducting an operation in commercial air transport, who violates any provision of the Act, these Directives, the National Civil Aviation Security Programme, or any Instruction issued thereunder, is subject to a civil penalty imposed by the Authority.
- (3) Civil penalties may be assessed instead of or in addition to any licence or certificate action.
- (4) The Authority may also impose administrative penalties in the first instance in respect of offences specified under the Act.
- (5) IS:1.2.3.5 of this Part, contains a sanction guidance table that conforms to the penalty provisions in the Act and reflects the Authority's enforcement policy.

1.2.3.6 CRIMINAL PENALTIES

- (1) The Ghana Civil Aviation Act and the Criminal and Other Offences Act, 1960 (Act 29), establish criminal penalties for any person who knowingly and wilfully violates specified provisions of that Act, or any Directive or Instruction issued thereunder.
- (2) Where a person commits an act or omits to do a thing which amounts to an offence under the Acts specified in subsection (1) or these Directives, the Authority shall forward the matter for prosecution by the competent authority.

1.2.3.7 DELEGATION OF ENFORCEMENT POWERS

The Director-General shall delegate his enforcement powers including immediate enforcement powers, to Aviation Security Inspectors to:

- (a) issue notices of deficiencies and recommendations, as appropriate;
- (b) enforce corrective actions, including immediate rectification of any deficiencies, and apply enforcement measures; and

- (c) enforce all relevant national aviation security requirements

1.2.3.8 POWER TO PREVENT A PERSON FROM EXERCISING PRIVILEGES

The Director-General may, by delegated powers prohibit or prevent a person from exercising any privileges granted to such person under a licence, certificate or authorisation.

1.2.4 CHANGE OF NAME

- (1) A holder of a licence, certificate or authorisation issued under these Directives may apply to change the name on the licence, certificate or authorisation.
- (2) Where the holder of an authorisation or certificate issued by the Authority is an entity and changes are made to the shareholding structure thereof, the Authority shall be notified immediately.
- (3) A request made pursuant to subsection (1) shall include with any such request-
 - (a) The current licence, certificate or authorisation; and
 - (b) A copy of the Ghana Gazette indicating the change of name, court order, or other document verifying the name change.
- (4) The Authority will return to the person the documents specified in subsection (3) of this section.

1.2.5 CHANGE OF ADDRESS

A person who holds a licence, certificate, or authorisation issued by the Authority certificate who makes a change in permanent mailing address shall not exercise the privileges of that licence, certificate or authorisation, unless the holder has notified the Authority, in writing, within thirty (30) days from that change of:

- (a) the new permanent mailing address; or
- (b) current residential address if the permanent mailing address includes a post office box number.

1.2.6 FALSIFICATION, REPRODUCTION OR ALTERATION OF DOCUMENTS

- (1) No person may make or cause to be made, concerning any licence, certificate or authorisation, application for or duplicate thereof, under these Directives:
 - (a) any fraudulent or intentionally false statement;
 - (b) any fraudulent or intentionally false entry in any logbook, record, or report that these Directives require, or used to show compliance with any requirement of these Directives;
 - (c) any reproduction for fraudulent purpose; or
 - (d) any alteration.
- (2) Any person who commits any act prohibited under subsection (1) of this section may have their licence, certificate or authorisation revoked or suspended.

1.2.7 ADMINISTRATIVE ACTION

- (1) If it is determined that a violation or an alleged violation of the Act, a Directive, the NCASP, or an Instruction has occurred for which an appropriate administrative action is to be taken, the Authority may take one of the following actions:
 - (a) A “*Warning Notice*” that shall recite available facts and information about the incident or condition and indicate that it may have been a violation; or
 - (b) A “*Letter of Correction*” which confirms the Authority’s decision in the matter and states the necessary corrective action the alleged violator has taken or agreed to take.
- (2) If the agreed corrective action is not fully completed, formal certificate action may be taken in accordance with section 1.2.8.
- (3) An administrative action under this section does not constitute a formal adjudication of the matter.

1.2.8 CERTIFICATE ACTION

1.2.8.1 SUSPENSION OR REVOCATION OF A LICENCE, CERTIFICATE OR AUTHORISATION FOR VIOLATION OF THE DIRECTIVES.

- (1) The Authority may suspend any aviation authorisation issued or impose conditions in respect of any such authorisation if –
 - (a) the Authority considers such action necessary to ensure compliance with the Act or the Ghana Civil Aviation Directives;
 - (b) the Authority is satisfied that the holder of the aviation authorisation or certificate has failed to comply with any condition of the aviation authorisation or certificate, any provisions of the Act or the Ghana Civil Aviation Directives,

NCASP or any applicable Instructions or aviation security approvals;

- (c) the Authority considers that the privileges or duties for which the aviation authorisation has been granted are being carried out by the holder in a careless or incompetent manner; or
 - (d) the Authority considers that suspending the aviation authorisation or certificate or imposing conditions is necessary in the interest of aviation security.
- (2) The holder of any licence, certificate or authorisation issued under these Directives who violates any provision of the Ghana Civil Aviation Act, or any Directive, is subject to suspension or revocation of the licence, certificate or authorisation, in accordance with the provisions of the Ghana Civil Aviation Act.
 - (3) Any licence, certificate or authorisation issued under these Directives ceases to be effective, if it is surrendered, suspended, or revoked.
 - (4) The holder of any licence, certificate or authorisation that has been suspended or revoked shall return the relevant authorisation to the Authority when requested to do so by the Authority.
 - (5) Any licence or certificate issued under these Directives ceases to be effective if it is surrendered, suspended, or revoked.

1.2.8.2 RE-EXAMINATION OR RE-INSPECTION

- (1) The Authority may re-inspect any civil aircraft, aerodrome, building or premises, or any person holding a certificate, licence or authorisation issued by the Authority.
- (2) If, as a result of that re-inspection or re-examination, or any other investigation carried out by the Authority, the Authority determines that a deficiency exists, and that safety in air transport and the public interest requires it, the Authority may issue an order to amend, modify, suspend, or revoke the licence, certificate or authorisation, in whole or in part.

1.2.8.3 REAPPLICATION AFTER REVOCATION

Unless otherwise specified by the Authority, a person whose licence, certificate, or authorisation has been revoked, shall not apply for any licence, certificate, or authorisation, until a period of one (1) year, from the date of revocation, has lapsed.

1.2.8.4 REAPPLICATION AFTER SUSPENSION

Unless otherwise authorised by the Authority, a person whose licence, certificate or authorisation has been suspended shall not apply for any licence, certificate, or authorisation during the period of suspension.

1.2.8.5 VOLUNTARY SURRENDER OR EXCHANGE

- (1) The holder of a licence, certificate or authorisation issued under these Directives may voluntarily surrender it for:
 - (a) Cancellation;
 - (b) Issuance of a lower grade licence or authorisation; or
 - (c) Another licence or authorisation.
- (2) An applicant requesting voluntary surrender of a licence shall include the following signed statement or its equivalent:

"This request is made for my own reasons, with full knowledge that my (insert name of licence or authorisation, as appropriate) may not be reissued unless I meet the conditions prescribed for its issuance."

1.3 APPROPRIATE AUTHORITY FOR AVIATION SECURITY

- (1) The designated appropriate authority for civil aviation security in the Republic of Ghana is the Ghana Civil Aviation Authority, herein referred to as the Authority.
- (2) The Authority shall be responsible for the development, implementation and maintenance of a written National Civil Aviation Security Programme.
- (3) The Authority shall be responsible for the development, implementation and maintenance of a National Civil Aviation Security Training Programme for all personnel involved with or responsible for the implementation of various aspects of the National Civil Aviation Security Programme.
- (4) The Authority shall be responsible for the development, implementation and maintenance of a National Civil Aviation Security Quality Control Programme to determine compliance with and validate the effectiveness of the National Civil Aviation Security Programme.
- (5) The Authority shall conduct risk assessment to determine the priorities and frequency of national quality control activities to verify compliance of the implementation of security measures in accordance with the National Civil Aviation Security Programme.
- (6) The Authority, shall define and allocate tasks and coordinate activities between the departments, agencies and other organizations of the State, airport and aircraft operators, air traffic service providers, and other entities concerned with or responsible for the implementation of various aspects of the National Civil Aviation Security Programme.
- (7) The Authority, as the appropriate authority, shall make available to all airport and aircraft operators and air traffic service providers operating in Ghana and other entities concerned, a written version of the appropriate parts of the National Civil Aviation Security Programme and relevant

information or guidelines to enable them to meet the requirements of the National Civil Aviation Security Programme.

- (8) The Authority shall disseminate aviation security Directives, programmes, procedures, guidance material and performance criteria to all relevant aviation security stakeholders in Ghana to ensure their awareness of Ghana's aviation security policies and supporting requirements which are required to be met to ensure compliance.
- (9) 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.
- (10) The Authority shall establish a National Civil Aviation Security Committee for the purpose of coordinating security activities between the departments, agencies and other organizations of the State, airport and aircraft operators, air traffic service providers and other entities concerned with or responsible for the implementation of various aspects of the National Civil Aviation Security Programme.
- (11) 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.
- (12) The Authority shall certify all persons carrying out screening operations according to the requirements of the National Civil Aviation Security Programme to ensure that performance standards are consistently and reliably achieved. The terms and conditions for the certification of security screeners, including performance criteria shall be established in the National Civil Aviation Security Certification Systems Programme.
- (13) The Authority shall be responsible for the development and implementation of a certification system that ensures that instructors are qualified in the applicable subject matters. The terms and conditions for the certification system for instructors, including performance criteria shall be established in the National Civil Aviation Security Certification Systems Programme.
- (14) The Authority shall be responsible for the establishment of a supply chain security process, which includes the approval of regulated agents and known consignors, involved in implementing screening or other security controls of cargo and mail. Entities involved in the supply chain security process are aircraft operators, regulated agents and known consignors.
- (15) The Authority shall ensure that operators develop contingency plans and make resources available to safeguard civil aviation against acts of unlawful interference.

- (16) The Authority shall be responsible for providing assistance to an aircraft subjected to an act of unlawful seizure, including the provision of navigation aids, air traffic services and permission to land as may be necessitated by the circumstances.
- (17) The Authority shall be responsible for collecting and disseminating to other States concerned all pertinent information on the flight of an aircraft subjected to an act of unlawful interference.
- (18) The Authority shall be responsible for notifying all affected States and ICAO, by the most expeditious means, of the landing in its territory of an aircraft subjected to an act of unlawful interference. This include:
 - (a) the State of Registry of the aircraft and the State of the Operator;
 - (b) each State whose citizens suffered fatalities or injuries;
 - (c) each State whose citizens were detained as hostages;
 - (d) each State whose citizens are known to be on board the aircraft; and
 - (e) ICAO.
- (19) The Authority shall provide ICAO with all pertinent information concerning the security aspects of an act of unlawful interference as soon as practicable after the act is resolved.
- (20) The Authority shall be responsible for the re-evaluation of security controls and procedures following an act of unlawful interference and, in a timely fashion, take action necessary to remedy weaknesses so as to prevent recurrence.

1.4 SECURITY INSTRUCTIONS

1.4.1 GENERAL REQUIREMENTS

- (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 instruction;
 - (c) require different measures be taken in relation to different kinds or level of threat specified in the instruction;

- (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 issued 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 1.2.3.4 (c) applies, but a security Instruction 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 Instruction so issued, the preceding provisions of this section shall apply with the necessary modifications.

1.4.2 IMPLEMENTATION OF SECURITY INSTRUCTIONS

- (1) Any person who receives a specific Security Instruction shall:
- (a) no later than twenty-four (24) 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 that person 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 a person is unable to implement the measures contained in the security Instruction, received under subsection (1) of this section, that

person shall submit proposed alternative measures of compliance to the Director-General within the time frame prescribed in the security Instruction.

- (3) The Director-General shall review alternative measures submitted under subsection (2) of this section and where he is satisfied that it meets the requirements of the security Instruction, he may approve such alternative measures.
- (4) A person whose alternative measures are approved by Director-General in accordance with subsection (3), shall ensure that the approved measures are implemented.
- (5) Any person who receives a Security Instruction or information circular, under this section 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) not release the Security Instruction or information circular nor any information regarding the Security Instruction or information circular to other persons without the prior written consent of the Authority.

1.4.3 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; or
 - (c) withdrawing the Instruction.
- (4) A decision under subsection (2) shall be notified to the Applicant by the Authority in writing.

1.5 INTERNATIONAL AUDITS

1.5.1 COMPLIANCE WITH INTERNATIONAL AUDIT REQUESTS

- (1) The Republic of Ghana, represented by the Authority, may submit to audit requests by international agencies as part of its international obligations.
- (2) All persons with responsibilities under the National Civil Aviation Security Programme shall comply with such audit requests upon approval and notification by the Authority. The specific persons 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 navigation 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.

1.5.2 FAILURE TO COMPLY WITH INSPECTION OR AUDIT REQUEST

A person who, without reasonable cause, fails to comply with section 1.5.1 and provisions on compliance monitoring in GCAD Part 17, commits an offence and is liable to a civil penalty as specified in IS:1.2.3.5.

1.6 PROHIBITION ON PERFORMANCE DURING MEDICAL DEFICIENCY

A person who holds a current medical certificate issued under these Directives shall not act in a capacity for which that medical certificate is required while that person:

- (a) Knows or has reason to know of any medical condition that would make the person unable to meet the requirements for the required medical certificate; or
- (b) Is taking medication or receiving other treatment for a medical condition that results in the person being unable to meet the requirements for the required medical certificate.

1.7 PSYCHOACTIVE SUBSTANCE TESTING AND REPORTING

- (1) Any person who performs any function requiring a licence, rating, qualification, or authorisation prescribed by these Directives directly or by contract for a certificate holder under the provisions of these Directives may be tested for usage of psychoactive substances.
- (2) Chemicals considered psychoactive substances are listed in IS:1.7.
- (3) Any person subject to these Directives who refuses to submit to a test to indicate the percentage by weight of alcohol in the blood, when requested by a law enforcement officer or the Authority, or refuses to furnish or to authorise the release of the test results requested by the Authority may—
 - (a) Be denied any licence, certificate, rating, qualification, or authorisation issued under these Directives for a period of up to 1 year after the date of that refusal; or
 - (b) Have his licence, certificate, rating, qualification, or authorisation issued under these Directives suspended or revoked.
- (4) Any person subject to these Directives who refuses to submit to a test to indicate the presence of narcotic drugs, marijuana, or depressant or stimulant drugs or substances in the body, when requested by a law enforcement officer or the Authority, or refuses to furnish or to authorise the release of the test results requested by the Authority may—
 - (a) Be denied any licence, certificate, rating, qualification, or authorisation issued under these Directives for a period of up to 1 year after the date of that refusal; or
 - (b) Have his or her licence, certificate, rating, qualification, or authorisation issued under these Directives suspended or revoked.
- (5) Any person subject to these Directives who is convicted for the violation of any local or national statute relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances, may—

- (a) Be denied any licence, certificate, rating, qualification, or authorisation issued under these Directives for a period of up to 1 year after the date of final conviction; or
- (b) Have his licence, certificate, rating, qualification, or authorisation issued under these Directives suspended or revoked.

1.8 DEFINITIONS

For the purpose of the Aviation Security Directives, the following definitions shall apply:

Accelerate-stop distance available (ASDA). The length of the take-off run available plus the length of stop way, if provided.

Acceptable. A rule of construction in Part 1.1.1(a) that means the Authority has reviewed the method, procedure, or policy and has neither objected to nor approved its proposed use or implementation.

Acceptance checklist. A document used to assist in carrying out a check on the external appearance of packages of dangerous goods and their associated documents to determine that all appropriate requirements have been met.

Accident: An occurrence associated with the operation of an aircraft which in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

- a) a person is fatally or seriously injured as a result of:
 - i) being in the aircraft, or
 - ii) direct contact with any part of the aircraft, including parts which have become detached from the aircraft or
 - iii) direct exposure to jet blast

except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally not available to the passengers and crew; or

- b) the aircraft sustains damage or structural failure which:
 - i) adversely affected the structural strength, performance or flight characteristics of the aircraft, and
 - ii) would normally require major repair or replacement of the affected component,

except for engine failure or damage, when the damage is limited to a single engine, including its cowlings or accessories; or for damage

limited to propellers, wing tips, antennas, tyres, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes) or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or

- c) the aircraft is missing or is completely inaccessible.

Accountable Manager. The person acceptable to the Authority who has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the Authority, and any additional requirements defined by the operator.

***Note:** examples of the accountable manager are: the CEO, president, managing director, director general, general manager, etc.*

Accredited representative. As relating to an aircraft accident, a person designated by a State, on the basis of his or her qualifications, for the purpose of participating in an investigation conducted by another party.

Acrobatic flight. Manoeuvres intentionally performed by an aircraft involving an abrupt change in its attitude, an abnormal attitude, or an abnormal variation in speed.

Acts of unlawful interference. These are acts or attempted acts such as to jeopardize the safety of civil aviation and air transport, i.e.:

- (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; and
- (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. 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:

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

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

Aerodrome control service. Air traffic control service for aerodrome traffic.

Aerodrome control tower. A unit established to provide air traffic control service to aerodrome traffic.

Aerodrome Operator” means the holder of an aerodrome certificate issued by the Authority under the Ghana Civil Aviation Directives;

Aerodrome traffic zone. An airspace of defined dimensions established around an aerodrome for the protection of aerodrome traffic.

Aeronautical experience. Pilot time obtained in an aircraft, approved flight simulation training device for meeting the training and flight time requirements of these Directives.

Aeronautical product. Any aircraft, aircraft engine, propeller, or subassembly, appliance, material, part, or component to be installed thereon.

Aeroplane flight manual. A manual, associated with the certificate of airworthiness, containing limitations within which the aeroplane is to be considered airworthy, and instructions and information necessary to the flight crew members of the safe operation of the aeroplane.

Aeroplane. A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

Agricultural aircraft operation. The operation of an aircraft for the purpose of—

- (i) Dispensing any economic poison;
- (ii) Dispensing any other substance intended for plant nourishment, soil treatment, propagation of plant life, or pest control; or
- (iii) Engaging in dispensing activities directly affecting agriculture, horticulture, or forest preservation, but not including the dispensing of live insects.

Air navigation facility. Any facility used in, available for use in, or designed for use in aid of air navigation, including aerodromes, landing areas, lights, any apparatus or equipment for disseminating weather information, for signalling, for radio directional finding, or for radio or other electrical communication, and any other structure or mechanism

having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft.

Aircraft. Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface. The term "aircraft," when used in this Directive shall refer to civil aircraft only and will not include state or public aircraft.

Aircraft accident. An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which:

- (a) A person is fatally or seriously injured as a result of—
 - (i) Being in the aircraft;
 - (ii) Direct contact with any part of the aircraft, including parts which have become detached from the aircraft; or
 - (iii) Direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew.
- (b) The aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories; or for damage limited to propellers, wing tips, antennas, tires, brakes, fairings, small dents or puncture holes in the aircraft skin; or the aircraft is missing or is completely inaccessible.

Note 1 – For statistical uniformity only, an injury resulting in death within thirty days of the date of the date of the accident is classified as a fatal injury by ICAO.

Note 2 – An aircraft is considered to be missing when the official search has been terminated and the wreckage has not been located.

Aircraft avionics. A term designating any electronic device – including its electrical part – for use in an aircraft, including radio, automatic flight control and instrument systems.

Aircraft category. Classification of aircraft according to specified basic characteristics, e.g. aeroplane, helicopter, glider, free balloon, airship, powered- lift.

Aircraft certificated for multi-pilot operation. A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of two pilots.

Aircraft certificated for single-pilot operation. A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of one pilot.

Aircraft component. Any component part of an aircraft up to and including a complete powerplant and/or any operational/emergency equipment.

Aircraft engine. Any engine used, or intended to be used, for propulsion of aircraft and includes all parts, appurtenances, and accessories thereof other than propellers.

Aircraft in flight” means an aircraft from the moment when all its external doors are closed following embarkation until the moment when such doors are opened for disembarkation.

Aircraft in service” means a parked aircraft which is under surveillance sufficient to detect unauthorized access.

Aircraft not in service” means an aircraft that is either parked for a period of twelve (12) hours or is not under surveillance sufficient to detect unauthorized access.

Aircraft operating manual. A manual, acceptable to the State of the Operator, containing normal, abnormal and emergency procedures, checklists, limitations, performance information, details of the aircraft systems, and other material relevant to the operation of the aircraft.

Note.- The aircraft operating manual is part of the operations manual.

Aircraft — type of. All aircraft of the same basic design including all modifications thereto except those modifications which result in a change in handling or flight characteristics.

Aircraft piracy. Any actual or attempted seizure or exercise of control, by force or violence, or by any other form of intimidation, with wrongful intent, of an aircraft within the jurisdiction of Ghana.

Aircraft required to be operated with a co-pilot. A type of aircraft that is required to be operated with a co-pilot as specified in the flight manual or by the air operator certificate.

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.

Aircraft Technical Log. Documentation for an aircraft that includes the maintenance record for the aircraft and a record for each flight made by the aircraft. The aircraft technical log is comprised of a journey records section and a maintenance section.

Aircraft tracking. A process, established by the operator, that maintains and updates, at standardized intervals, a ground- based record of the four dimensional position of individual aircraft in flight.

Airman. This term refers to—

- (i) Any individual who engages, as the person in command or as pilot, mechanic, or member of the crew, or who navigates an aircraft while the aircraft is underway;

(ii) Any individual in charge of the inspection, maintenance, overhauling, or repair of aircraft, and any individual in charge of the inspection, maintenance, overhauling, or repair of aircraft, aircraft engines, propellers, or appliances; or

(iii) Any individual who serves in the capacity of flight operations officer.

Air navigation facility. Any facility used in, available for use in, or designed for use in aid of air navigation, including airports, landing areas, lights, any apparatus or equipment for disseminating weather information, for signalling, for radio directional finding, or for radio or other electromagnetic communication, and any other structure or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft.

Air Navigation Services means services provided to air traffic during all phases of operations, including air traffic service (ATS) communications, navigation and surveillance (CNS), meteorological services for air navigation (MET), search and rescue (SAR), Instrument Flight Procedure Design (IFPD), Cartography (CHART/MAP), and aeronautical information services (AIS).

Air operator certificate (AOC). A certificate authorising an operator to carry out specified commercial air transport operations.

Air Operator. Any organisation which undertakes to engage in domestic commercial air transport or international commercial air transport, whether directly or indirectly or by a lease or any other arrangement.

Air traffic. All aircraft in flight or operating on the manoeuvring area of an aerodrome.

Air traffic control clearance. Authorisation for an aircraft to proceed under conditions specified by an air traffic control unit.

Note: For convenience, the term “air traffic control clearance” is frequently abbreviated to “clearance” when used in appropriate context. The abbreviated term “clearance” may be prefixed by the words: taxi, take-off, departure, en route, approach or landing, to indicate the particular portion of flight to which the air traffic control clearance relates.

Air Traffic Control (ATC) facility. A building holding the persons and equipment responsible for providing ATC services (e.g., airport tower, approach control, centre). May also be called air traffic control unit.

Air traffic control service. A service provided within advisory airspace that promotes the safe, orderly, and expeditious flow and separation of air traffic at aerodromes and during the approach, departure, and en route environments including aircraft that are operating on IFR flight plans. Also can be called air traffic advisory service or air traffic service (ATS).

Air Traffic Service (ATS). A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).

Air traffic services airspaces. Airspaces of defined dimensions, alphabetically designated, within which specific types of flights may operate and for which air traffic services and rules of operation are specified.

Note: ATS airspaces are classified as Class A to G.

Air traffic services reporting office. A unit established for the purpose of receiving reports concerning air traffic services and flight plans submitted before departure.

Note: An air traffic services reporting office may be established as a separate unit or combined with an existing unit, such as another air traffic services unit, or a unit of the aeronautical information service.

Airframe. The fuselage, booms, nacelles, cowlings, fairings, air foil surfaces (including rotors but excluding propellers and rotating air foils of a powerplant), and landing gear of an aircraft and their accessories and controls.

Airmanship. The consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.

Airship. A power-driven lighter than air aircraft.

Airship. A power-driven lighter-than-air aircraft.

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

Airway. A control area or portion thereof established in the form of a corridor.

Airworthiness approval tag (CAA form). A tag (Model CAA Form AAT) that may be attached to a part. The tag must include the part number, serial number, and current life status of the part. Each time the part is removed from a type certificated product, a new tag must be created, or the existing tag must be updated with the current life status. The Model CAA Form AAT has two distinct purposes – (1) as a certification of release to service of a part, component or assembly after maintenance, preventive maintenance, overhaul or rebuilding, and (2) for shipping of a newly manufactured part.

Airworthiness data. Any information necessary to ensure that an aircraft or aircraft component can be maintained in a condition such that airworthiness of the aircraft, or serviceability of operational and emergency equipment, as appropriate, is assured.

Airworthiness directive. Continuing airworthiness information that applies to the following products: aircraft, aircraft engines, propellers, and appliances. An airworthiness directive is mandatory if issued by the State of Design.

Airworthiness release. The air operator's aircraft are released for service following maintenance by a person specifically authorised by the air operator rather than by an individual or maintenance organisation on their own behalf.

Airworthy. The status of an aircraft, engine, propeller or part when it conforms to its approved design and is in a condition for safe operation.

Alerting service. A service provided to notify appropriate organisations regarding aircraft in need of search and rescue aid and assist such organisations as required.

Alteration. The alteration of an aircraft/aeronautical product in conformity with an approved standard.

Alternate heliport. A heliport to which a helicopter may proceed when it becomes either impossible or inadvisable to proceed to or to land at the heliport of intended landing where the necessary services and facilities are available, where aircraft performance requirements can be met, and which is operational at the expected time of use. Alternate heliports include the following:

Take-off alternate. An alternate heliport at which a helicopter would be able to land should this become necessary shortly after take-off and it is not possible to use the heliport of departure.

En-route alternate. An alternate heliport at which a helicopter would be able to land in the event that a diversion becomes necessary while en route.

Destination alternate. An alternate heliport at which a helicopter would be able to land should it become either impossible or inadvisable to land at the heliport of intended landing.

Note.— The heliport from which a flight departs may be an en-route or a destination alternate heliport for that flight.

Alternate aerodrome. An aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or land at the aerodrome of intended landing. Alternate aerodromes include the following:

(i) *Take-off alternate.* An alternate aerodrome at which an aircraft can land should this become necessary shortly after take-off and it is not possible to use the aerodrome of departure.

(ii) *En-route alternate.* An aerodrome at which an aircraft would be able to land after experiencing an abnormal or emergency condition en route.

(iii) *ETOPS en-route alternate.* A suitable and appropriate alternate aerodrome at which an aeroplane would be able to land after experiencing an engine shut-down or other abnormal or emergency condition while en route in an ETOPS operation.

(iv) *Destination alternate.* An alternate aerodrome to which an aircraft may proceed should it become either impossible or inadvisable to land at the aerodrome of intended landing.

Note: The aerodrome from which a flight departs may also be an en-route or a destination alternate aerodrome for that flight.

Altimetry system error (ASE). The difference between the altitude indicated by the altimeter display, assuming a correct altimeter

barometric setting, and the pressure altitude corresponding to the undisturbed ambient pressure.

Altitude. The vertical distance of a level, a point or an object considered as a point, measured from mean sea level (MSL).

Annexes to the Chicago Convention. The documents issued by the International Civil Aviation Organisation (ICAO) containing the Standards and Recommended Practices applicable to civil aviation.

Anticipated operating conditions. Those conditions which are known from experience or which can be reasonably envisaged to occur during the operational life of the aircraft taking into account the operations for which the aircraft is made eligible, the conditions so considered being relative to the meteorological state of the atmosphere, to the configuration of terrain, to the functioning of the aircraft, to the efficiency of personnel and to all the factors affecting safety in flight. Anticipated operating conditions do not include:

- a) those extremes which can be effectively avoided by means of operating procedures; and
- b) those extremes which occur so infrequently that to require the Standards to be met in such extremes would give a higher level of airworthiness than experience has shown to be necessary and practical.

Appliances. Instruments, equipment, apparatus, parts, appurtenances, or accessories, of whatever description, which are used, or are capable of being or intended to be used, in the navigation, operation, or control of aircraft in flight (including parachutes and including communication equipment and any other mechanism or mechanisms installed in or attached to aircraft during flight), and which are not part or parts of aircraft, aircraft engines, or propellers.

Approach and landing operations using instrument approach procedures. Instrument approach and landing operations are classified as follows:

- (i) *Non-precision approach and landing operations.* An instrument approach and landing which utilized lateral guidance but does not utilize vertical guidance.
- (ii) *Approach and landing operations with vertical guidance.* An instrument approach and landing which uses lateral and vertical guidance but does not meet the requirements established for precision approach and landing operations.
- (iii) *Precision approach and landing operations.* An instrument approach and landing using precision lateral and vertical guidance with minima as determined by the category of operation.

Note.- Lateral and vertical guidance refers to the guidance provided either by:

- a) *a ground-based navigation aid: or*
- b) *computer generated navigation data.*

- (iv) *Category I (CAT I) operation.* A precision instrument approach and landing with:
 - a) a decision height not lower than 60 m (200 feet); and
 - b) with either a visibility not less than 800 m or a runway visual range not less than 550 m.
- (v) *Category II (CAT II) operation.* A precision instrument approach and landing with:
 - a) a decision height lower than 60 m (200 feet), but not lower than 30 m (100 feet); and
 - b) a runway visual range not less than 300 m.
- (vi) *Category IIIA (CAT IIIA) operation.* A precision instrument approach and landing with:
 - a) a decision height lower than 30 m (100 feet) or no decision height; and
 - b) a runway visual range not less than 175m.
- (vii) *Category IIIB (CAT IIIB) operation.* A precision instrument approach and landing with:
 - a) a decision height lower than 15 m (50 feet) or no decision height; and
 - b) a runway visual range less than 175 m but not less than 50 m.
- (viii) *Category IIIC (CAT IIIC) operation.* A precision instrument approach and landing with no decision height and no runway visual range limitations. *Note.- Where decision height (DH) and runway visual range (RVR) fall into different categories of operation, the instrument approach and landing operation would be conducted in accordance with the requirements of the most demanding category (e.g. an operation with a DH in the range of CAT IIIA but with an RVR in the range of CAT IIIB would be considered a CAT IIIB operation or an operation with a DH in the range of CAT II but with an RVR in the range of CAT I would be considered a CAT II operation).*

Approach and landing phase — helicopters. That part of the flight from 300 m (1 000 ft) above the elevation of the FATO, if the flight is planned to exceed this height, or from the commencement of the descent in the other cases, to landing or to the bailed landing point.

Approach control service. Air traffic control service for arriving or departing controlled flights.

Approach control unit. A unit established to provide air traffic control service to controlled flights arriving at, or departing from, one or more aerodromes.

Appropriate airworthiness requirements. The comprehensive and detailed airworthiness codes established, adopted or accepted by a Contracting State for the class of aircraft, engine or propeller under consideration.

Appropriate ATS or ATC authority. The relevant authority designated by the Republic of Ghana responsible for providing air traffic services in the airspace concerned.

Appropriate authority for aviation security means the Ghana Civil Aviation Authority, which has been designated by the Republic of Ghana to be responsible for the development, implementation and maintenance of the National Civil Aviation Security Programme.

Approval for return to service. See maintenance release.

Approved by the Authority. Approved by the Authority directly or in accordance with a procedure approved by the Authority.

Approved continuous maintenance program. A maintenance program approved by the State of Registry.

Approved data. Technical information approved by the Authority.

Approved Maintenance Organisation (AMO). An organisation approved by the Authority, in accordance with Part 6 of the Flight Standards Directives to perform specific aircraft maintenance activities by the Authority. These activities may include the inspection, overhaul, maintenance, repair and/or modification and release to service of aircraft or aeronautical products.

Approved standard. A manufacturing, design, maintenance, or quality standard approved by the Authority.

Approved Training Organisation (ATO). An organization approved by the Authority, in accordance with Part 3 of the Flight Standards Directives, to perform flight crew training and other training approved by the Authority.

Approved training. Training carried out under special curricula and supervision approved by the Authority.

Approved. A rule of construction in Part 1.1.1 that means the Authority has reviewed the method, procedure, or policy in question and issued a formal written approval.

Apron. A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.

Area control centre. A unit established to provide air traffic control service to controlled flights in control areas under its jurisdiction.

Area control service. Air traffic control service for controlled flights in control areas.

Area Navigation (RNAV). A method of navigation that permits aircraft operations on any desired flight path within the coverage of station-referenced navigation aids or within the limits of the capability of self-contained aids, or a combination of these.

Note.- Area navigation includes performance-based navigation as well as other operations that do not meet the definitions of performance-based navigation.

Article. Any item, including but not limited to, an aircraft, airframe, aircraft engine, propeller, appliance, accessory, assembly, subassembly, system, subsystem, component, unit, product, or part.

ATS or ATC route. A specified route designed for channelling the flow of air traffic as necessary for the provision of air traffic services, defined by route specifications that include an ATS or ATC route designator, the track to or from significant points (way points), distance between significant points, reporting requirements, and as determined by the appropriate ATS or ATC authority, the lowest safe altitude.

Note: The term “ATS” or “ATC” route is used to mean variously, airway, advisory route, controlled or uncontrolled route, arrival or departure route.

ATS surveillance service. A term used to indicate a service provided directly by means of an ATS surveillance system.

ATS surveillance system. A generic term meaning variously, ADS-B, PSR, SSR or any comparable ground-based system that enables the identification of aircraft.

Note.— A comparable ground-based system is one that has been demonstrated, by comparative assessment or other methodology, to have a level of safety and performance equal to or better than monopulse SSR.

Authorised instructor. A person who—

- (i) Holds a valid ground instructor certificate issued under Part 2 when conducting ground training;
- (ii) Holds a current flight instructor certificate issued under Part 2 when conducting ground training or flight training; or
- (iii) Is authorised by the Authority to provide ground training or flight training under Part 2 and Part 3.

Authority. The Ghana Civil Aviation Authority.

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” means safeguarding civil aviation against acts of unlawful interference. This objective is achieved by a combination of measures and human and material resources.

Aviation Security Inspector means a qualified person who conducts inspections and audits and has been issued the necessary credentials by the Director-General, to perform such functions. This term includes security auditors.

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; and
- (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 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 criminal history, and any other security related information relevant for assessing the person's suitability, in accordance with national legislation.

Baggage container means a receptacle in which baggage is loaded for conveyance in an aircraft.

Baggage means a personal property of passengers or crew carried in the cabin or in the hold of an aircraft by agreement with the operator.

Baggage sorting area means a space in which departure baggage is sorted into flight loads.

Baggage storage area means a space in which checked or hold baggage is stored pending transport to aircraft and space in which mishandled baggage may be held until forwarded, claimed or otherwise disposed of.

Balloon. A non-power-driven lighter-than-air aircraft.

Banner. An advertising medium supported by a temporary framework attached externally to the aircraft and towed behind the aircraft.

Behavior detection means, within an aviation security environment, the application of techniques involving the recognition of behavioral characteristics, including but not limited to physiological or gestural signs indicative of anomalous behavior, to identify persons who may pose a threat to civil aviation.

Bomb alert means a status of alert put in place by competent authorities to activate an intervention plan intended to counter the possible consequences arising from a communicated threat, anonymous or otherwise, or arising from the discovery of a suspect device or other suspect item on an aircraft, at an airport or in any civil aviation facilities.

Bomb threat means a communicated threat, anonymous or otherwise, which suggests, or infers, whether true or false, that the safety of an

aircraft in flight or on the ground, or any airport or civil aviation facility or any person may be in danger from an explosive or other item or device.

Cabin baggage means luggage and personal belongings to which a person will have access while on board an aircraft.

Cabin crew member. A crew member who performs, in the interest of safety of passengers, duties assigned by the operator or the pilot-in-command of the aircraft, but who shall not act as a flight crew member.

Calendar day. The period of elapsed time, using Co-ordinated Universal Time or local time, that begins at midnight and ends 24 hours later in the next midnight.

Calendar month. A period of a month beginning and ending with the dates that are conventionally accepted as marking the beginning and end of a numbered month (as January 1 through January 31 in the Gregorian calendar).

Calendar year. A period of a year beginning and ending with the dates that are conventionally accepted as marking the beginning and end of a numbered year (as January 1 through December 31 in the Gregorian calendar).

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

Cargo aircraft. Any aircraft carrying goods or property but not passengers. In this context the following are not considered to be passengers:

- (i) A crewmember.
- (ii) An operator's employee permitted by, and carried in accordance with, the instructions contained in the Operations Manual.
- (iii) An authorised representative of an Authority.
- (iv) A person with duties in respect of a particular shipment on board.

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.

Causes. As relating to an aircraft accident or incident, actions, omissions, events, conditions, or a combination thereof which led to the accident or incident.

Ceiling. The height above the ground or water of the base of the lowest layer of cloud below 6,000 metres (20,000 feet) covering more than half the sky.

Certificated Approved Maintenance Organisation. Means approved by the Authority.

Certification means 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.

Certify as airworthy. The act of completing a maintenance release by a properly authorized person after the modification, overhaul, repair or inspection of an aircraft or aeronautical product by which the aircraft or aeronautical part is cleared for use in flight as meeting the requirements of the airworthiness certificate of Ghana.

Certifying staff. Those personnel who are authorised by the Approved Maintenance Organisation in accordance with a procedure acceptable to the Authority to certify aircraft or aircraft components for release to service.

Chicago Convention (“Convention”) means the Convention on International Civil Aviation concluded in Chicago, U.S.A. in 1944, in effect, 1947. The Articles of the Chicago Convention govern the actions of the contracting States in matters of international civil aviation safety directly and through the Annexes to the Convention, which set forth ICAO Standards and Recommended Practices.

Citizen of Ghana. This term refers to one of the following:

- (i) An individual who is a citizen of Ghana;
- (ii) A partnership of which each member is a citizen of Ghana]; or
- (iii) A corporation or association created or organised and authorised under the laws of Ghana.

Civil aircraft. Any aircraft other than a state or public aircraft.

Civil aviation. The operation of any civil aircraft for the purpose of general aviation operations, aerial work or commercial air transport operations.

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

Commercial air transport. An aircraft operation involving the public transport of passengers, cargo, or mail for remuneration or hire.

Common mark. A mark assigned by the International Civil Aviation Organisation to the common mark registering authority registering aircraft of an international operating agency on other than a national basis.

Common mark registering authority. The authority maintaining the non- national register or, where appropriate, the part thereof, in which aircraft of an international operating agency are registered.

Competency element. An action that constitutes a task that has a triggering event and a terminating event that clearly defines its limits, and an observable outcome.

Competency unit. A discrete function consisting of a number of competency elements.

Competency. A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.

Complex aeroplane. An aeroplane that has retractable landing gear, flaps, and a controllable pitch propeller; or in the case of a seaplane, flaps and a controllable pitch propeller.

Composite. Structural materials made of substances, including, but not limited to, wood, metal, ceramic, plastic, fibre-reinforced materials, graphite, boron, or epoxy, with built-in strengthening agents that may be in the form of filaments, foils, powders, or flakes, of a different material.

Computer system. Any electronic or automated system capable of receiving, storing, and processing external data, and transmitting and presenting such data in a usable form for the accomplishment of a specific function.

Congested area. A city town or settlement, or open air assembly of people.

Congested hostile environment. A hostile environment within a congested area.

Consignment. One or more packages of dangerous goods accepted by an operator from one shipper at one time and at one address, receipted for in one lot and moving to one consignee at one destination address.

Continuing airworthiness. The set of processes by which an aircraft, engine, propeller or part complies with the applicable airworthiness requirements and remains in a condition for safe operation throughout its operating life.

Contracting States. All States that are signatories to the Convention on International Civil Aviation (Chicago Convention).

Control area. A controlled airspace extending upwards from a specified limit above the earth.

Controlled aerodrome. An aerodrome at which air traffic control service is provided to aerodrome traffic.

Controlled airspace. An airspace of defined dimensions within which air traffic control service is provided in accordance with the airspace classification.

Note: Controlled airspace is a generic term that covers ATC or ATS airspace Classes A, B, C, D, and E as described in ICAO Annex 11: 2.6.

Conversion. Conversion is the action taken by Ghana in issuing its own licence on the basis of a licence issued by another Contracting State for use on aircraft registered in Ghana.

Co-pilot. A licenced pilot serving in any piloting capacity other than as pilot-in-command but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction.

Note: Co-pilot as here defined is synonymous with the term "second-in-command" or "SIC".

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. Corporate aviation is a subset of general aviation.

Corporate aviation operation. The non-commercial operation or use of aircraft by a company for the carriage of passengers or goods as an aid to the conduct of company business, flown by a professional pilot(s) employed to fly the aircraft.

Course. A program of instruction to obtain an airman licence, rating, qualification, authorisation, or currency.

Courseware. Instructional material developed for each course or curriculum, including lesson plans, flight event descriptions, computer software programs, audio-visual programs, workbooks, and handouts.

Credit. Recognition of alternative means or prior qualifications.

Crew Member. A person assigned by an operator to duty on an aircraft during a flight duty period.

Crew Resource Management. A program designed to improve the safety of flight operations by optimising the safe, efficient, and effective use of human resources, hardware, and information through improved crew communication and co-ordination.

Critical phases of flight. Those portions of operations involving taxiing, take-off and landing, and all flight operations below 10,000 feet, except cruise flight.

Cross country. A flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures.

Cruising level. A level maintained during a significant portion of a flight.

Current flight plan. The flight plan, including changes, if any, brought about by subsequent clearances.

Danger area. An airspace of defined dimensions within which activities dangerous to the flight of the aircraft may exist at specified times.

Dangerous goods accident. An occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage.

Dangerous goods incident. An occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardises an aircraft or its occupants is deemed to constitute a dangerous goods incident.

Dangerous goods transport document. A document specified by the ICAO Technical Instructions for the Safe Transportation of Dangerous

Goods by Air. It is completed by the person who offers dangerous goods for air transport and contains information about those dangerous goods. The document bears a signed declaration indicating that the dangerous goods are fully and accurately described by their proper shipping names and UN numbers (if assigned) and that they are correctly classified, packed, marked, labelled and in a proper condition for transport.

Dangerous goods. Articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the ICAO Technical Instructions or which are classified according to those Instructions.

Data link communications. A form of communication intended for the exchange of messages via a data link.

Directly in Charge. As applied to an Approved Maintenance Organisation in Part 6, means an appropriately licensed person having the responsibility for the work of an approved maintenance organisation that performs maintenance, preventive maintenance, alterations, or other functions affecting aircraft airworthiness. A person directly in charge does not need to physically observe and direct each worker constantly but must be available for consultation on matters requiring instruction or decision from higher authority.

Director-General means the Director-General of the Ghana Civil Aviation Authority (GCAA).

Disruptive Passenger means a passenger who fails to respect the rules of conduct at an airport or on board an aircraft or to follow the instructions of the airport staff or crew members and thereby disturbs the good order and discipline at an airport or on board an aircraft.

Dry lease. The lease of an aircraft without the crew.

Duty. Any task that flight or cabin crew members are required by the operator to perform, including for example, flight duty, administrative work, training, positioning and standby when it is likely to induce fatigue.

Duty period. As related to an air operator, a period which starts when flight or cabin crew personnel are required by an operator to report for or to commence a duty and ends when that person is free from all duties.

Duty time. The total time from the moment a person identified in these Directives begins, immediately after a rest period, any work on behalf of the certificate holder until that person is free from all restraint associated with that work.

En-route phase. That part of the flight from the end of the take-off and initial climb phase to the commencement of the approach and landing phase.

Note.— Where adequate obstacle clearance cannot be guaranteed visually, flights must be planned to ensure that obstacles can be cleared by an appropriate margin. In the event of failure of the critical engine, operators may need to adopt alternative procedures.

Error. As relates to the flight crew, an action or inaction by the flight crew that leads to deviations from organisational or flight crew intentions or expectations.

Error management. The process of detecting and responding to errors with countermeasures that reduce or eliminate the consequences of errors and mitigate the probability of errors or undesired aircraft state.

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.

Estimated off-block time. The estimated time at which the aircraft will commence movement associated with departure.

Estimated time of arrival. For IFR flights, the time at which it is estimated that the aircraft will arrive over that designated point, defined by reference to navigation aids, from which it is intended that approach procedure will be commenced, or if no navigation aid is associated with the aerodrome, the time at which the aircraft will arrive over the aerodrome. For VFR flights, the time at which it is estimated that the aircraft will arrive over the aerodrome.

Evaluator. A person employed by a certified Approved Training Organisation who performs tests for licensing, added ratings, authorisations, and proficiency checks that are authorised by the certificate holder's training specification, and who is authorised by the Authority to administer such checks and tests.

Examiner. Any person authorised by the Authority to conduct a pilot proficiency test, a practical test for an airman licence or rating, or a knowledge test under these regulations.

Exception. As it related to dangerous goods in Part 18 - A provision in ICAO Annex 18 which excludes a specific item of dangerous goods from the requirements normally applicable to that item.

Exemption. This shall include exceptions and deviations.

Facility means a physical plant, including land, buildings, and equipment, which provide the means for the performance of maintenance, preventive maintenance, or modifications of any article.

Fatal injury. As relates to an aircraft accident, any injury which results in death within 30 days of the accident.

Fatigue Risk Management System (FRMS). A data-driven means of continuously monitoring and managing fatigue-related safety risks, based upon scientific principles and knowledge as well as operational experience that aims to ensure relevant personnel are performing at adequate levels of alertness.

Fatigue. A physiological state of reduced mental or physical performance capability resulting from sleep loss or extended wakefulness and/or physical activity that can impair a crew member's alertness and ability to safely operate an aircraft or perform safety related duties.

Filed flight plan. The flight plan as filed with an air traffic service unit by the pilot or a designated representative, without any subsequent changes.

Fire resistant. The capability to withstand the application of heat by a flame for a period of 5 minutes.

Fireproof. The capability to withstand the application of heat by a flame for a period of 15 minutes.

Flight Catering Operator means any entity that provides catering supplies for consumption on board an aircraft in flight engaged in the carriage of passengers.

Flight crew member. A licenced crew member charged with duties essential to the operation of an aircraft during flight time.

Flight data analysis. A process of analysing recorded flight data in order to improve the safety of flight operations.

Flight duty period. A period which commences when a flight or cabin crew member is required to report for duty that includes a flight or a series of flights and which finishes when the aeroplane finally comes to rest and the engines are shut down at the end of the last flight on which he/she is a crew member.

Flight information centre. A unit established to provide flight information service and alerting service.

Flight information region. An airspace of defined dimensions within which flight information service and alerting service are provided.

Flight information service. A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

Flight plan. Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.

Flight Recorder. Any type of recorder installed in the aircraft for the purpose of complementing accident/incident investigation. Note: This could include the cockpit voice recorder (CVR) or flight data recorder (FDR).

Flight status. An indication of whether a given aircraft requires special handling by air traffic services units or not.

Flight(s). The period from take-off to landing.

Flight time. The period of time that the aircraft moves under its own power for the purpose of flight and ends when the aircraft comes to rest after it is parked, with engine(s) shut down if applicable.

Note: Flight time as here defined is synonymous with the term "block-to-block" time or "chock-to-chock" time in general usage, which is measured from the time an aircraft moves from the loading point until it stops at the unloading point .

Flight time— aeroplane. The total time from the moment an aeroplane first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight.

Flight time—glider. The total time occupied in flight, whether being towed or not, from the moment the glider first moves for the purpose of taking off until the moment it comes to rest at the end of the flight.

Flight time—helicopter. The total time from the moment a helicopter's rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped.

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.

Foreign air operator. Any operator, not being a Ghana air operator, which undertakes, whether directly or indirectly or by lease or any other arrangement, to engage in commercial air transport operations within borders or airspace of Ghana, whether on a scheduled or charter basis.

Foreign Authority. The civil aviation authority that issues and oversees the Air Operator Certificate of the foreign operator.

Freight container in the case of radioactive material transport. An article of transport equipment designed to facilitate the transport of packaged goods, by one or more modes of transport without intermediate reloading. It must be of a permanent enclosed character, rigid and strong enough for repeated use, and must be fitted with devices facilitating its handling, particularly in transfer between aircraft and from one mode of transport to another. A small freight container is that which has either an overall outer dimension less than 1.5 m, or an internal volume of not more than 3m³. Any other freight container is considered to be a large freight container.

Freight container. See unit load device.

Freight means cargo.

General aviation operation. An aircraft operation other than a commercial air transport operation or aerial work operation.

Glider. A non-power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces, which remain, fixed under given conditions of flight.

Goods means personal belongings, baggage, cargo, mail, articles or things that may be taken or placed on board an aircraft or taken into a restricted area.

Ground handling. Services necessary for an aircraft's arrival at, and departure from, an airport, other than air traffic services.

Ground visibility. The visibility at an aerodrome, as reported by an accredited observer.

Gyroplane. A heavier-than-air aircraft supported in flight by the reactions of the air on one or more rotors which rotate freely on substantially vertical axes.

Handling agent. An agency which performs on behalf of the operator some or all of the latter's functions including receiving, loading, unloading, transferring or other processing of passengers or cargo.

Heading. The direction in which the longitudinal axis of an aircraft is pointed, usually expressed in degrees from North (true, magnetic, compass or grid).

Head-up display (HUD). A display system that presents flight information into the pilot's forward external field of view.

Heavier-than-air aircraft. Any aircraft deriving its lift in flight chiefly from aerodynamic forces.

Height. The vertical distance of a level, a point or an object considered a point, measured from a specified datum.

Helicopter. A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axis.

(i) *Class 1 helicopter.* A helicopter with performance such that, in case of critical engine failure, it is able to land on the rejected take-off area or safely continue the flight to an appropriate landing area, depending on when the failure occurs.

(ii) *Class 2 helicopter.* A helicopter with performance such that, in case of critical engine failure, it is able to safely continue the flight, except when the failure occurs prior to a defined point after take-off or after a defined point before landing, in which case a forced landing may be required.

(iii) *Class 3 helicopter.* A helicopter with performance such that, in case of engine failure at any point in the flight profile, a forced landing must be performed.

Helideck. A heliport located on a floating or fixed offshore structure.

Heliport. An aerodrome or defined area on a structure intended to be used wholly or in part for the arrival, departure, and surface movement of helicopters.

High-risk cargo or mail means cargo or mail which is deemed to pose a threat to civil aviation as a result of specific intelligence or shows anomalies or signs of tampering which give rise to suspicion.

Hijacking has the meaning given to it under the Ghana Civil Aviation Act and the Criminal and Other Offences Act, 1960 (Act 29).

Hold baggage means baggage which is accepted for carriage in the hold of an aircraft, and to which a person will not have access while on board the aircraft.

Holdover time. The estimated time de-icing/anti-icing fluid will prevent the formation of frost or ice and the accumulation of snow on the protected surfaces of an aircraft. Holdover time begins when the final application of de-icing or anti-icing fluid commences and expires when the de-icing or anti-icing fluid applied to the aircraft loses its effectiveness.

Hostile environment. An environment in which:

- a) a safe forced landing cannot be accomplished because the surface and surrounding environment are inadequate; or
- b) the helicopter occupants cannot be adequately protected from the elements; or
- c) search and rescue response/capability is not provided consistent with anticipated exposure; or
- d) there is an unacceptable risk of endangering persons or property on the ground.

Human factors principles. Principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance.

Human performance. Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

ICAO. Where used in this Directive, this is an abbreviation for the International Civil Aviation Organisation.

Identification cards means permits issued under the Permit System.

In-flight Security Officer means a person who is authorized by the government of the State of the Operator and the government of the State of Registry to be deployed 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.

In-flight supplies means all items intended to be taken on board an aircraft for use, consumption or purchase by passengers or crew during the flight, which typically include catering and cleaning stores and supplies.

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.

Incident. An occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

Includes. A rule of construction in Part 1.1 that means “includes but is not limited to.”

Incompatible. Describing dangerous goods, which if mixed, would be liable to cause a dangerous evolution of heat or gas or produce a corrosive substance.

Industry codes of practice. Guidance material developed by an industry body, for a particular sector of the aviation industry to comply with the requirements of the International Civil Aviation Organization’s

Standards and Recommended Practices, other aviation safety requirements and the best practices deemed appropriate.

Inspection. The examination of an aircraft or aeronautical product to establish conformity with a standard approved by the Authority.

Interchange agreement. A leasing agreement which permits an air carrier to dry lease and take or relinquish operational control of an aircraft at an airport.

International airport means any airport designated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, animal and plant quarantine and similar procedures are carried out.

International commercial air transport. The carriage by aircraft of persons or property for remuneration or hire or the carriage of mail between any two or more countries.

International operating agency. An agency of the kind contemplated in Article 77 of the Convention on International Civil Aviation.

Investigation. As relates to an aircraft accident or incident, a process conducted for the purpose of accident prevention which includes the gathering and analysis of information, the drawing of conclusions, including the determination of causes and, when appropriate, the making of safety recommendations.

Investigator-in-charge. As relates to an aircraft accident or incident, a person charged, on the basis of his or her qualifications, with the responsibility for the organisation, conduct and control of an investigation.

Isolated aerodrome. A destination aerodrome for which there is no destination alternate aerodrome suitable for a given aeroplane type.

Knowledge test. A test on the aeronautical knowledge areas required for an airman licence or rating that can be administered in written form or by a computer.

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.

Landing area. That part of a movement area intended for the landing or take-off of an aircraft.

Landside means those parts of an airport, adjacent terrain and buildings or portions thereof that are not airside as identified in the National Civil Aviation Security Programme.

Large aeroplane. An aeroplane having a maximum certified take-off mass of 5,700 kg. (12,500 lbs.), or more.

Level. A generic term relating to the vertical position of an aircraft in flight and meaning variously, height, altitude or flight level.

Licensing Authority. The Ghana Civil Aviation Authority.

Likely. In the context of the medical provisions in Part 2, *likely* means with a probability of occurring that is unacceptable to the medical assessor.

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.

Mach Number Indicator. An indicator that shows airspeed as a function of the Mach number.

Mail means all postal items tendered by and intended for delivery to designated postal operators to operate the postal service in accordance with the Universal Postal Union Acts.

Maintenance Control Manual. A document that describes the operator's procedures necessary to ensure that all scheduled and unscheduled maintenance is performed on the operator's aircraft on time and in a controlled and satisfactory manner.

Maintenance Organization's Procedures Manual. A document endorsed by the head of the maintenance organization which details the maintenance organisation's structure and management responsibilities, scope of work, description of facilities, maintenance procedures and quality assurance or inspection systems.

Maintenance programme. A document which describes the specific scheduled maintenance tasks and their frequency of completion and related procedures, such as a reliability programme, necessary for the safe operation of those aircraft to which it applies.

Maintenance release. A document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner in accordance with appropriate airworthiness requirements.

Maintenance. The performance of tasks on an aircraft, engine, propeller or associated part required to ensure the continuing airworthiness of an aircraft, engine, propeller or associated part including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair.

Major modification/alteration. Major alteration means an alteration not listed in the aircraft, aircraft engine, or propeller specifications – (1) that might appreciably affect weight, balance, structural strength, performance, powerplant, operations, flight characteristics, or other qualities affecting airworthiness; or (2) that cannot be done by elementary operations.

Major repair. Major repair means a repair: (1) that if improperly done might appreciably affect weight, balance, structural strength, performance, powerplant, operations, flight characteristics, or other qualities affecting airworthiness; or (2) that is not done according to accepted practices or cannot be done by elementary operations.

Manoeuvring area. That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

May. A rule of construction in Part 1.1 that indicates that discretion can be used when performing an act described in a Directive.

Medical Assessment. The evidence issued by a Contracting State that the licence holder meets specific requirements of medical fitness.

Medical assessor. A physician, appointed by the Licensing Authority, qualified and experienced in the practice of aviation medicine and competent in evaluating and assessing medical conditions of flight safety significance.

Medical certificate. The evidence issued by the Authority that the licence holder meets specific requirements of medical fitness. It is issued following an evaluation by the Licensing Section of the report submitted by the designated medical examiner who conducted the examination of the applicant for the licence.

Medical examiner. A physician with training in aviation medicine and practical knowledge and experience of the aviation environment, who is designated by the Licensing Authority to conduct medical examinations of fitness of applicants for licenses or ratings for which medical requirements are prescribed.

Minister. This term means the Minister responsible for civil aviation.

Minor Repair. A minor repair involves any repair that does not fall under the major repair category, meaning the repair has a negligible effect on the airworthiness of the affected aeronautical product. The accomplishment of minor repairs normally involves use of standard or generally accepted practices.

Mishandled baggage means baggage involuntarily, or inadvertently, separated from passengers or crew.

Modification. A change in type design of an aircraft, engine or propeller.

Movement area means that part of an aerodrome to be used for take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).

National Air Operator means an Air Operator operating under the authority of an air operator's certificate issued by the Ghana Civil Aviation Authority.

Navigable airspace. The airspace above the minimum altitudes of flight prescribed in this Directive and includes airspace needed to insure safety in the take-off and landing of aircraft.

Navigation of aircraft. A function which includes the piloting of aircraft.

Night. The hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise. Civil twilight ends in the evening when the centre of the sun's disc is 6 degrees below the horizon and begins in the morning when the centre of the sun's disc is 6 degrees below the horizon.

Non-congested hostile environment. A hostile environment outside a congested area.

Non-restricted area” means the area of an airport to which the public has access or to which access is otherwise unrestricted.

Offshore operations. Operations which routinely have a substantial proportion of the flight conducted over sea areas to or from offshore locations. Such operations include, but are not limited to, support of offshore oil, gas and mineral exploitation and sea-pilot transfer.

Omithopter. A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on planes to which a flapping motion is imparted.

Operator means an entity 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 navigation service providers;
- (h) groundhandling companies; and
- (i) Aerodrome Tenants.

Operation. An activity or group of activities which are subject to the same or similar hazards and which require a set of equipment to be specified, or the achievement and maintenance of a set of pilot competencies, to eliminate or mitigate the risk of such hazards.

Note.— Such activities could include, but would not be limited to, offshore operations, Heli-hoist operations or emergency medical service.

Operating base. The location from which operational control is exercised.

Note.— An operating base is normally the location where personnel involved in the operation of the aeroplane work and the records associated with the operation are located. An operating base has a degree of permanency beyond that of a regular point of call.

Operational control. The exercise of authority over the initiation, continuation, diversion or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of the flight.

Operations manual. A manual containing procedures, instructions and guidance for use by operational personnel in the execution of their duties.

Operations specifications. The authorizations, conditions and limitations associated with the air operator certificate and subject to the conditions in the operations manual.

Note.1 – The operations specifications are part of an operator's certificate (air operator certificate, approved training organization certificate, approved maintenance organization certificate, etc.) that is used to administer safety standards and define the provisions and limitations within which the operator may conduct business operations. Operations specifications are issued by the Authority and considered a legal, contractual agreement between the Authority and the operator.

Overpack. An enclosure used by a single shipper to contain one or more packages and to form one handling unit for convenience of handling and stowage.

Package. The complete product of the packing operation consisting of the packaging and its contents prepared for transport.

Packaging. Receptacles and any other components or materials necessary for the receptacle to perform its containment.

Passenger aircraft. An aircraft that carries any person other than a crew member, an operator's employee in an official capacity, an authorized representative of an appropriate national authority or a person accompanying a consignment or other cargo.

Passenger exit seats. Those seats having direct access to an exit, and those seats in a row of seats through which passengers would have to pass to gain access to an exit, from the first seat inboard of the exit to the first aisle inboard of the exit. A passenger seat having "direct access" means a seat from which a passenger can proceed directly to the exit without entering an aisle or passing around an obstruction.

Permit system means a system consisting of cards or other documentation issued to individual persons employed at airports or who otherwise have a need for authorized access to an airport, airside or security restricted area. Its purpose is to identify the individuals and facilitate access. Vehicle permits are issued and used for similar purposes to allow vehicular access. Permits are sometimes referred to as airport identification cards or passes.

Performance criteria. A simple, evaluative statement on the required outcome of the competency element and a description of the criteria used to judge if the required level of performance has been achieved.

Person in lawful custody means a person who is under the control of a law enforcement officer.

Person. Any individual, firm, partnership, corporation, company, association, joint-stock association, or body politic, and includes any trustee, receiver, assignee, or other similar representative of these entities.

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.

Pilot-in-command means the pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

Pilot-in-command under supervision. Co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, in accordance with a method of supervision acceptable to the Licensing Authority.

Pilot-in-command. The pilot responsible for the operation and safety of the aircraft during flight time. The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of the flight.

Pilot time. That time a person—

- (i) Serves as a required pilot;
- (ii) Receives training from an authorised instructor in an aircraft, or an approved flight simulation training device; or
- (iii) Gives training as an authorised instructor in an aircraft, or an approved flight simulation training device.

Pilot (to). To manipulate the flight controls of an aircraft during flight time.

Practical test. See Skill test.

Prescribed. A rule of construction in Part 1.1 that means the Authority has issued written policy or methodology which imposes either a mandatory requirement, if the written policy or methodology states “shall,” or a discretionary requirement if the written policy or methodology states “may.”

Problematic use of substances. The use of one or more psychoactive substances by aviation personnel in a way that:

- (i) Constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or
- (ii) Causes or worsens an occupational, social, mental or physical problem or disorder.

Prohibited area. An airspace of defined dimensions, above the land areas or territorial waters of a State, within which the flight of aircraft is prohibited.

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.

Propeller. A device for propelling an aircraft that has blades on a powerplant driven shaft and that, when rotated, produces by its action on the air, a thrust approximately perpendicular to its plane of rotation. It includes control components normally supplied by its manufacturer but does not include main and auxiliary rotors or rotating air foils of powerplants.

Proper shipping name. The name to be used to describe a particular article or substance in all shipping documents and notifications and, where appropriate, on packaging.

Psychoactive substances. Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

Public aircraft. An aircraft used exclusively in the service of any government or of any political jurisdiction thereof, including the Government of Ghana, but not including any government owned aircraft engaged in operations which meet the definition of commercial air transport operations.

Quality assurance. Quality assurance, as distinguished from quality control, involves activities in the business, systems, and technical audit areas. A set of predetermined, systematic actions which are required to provide adequate confidence that a product or service satisfies quality requirements.

Quality control programme means the National Civil Aviation Security Quality Control Programme.

Quality control. The regulatory inspection process through which actual performance is compared with standards, such as the maintenance of standards of manufactured aeronautical products, and any difference is acted upon.

Quality system. Documented organisational procedures and policies; internal audit of those policies procedures; management review and recommendation for quality improvements.

Radiotelephony. A form of radio communication primarily intended for the exchange of information in the form of speech.

Rated air traffic controller. An air traffic controller holding a licence and valid ratings appropriate to the privileges to be exercised.

Rating. An authorisation entered on or associated with a licence or certificate and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence or certificate.

Re-issue of a licence, rating, authorization or certificate. The administrative action taken after a licence, rating, authorization or certificate has lapsed that re-issues the privileges of the licence, rating, authorization or certificate for a further specified period consequent upon the fulfilment of specified requirements.

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

Reference Standard. A standard that is used to maintain working standards.

Regulated Agent means an agent, freight forwarder or any other entity who conducts business with an Operator and provides security controls that are accepted or required by the Authority in respect of cargo or mail.

Rendering (a licence) valid. The action taken by a Contracting State, as an alternative to issuing its own licence, in accepting a licence issued by any other Contracting State as the equivalent of its own licence.

Renewal of licence, rating, authorization or certificate. The administrative action taken within the period of validity of a licence, rating, authorization or certificate that allows the holder to continue to exercise the privileges of a licence, rating, authorization or certificate for a further specified period consequent upon the fulfilment of specified requirements.

Repair.

(i) The restoration of an aeronautical product to an airworthy condition as defined by the appropriate airworthiness requirements;

(ii) The restoration of an aeronautical product to an airworthy condition to ensure that the aircraft continues to comply with the design aspects of the appropriate airworthiness requirements used for the issuance of the type certificate for the respective aircraft type, after it has been damaged or subjected to wear.

Reporting point. A specified geographical location in relation to which the position of the aircraft can be reported.

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 Operator, that entitles the holder to have access to a specific restricted area of an aerodrome during a specified period.

Restricted articles means articles 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 the aircraft and its occupants, or installations, or the public.

Rotorcraft. A power-driven heavier-than-air aircraft supported in flight by the reactions of the air on one or more rotors.

Runway. A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

Safety management system (SMS). A systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures.

Safety programme. An integrated set of regulations or Directives and activities aimed at improving safety.

Safety recommendation. A proposal of the accident investigation authority of the State conducting the investigation, based on information derived from the investigation made with the intention of preventing accidents or incidents.

Screening means the application of technical or other means which are intended to identify and 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 means an in-depth compliance examination of all aspects of the implementation of the National Civil Aviation Security Programme.

Security auditor or inspector means any person conducting security audits or inspections or any GCAA Aviation Security Inspector.

Security control means a measure 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 culture means a set of security-related norms, values, attitudes and assumptions that are inherent in the daily operations of an organization and are reflected by the actions and behaviours of all entities and personnel within the organization.

Security incident means a designation given to a security occurrence which affects or could affect the safety of persons, crew, ground personnel and the general public. Security incidents are designated by a security official or manager to a reported security occurrence based on an analysis of the occurrence and a determination that additional action is required. A security incident may also result in an act of unlawful interference.

Security inspection means an announced or unannounced examination of the effectiveness of the implementation of specific security measures.

Security investigation means an inquiry into any act or attempted act of unlawful interference against civil aviation or any alleged or suspected instance of non-compliance with the National Civil Aviation Security Programme or other legal or regulatory requirements pertaining to civil aviation security.

Security Programme means written measures adopted to safeguard civil aviation against acts of unlawful interference.

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, other security controls are applied.

Security test means a covert or overt trial of an aviation security measure which simulates an attempt to commit an unlawful act.

Sensitive Aviation Security Information means information that, if accessed by or disclosed to unauthorized persons, could create or be used to exploit a vulnerability or facilitate an act of unlawful interference against civil aviation.

Series of flights. Series of flights are consecutive flights that:

- a) begin and end within a period of 24 hours; and
- b) are all conducted by the same pilot-in-command.

Serious incident: An incident involving circumstances indicating that there was a high probability of an accident and associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the

intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down.

Serious injury. An injury which is sustained by a person in an accident and which:

- (i) Requires hospitalisation for more than 48 hours, commencing within seven days from the date the injury was received;
- ii) Results in a fracture of any bone (except simple fractures of fingers, toes or nose); or
- (iii) Involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or
- (iv) Involves injury to any internal organ; or
- (v) Involves second or third degree burns, or any burns affecting more than 5% of the body surface; or
- (vi) Involves verified exposure to infectious substances or injurious radiation.

Shall. A rule of construction in Part 1.1.1(f) that indicates a mandatory requirement.

Signal area. An area on an aerodrome used for the display of ground signals.

Signature. An individual's unique identification used as a means of authenticating a record entry or record. A signature may be handwritten, electronic, or any other form acceptable to the Authority.

Skill test. A competency test on the areas of operations for a licence, certificate, rating, or authorisation that is conducted by having the applicant respond to questions and demonstrate manoeuvres in flight, or in an approved flight simulation training device, or in a combination of these.

Small aeroplane. An aeroplane having a maximum certified take-off mass of less than 5,700 kg. (12,500 lbs.).

Small arms means a general description applied to all hand-held firearms.

Spare parts. Any parts, appurtenances, and accessories of aircraft (other than aircraft engines and propellers), of aircraft engines (other than propellers), of propellers, and of appliances, maintained for installation or use in an aircraft, aircraft engine, propeller, or appliance, but which at the time are not installed therein or attached thereto.

Special aircraft jurisdiction of Ghana. This includes:

- (i) Civil aircraft of Ghana; and
- (ii) Any other aircraft within the jurisdiction of Ghana, while the aircraft is in flight, which is from the moment when all external

doors are closed following embarkation until the moment when one such door is opened for disembarkation or, in case of a forced landing, until the competent authorities take over the responsibility of the aircraft and the persons and property aboard.

State of Design. The Contracting State having jurisdiction over the organization responsible for the type design and which approved the original type certificate and any subsequent supplemental type certificates for an aircraft, or which approved the design of an aeronautical product or appliance. ICAO Annex 8, Part 1, Section 1.

State of Manufacture. The Contracting State having jurisdiction over the organization responsible for the type design, and under whose authority an aircraft was assembled, approved for compliance with the type certificate and all extant supplemental type certificates, test flown and approved for operation. The state of manufacture may or may not also be the state of design. ICAO Annex 8, Part 1, Section 1.

State of Occurrence. The State in the territory of which an accident or incident occurs.

State of Origin. As relating to dangerous goods, the State in which dangerous goods were first loaded on an aircraft.

State of Registry. The State on whose register an aircraft is entered.

State of the Aerodrome. The State in whose territory the aerodrome is located.

State of the Operator means the State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence.

State Safety Programme. An integrated set of regulations or Directives and activities aimed at improving safety.

Sterile area means the area between any passenger inspection or screening checkpoint and aircraft, into which access is strictly controlled (see also security restricted area).

Stores or Supplies means:

(a) For consumption. Goods, whether or not sold, intended for consumption by the passengers and the crew on board an aircraft, and goods necessary for the operation and maintenance of the aircraft, including fuel and lubricants.

(b) To be taken away. Goods for sale to passengers and crew of an aircraft with a view to being landed.

Taxiing. Movement of an aircraft on the surface of an aerodrome under its own power, excluding take-off and landing.

Taxiway. A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including:

- (i) *Aircraft stand taxi lane.* A portion of an apron designated as a taxiway and intended to provide access to aircraft stands only.
- (ii) *Apron taxiway.* A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.
- (iii) *Rapid exit taxiway.* A taxiway connected to a runway at an acute angle and designed to allow landing aeroplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times.

Technical instructions. The latest effective edition of the *Technical Instructions for the Safe Transport of Dangerous Goods by Air* (Doc. 9284- AN/905), including the supplement and any addendum, approved and published by decision of the Council of the ICAO.

Terminal control area. A control area normally established at the confluence of ATC routes in the vicinity of one or more major aerodromes.

Threat management. The process of detecting and responding to the threats with countermeasures that reduce or eliminate the consequences of threats and mitigate the probability of errors or undesired aircraft.

Threat. As relating to flight, events or errors that occur beyond the influence of the flight crew, increase operational complexity and which must be managed to maintain the margin of safety.

Threshold time. The range, expressed in time, established by the State of the

Traffic information. Information issued by an air traffic services unit to alert a pilot to other known or observed air traffic which may be in proximity to the position or intended route of flight and to help the pilot avoid a collision.

Training manual. A manual containing the training goals, objectives, standards syllabi, and curriculum for each phase of the approved training course.

Training procedures manual. A manual containing procedures, instructions and guidance for use by personnel of an Approved Training Organisation in the execution of their duties in meeting the requirements of the certificate.

Training program. Program that consists of courses, courseware, facilities, flight training equipment, and personnel necessary to accomplish a specific training objective. It may include a core curriculum and a specialty curriculum.

Training specifications. A document issued to an Aviation Training Organisation certificate holder by the Authority that specifies training program requirements and authorises the conduct of training, checking, and testing with any limitations thereof.

Training time. The time spent receiving from an authorised instructor flight training, ground training, or simulated flight training in an approved flight simulation training device.

Training to proficiency. The process of the check airman administering each prescribed manoeuvre and procedure to a pilot as necessary until it is performed successfully during the training period.

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

Transfer passengers and baggage means passengers and baggage making direct connections between two different flights.

Transfer Standard. Any standard that is used to compare a measurement process, system, or device at one location or level with another measurement process, system or device at another location or level.

Transit passengers means passengers departing from an aerodrome on the same flight on which they arrived.

Transition altitude. The altitude at or below which the vertical position of an aircraft is controlled by reference to altitudes.

Travel document means a passport or other official document of identity issued by a State or organization which may be used by the rightful holder for international travel.

UN number. The four-digit number assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods to identify a substance or a particular group of substances.

Unaccompanied baggage means baggage that is transported as cargo and may or may not be carried on the same aircraft with the person to whom it belongs.

Undesired aircraft state. Occurs when the flight crew places the aircraft in a situation of unnecessary risk.

Unidentified baggage means baggage at an airport, with or without a baggage tag, which is not picked up by or identified with a passenger.

Unit load device. Any type of freight container, aircraft container, aircraft pallet with a net, or aircraft pallet with a net over an igloo.

Unmanned free balloon. A non-power-driven, unmanned, lighter-than-air aircraft in free flight.

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 or with varying means, in accordance with a defined framework.

Unruly passengers means persons who commit, on board a civil aircraft, from the moment when the aircraft door is closed prior to take-off to the moment when it is reopened after landing, an act of:

- (a) assault, intimidation, menace or willful recklessness which endangers good order or the safety of property or persons;
- (b) assault, intimidation, menace or interference with a crew member in the performance of duties or which lessens the ability to perform duties;
- (c) willful recklessness or damage to an aircraft, its equipment, or attendant structures and equipment such as to endanger good order and the safety of the aircraft or its occupants;
- (d) communication of information, which is known to be false, thereby endangering the safety of an aircraft in flight; and
- (e) disobedience of lawful commands or instructions for safe, orderly or efficient operations.

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.

Validation. The action taken by Ghana as an alternative to issuing its own licence, in accepting a licence issued by another Contracting State as the equivalent of its own licence for use on aircraft registered in Ghana.

Wet Lease. The lease of an aircraft with crew and other back-up.

Will. A rule of construction in Part 1.1.1 that indicates an action incumbent upon the Authority.

GHANA CIVIL AVIATION (AVIATION SECURITY) DIRECTIVES



PART 1 –IMPLEMENTING STANDARDS

For ease of reference, the number assigned to each implementing standard corresponds to its Directive. For Example, IS:1.2.3.5 reflects a standard required in section 1.2.3.5.

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IS:1.2.3.5 - SANCTION GUIDANCE TABLES

This table provides the sanctions for violations of these Aviation Security Directives.

Introduction: The Sanction Guidance Table describes civil penalties as minimum, moderate, or maximum for a single violation of a Directive, in accordance with the Ghana Civil Aviation Act. These terms are defined as follows:

TABLE 1. RANGE OF CIVIL PENALTIES

Party Committing Violation	Amount of Civil Penalty (in Penalty Units)
Aerodrome Operators & Air Operators/ Carriers	Maximum: 200,000 – 300,000 Moderate: 100,000 - 199,999 Minimum: 50,000 – 99,999
Regulated Agents & Catering Companies	Maximum: 200,000 – 300,000 Moderate: 100,000 - 199,999 Minimum: 50,000 – 99,999
Air Navigation Service Providers Tenant Organisations Aviation Service Providers Known Consignors General Aviation Operators Aircraft Maintenance Organisations Aviation Training Organisations	Maximum: 70,000 – 100,000 Moderate: 40,000 - 69,999 Minimum: 10,000 – 39,999
Personnel	
Aerodrome Operator & Air Operator/Carrier personnel	Maximum: 50,000 – 70,000 Moderate: 30,000 - 49,999 Minimum: 10,000 – 29,999
Regulated Agents & Catering Companies personnel	Maximum: 25,000 – 35,000 Moderate: 15,000 – 24,999 Minimum: 5,000 – 14,999
Personnel of: Air Navigation Service Providers Tenant Organisations Aviation Service Providers Known Consignors General Aviation Operators Aircraft Maintenance Organisations Aviation Training Organisations	Maximum: 15,000 – 20,000 Moderate: 10,000 – 14,999 Minimum: 5,000 – 9,999
Other licensed and non-licensed persons	Maximum: 15,000 – 20,000 Moderate: 10,000 – 14,999 Minimum: 5,000 – 9,999

TABLE 2. SANCTIONS

Violation	Recommended Sanction per Violation
<p>Obstructing, restricting, limiting or impeding an aviation security inspector or person authorized by the Director-General and acting in the performance or exercise of any official functions, duties, or powers.</p> <p>Violation shall apply only where the person obstructed, restricted, limited or impeded produces evidence of his authority.</p>	Moderate to maximum civil penalty
Failure to comply with NCASP	Moderate to maximum
Failure to comply with other directives or instructions made by the Authority	Minimum to moderate
Failure by a holder of a Security Programme to undergo investigation	Moderate to maximum
Failure by a holder of authorisation holder to notify the Authority of any change in name, shareholding structure or permanent address	Minimum
<p>Making or causing to be made, concerning any licence, certificate or authorisation, application for or duplicate thereof, under these Directives:</p> <p>(a) any fraudulent or intentionally false statement;</p> <p>(b) any fraudulent or intentionally false entry in any logbook, record, or report that these Directives require, or used to show compliance with any requirement of these Directives;</p> <p>(c) any reproduction for fraudulent purpose; or</p> <p>(d) any alteration.</p>	Minimum to moderate
Failure to comply with inspection or audit request approved by the Authority	<p>Moderate to Maximum</p> <p>For individual – 500 penalty units for each day that offence continues</p> <p>For body corporate – 1000 penalty units for each day that the offence continues</p>
Failure to comply with international audit request by the Authority	Moderate to maximum

Violation	Recommended Sanction per Violation
Refusal to submit to a test to indicate the percentage by weight of alcohol in the blood or the refusal to furnish or authorise the release of the test results	Moderate to maximum
Refusal to submit to a test to indicate the presence of narcotic drugs, marijuana, or depressant or stimulant drugs or substances in the body, or refusal to furnish or authorise the release of the test results	Moderate to maximum
Failure by a person to perform a function or task specified under the National Civil Aviation Security Programme	Moderate to maximum
Failure to undergo periodic security awareness training as specified by the Authority	Minimum
Implementing security measures and providing services and by an Aviation Service Provider contrary to the approved Security Programme of the hiring Operator.	Minimum
Operating as an aviation security screener, security instructor and national auditor or national inspector without being certified by the Authority under the National Civil Aviation Security Certification Systems Programme.	Minimum to Moderate
Operating as an Aviation Security Training Organisation without approval of the Authority in accordance with the National Civil Aviation Security Certification Systems Programme.	Minimum to Moderate
Operating as a regulated agent or known consignor without being approved by the Authority in accordance with the National Air Cargo and Mail Security Programme.	Moderate to Maximum
Operating an airport without an approved Security Programme	Moderate to Maximum
Operating a Ghanaian registered airline without an approved Security Programme	Moderate to Maximum
Operating a foreign registered airline without an accepted Security Programme	Minimum to Moderate
Operating as a regulated agent or known consignor without an approved Security Programme by the Authority	Moderate to Maximum

Violation	Recommended Sanction per Violation
Operating a flight catering service without an approved Security Programme by the Authority	Moderate to Maximum
Operating as an Air Traffic Service Provider without an approved Security Programme by the Authority	Moderate to Maximum
Operating as an Aviation Service Provider without an approved Security Programme by the Authority	Moderate to Maximum
Operating in a restricted area as an Airport Tenant without an approved Security Programme by the Authority	Moderate to Maximum
Operating an aviation-related enterprise without an approved Security Programme by the Authority and as required by the NCASP	Moderate to Maximum
Failure to comply with an approved Security Programme	Minimum to Moderate
Failure to submit a security programme for review and approval as specified by the Authority	Minimum to Moderate
Failure to obtain approval from the Authority prior to modification of operations or failure to amend security programme prior to implementation of modifications	Minimum to Moderate
Failure by an Aerodrome Operator to keep at the aerodrome a current scale map of the aerodrome that identifies the restricted areas, security barriers and restricted area access points.	Minimum
Failure by an Aerodrome Operator to submit revised measures designed to safeguard acts of unlawful interference to the Authority prior to the implementation of any renovation and expansion works or construction of additional aerodrome facilities at an aerodrome	Minimum
Failure by an Aerodrome Operator to provide or make available adequate supporting resources and facilities required by the aviation security services at an airport serving civil aviation.	Minimum
Failure by an Aerodrome Operator to develop an airport contingency plan and make resources available to safeguard civil aviation against acts of unlawful interference	Moderate

Violation	Recommended Sanction per Violation
Failure by an Aerodrome Operator to provide aviation security officers and aviation security screening officers, in the number and manner adequate to support its Airport Security Programme and each passenger and baggage screening system required under this Directive.	Moderate
Employing a person by an Aerodrome Operator as an aviation security officer or aviation security screening officer who do not meet the requirements of the Directives and the NCASP; and who has not been trained in accordance with the requirements of the National Civil Aviation Security Training Programme.	Moderate
Failure by an Aerodrome Operator to carry out initial and periodic background checks on aviation security officer and aviation security screening officer	Moderate
Transporting a person or goods without screening by an Air Operator contrary to the requirements specified in the appropriate Airport Security Programme	Moderate to Maximum
Circumventing the screening of a person or goods or other items in their possession or under their control or any vehicle under their care or control.	Moderate to Maximum
Assisting another person to circumvent the screening of the person, his goods, or other items in that person's possession or control or, a vehicle under the person's care or control.	Moderate to Maximum
<p>Falsely declaring at an aerodrome or on board an aircraft by a person that:</p> <p>(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</p> <p>(b) another person 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.</p>	Maximum

Violation	Recommended Sanction per Violation
Refusal by a person to leave a security restricted area or sterile area when ordered by an aviation security officer or aviation security screening officer	Moderate to Maximum
Refusal by a person to disembark an aircraft when ordered by an aviation security officer or aviation security screening officer	Moderate to Maximum
Failure to notify or report a security incidents and other critical incidents to the Authority within 24 hours	Minimum
Failure to provide an investigative report of a reported incident to the Authority in accordance with procedures set out in its approved Security Programme	Minimum to Moderate
Failure to maintain records of all security incidents at the aerodrome	Minimum
Failure to provide personnel with periodic aerodrome security training or security awareness training in accordance with the approved Tenant Restricted Area Security Programme.	Minimum
Employing a person as an aviation security officer by an aerodrome Tenant Restricted Area operator without approval by the Aerodrome Operator.	Minimum to Moderate
Divulging of confidential, classified or sensitive security information in respect of security measures at an aerodrome by a person without the written permission of the Aerodrome Operator	Moderate to Maximum
Making or causing to be made, any of the following: (a) a fraudulent or intentionally false statement in any Airport 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 or in exercising any privileges; and (c) a reproduction or alteration of any report, record or security programme without the prior approval of the Aerodrome Operator.	Moderate to Maximum
Failure by staff and non-passengers in designated airside and security restricted areas to display their airport personnel identification passes	Moderate
Failure to affix and permanently display vehicle passes on the front of vehicles while in designated airside and security restricted areas	Moderate

Violation	Recommended Sanction per Violation
Failure to provide evidence of compliance as may be required by the Authority	Minimum to Moderate
Failure to designate an officer as the Aerodrome Security Manager.	Minimum to Moderate
Failure to immediately take all measures necessary to ensure the safety of the aerodrome and persons at the aerodrome, including informing the appropriate aviation security officers and aviation security screening officers of the nature of the threat where a specific threat that jeopardizes the security of an aerodrome exists.	Moderate to Maximum
Failure to notify a person in control of a facility or Tenant Restricted Area of the nature of a threat where a person has become aware of a threat against the airport facility or any part of the aerodrome or tenant restricted area that is under the control of a person carrying out any activity at or connected with the aerodrome	Moderate to Maximum
Failure to immediately notify the Aerodrome Operator of the nature of a threat where the person has become aware of a threat against the aerodrome	Moderate to Maximum
<p>Failure to immediately notify the Authority when there is:</p> <ul style="list-style-type: none"> (a) the discovery, at the aerodrome, of a weapon, other than an unloaded firearm; (b) the discovery, at the aerodrome, of a prohibited item; (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 this Directive; (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 <p>a specific threat against the aerodrome.</p>	Moderate to Maximum
<p>Failure to provide, written or electronic records or other information relevant to the security of the aerodrome, including:</p> <ul style="list-style-type: none"> (a) information concerning the method of implementing the security measures that apply to the Aerodrome Operator; and (b) a copy of the scale map and plan of the aerodrome 	Minimum to Moderate
Using any screening equipment systems to inspect cabin or hold baggage without approval by the Authority.	Minimum to Moderate
Failure to establish a programme for initial and recurrent training of operators of the screening equipment systems as prescribed in the National Aviation Security Training Programme	Minimum to Moderate

Violation	Recommended Sanction per Violation
<p>Failure to maintain a copy and make available for inspection, results of the most recent test conducted an X-ray system at each of the following locations:</p> <ul style="list-style-type: none"> (a) the principal place of business of the organization conducting the screening; and (b) the place where the X-ray system is in operation. 	<p>Minimum to Moderate</p>
<p>Failure to ensure that screening staff comply with X-ray operator duty time limitations specified in its approved Aircraft Operator Security Programme, or Airport Security Programme.</p>	<p>Minimum</p>
<p>Failure by an Air Operator having an approved Security Programme or Supplementary Station Procedures to:</p> <ul style="list-style-type: none"> (a) maintain one complete copy at its principal place of business; (b) maintain a complete copy at each aerodrome where it operates; (c) make the Aircraft Operator Security Programme or Supplementary Station Procedures at each aerodrome where it operates, available for inspection upon request by the Authority; 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. 	<p>Minimum to Moderate</p>
<p>Failure by an Air Operator or Aerodrome Operator to ensure that at designated aerodromes screening is conducted prior to boarding an aircraft or being loaded onto an aircraft departing from a security restricted area of the following:</p> <ul style="list-style-type: none"> (a) originating passengers, transit passengers, transfer passengers and crew travelling on an aircraft; (b) cabin baggage of persons under paragraph (a); (c) originating hold baggage and transfer hold baggage of persons under paragraph (a); and (d) other goods carried in the cabin or hold of an aircraft <p>prior to boarding an aircraft or being loaded onto an aircraft departing from a security restricted area.</p>	<p>Minimum to Moderate</p>
<p>Failure to prohibit any passenger, crew or person who refuses to be screened from access to an aircraft, as instructed by an Air Operator.</p>	<p>Moderate</p>
<p>Undertaking a flight with a passenger on board who refused to submit to screening or while the cabin or hold baggage of such person was on board the aircraft.</p>	<p>Moderate to Maximum</p>

Violation	Recommended Sanction per Violation
Failure by an Air Operator to assign an appropriately qualified and trained person as a Ground Security Manager to coordinate the ground security duties specified in its approved Aircraft Operator Security Programme	Minimum to Moderate
Carriage of weapon or ammunition by a person into the terminal, airside, or security restricted area of an aerodrome or an aircraft for the purpose of traveling or otherwise, without authorization and prior approval by the Aerodrome Operator or aircraft operator.	Moderate to Maximum
Failure by an Air Operator to prevent any person, who is not authorized, to have on or about his person or property, a weapon, ammunition or any other prohibited item either concealed or unconcealed, accessible to him while on board an aircraft.	Moderate to Maximum
Carriage of a weapon, ammunition or any other prohibited item, either concealed or unconcealed on or about a person without authority, while on board an aircraft	Moderate to Maximum
Failure to prevent any person from transporting or tender for transport, a weapon, ammunition, incendiary device or loaded firearm in cabin or hold baggage on board an aircraft without proper authorization	Moderate to Maximum
Transporting or tendering for transport, a weapon, ammunition, incendiary device or loaded firearm in cabin or hold baggage on board an aircraft without proper authorization	Moderate to Maximum
Failure to immediately take all measures necessary to ensure the safety of an aircraft, passengers and crew on board, including informing the pilot-in-command, the crew members assigned to the aircraft or flight, the Aerodrome Operator and the appropriate Police agency about the nature of the threat where the Air Operator has determined that a specific threat which jeopardizes the security of an aircraft or flight exists.	Moderate to Maximum
Failure to notify the Authority immediately upon receiving information that an act or suspected act of unlawful interference has been committed	Moderate
Failure to immediately take all measures necessary to ensure the safety of a facility, Tenant Restricted Area or part of the aerodrome and persons at the facility, including informing the Aerodrome Operator and personnel of the Ghana Police Service of such threat where the Air Operator has determined that a specific threat which jeopardizes the security of a facility, a Tenant Restricted Area, or part of an aerodrome under its control exists.	Moderate

Violation	Recommended Sanction per Violation
<p>Failure by an Air Operator to immediately notify the Authority when there is:</p> <ul style="list-style-type: none"> (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 an approved Aircraft Operator Security Programme; (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 this Directive; (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. 	Moderate
<p>Failure to immediately notify the Aerodrome Operator when a weapon other than a firearm allowed under an approved Aircraft Operator Security Programme is detected in any part of the aerodrome under its control.</p>	Moderate
<p>Failure to 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 cabin baggage and other articles in the possession or control of persons who are screened:</p> <ul style="list-style-type: none"> (a) a weapon, other than a weapon allowed under an approved Aircraft Operator Security Programme; (b) any other prohibited item as specified in IS:17.4.8(1); (c) an explosive substance, other than: <ul style="list-style-type: none"> (i) ammunition carried by a person allowed to carry or have access to a weapon or firearm under an approved Aircraft Operator Security Programme; or (ii) an explosive substance allowed under the Act or this Directive; or (iii) an incendiary device, other than an incendiary device allowed under the Act or this Directive. 	Moderate
<p>Failure to notify the appropriate security agencies and the Authority when any of the following is detected in hold baggage:</p> <ul style="list-style-type: none"> (a) a loaded firearm; (b) any other prohibited item listed in IS:17.4.8(1); (c) an explosive substance, other than ammunition; or <p>an incendiary device.</p>	Moderate

Violation	Recommended Sanction per Violation
<p>Failure by an Air Operator to provide to the Authority, upon request, written or electronic records or other information relevant to the security of its operations, including:</p> <ul style="list-style-type: none"> (a) information concerning the method of implementing the security measures that apply to the Air Operator in the approved Aircraft Operator Security Programme; and (b) a description of the nature of operations related to a particular flight and the services provided in respect of the flight. 	<p>Minimum to Moderate</p>
<p>Failure by a person who provides services to an Air Operator and a person who provides a service related to the transportation of goods by air, to provide to the Authority, upon request, written or electronic records or other information relevant to the security of its operations, including:</p> <ul style="list-style-type: none"> (a) information concerning the method of implementing the security measures that apply to those persons in the approved Aviation Service Provider Security Programme; and (b) a description of the nature of the operations related to a particular flight and the services provided in respect of the flight. 	<p>Minimum to Moderate</p>
<p>Failure by a person authorized to perform screening on behalf of an Air Operator to provide to the Authority, upon request, written or electronic records or other information relevant to the security of its screening operations, including:</p> <ul style="list-style-type: none"> (a) information concerning the method of implementing the security measures that apply to its operations; and (b) a description of the nature of the screening operations related to a particular flight or at a particular aerodrome. 	<p>Minimum to Moderate</p>
<p>Using an explosive detection system to conduct screening of persons, cabin baggage and hold baggage by an operator or any person acting on its behalf without approval by the Authority or not in accordance with an approved Security Programme.</p>	<p>Minimum to Moderate</p>
<p>Carriage of potentially disruptive passengers who are obliged to travel because they have been the subject of judicial or administrative proceedings, without appropriate security controls being applied to the passenger in question, including notification to the pilot-in-command.</p>	<p>Moderate to Maximum</p>

Violation	Recommended Sanction per Violation
<p>Carriage of potentially disruptive passengers who are obliged to travel because they have been the subject of judicial or administrative proceedings, by an Air Operator without ensuring that prior to departure:</p> <ul style="list-style-type: none"> (a) an evaluation or risk assessment of potentially disruptive passengers have been conducted by the relevant national authorities and deemed safe; (b) the aircraft is equipped with adequate restraining devices to be used in the event the restraint of any passenger becomes necessary; (c) each potentially disruptive passengers who are obliged to travel because they have been the subject of judicial or administrative proceedings, has been searched and does not have on or about his person or property anything that can be used as a weapon; and <ul style="list-style-type: none"> (i) each potentially disruptive passengers who are obliged to travel because they have been the subject of judicial or administrative proceedings, whether under the control of an escort officer or not, is 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 <p>seated in a seat that is not located close to or directly across from any exit.</p>	<p>Moderate to Maximum</p>
<p>Failure to immediately take all measures necessary to ensure the safety of an aircraft, passengers and crew on board, including informing the pilot-in-command, the crew members assigned to the aircraft or flight, the Aerodrome Operator and the appropriate Police agency about the nature of the threat where the Air Operator has determined that a specific threat which jeopardizes the security of an aircraft or flight exists.</p>	<p>Moderate to Maximum</p>
<p>Serving food, beverage, or providing eating utensils made of metal to a potentially disruptive passengers who are obliged to travel because they have been the subject of judicial or administrative proceedings while on board such aircraft without being authorized to do so</p>	<p>Moderate to Maximum</p>
<p>Serving any escort officer, or a passenger under the control of an escort officer, any alcoholic beverages while on board an aircraft transporting potentially disruptive passengers who are obliged to travel because they have been the subject of judicial or administrative proceedings</p>	<p>Moderate to Maximum</p>

Violation	Recommended Sanction per Violation
Failure by an escort officer to, at all times, accompany a potentially disruptive passenger who is obliged to travel because they have been the subject of judicial or administrative proceedings under his control and keep the passenger under surveillance while on board the aircraft including visits to the lavatory.	Maximum
Using any person as a Security Manager without the person satisfactorily completing the required security training specified in its approved Aircraft Operator Security Programme and the National Civil Aviation Security Training Programme within the preceding twelve (12) months.	Minimum to Moderate
Use of a person by an Air Operator, or Aerodrome Operator, to perform any required screening function, without the person having the ability to read, write, and speak the English Language well enough.	Minimum to Moderate
Using a person to perform a screening function after that person has failed an operational test related to that function by an Operator and without the person having successfully completed the remedial training specified in its approved Security Programme, and having passed a re-test related to that function.	Minimum to Moderate
Accepting cargo or mail for carriage by an Air Operator without the application of screening or other security controls being confirmed and accounted for by a Regulated Agent, a known consignor or an entity approved by the Authority, or without such cargo or mail being subjected to screening.	Moderate to Maximum
Failure to ensure that appropriate security controls, including screening where practicable, are applied to cargo and mail, prior to their being loaded onto an aircraft.	Moderate to Maximum
Failure to apply appropriate security controls to cargo and mail to be carried on both passenger and all-cargo aircraft, including screening by technology or other form of active security control, such as a Regulated Agent and known consignor regime or supply chain security process.	Moderate to Maximum
Failure to apply enhanced security measures to high-risk cargo or mail to appropriately detect an IED or mitigate the specific threats associated with it.	Moderate to Maximum
Failure to ensure that cargo and mail that have been confirmed and accounted for are issued with a security status either in an electronic format or in writing, to accompany the cargo and mail throughout the security supply chain.	Minimum
Failure to subject transfer cargo and mail to appropriate security controls prior to their being loaded on an aircraft engaged in commercial air transport operations departing from Ghana.	Moderate to Maximum

Violation	Recommended Sanction per Violation
Failure to carry out security controls as specified in an approved Regulated Agent Security Programme prior to accepting goods for transport in an aircraft.	Moderate to Maximum
Failure to produce and make available to the Air Operator and the Authority, upon request, shipping documents, records of goods accepted and offered for air transport, employee training records, airway bills and valid Consignment Security Declarations.	Moderate to Maximum
Failure to: (a) conduct screening of such shipment of goods; (b) safeguard such goods against unauthorized interference until such goods have been placed in the aircraft; (c) record the shipment of goods; and (d) ensure that whenever the goods are received from an approved Regulated Agent such goods are delivered by an authorized employee of such Regulated Agent.	Moderate to Maximum
Accepting goods for transport on aircraft by an Air Operator without examining the documentation for such goods for inconsistencies or being accompanied by a valid Consignment Security Declaration.	Moderate to Maximum
Accepting goods for transport by aircraft from an unapproved Regulated Agent	Moderate to Maximum
Failure to provide an approved Regulated Agent with all the necessary information in order to ensure compliance with the Technical Instructions for the safe transportation of Dangerous Goods by air.	Moderate to Maximum
Failure to 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.	Minimum to Moderate
Use of a person to perform any required screening function, without the person having the ability to read, write, and speak the English Language well enough.	Minimum to Moderate
Placing on an aircraft, any goods that are not acceptable except as provided in the Technical Instructions for the safe transportation of Dangerous Goods by air	Moderate to Maximum
Failure to inspect any goods or any package, or container with goods offered for transport by air by a Regulated Agent	Minimum to Moderate
Failure to subject all cargo and mail intended for carriage on an aircraft to screening prior to being placed on board an aircraft.	Maximum
Failure to 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.	Maximum

Violation	Recommended Sanction per Violation
Failure to screen cargo and mail using an appropriate method or methods as approved in an approved Security Programme, taking into account the nature of the consignment.	Moderate to Maximum
Failure to screen cargo and mail deemed high risk by applying two or more threat detection techniques, including explosives trace detection, algorithm-based X-ray or explosive detection dogs.	Maximum
Failure to ensure that cargo and mail to be carried on an aircraft are protected from unauthorized interference, from the point screening or other security controls are applied, until departure of the aircraft.	Moderate to Maximum
Failure to follow procedures specified in its approved Flight Catering Operator Security Programme prior to accepting raw materials and equipment for preparation as catering supplies for transport on an aircraft	Moderate to Maximum
Failure by an approved Flight Catering Operator who offers catering, stores and supplies to an Air Operator for transport by air to produce and make available to the Air Operator, Aerodrome Operator and the Authority upon request, 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.	Moderate to Maximum
Failure to 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.	Moderate to Maximum
Failure by an Air Operator accepting catering, stores and supplies for transport on its aircraft from an approved Flight Catering Operator to ensure that the catering, stores and supplies have been subjected to appropriate security controls by the Flight Catering Operator, which may include a supply chain security process or screening and thereafter protected until loaded onto the aircraft.	Minimum to Moderate
Accepting catering supplies and stores by an Air Operator for transport by air without the documentation for such catering supplies and stores being examined for inconsistencies or accompanied by a valid security declaration.	Minimum to Moderate
Accepting catering supplies and stores from a Flight Catering Operator by an Air Operator for transport by air without the Flight Catering Operator in possession of an approved Flight Catering Operator Security Programme.	Moderate to Maximum

Violation	Recommended Sanction per Violation
Failure to 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.	Moderate to Maximum
Placing on an aircraft, any catering supplies and stores that are not acceptable, except as provided in the Technical Instructions	Moderate to Maximum
Failure to preserve for not less than one year any record of acceptance, checklists and inspections carried out in relation to catering supplies and stores	Minimum
Failure to inspect catering supplies and stores or any package, or container with catering supplies and stores offered for transport by air by an approved flight catering operator	Minimum to Moderate
Failure to take measures as required by the Aerodrome Operator to protect its 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	Maximum
Failure to take measures as required by the Operator to protect its aircraft, facilities, equipment, functions and the aerodrome at which 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	Maximum
Use of a person to perform any security function by an Aviation Service Provider without such person satisfactorily completing the required security training specified in the approved Aviation Service Provider Security Programme and as required by the National Civil Aviation Security Training Programme	Moderate
Failure by an Operator, who contracts any service provider, to ensure that the person authorized to perform a security related function on its behalf has adequate knowledge.	Moderate
Failure by an Operator who outsources its aviation security responsibilities to external service providers to ensure that the security measures implemented by the external service providers are in compliance with the respective operator's approved Security Programme	Minimum to Moderate

Violation	Recommended Sanction per Violation
Failure to periodically verify that the implementation of security measures outsourced to external service providers are in compliance with its approved Security Programme	Minimum
Failure by an Air Traffic Service Provider operating a facility, or in connection with any aerodrome, to take measures to protect the facility or as required by the Aerodrome Operator, 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	Maximum
Entering a facility housing an air traffic centre without displaying the requisite identification at chest level.	Minimum to Moderate
Using a person to perform any security function, without that person having satisfactorily completed the required security training specified in the approved Air Traffic Service Provider Security Programme and as required by the National Civil Aviation Security Training Programme	Minimum to Moderate
Failure by an Air Traffic Service Provider, who contracts any service provider to, to ensure that the person authorized to perform a security related function on its behalf has adequate knowledge.	Minimum to Moderate
Failure to submit a response in writing to the Authority, within a (1) month of the date of dispatch of an inspection or audit report.	Minimum to Moderate
Failure to undergo initial and recurrent background checks by all persons implementing security controls, persons with unescorted access to security restricted areas and persons with access to sensitive aviation security information, prior to taking up their duties or accessing such areas or information	Moderate to Maximum
Failure to protect, handle, maintain and disseminate sensitive aviation security information in accordance with the security classification of such sensitive information	Moderate to Maximum
Failure or refusal by a person, other than a passenger, in addition to items carried, to undergo or be subjected 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	Moderate to Maximum

Violation	Recommended Sanction per Violation
Failure or refusal by a person to surrender or subject vehicles being granted access to security restricted areas, together with items contained in them to screening or other appropriate security controls by an aviation security officer or aviation security screening officer in accordance with risk assessment carried out by the relevant national authorities	Moderate to Maximum
Failure or refusal to submit his person, items carried and or vehicle to screening and other forms of security controls to be carried out, as the case may be, prior to granting access to the restricted area, security restricted area or sterile area	Moderate to Maximum
Failure by a person when given an order by an aviation security officer or aviation security screening officer pursuant to immediately leave the restricted area, security restricted area or sterile area and remove the items or goods, vehicle or means of conveyance in his possession from the restricted area, security restricted area or sterile area.	Moderate to Maximum
Failure to declare to an Air Operator the intended carriage of firearms and any prohibited item on his person, cabin baggage or hold baggage.	Maximum
Knowingly making 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.	Maximum
Making of 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, regarding possession of a weapon, incendiary device or any other dangerous device.	Maximum
Entering or remaining of a person 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.	Moderate to Maximum
Failure, by a person who has been granted access to a restricted area of an aerodrome, to access or attempt to access such restricted area through an undesignated restricted area access control point.	Moderate to Maximum
Providing physical access to a restricted area to another person who has not been issued with a restricted area permit or assisting 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.	Maximum

Violation	Recommended Sanction per Violation
Failure or refusal by a person other than a passenger, together with items carried, to undergo screening or cleared for entry by an aviation security officer or aviation security screening officer prior to entry into a security restricted area or a sterile area	Moderate to Maximum
Failure or refusal by aircraft crew, airport personnel, personnel of the Authority and persons other than passengers including Customs, Immigration, Military, Police, Narcotics Control Board, Port Health, National Intelligence Bureau and Fire Service personnel and items carried requiring access through a security screening checkpoint at an aerodrome or any aviation-related facility, into the restricted areas or sterile areas to be subjected to security controls including screening before being granted access	Moderate to Maximum
Failure or refusal by a person, together with items carried, requiring legitimate access to the storage areas of a cargo facility to be subjected to security controls, including screening	Moderate to Maximum
Failure or refusal by all cargo handling staff and law enforcement officers including, Customs, Immigration, Police, Military, Fire Service, Port Health and Narcotics Control Board personnel to be subjected to the same security controls and screening procedures before being granted access to storage areas	Moderate to Maximum
Entry by a person into a restricted area, security restricted area or sterile area without his person and property being screened in accordance with the procedures being applied to control access to that area	Moderate to Maximum
Failure to subject merchandise and supplies introduced into security restricted areas to appropriate security controls, including screening	Moderate to Maximum
Unauthorised: <ul style="list-style-type: none"> (a) loaning or giving of a security restricted area pass or key issued to a person to another person. (b) altering or otherwise modifying a security restricted area pass or key. (c) having or using a security restricted area pass or key that was issued to another person. (d) or knowingly using a counterfeit security restricted area pass or key. (e) making or reproducing a copy of a security restricted area pass. (f) possession, using or attempting to use an expired security restricted area permit or pass. 	Moderate to Maximum
Failure by a person to return an airport restricted area permit on demand or upon termination of appointment with the sponsoring organisation, or when it is no longer required	Minimum to Moderate

Violation	Recommended Sanction per Violation
Failure by a person to wear or always display an airport restricted area pass at chest level within restricted area and to produce on demand by a security officer	Minimum to Moderate
Unauthorised: (a) making of a copy of a key. (b) disclosure of a combination code for accessing a restricted area. (c) use of a combination code not assigned to person. (d) disclosure of a personal identification code. use of another person's identification code	Moderate to Maximum
Failure to identify critical information and communication technology systems and data used for civil aviation purposes and, in accordance with risk assessment, develop and implement, as appropriate, measures to safeguard against from unlawful interference	Minimum to Moderate
Failure to 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	Minimum to Moderate
Failure to establish procedures to deal with unidentified baggage and suspicious objects found at their premises at all times	Minimum to Moderate

IS:1.7 - LIST OF PSYCHOACTIVE SUBSTANCES

- (a) Alcohol
- (b) Opioids
- (c) Cannabinoids
- (d) Sedatives and hypnotics
- (e) Cocaine and other stimulants (Excluding caffeine)
- (f) Hallucinogens
- (g) Volatile solvents