

GHANA CIVIL AVIATION (AVIATION SECURITY) DIRECTIVES



JANUARY 2024

Table of Contents

17.1	GENERAL.....	1
17.1.1	APPLICABILITY	1
17.1.2	PRIMARY OBJECTIVE.....	1
17.1.3	DEFINITIONS	1
17.1.4	ABBREVIATIONS.....	12
17.2	NATIONAL CIVIL AVIATION SECURITY PROGRAMME.....	12
17.3	SECURITY PROGRAMMES	13
17.3.1	GENERAL CONDITIONS FOR SECURITY PROGRAMMES	13
17.3.2	AIRPORT SECURITY PROGRAMME	14
17.3.3	APPROVAL OF AN AIRPORT SECURITY PROGRAMME	15
17.3.4	AIRCRAFT OPERATOR SECURITY PROGRAMME	15
17.3.5	APPROVAL OF AIRCRAFT OPERATOR SECURITY PROGRAMME.....	16
17.3.6	REGULATED AGENT SECURITY PROGRAMME.....	16
17.3.7	APPROVAL OF REGULATED AGENT SECURITY PROGRAMME	16
17.3.8	FLIGHT CATERING OPERATOR SECURITY PROGRAMME	17
17.3.9	APPROVAL OF FLIGHT CATERING OPERATOR SECURITY PROGRAMME ...	17
17.3.10	AIR TRAFFIC SERVICE PROVIDER SECURITY PROGRAMME	17
17.3.11	APPROVAL OF AN AIR TRAFFIC SERVICE PROVIDER SECURITY PROGRAMME	18
17.3.12	TENANT RESTRICTED AREA SECURITY PROGRAMME	18
17.3.13	APPROVAL OF TENANT RESTRICTED AREA SECURITY PROGRAMME.....	18
17.3.14	AVIATION SERVICE PROVIDER SECURITY PROGRAMME	18
17.3.15	APPROVAL OF AN AVIATION SERVICE PROVIDER SECURITY PROGRAMME	19
17.3.16	AMENDMENT TO OPERATIONAL PARTICULARS AFFECTING SECURITY..	19
17.3.17	AMENDMENT OF APPROVED SECURITY PROGRAMME INITIATED BY THE AUTHORITY	20
17.4	AERODROME OPERATOR.....	20
17.4.1	AERODROME OPERATOR RESPONSIBILITIES.....	20
17.4.2	AIRPORT SECURITY COMMITTEE.....	23
17.4.3	AVIATION SECURITY OFFICERS AND AVIATION SECURITY SCREENING OFFICERS	23
17.4.3.1	AERODROME OPERATOR RESPONSIBILITY	23

17.4.3.2 RESPONSIBILITY OF AVIATION SECURITY OFFICER OR AVIATION SECURITY SCREENING OFFICER.....	24
17.4.4 SUPPORT FROM THE GHANA POLICE SERVICE.....	25
17.4.5 REQUIREMENTS FOR SCREENING	25
17.4.6 REFUSAL OF SCREENING	26
17.4.7 UNACCOMPANIED BAGGAGE.....	26
17.4.8 SECURITY INCIDENTS.....	27
17.4.9 RECORD	27
17.4.10 AERODROME TENANT AND TENANT RESTRICTED AREA OPERATOR RESPONSIBILITY	28
17.4.11 CONFIDENTIAL OR CLASSIFIED SECURITY INFORMATION	28
17.4.12 FALSE STATEMENTS, ENTRIES OR UNAUTHORIZED REPRODUCTION ...	28
17.4.13 ACCESS CONTROL SYSTEM.....	29
17.4.14 AIRPORT RESTRICTED AREA PERMIT SYSTEM	30
17.4.15 EVIDENCE OF COMPLIANCE.....	31
17.4.16 AERODROME SECURITY MANAGER	31
17.4.17 MEASURES IN THE EVENT OF SPECIFIC THREATS AT AERODROMES ...	31
17.4.18 NOTIFICATION OF THREAT	31
17.4.19 DISCOVERY OF WEAPONS, INCENDIARY DEVICES, EXPLOSIVES OR OTHER PROHIBITED ITEMS AT AERODROMES.....	31
17.4.20 AERODROME OPERATOR TO KEEP MAPS AND PLANS OF AERODROME	32
17.4.21 PROVISION OF SECURITY INFORMATION BY AERODROME OPERATOR .	32
17.4.22 USE OF SCREENING EQUIPMENT.....	33
17.4.23 METHODS OF SCREENING PASSENGERS, CABIN BAGGAGE, HOLD BAGGAGE, PERSONS OTHER THAN PASSENGERS AND ITEMS CARRIED.....	34
17.5 AIR OPERATOR SECURITY.....	35
17.5.1 AIRCRAFT OPERATOR SECURITY PROGRAMME	35
17.5.2 SCREENING OF PASSENGERS, BAGGAGE AND GOODS	35
17.5.3 PREVENTION AND MANAGEMENT OF HIJACKINGS AND SABOTAGE ATTEMPTS.....	38
17.5.4 CARRIAGE OF WEAPONS AND AMMUNITIONS.....	38
17.5.5 SECURITY THREATS AND PROCEDURES.....	40
17.5.6 REPORTING OF SECURITY INCIDENTS	41
17.5.7 PERSONS AUTHORIZED TO CONDUCT SCREENING ACTIVITIES.....	42
17.5.8 PROVISION OF SECURITY INFORMATION BY AN AIR OPERATOR	42

17.5.9 PROVISION OF SECURITY INFORMATION BY SERVICE PROVIDERS	42
17.5.10 PROVISION OF SECURITY INFORMATION BY SCREENING PERSONNEL .	43
17.5.11 USE OF EXPLOSIVES DETECTION SYSTEMS.....	43
17.5.12 CARRIAGE OF PASSENGERS UNDER ADMINISTRATIVE OR JUDICIAL CONTROL	43
17.5.13 TRAINING	45
17.5.14 STANDARDS FOR SECURITY OVERSIGHT	45
17.6 CARGO AND REGULATED AGENT SECURITY.....	48
17.6.1 SECURITY CONTROLS OVER CARGO	48
17.6.2 AVIATION SECURITY RESPONSIBILITIES OF A REGULATED AGENT	48
17.6.3 RESPONSIBILITY OF THE AIR OPERATOR RECEIVING GOODS FROM A REGULATED AGENT	49
17.6.4 INSPECTION OF GOODS OFFERED FOR TRANSPORT BY REGULATED AGENT.....	49
17.6.5 SCREENING OF CARGO.....	50
17.7 FLIGHT CATERING OPERATOR SECURITY	51
17.7.1 AVIATION SECURITY RESPONSIBILITIES OF A FLIGHT CATERING OPERATOR	51
17.7.2 RESPONSIBILITY OF THE AIR OPERATOR RECEIVING CATERING, STORES AND SUPPLIES FROM A FLIGHT CATERING OPERATOR.....	51
17.7.3 INSPECTION OF CATERING SUPPLIES	52
17.8 TENANT RESTRICTED AREA SECURITY	52
17.8.1 TENANT RESTRICTED AREA REQUIREMENTS	52
17.9 AVIATION SERVICE PROVIDER SECURITY	53
17.9.1 AVIATION SERVICE PROVIDER REQUIREMENTS	53
17.9.2 TRAINING FOR AVIATION SERVICE PROVIDER PERSONNEL	53
17.9.3 SECURITY OVERSIGHT OF AVIATION SERVICE PROVIDERS BY OPERATORS	53
17.10 AIR TRAFFIC SERVICE PROVIDER SECURITY	54
17.10.1 AIR TRAFFIC SERVICE PROVIDER REQUIREMENTS.....	54
17.10.2 TRAINING FOR AIR TRAFFIC SERVICE PROVIDER SECURITY PERSONNEL	54
17.10.3 SECURITY OVERSIGHT OF AIR TRAFFIC SERVICE PROVIDER SECURITY PERSONNEL.....	54
17.11 QUALITY CONTROL	55
17.11.1 OBJECTIVES AND CONTENT OF QUALITY CONTROL PROGRAMME.....	55

17.11.2 COMPLIANCE MONITORING	55
17.11.3 QUALIFICATION CRITERIA FOR SECURITY AUDITORS	56
17.11.4 POWER OF INVESTIGATION	56
17.11.5 POWER TO SUSPEND SECURITY PROGRAMME	56
17.11.6 NOTIFICATION OF AUDITS	57
17.11.7 CONDUCT OF INSPECTIONS AND AUDITS	57
17.11.8 INSPECTION OR AUDIT REPORT	58
17.11.9 OPERATOR RESPONSE	58
17.11.10 CONFIDENTIAL REPORTING SYSTEM	58
17.12 GENERAL AVIATION	59
17.12.1 SECURITY CONTROLS.....	59
17.13 MISCELLANEOUS	59
17.13.1 BACKGROUND CHECKS.....	59
17.13.2 PROTECTION OF SENSITIVE AVIATION SECURITY INFORMATION	60
17.13.3 ISSUE OF SECURITY INSTRUCTIONS.....	62
17.13.4 SEARCH OF PERSONS, VEHICLES AND GOODS.....	62
17.13.5 PASSENGERS AND MEMBERS OF THE PUBLIC	63
17.13.6 ACCESS TO AERODROME RESTRICTED AREAS	63
17.14 RESTRICTION ON ENTRY INTO SECURITY RESTRICTED AREAS AND STERILE AREA	64
17.15 SUBMISSION TO SCREENING	65
17.16 MERCHANDISE AND SUPPLIES.....	65
17.17 CONTROL OF PASSES AND KEYS TO SECURITY RESTRICTED AREAS	65
17.18 SCREENING OF DIPLOMATS	66
17.19 MEASURES RELATING TO CYBER THREATS.....	66
17.20 RANDOM AND UNPREDICTABLE MEASURES	66
17.21 SECURITY AWARENESS TRAINING BY OPERATORS	66
17.22 BEHAVIOUR DETECTION	66
17.23 UNIDENTIFIED BAGGAGE AND SUSPICIOUS OBJECTS.....	67
17.24 INNOVATION, RESEARCH AND DEVELOPMENT.....	67
17.25 MAN-PORTABLE AIR DEFENCE SYSTEMS (MANPADS).....	67
17.26 OFFENCES AND PENALTIES.....	67
IS:17.3.8 - AVIATION SERVICE PROVIDERS.....	70
IS:17.4.5(8) - EXEMPTIONS FROM SCREENING	70

IS:17.4.8 – PROHIBITED ITEMS LIST 70

17.1 GENERAL**17.1.1 APPLICABILITY**

The Provisions of this Part shall apply to:

- (a) operators of international airports in Ghana;
- (b) domestic Aerodrome Operators and any other Aerodrome Operator specified by the Authority;
- (c) National Air Operators;
- (d) Foreign Air Operators;
- (e) aerodrome tenants and 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) ground handling service providers, aviation freight forwarders and 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 or Aerodrome Operator; and
- (m) any person on board an aircraft.

17.1.2 PRIMARY OBJECTIVE

The primary objective of this Part shall be to ensure the safety of passengers, crew, ground personnel and the general public in all matters related to safeguarding against acts of unlawful interference with civil aviation, thus ensuring that aviation security remains the highest of priorities when related decisions are made.

17.1.3 DEFINITIONS

For the purpose of this Part, the following definitions shall apply-

“Acts of unlawful interference” means acts or attempted acts such as to jeopardize the safety of civil aviation including but not limited to:

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

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

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

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

“Aircraft” means 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.

“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 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.

“**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**” means 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. An Air Operator may be a National Air Operator or a Foreign Air Operator;

“**Airport**” means any area in Ghana which is open for commercial aircraft operations.

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

“**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;

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

“**Authority**” means 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 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” 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 container” means a receptacle in which baggage is loaded for conveyance in an aircraft.

“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.

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

“**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.

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

“**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.

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

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

“**Corporate aviation**” means the non-commercial operation or use of an aircraft by a company for the carriage of passengers and or goods as an aid to the conduct of company business, flown by a professional pilot employed to fly the aircraft. Corporate aviation is a subset of general aviation.

“**Crew member**” means a person assigned to duty by an operator on an aircraft during a flight duty period.

“**Dangerous goods**” means articles or substances which are capable of posing a risk to health, safety, property or the environment when transported by air and which are shown in the list of Dangerous Goods in the International Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air and have been classified according to those Instructions.

“**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.

“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.

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

“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.

“Freight” means cargo.

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

“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;

“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;

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

“Human performance” means human capabilities and limitations which have an impact on the safety, security and efficiency of aeronautical operations

“Identification cards” means permits issued under the Permit System.

“Incendiary Device” means an object, other than a match or pocket lighter, that is fabricated with combustible materials and when ignited may cause fire damage to property or inflict burn injuries on individuals.

“In-flight Security Officer” means a person who is 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.

“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.

“Known consignor” means a consignor who originates cargo or mail for its own account and whose procedures meet common security rules and standards sufficient to allow the carriage of cargo or mail on any aircraft.

“Landside” 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.

“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.

“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.

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

“Movement area” means that part of an aerodrome to be used for the 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;

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

“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 traffic service providers;
- (h) groundhandling companies; and
- (i) Aerodrome Tenants.

“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.

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

“Personal search” means a search of the clothing of a person and personal belongings for prohibited items by a designated aviation security officer, an aviation security screening officer or a member of the Ghana Police.

“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.

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

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

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

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

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

“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.

“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.

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

“State of Registry” means the State on whose register the aircraft is entered.

“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.

“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.

“Technical Instructions” means the International Civil Aviation Organization Instructions for the safe transportation of Dangerous Goods by air.

“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.

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

“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.

“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.

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

“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 wilful 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) wilful 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.

17.1.4 ABBREVIATIONS

The following abbreviations are used in this Part:

- ACP - Airport Contingency Plan
- GCAA - Ghana Civil Aviation Authority
- NCASC - National Civil Aviation Security Committee
- NCASP - National Civil Aviation Security Programme
- NCASQCP - National Civil Aviation Security Quality Control Programme
- NCASTP - National Civil Aviation Security Training Programme
- NQCP - National Quality Control Programme (same as NCASQCP)

17.2 NATIONAL CIVIL AVIATION SECURITY PROGRAMME

- (1) All persons shall comply with the provisions of the National Civil Aviation Security Programme as established by the Director-General.
- (2) A person, assigned responsibility for a specific function or task within the National Civil Aviation Security Programme, who fails to carry out that function or task, to the standard specified therein commits an offence under the Ghana Civil Aviation Act and this Directive.
- (3) All entities with responsibilities under the National Civil Aviation Security Programme shall develop and implement aviation security training programmes for their personnel subject to approval by the Authority. These training programmes shall address all relevant national training requirements in sufficient detail providing guidance or procedures, as appropriate, for their effective implementation.
- (4) No person under the National Civil Aviation Security Programme or those authorized to have unescorted access to airside areas shall operate or have continued access to airside areas without periodic security awareness training as shall be specified by the Authority. The periodic training shall comprise initial and recurrent security awareness training.
- (5) The National Civil Aviation Security Training Programme shall:
 - (a) apply to all personnel; and
 - (b) specify training requirements for all personnel involved with or responsible for the implementation of various aspects of the National Civil Aviation Security Programme in sufficient detail.
- (6) The National Civil Aviation Security Quality Control Programme shall provide a framework for the effective implementation of national quality control activities and ensure that the implementation of security measures is regularly subjected to verification of compliance with the National Civil Aviation Security Programme, in accordance with a risk assessment.

- (7) No Aviation Service Provider implementing security measures shall provide services contrary to the approved Security Programme of the hiring Operator.
- (8) No person shall operate 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.
- (9) No person shall operate an Aviation Security Training Organisation without approval of the Authority in accordance with the National Civil Aviation Security Certification Systems Programme.
- (10) No person shall operate as an Aviation Security Service Provider without being approved by the Authority under the National Civil Aviation Security Certification Systems Programme.
- (11) No person shall operate as a regulated agent or known consignor without approval of the Authority in accordance with the National Air Cargo and Mail Security Programme.

17.3 SECURITY PROGRAMMES

17.3.1 GENERAL CONDITIONS FOR SECURITY PROGRAMMES

- (1) The following persons shall establish, implement and maintain a written operator Security Programme in accordance with the requirements of the NCASP, on a continuing basis:
 - (a) Aerodrome Operator;
 - (b) Air Operator;
 - (c) Regulated Agent;
 - (d) Flight Catering Operator;
 - (e) Air Traffic Service Provider;
 - (f) Aviation Service Provider;
 - (g) Tenant Restricted Area Operator; and
 - (h) Any other person as may be prescribed in the NCASP.
- (2) A person who applies for the approval of a Security Programme under this section shall:
 - (a) submit the proposed Security Programme in writing at least sixty (60) days before the intended date of operations;
 - (b) pay the prescribed fee; and
 - (c) meet the specific requirements of this Directive.
- (3) A security programme submitted for approval under this section shall be signed by the head of the organisation and provide for the safety of:

- (a) passengers, crew and their property;
- (b) the aircraft;
- (c) operating staff associated with a facility or aircraft; and
- (d) related aviation support facilities;

in all matters related to safeguarding against acts of unlawful interference.

- (4) All persons specified in subsection (1) of this section shall submit their Security Programmes to the Authority for review and approval at periodic intervals prescribed by the Authority.
- (5) An Operator who submits a Security Programme for approval shall include where applicable:
 - (a) an aerodrome certificate or registration;
 - (b) an Air Operator Certificate;
 - (c) a Foreign Air Operator operations specifications authorization under the relevant GCADs; and
 - (d) any other relevant authorisation.

17.3.2 AIRPORT SECURITY PROGRAMME

- (1) An Aerodrome Operator shall not operate unless it establishes, implements and maintains a written Airport Security Programme in accordance with the NCASP.
- (2) An Airport Security Programme in respect of an aerodrome shall outline the measures in place to safeguard that airport against acts of unlawful interference and shall be in such form, manner and content as specified in the NCASP.
- (3) An Airport Security Programme shall contain a current scale map of the aerodrome.
- (4) In developing an Aerodrome Operator Security Programme an Aerodrome Operator shall take into consideration the needs of all aviation stakeholders, including:
 - (a) reasonable access to aerodrome facilities and aircraft; and
 - (b) the optimizing of aerodrome security arrangements in his development, renovation and expansion plans.
- (5) An Airport Security Programme shall be reviewed periodically for amendments and approval by the Authority.
- (6) An Aerodrome Operator shall ensure that the process for the amendment and approval of the Airport Security Programme includes:

- (a) coordination with all relevant stakeholders concerned;
 - (b) prior review and endorsement by the Airport Security Committee; and
 - (c) formal approval by the Authority of any amendment.
- (7) An Aerodrome Operator shall not operate the aerodrome specified in its aerodrome license unless he has submitted, for such aerodrome, an Airport Security Programme, which meets the requirements of these Directives for acceptance and subsequent approval by the Authority.
- (8) An Aerodrome Operator shall ensure that all Air Operators providing service from an airport and other relevant airport-level stakeholders shall have copies of relevant portions of the Airport Security Programme.

17.3.3 APPROVAL OF AN AIRPORT SECURITY PROGRAMME

- (1) The submission of an Airport Security Programme for approval shall not authorise an Aerodrome Operator to implement the Airport Security Programme until the Airport Security Programme has been evaluated and approved by the Authority.
- (2) Upon approval by the Authority, an Aerodrome Operator shall ensure that an approved Airport Security Programme is fully implemented within thirty (30) days of such approval.

17.3.4 AIRCRAFT OPERATOR SECURITY PROGRAMME

- (1) An Air Operator shall not operate a Ghanaian registered aircraft unless it establishes, implements and maintains a written Aircraft Operator Security Programme in accordance with the NCASP.
- (2) An Aircraft Operator Security Programme shall outline the measures in place to safeguard its operations against acts of unlawful interference and shall be in such form, manner and content as specified in the NCASP.
- (3) An Air Operator shall ensure that an Aircraft Operator Security Programme, contains:
 - (a) provisions to meet the requirements of other national obligations; and
 - (b) provisions to meet its international obligations where applicable.
- (4) A Foreign Air Operator shall not operate in Ghana unless it establishes, implements and maintains a written Supplementary Station Procedures in accordance with the NCASP.
- (5) An application for air services by a Foreign Air Operator shall be accompanied by a written Supplementary Station Procedures for acceptance by the Authority.

17.3.5 APPROVAL OF AIRCRAFT OPERATOR SECURITY PROGRAMME

- (1) The submission of an Aircraft Operator Security Programme for approval shall not authorise an Air Operator to implement the Aircraft Operator Security Programme until it has been evaluated and approved by the Authority.
- (2) Upon approval by the Authority, an Air Operator shall ensure that an approved Aircraft Operator Security Programme is fully implemented within thirty (30) days of such approval.

17.3.6 REGULATED AGENT SECURITY PROGRAMME

- (1) A person shall not operate an enterprise whose purpose is the movement of cargo by air within and from Ghana, unless it establishes, implements and maintains a Regulated Agent Security Programme in accordance with the NCASP.
- (2) A Regulated Agent shall ensure that a Regulated Agent Security Programme contains:
 - (a) appropriate security controls for each consignment of cargo to safeguard aircraft against acts of unlawful interference;
 - (b) details of procedures for:
 - (i) ensuring the security of goods accepted by it and under its control;
 - (ii) ensuring the security of his buildings, premises, transport facilities and cargo warehouses;
 - (iii) ensuring the security of goods during the transfer from one facility to another;
 - (iv) recruitment and training of staff involved in the handling of goods; and
 - (v) incident reporting; and
 - (c) provisions to meet the requirements under any other relevant legislation or GCAD.

17.3.7 APPROVAL OF REGULATED AGENT SECURITY PROGRAMME

- (1) The submission of a Regulated Agent Security Programme for approval shall not authorise a Regulated Agent to implement the Regulated Agent Security Programme until it has been evaluated and approved by the Authority.
- (2) Upon approval by the Authority, a Regulated Agent shall ensure that an approved Regulated Agent Security Programme is fully implemented within thirty (30) days of such approval.

17.3.8 FLIGHT CATERING OPERATOR SECURITY PROGRAMME

- (1) A person shall not operate an enterprise whose purpose is the provision of catering supplies and stores for use in air transport, within and from Ghana, unless it establishes, implements and maintains a Flight Catering Operator Security Programme in accordance with the NCASP.
- (2) Where a Flight Catering Operator is situated within an aerodrome or forms part of the airport perimeter, it shall ensure that the Flight Catering Operator Security Programme is reviewed and accepted by the relevant Aerodrome Operator prior to submission to the Authority for approval.
- (3) A Flight Catering Operator shall ensure that a Flight Catering Operator Security Programme is in the form and manner specified by the NCASP and contains:
 - (a) a description of measures in place to safeguard that facility and operations against acts of unlawful interference;
 - (b) a current scale map of the flight catering facility area of operations; and
 - (c) provisions to meet the requirements of any other relevant legislation or GCAD.
- (4) Notwithstanding 17.3.5(3)(b), in the case where the flight catering facility area has been declared a Tenant Restricted Area, then the requirement for maps will be a current scale map of the Tenant Restricted Area.

17.3.9 APPROVAL OF FLIGHT CATERING OPERATOR SECURITY PROGRAMME

- (1) The submission of a Flight Catering Operator Security Programme for approval shall not authorise a Flight Catering Operator to implement the Flight Catering Operator Security Programme until it has been evaluated and approved by the Authority.
- (2) Upon approval by the Authority, a Flight Catering Operator shall ensure that an approved Flight Catering Operator Security Programme is fully implemented within thirty (30) days of such approval.

17.3.10 AIR TRAFFIC SERVICE PROVIDER SECURITY PROGRAMME

- (1) An Air Traffic Service Provider shall not operate in Ghana unless it establishes, implements and maintains an Air Traffic Service Provider Security Programme in accordance with the NCASP.
- (2) An Air Traffic Service Provider shall ensure that an Air Traffic Service Provider Security Programme is in the form and manner specified in the NCASP and contains:
 - (a) A description of measures in place to safeguard its facility and operations against acts of unlawful interference;
 - (b) A current scale map of the aerodrome; and
 - (c) provisions to meet the requirements of any other relevant legislation or GCAD.

17.3.11 APPROVAL OF AN AIR TRAFFIC SERVICE PROVIDER SECURITY PROGRAMME

- (1) The submission of an Air Traffic Service Provider Security Programme for approval shall not authorise an Air Traffic Service Provider to implement the Air Traffic Service Provider Security Programme until it has been evaluated and approved by the Authority.
- (2) Upon approval by the Authority, an Air Traffic Service Provider shall ensure that an approved Air Traffic Service Provider Security Programme is fully implemented within thirty (30) days of such approval.

17.3.12 TENANT RESTRICTED AREA SECURITY PROGRAMME

- (1) A person shall not operate an enterprise which provides a service at, or connected with, any aerodrome in Ghana, unless it establishes, implements and maintains a Tenant Restricted Area Security Programme in accordance with the NCASP.
- (2) A Tenant Restricted Area Security Programme shall ensure that a Tenant Restricted Area Security Programme is reviewed and accepted by the relevant Aerodrome Operator prior to submission to the Authority for approval.
- (3) A Tenant Restricted Area Security Programme in respect of an area located at an aerodrome shall be in the form and manner prescribed in the NCASP and shall be:
 - (a) designed to safeguard both the Tenant Restricted Area and the aerodrome which the Tenant Restricted Area is connected to against acts of unlawful interference; and
 - (b) accompanied by a current scale map of the Tenant Restricted Area.
- (4) Upon approval of the Tenant Restricted Area Security Programme, a copy shall be submitted to the Aerodrome Operator.

17.3.13 APPROVAL OF TENANT RESTRICTED AREA SECURITY PROGRAMME

- (1) The submission of a Tenant Restricted Area Security Programme for approval shall not authorise a person in a Tenant Restricted Area to implement the Tenant Restricted Area Security Programme until it has been evaluated and approved by the Authority.
- (2) Upon approval by the Authority, a person in a Tenant Restricted Area shall ensure that an approved Tenant Restricted Area Security Programme is fully implemented within thirty (30) days of such approval.

17.3.14 AVIATION SERVICE PROVIDER SECURITY PROGRAMME

- (1) A person specified in IS:17.3.8 shall not provide aviation related services unless it establishes, implements and maintains an Aviation Service Provider Security Programme in accordance with the NCASP.

- (2) An Aviation Service Provider Security Programme shall be in the form and manner prescribed in the NCASP and shall be:
 - (a) designed to safeguard its facility and operations against acts of unlawful interference; and
 - (b) contain provisions to meet the requirements of any other relevant legislation or GCAD.

17.3.15 APPROVAL OF AN AVIATION SERVICE PROVIDER SECURITY PROGRAMME

- (1) The submission of an Aviation Service Provider Security Programme for approval shall not authorise an Aviation Service Provider to implement the Aviation Service Provider Security Programme until it has been evaluated and approved by the Authority.
- (2) Upon approval by the Authority, an Aviation Service Provider shall ensure that an approved Aviation Service Provider Security Programme is fully implemented within thirty (30) days of such approval.

17.3.16 AMENDMENT TO OPERATIONAL PARTICULARS AFFECTING SECURITY

- (1) An approved Security Programme shall be amended where
 - (a) any description of operations, procedures, facilities and equipment in the approved Security Programme is no longer accurate or adequate; or
 - (b) in the case of an Aerodrome Operator,
 - (i) any description of the aerodrome area set out in the approved Airport Security Programme is no longer accurate; and
 - (ii) there is a change to the designation of the Airport Security Manager.
- (2) Where an approved Security Programme requires amendment under subsection (1) of this section, an Operator shall:
 - (a) immediately notify the Director-General of the changed condition, and specify each interim measure being taken to maintain adequate security until approval is granted for an appropriate amendment to the approved Security Programme; and
 - (b) within thirty (30) days after notifying the Director-General in accordance with paragraph (a), submit the amendment of the Security Programme for evaluation and approval.
- (3) Where an approved Security Programme is to be amended for reasons other than those specified in subsection (1) of this section, a request for approval of such

amendment shall be submitted to the Authority at least thirty (30) days before the proposed implementation date of the amended Security Programme.

17.3.17 AMENDMENT OF APPROVED SECURITY PROGRAMME INITIATED BY THE AUTHORITY

- (1) The Director-General may require the amendment of an approved Security Programme, where it is determined that an amendment is necessary in the interest of safety and security.
- (2) Where an approved Security Programme is required to be amended pursuant to subsection (1) of this section, the Director-General shall notify the relevant Operator or Service Provider in writing of the required amendment and permit a period of thirty (30) days from the date specified in the notice, for a written response from the relevant Operator or Service Provider.
- (3) Where an Operator or Service Provider is unable to effect the required amendment to the approved Security Programme, an Operator or Service Provider shall submit:
 - (a) a detailed explanation of the Operator or Service Provider's inability to meet the requirements; and
 - (b) an alternative proposal for amendment which meets the intent of the required amendment to the approved Security Programme,for consideration and approval by the Director-General.
- (4) Where the Director-General determines that an emergency exists which requires immediate action that makes the procedures in subsections (2) and (3) impracticable or contrary to public interest and safety, the Director-General may direct the relevant Operator or Service Provider, to deviate in a specified manner from an approved Security Programme in the area of concern, for a specified period.

17.4 AERODROME OPERATOR

17.4.1 AERODROME OPERATOR RESPONSIBILITIES

- (1) An Aerodrome Operator shall identify, define and demarcate landside, airside areas and security restricted areas of an aerodrome or airport serving civil aviation.
- (2) An Aerodrome Operator shall establish security restricted areas at each airport serving civil aviation based upon a security risk assessment.
- (3) An Aerodrome Operator shall keep at the aerodrome a current scale map of the aerodrome that identifies the restricted areas, security barriers and restricted area access points.

- (4) An Aerodrome Operator shall establish security measures for landside areas to mitigate the risk of and to prevent possible acts of unlawful interference in accordance with risk assessments carried out by the relevant national authorities.
- (5) An Aerodrome Operator shall ensure coordination of landside security measures between relevant departments, agencies, and other entities, and identify appropriate responsibilities for landside security in its Airport Security Programme.
- (6) The Aerodrome Operator shall, following notification from Air Traffic Control, inform the Customs Division of the Ghana Revenue Authority (GRA) of all international private flights landing to ensure all mandatory physical inspections are carried out.
- (7) An Aerodrome Operator shall ensure that:
 - (a) airport design requirements, including architectural and infrastructure-related requirements necessary for the implementation of the security measures in the NCASP, are integrated into the design and construction of new facilities and alterations to existing facilities at airports serving civil aviation; and
 - (b) security is considered in the design and construction of new facilities and alterations to existing facilities at airports serving civil aviation.
- (8) An Aerodrome Operator shall, prior to the implementation of any renovation and expansion works to an aerodrome or the construction of additional aerodrome facilities at the same location, submit to the Authority a revision of measures designed to safeguard against possible acts of unlawful interference.
- (9) Where a foreign air operator uses the facilities of an Aerodrome Operator, the Director-General may in coordination with the Aerodrome Operator, approve an inspection by the Appropriate Authority responsible for aviation security of the State of Operator in order to assess the adequacy of the security measures.
- (10) An Aerodrome Operator shall ensure that supporting resources and facilities required by the aviation security services are made available at each airport serving civil aviation.
- (11) The supporting resources and facilities required by aviation security services at the airport level shall include:
 - (a) human resources;
 - (b) technical resources such as screening equipment, vehicles, appropriate testing equipment, canine team, communications equipment, etc.;
 - (c) financial resources; and
 - (d) administrative resources such as administrative staff, documentation, offices, computers, etc.

- (12) An Aerodrome Operator shall develop an airport contingency plan and make resources available to safeguard civil aviation against acts of unlawful interference.
- (13) The airport contingency plan specified under subsection (12) shall address contingency measures in sufficient detail to ensure the proper management of response to acts of unlawful interference and shall accurately reflect or reference the following items, providing sufficient procedures for their effective implementation:
- (a) provision for the various possible acts of unlawful interference, and clearly assigned responsibilities, instructions and procedures for all participants responding to such acts, including actions to be taken in respect of:
 - (i) an act of unlawful seizure or sabotage of an aircraft;
 - (ii) an armed attack or sabotage of an aircraft or airport installations, including from external points near the airport perimeter;
 - (iii) threats of such acts, such as bomb threats;
 - (iv) investigation of suspected explosive devices or other potential hazards at an airport or inside an aircraft, including the disposal of such items;
 - (v) crowd control or media management; and
 - (vi) hostage situation;
 - (b) decision-making responsibilities at both the national and airport levels; and
 - (c) procedures for periodic testing of the adequacy of the ACP and for reviewing the results, along with corrective action and follow-up procedures, in order to improve its effectiveness.
- (14) An Aerodrome Operator shall conduct exercises to test contingency plans on a regular basis as follows:
- (a) full-scale exercises shall be conducted at least every two years to ensure the adequacy of the contingency plan to cope with different types of contingencies; and
 - (b) smaller scale or partial exercises of the different portions of a contingency plan, such as table top exercises, shall be conducted at least yearly to ensure the adequacy of the response of individual participating agencies and components of the contingency plan, such as the communications system.
- (15) An Aerodrome Operator shall ensure that entities involved in decision-making processes are involved in exercises under subsection (14) to practise the management of response to acts of unlawful interference.
- (16) An Aerodrome Operator shall conduct an evaluation following an exercise to identify deficiencies and remedy weaknesses in the response mechanisms.

- (17) An Aerodrome Operator shall ensure that procedures are established to deal with unidentified baggage and suspicious objects in accordance with a security risk assessment carried out by the relevant national authorities.
- (18) An Aerodrome Operator shall whenever possible, arrange for the security controls and procedures to cause minimum interference with or delay to activities of civil aviation provided the effectiveness of these controls and procedures is not compromised.

17.4.2 AIRPORT SECURITY COMMITTEE

- (1) Each airport serving civil aviation shall have an Airport Security Committee to assist the Aerodrome Operator in its role of coordinating the implementation of:
 - (a) security controls and procedures as specified in the Airport Security Programme; and
 - (b) any national civil aviation security initiatives that may be required by the Authority from time to time.
- (2) An Airport Security Committee under subsection (1), shall have terms of reference and comprise those representatives stipulated within the respective Airport Security Programmes approved by the Authority.

17.4.3 AVIATION SECURITY OFFICERS AND AVIATION SECURITY SCREENING OFFICERS

17.4.3.1 AERODROME OPERATOR RESPONSIBILITY

- (1) An Aerodrome Operator shall provide aviation security officers and aviation security screening officers, in the number and manner adequate to support:
 - (a) its Airport Security Programme; and
 - (b) each passenger and baggage screening system required under this Directive.
- (2) An Aerodrome Operator shall not employ any person as an aviation security officer or aviation security screening officer unless:
 - (a) such person meets the requirements of these Directives and the National Civil Aviation Security Programme; and
 - (b) such person has been trained in accordance with the requirements of the National Civil Aviation Security Training Programme.
- (3) An Aerodrome Operator shall ensure that:
 - (a) initial and periodic background checks are performed in respect of each aviation security officer and aviation security screening officer; and

- (b) initial and recurrent training on aviation security is received by each aviation security officer and aviation security screening officer in his employ.
- (4) An Aerodrome Operator shall keep an accurate record of the initial and periodic background check, experience and training of an aviation security officer and aviation security screening officer in its employ and such record shall be retained for the duration of his employment and thereafter for a period of one year.
- (5) An Aerodrome Operator shall ensure that an aviation security officer or aviation security screening officer who has been employed:
 - (a) is authorized to carry out the duties and functions assigned to him;
 - (b) conducts security duties in accordance with the applicable provisions of these Directives and the National Civil Aviation Security Programme;
 - (c) abstains from the consumption of alcoholic beverages or other substances prohibited by law while assigned to duty;
 - (d) is readily identifiable by uniform and displays or carries a badge or other identification of his authority while assigned to duty; and
 - (e) has completed a training programme that meets the requirements in subsection (2) of this section.
- (6) An Aerodrome Operator shall approve the employment of an aviation screening officer or aviation security screening officer by an aerodrome tenant in accordance with the National Civil Aviation Security Programme.

17.4.3.2 RESPONSIBILITY OF AVIATION SECURITY OFFICER OR AVIATION SECURITY SCREENING OFFICER

- (1) An aviation security officer or aviation security screening officer shall not:
 - (a) consume alcoholic beverages or other substances prohibited by law while on duty;
 - (b) Attend official duties without being in an identifiable uniform or without displaying a badge or other form of approved identification;
 - (c) act as an aviation security officer or aviation security screening officer without completing a training programme in accordance with the NCASTP.
- (2) An aviation security officer or aviation security screening officer shall:
 - (a) carry out the duties and functions assigned to him; and
 - (b) conduct aviation security duties in accordance with the applicable provisions of this Directive.
- (3) An aviation security officer or aviation security screening officer shall, while on duty at an aerodrome, have the authority to arrest any person, whom he believes has committed:

- (a) a crime in his presence; or
 - (b) an offence under this Directive.
- (4) A person shall not obstruct, insult, intimidate or perform any act of violence against an aviation security officer or aviation security screening officer, while that officer is on duty at an aerodrome.
- (5) The training programme specified in subsection (1)(c) of this section, shall include training in the subjects specified in the approved Aerodrome Operators Security Programme and meet the training standards specified in the National Civil Aviation Security Programme and National Civil Aviation Security Training Programme.

17.4.4 SUPPORT FROM THE GHANA POLICE SERVICE

- (1) At each aerodrome specified by the Director-General, personnel of the Ghana Police Service shall be deployed to support the aerodrome security personnel by providing an armed response capability in preventing the occurrence of acts of unlawful interference.
- (2) The deployment of personnel of the Ghana Police Service shall be in accordance with the measures described in the approved Airport Security Programme.

17.4.5 REQUIREMENTS FOR SCREENING

- (1) No person shall enter a sterile area, or security restricted area, at any aerodrome to which these Directives apply, as specified within the appropriate Airport Security Programme, without having his person, any Cabin baggage, goods or other articles in their possession screened.
- (2) No person approved by the Authority to carry out screening functions shall employ persons as screening officers who do not meet the minimum standards set out in the NCASP.
- (3) A person approved by the Authority to carry out screening functions shall not employ persons who do not meet the minimum standards set out in the NCASP as screening officers to conduct authorized searches of persons and property .
- (4) No Air Operator shall transport a person or goods requiring screening unless the person or the goods have been screened in accordance with subsection(1) of this section.
- (5) No person shall circumvent the screening of:
- (a) their person; or
 - (b) goods or other items in their possession or under their control; or
 - (c) any vehicle under their care or control.
- (6) No person shall assist another person to circumvent the screening of

- (a) the person,
 - (b) his goods, or other items in that person’s possession or control; or,
 - (c) a vehicle under the person’s care or control.
- (7) A person at an aerodrome or on board an aircraft shall not falsely declare that;
- (a) they are carrying a weapon, an explosive substance, an incendiary device or other dangerous item that could be used to jeopardize the security of an aerodrome or aircraft or that such an item is contained in goods or other things in their possession or control or in a vehicle under their care or control that they have tendered or are tendering for screening or transportation; or
 - (b) another person at the aerodrome or on board an aircraft is carrying a weapon, an explosive substance, an incendiary device or other dangerous item that could be used to jeopardize the security of an aerodrome or aircraft or that such an item is contained in goods or other things in that person's possession or control or in a vehicle under their care or control and is being tendered or has been tendered for screening or transportation.
- (8) Notwithstanding subsection (1) of this section, the Director-General may in writing, exempt such persons as he deems appropriate from the requirements to be screened. Any exemption made under this Directive is specified in IS:17.4.5(8).

17.4.6 REFUSAL OF SCREENING

- (1) Subject to subsection 17.4.5(8), any person who refuses to allow himself and his Cabin baggage, goods, other articles or a vehicle in his possession to be screened shall be denied access to the security restricted area or sterile area.
- (2) Where, after entering a security restricted area or sterile area, a person who is required by an aviation security officer or aviation security screening officer, to submit to screening of his person, goods, vehicle or means of conveyance refuses such a search, the aviation security officer or aviation security screening officer shall order such person to leave the security restricted area or sterile area and remove such goods, vehicle or means of conveyance from the security restricted area or sterile area.
- (3) Where, after having boarded an aircraft, a passenger is required by an aviation security officer or aviation security screening officer to submit to the screening of his person, or of the goods that he carried or had placed on board the aircraft and he refuses such a screening, the aviation security officer or aviation security screening officer shall order such person to disembark the aircraft and remove the Cabin baggage, goods or hold baggage of such person.

17.4.7 UNACCOMPANIED BAGGAGE

Where baggage is received at an aerodrome for transport on an aircraft and such baggage is not accompanied by a person who may give the permission to screen such baggage, an aviation security officer or aviation security screening officer, may

carry out an authorized search of the baggage in the presence of the Air Operator concerned or a Regulated Agent, and in carrying out that search may use such force as may reasonably be necessary to gain access to the baggage.

17.4.8 SECURITY INCIDENTS

- (1) A person shall immediately notify an aviation security officer, aviation security screening officer, or a Police officer when there is:
 - (a) the discovery of an unauthorized firearm other than an unloaded firearm allowed under an approved Aircraft Operator Security Programme;
 - (b) the discovery of other prohibited items listed in IS:17.4.8(1);
 - (c) the discovery, at the aerodrome, or on board an aircraft, of an explosive substance or an incendiary device or a suspected explosive substance or suspected incendiary device;
 - (d) refusal by a person to submit to the security screening required under this Directive;
 - (e) refusal by a person to remove himself and his goods from a restricted area when so ordered by an aviation security officer;
 - (f) a report of unattended baggage located in his area of responsibility;
 - (g) a report of suspicious persons, packages, articles or goods in his area of responsibility; or
 - (h) a specific threat against the aerodrome or facility which comes to his attention.
- (2) An Aerodrome Operator or any other operator shall within twenty-four (24) hours of the occurrence of any of the security incidents listed in subsection (1) of this section and other critical incidents, notify the Authority of the said occurrence.
- (3) An Aerodrome Operator or other Operators shall thereafter investigate any of the reported security incidents set out in this section and provide a report of the incident to the Authority in accordance with procedures set out in its approved Airport Security Programme.

17.4.9 RECORD

- (1) An Aerodrome Operator shall ensure that records of all security incidents are maintained at the aerodrome.
- (2) A record required to be kept under this section, shall:
 - (a) be kept for a minimum of ninety (90) days;
 - (b) be made available to the Authority on a monthly basis; and

(c) include the number:

- (i) and type of weapons and incendiary devices discovered during any passenger screening process and the method of detection of each;
- (ii) of acts and attempted acts of air piracy;
- (iii) of bomb threats received, real and simulated bombs found and actual bombings at the aerodrome; and
- (iv) of detentions and arrests.

17.4.10 AERODROME TENANT AND TENANT RESTRICTED AREA OPERATOR RESPONSIBILITY

- (1) An aerodrome tenant restricted area operator, and any other tenants at aerodromes, shall develop security measures to manage access to the tenant restricted area, or other areas, under its control in compliance with an approved Tenant Restricted Area Security Programme.
- (2) An aerodrome Tenant Restricted Area operator, or other tenant, shall ensure that its personnel receive aerodrome security training or security awareness training in accordance with the approved Tenant Restricted Area Security Programme.
- (3) An aerodrome Tenant Restricted Area operator, or other tenant, shall not employ a person as an aviation security officer unless that person has been approved by the Aerodrome Operator.

17.4.11 CONFIDENTIAL OR CLASSIFIED SECURITY INFORMATION

A person shall not divulge information in respect of security measures at an aerodrome without the written permission of the Aerodrome Operator.

17.4.12 FALSE STATEMENTS, ENTRIES OR UNAUTHORIZED REPRODUCTION

A person shall not make, or cause to be made, any of the following:

- (a) a fraudulent or intentionally false statement in any 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 with this Directive or in exercising any privileges under this Directive; and
- (c) a reproduction or alteration of any report, record or security programme issued under this Directive without the prior approval of the Aerodrome Operator.

17.4.13 ACCESS CONTROL SYSTEM

- (1) An Aerodrome Operator shall ensure that access to airside areas at aerodromes or airports serving civil aviation is controlled in order to prevent unauthorized entry.
- (2) An Aerodrome Operator shall be responsible for establishing access controls to airside areas at an aerodrome or airport serving civil aviation.
- (3) An Aerodrome Operator shall ensure that the location and function of restricted areas, security restricted areas and sterile areas at the aerodrome are designated and properly defined in an approved Airport Security Programme.
- (4) The level of access to a restricted area, security restricted area or sterile area shall be clearly defined and made known to all persons at the aerodrome whose duties require them to have access to these areas.
- (5) An Aerodrome Operator shall include in its approved Airport Security Programme details of a system, method and procedure which shall ensure that:
 - (a) access points into restricted areas, security restricted areas or sterile areas are limited in number and physical access through those points are strictly controlled;
 - (b) entry points which cannot be effectively controlled are locked or otherwise secured against entry by unauthorized persons;
 - (c) access by persons and vehicles to restricted areas, security restricted areas and sterile areas is restricted only to persons who have a clear need for such access by virtue of their duties;
 - (d) security restricted areas and sterile areas not subject to continual access control measures shall be subjected to a thorough search prior to being brought into use;
 - (e) a person whose duties require him to be at the aerodrome is required to have on display on his person, a valid aerodrome identification permit and any baggage or item he carries shall be screened before being allowed access to security restricted areas or sterile areas;
 - (f) the screening under paragraph (e) shall be to the same standard as that required for passengers, under 17.4.5; and
 - (g) persons at an aerodrome are aware of what areas they are prohibited access to.
- (6) Notwithstanding the screening requirements under subsection (5)(e), the Aerodrome Operator may consider screening at certain access points on a random basis depending on the assessed risk where details of such risks are included in an approved Airport Security Programme.
- (7) The system under subsection (5) of this section, shall provide a means to differentiate the various airport restricted areas that holders of airport restricted area permits are allowed access to.

- (8) The system under subsection (5) of this section, shall describe the scope of initial and periodic background checks conducted on applicants for all types of airport restricted area permits issued.

17.4.14 AIRPORT RESTRICTED AREA PERMIT SYSTEM

- (1) An Aerodrome Operator shall establish and implement an identification system in respect of persons in order to prevent unauthorized access to airside areas and security restricted areas.
- (2) The airport personnel identification system shall include provisions for:
 - (a) access to be granted only to those persons with an operational need or other legitimate reason to be at airside areas and security restricted areas;
 - (b) all staff and non-passengers in designated airside and security restricted areas to display their airport personnel identification passes;
 - (c) design specifications for airport personnel identification passes, including authorized airside and security restricted area zones; and
 - (d) periodic updating of security features and design of airport personnel identification passes.
- (3) An Aerodrome Operator shall establish and implement an identification system in respect of vehicles in order to prevent unauthorized access to airside areas and security restricted areas. The authorization criteria for the granting of vehicle access shall be based on an operational need or other legitimate reason
- (4) The vehicle identification system shall include provisions for:
 - (a) access to be granted only to those vehicles with an operational need or other legitimate reason to be in airside areas and SRAs;
 - (b) all vehicle passes to be affixed to and permanently displayed on the front of the vehicle while in designated airside and security restricted areas;
 - (c) design specifications for vehicle passes, including authorized access gates and airside and SRA zones; and
 - (d) periodic renewal of vehicle passes.
- (5) An Aerodrome Operator shall ensure that access to a restricted area, security restricted area or sterile area of its aerodrome is controlled by the use of an airport restricted area permit system to identify persons and vehicles and facilitate access where authorized.
- (6) Notwithstanding the provisions of subsection (5) of this section, the airport restricted area permit system for persons and vehicles shall be in accordance with the provisions of an approved Airport Security Programme.

17.4.15 EVIDENCE OF COMPLIANCE

An Aerodrome Operator shall provide evidence of compliance with this Directive as may be required by the Authority.

17.4.16 AERODROME SECURITY MANAGER

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

17.4.17 MEASURES IN THE EVENT OF SPECIFIC THREATS AT AERODROMES

Where an Aerodrome Operator determines that a specific threat that jeopardizes the security of an aerodrome exists, the Aerodrome Operator shall 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.

17.4.18 NOTIFICATION OF THREAT

- (1) Where an Aerodrome Operator becomes aware of a threat against an airport facility or any part of its aerodrome or tenant restricted area that is under the control of a person carrying out any activity at or connected with the aerodrome, the Aerodrome Operator shall immediately:
 - (a) notify the person in control of that facility or Tenant Restricted Area of the nature of the threat; and
 - (b) determine whether there is a specific threat that jeopardizes the security of the aerodrome.
- (2) Where a person authorized to conduct any screening activity at an aerodrome becomes aware of a threat against the aerodrome, such person shall:
 - (a) immediately notify the Aerodrome Operator of the nature of the threat; and
 - (b) assist the Aerodrome Operator in determining whether there is a specific threat that jeopardizes the security of the aerodrome.

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

- (1) An Aerodrome Operator shall immediately notify the Authority when there is:

- (a) the discovery, at the aerodrome, of a weapon, other than an unloaded firearm allowed under subsections 17.4.8(1)(a) or 17.5.4(7);
 - (b) the discovery, at the aerodrome, of a prohibited item specified in IS:17.4.8(1);
 - (c) the discovery, at the aerodrome, of an explosive substance or an incendiary device, other than an explosive substance or incendiary device allowed under the Act or 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
 - (e) a specific threat against the aerodrome.
- (2) An Aerodrome Operator shall make arrangements to investigate, render safe and dispose of suspected dangerous devices or other potential hazards at the aerodrome.

17.4.20 AERODROME OPERATOR TO KEEP MAPS AND PLANS OF AERODROME

- (1) An Aerodrome Operator shall keep at the aerodrome a certified copy of a current scale map and plan, approved by the Authority, of the aerodrome and buildings located at that aerodrome, which identifies the following:
- (a) the restricted areas;
 - (b) security restricted areas;
 - (c) sterile areas;
 - (d) security barriers;
 - (e) restricted area access points;
 - (f) security restricted area access points; and
 - (g) sterile area access points.
- (2) The map and plan required under subsection (1) shall be in accordance with the Airport Security Programme.

17.4.21 PROVISION OF SECURITY INFORMATION BY AERODROME OPERATOR

- (1) The Aerodrome Operator shall provide to the Authority, upon request, written or electronic records or other information relevant to the security of the aerodrome, including:
- (a) information concerning the method of implementing the security measures that apply to the Aerodrome Operator under 17.3.2(2); and
 - (b) a copy of the scale map and plan referred to in 17.4.20.

- (2) An Aerodrome Operator shall provide the Authority with written notice of any new commercial air transportation service that is to commence operations at the airport terminal building.

17.4.22 USE OF SCREENING EQUIPMENT

- (1) An Aerodrome Operator, Air Operator or any other person authorized to conduct screening on its behalf, shall not use any screening equipment systems to inspect cabin or hold baggage unless the use of the said equipment has been approved by the Authority.
- (2) An Aerodrome Operator, Air Operator, or any other person authorized to conduct screening on its behalf, shall use X-ray systems for screening cabin or hold baggage under an approved Aircraft Operator Security Programme or Airport Security Programme.
- (3) An Aerodrome Operator, Air Operator and any other person who uses X-ray systems under subsection (2) shall ensure that: the X-ray system complies with the standards for X-ray systems designed primarily for the screening of cabin and hold baggage and meets the performance requirements set out by the Authority in the National Civil Aviation Security Programme;
 - (a) a programme for initial and recurrent training of operators of the system is established, which includes training in radiation safety, the efficient use of X-ray systems, and the identification of weapons and other dangerous articles, as prescribed in the National Aviation Security Training Programme; and
 - (b) the system meets the imaging requirements described in the approved Aircraft Operator Security Programme, or Airport Security Programme in accordance with the combined test requirements prescribed by the Authority.
- (4) An Aerodrome Operator, Air Operator, or any other person authorized to conduct screening on its behalf, shall ensure that an X-ray system is not used:
 - (a) unless within the preceding twelve (12) months, a test has been conducted which shows that the system meets the applicable performance standards or guidelines prescribed by the Authority; or
 - (b) after the system is initially installed or after it has been moved from one location to another, a test has been conducted which shows that the system meets the applicable performance standards or guidelines prescribed by the Authority.
- (5) An Aerodrome Operator, Air Operator, or any other person authorized to conduct screening on its behalf, shall maintain at least one copy of the results of the most recent test conducted under subsection (4) of this section and shall make it available for inspection upon request by the Authority at each of the following locations:
 - (a) the principal place of business of the organization conducting the screening; and
 - (b) the place where the X-ray system is in operation.

- (6) An Aerodrome Operator, Air Operator, or any other person authorized to conduct screening on its behalf, shall ensure that screening staff comply with X-ray operator duty time limitations specified in its approved Aircraft Operator Security Programme, or Airport Security Programme.

17.4.23 METHODS OF SCREENING PASSENGERS, CABIN BAGGAGE, HOLD BAGGAGE, PERSONS OTHER THAN PASSENGERS AND ITEMS CARRIED

- (1) An Aerodrome Operator shall use appropriate screening methods that are capable of detecting the presence of explosives and explosive devices carried by passengers on their persons or in cabin baggage. Where these methods are not applied continuously, they shall be used in an unpredictable manner.
- (2) An Aerodrome Operator shall use appropriate screening methods that are capable of detecting the presence of explosives and explosive devices carried by persons other than passengers on their persons or in their items carried.
- (3) The methods of screening of passengers, cabin baggage and persons other than passengers, together with items carried, capable of detecting the presence of explosives and explosive devices shall include at least one of the following:
 - (a) full hand search;
 - (b) explosive trace detection;
 - (c) explosive detection systems;
 - (d) explosive detection dogs;
 - (e) body scanners (security scanners); or
 - (f) X-ray screening (for items carried).
- (4) An Aerodrome Operator shall use appropriate screening methods that are capable of detecting the presence of explosives and explosive devices in hold baggage.
- (5) The methods of screening of hold baggage capable of detecting the presence of explosives and explosive devices carried in hold baggage shall include at least one of the following:
 - (a) full hand search;
 - (b) X-ray screening, combined with a minimum percentage of secondary screening of hold baggage (and associated tracking mechanism), which may include a physical search or use of technology, made on a basis of reasoned selection to encourage rejection of hold baggage with a complex image;
 - (c) explosive trace detection;
 - (d) explosive detection systems; or

- (e) explosive detection dogs.

17.5 AIR OPERATOR SECURITY

17.5.1 AIRCRAFT OPERATOR SECURITY PROGRAMME

An Air Operator having an approved Aircraft Operator Security Programme or Supplementary Station Procedures shall:

- (a) maintain one complete copy of its approved Aircraft Operator Security Programme or Supplementary Station Procedures at its principal place of business;
- (b) maintain a complete copy of its approved Aircraft Operator Security Programme or Supplementary Station Procedures at each aerodrome where it operates ;
- (c) make the documents under paragraphs (a) and (b), available for inspection upon request by the Authority; and
- (d) restrict the distribution, disclosure, and availability of sensitive security information to persons who by their defined roles in the programme require such information for the performance of their function.

17.5.2 SCREENING OF PASSENGERS, BAGGAGE AND GOODS

- (1) An Air Operator shall ensure that at designated aerodromes screening is conducted for the following:
 - (a) originating passengers, transit passengers, transfer passengers and crew travelling on its 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 its aircraft.prior to boarding an aircraft or being loaded onto an aircraft departing from a security restricted area.
- (2) Notwithstanding subsection (1), the Aerodrome Operator shall be responsible for the screening of:
 - (a) originating, transit and transfer passengers as well as the crew;
 - (b) cabin baggage of persons;

- (c) originating hold baggage and transfer hold baggage of persons; and
 - (d) all other items or goods to be carried in the cabin or hold of an aircraft
prior to boarding and aircraft or being loaded on an aircraft departing from a security restricted area.
- (3) An Air Operator shall instruct an Aerodrome Operator, to prohibit any passenger, crew or person who refuses to be screened from access to any of its aircraft.
- (4) Aerodrome Operators shall ensure that passengers and their cabin baggage are protected from unauthorized interference from the point of screening, until they board their aircraft. In the event of a mix of screened and unscreened passengers:
- (a) the sterile area shall be cleared and searched;
 - (b) departing passengers and their cabin baggage shall be rescreened before boarding the aircraft; and
 - (c) the aircraft concerned shall be subjected to a full cabin search, if any departing passenger has had access to the aircraft after the occurrence of the mix.
- (5) Aerodrome Operators shall establish measures at an airport for transit operations to protect transit passengers and their cabin baggage from unauthorized interference, and to protect the integrity of the security of the airport of transit.
- (6) An Aerodrome Operator shall ensure that all hold baggage to be carried on an aircraft is protected from unauthorized interference, from the point it is screened or accepted into the care of the aircraft operator, whichever is earlier, until departure of the aircraft on which it is to be carried.
- (7) An Air Operator or person authorized by it shall use the procedures, facilities and equipment described in its Aircraft Operator Security Programme or Supplementary Station Procedures:
- (a) to prevent or deter the carriage of any weapon, incendiary device or any other prohibited item, on or about the person of an individual or accessible property and the carriage of any weapon or incendiary device in the hold baggage on the aircraft;
 - (b) to detect the existence of a weapon, incendiary device or any other prohibited item;
 - (c) to inspect each person entering a sterile area at each pre-boarding screening check point;
 - (d) to inspect all accessible property under the control of such person; and
 - (e) to perform the following control functions with respect to each aircraft operation for which screening is required:
 - (i) prohibit unauthorized access to the aircraft;

- (ii) ensure that baggage carried in the aircraft is checked-in by a properly trained agent and that identification is obtained from all passengers and persons shipping goods or cargo on board the aircraft;
 - (iii) ensure that cargo and hold baggage carried on board the aircraft are handled in a manner that prohibits unauthorized access; and
 - (iv) conduct a security inspection of the aircraft before placing it in service and after it has been left unattended.
- (f) to supervise the movement of persons and vehicles to and from the aircraft in security restricted areas in order to prevent unauthorized access to aircraft.
- (g) based upon a security risk assessment carried out by the relevant national authorities, to conduct aircraft security searches of all:
- (i) aircraft being brought into service;
 - (ii) aircraft embarking on its first flight of the day; or
 - (iii) originating aircraft.
- (h) to conduct aircraft security checks of turn-around aircraft based upon a security risk assessment carried out by the relevant national authorities.
- (i) to protect an aircraft subjected to a security check or search from unauthorized interference, from the time the aircraft check or search has commenced, until the aircraft departs.
- (j) to ensure that any items left behind by passengers disembarking from transit flights are removed from the aircraft or otherwise dealt with appropriately before departure of the aircraft.
- (k) to ensure that flight crew compartment doors are locked at the end of the boarding process, from the time the main doors close until they are reopened on arrival. The doors shall remain locked while an aircraft is in flight, except when necessary to permit access and egress by authorized persons.
- (l) to ensure that during flight unauthorized persons are prevented from entering the flight crew compartment.
- (m) to implement a person-baggage reconciliation process and authorize hold baggage for carriage for flights.
- (8) An Air Operator shall refuse to transport:
- (a) any person who does not consent to an authorized search of his person when required to do so by the Air Operator or person authorized to conduct such searches on its behalf; and

- (b) any property of any person who does not consent to a search or inspection of that property in accordance with the screening system prescribed by 17.5.2.
- (9) An Air Operator shall not undertake a flight with a passenger on board who refuses to submit to screening, required under this Directive or while the cabin or hold baggage of such person is on board its aircraft.
- (10) Notwithstanding being in possession of a boarding pass, where the pilot-in-command of an aircraft has reasonable grounds to believe that a person is in violation of this Directive, the pilot-in-command may order that person to disembark from the aircraft.

17.5.3 PREVENTION AND MANAGEMENT OF HIJACKINGS AND SABOTAGE ATTEMPTS

- (1) An Air Operator shall:
 - (a) assign an appropriately qualified and trained person as a Ground Security Manager to coordinate the ground security duties specified in its approved Aircraft Operator Security Programme; and
 - (b) designate the pilot-in-command as the In-flight Security Manager for each flight, as required by its approved Aircraft Operator Security Programme to co-ordinate activities in response to threats of acts of unlawful interference.
- (2) An Air Operator shall, where directed by the Authority, permit and facilitate the carriage of in-flight security officers on specific flights to prevent:
 - (a) unauthorized persons from gaining access to the flight deck; and
 - (b) hijackings and other criminal acts on board the aircraft.
- (3) In-flight Security Officers under this section, where required to be on board a flight, shall:
 - (a) prevent unauthorized persons from gaining access to the flight deck and prevent hijackings and other criminal acts on board the aircraft; and
 - (b) conduct a crew briefing prior to departure to ensure the flight crew and cabin crew understand their role on board the aircraft.

17.5.4 CARRIAGE OF WEAPONS AND AMMUNITIONS

- (1) Any person who carries a weapon or ammunition into the terminal, airside, or security restricted area of an aerodrome or an aircraft for the purpose of traveling or otherwise, without being authorized by a competent authority and not declaring either orally or in writing to the Aerodrome Operator or aircraft operator for review and approval, commits an offence.

- (2) An Air Operator shall not permit 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.
- (3) Subsection (2) shall not apply to in-flight security officers required to be on board an aircraft.
- (4) A person shall not, without authority, while on board an aircraft operated by an Air Operator, carry on or about his person, a weapon, ammunition or any other prohibited item, either concealed or unconcealed.
- (5) An Air Operator shall not permit any person to transport, nor shall any person transport or tender for transport, a weapon, ammunition, incendiary device or loaded firearm in cabin or hold baggage on board an aircraft without proper authorization.
- (6) An Air Operator shall not permit any person to transport, nor shall any person transport or tender for transport, any unloaded firearm or ammunition in hold baggage on board an aircraft unless:
 - (a) such person declares to the Air Operator, either orally or in writing before tendering the baggage for the purpose of being checked in that he has a firearm or ammunition carried in his hold baggage and it is unloaded;
 - (b) the baggage or container in which a firearm or ammunition is carried is locked;
 - (c) the hold baggage or container containing the firearm or ammunition is loaded on the aircraft in an area that is inaccessible to passengers; and
 - (d) such person presents a licence for such firearm from the State that permits him to have in his possession such firearm, an export licence for such firearm from the State of departure and an import licence for such firearm to the State of destination.
- (7) Where a firearm or ammunition to be transported in hold baggage but is not secured in such hold baggage it shall be carried in the hold of the aircraft, in a container that the Air Operator considers appropriate for air transportation.
- (8) The carriage of weapons other than in the cabin of an aircraft shall be allowed only when an authorized and duly qualified person has determined that they are not loaded, if applicable, and then only if stowed in a place inaccessible to any person during flight time.
- (9) Law enforcement officers and other authorized persons acting in the performance of their duties shall require special written authorization from their employers for the carriage of weapons on board aircraft in accordance with the laws of the States involved.
- (10) The Aerodrome Operator, in consultation with each Air Operator, shall be responsible for the review and approval of requests for authorized carriage of weapons by law enforcement officers in the cabin compartment of an aircraft.

- (11) Air Operators shall notify the pilot-in-command as to the number of armed persons and their seat location, including:
 - (a) advising the pilot-in-command and all crew members of the seat location of each armed person on board the aircraft; and
 - (b) notifying each armed person of the seat location of the other armed person(s), if more than one armed person is on board the aircraft.
- (12) The Authority shall, in consultation with relevant State agencies, consider requests by any other State to allow the travel of armed personnel, including in-flight security officers, on board aircraft of operators of the requesting State. Such requests shall be made to the Authority.
- (13) Such travel referred to in subsection (12) shall only be permitted upon agreement by all States involved.

17.5.5 SECURITY THREATS AND PROCEDURES

- (1) Where an Air Operator determines that there is a specific threat which jeopardizes the security of an aircraft or flight, it shall immediately take all measures necessary to ensure the safety of the aircraft, passengers and crew on board, including:
 - (a) 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;
 - (b) where the aircraft is on the ground, moving such aircraft to a place of safety at the aerodrome according to the directions of the Aerodrome Operator; and
 - (c) the searching of the aircraft and screening of the passengers and goods on board, unless the searching and screening are likely to jeopardize the safety of the passengers and crew members.
- (2) Where the aircraft referred to in subsection (1), is on the ground, the pilot-in-command shall comply with any directive given by the Aerodrome Operator, or personnel of the Ghana Police Service, unless complying with such directive is likely to jeopardize the safety of the passengers and crew members.
- (3) Immediately upon receiving information that an act or suspected act of unlawful interference has been committed, the Air Operator shall notify the Authority.
- (4) Where an Air Operator determines that there is a specific threat which jeopardizes the security of a facility, a Tenant Restricted Area, or part of an aerodrome under its control, the Air Operator shall immediately take all measures necessary to ensure the safety of the facility, Tenant Restricted Area or part of the aerodrome and persons at the facility, including informing the Aerodrome Operator and personnel of the Ghana Police Service of such threat.
- (5) Where the aircraft under subsection (3) of this section is in the airspace under the jurisdiction of another State, the Air Operator shall also notify the Appropriate

Authority of the State in whose territory the aircraft is located and, if the aircraft is in flight, the Appropriate Authority of the State in whose territory the aircraft is to land.

- (6) Upon receipt of a bomb threat against a specific aircraft, each Air Operator shall attempt to determine whether or not any explosive or incendiary device is aboard the aircraft involved by doing the following:
 - (a) conduct an analysis of the threat and classify the threat as:
 - (i) a hoax;
 - (ii) non-specific; or
 - (iii) specific;
 - (b) in cases of specific and non-specific bomb threats, consider the following:
 - (i) conducting a security inspection on the ground before the next flight or, where the aircraft is in flight, immediately after its next landing;
 - (ii) where the aircraft is on the ground, advising the pilot-in-command of the results of the analysis and the proposed action to be taken; or
 - (iii) where the aircraft is in flight, immediately advising the pilot in command of all pertinent information available so that necessary emergency action can be taken;
 - (iv) where the aircraft is in flight, ensuring that the pilot-in-command notifies the appropriate air traffic control authority of the threat.

17.5.6 REPORTING OF SECURITY INCIDENTS

- (1) An Air Operator shall immediately notify the Authority when there is:
 - (a) a hijacking or attempted hijacking of an aircraft;
 - (b) the discovery, on board an aircraft, of a weapon, other than an unloaded firearm allowed under 17.4.8(1) or 17.5.4;
 - (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.
- (2) An Air Operator shall immediately notify the Aerodrome Operator when a weapon other than a firearm allowed under [17.4.8\(1\)](#) or [17.5.4](#) is detected in any part of the aerodrome under its control.

17.5.7 PERSONS AUTHORIZED TO CONDUCT SCREENING ACTIVITIES

- (1) A person authorized to conduct screening activities shall immediately notify the appropriate Air Operator, Aerodrome Operator, the Ghana Police Service and the Authority when any of the following is detected at a restricted area access point where screening is conducted of persons and cabin baggage and other articles in the possession or control of persons who are screened:
 - (a) a weapon, other than a weapon allowed under [17.4.8\(1\)](#) or [17.5.4](#);
 - (b) any other prohibited item as specified in IS:17.4.8(1);
 - (c) an explosive substance, other than:
 - (i) ammunition carried by a person allowed to carry or have access to a weapon or firearm under [17.4.8\(1\)](#) or [17.5.4](#); or
 - (ii) an explosive substance allowed under the Act or this Directive; or
 - (d) an incendiary device, other than an incendiary device allowed under the Act or this Directive.

- (2) A person authorized to conduct screening activities shall immediately notify the appropriate Aerodrome Operator or Air Operator and the operator so informed shall duly notify the appropriate security agencies and the Authority when any of the following is detected in hold baggage:
 - (a) a loaded firearm;
 - (b) any other prohibited item listed in IS:17.4.8(1);
 - (c) an explosive substance, other than ammunition; or
 - (d) an incendiary device.

17.5.8 PROVISION OF SECURITY INFORMATION BY AN AIR OPERATOR

An Air Operator shall provide to the Authority, upon request, written or electronic records or other information relevant to the security of its operations, including:

- (a) information concerning the method of implementing the security measures that apply to the Air Operator under [17.3.4\(2\)](#); and
- (b) a description of the nature of operations related to a particular flight and the services provided in respect of the flight.

17.5.9 PROVISION OF SECURITY INFORMATION BY SERVICE PROVIDERS

A person who provides services to an Air Operator and a person who provides a service related to the transportation of goods by air, shall provide to the Authority, upon request, written or electronic records or other information relevant to the security of its operations, including:

- (a) information concerning the method of implementing the security measures that apply to those persons under [17.3.14\(2\)](#); and
- (b) a description of the nature of the operations related to a particular flight and the services provided in respect of the flight.

17.5.10 PROVISION OF SECURITY INFORMATION BY SCREENING PERSONNEL

A person authorized to perform screening on behalf of an Air Operator shall provide to the Authority, upon request, written or electronic records or other information relevant to the security of its screening operations, including:

- (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.

17.5.11 USE OF EXPLOSIVES DETECTION SYSTEMS

No Operator or any person acting on its behalf shall use an explosive detection system to conduct screening of persons, cabin baggage and hold baggage unless the EDS:

- (a) has been approved by the Authority; and
- (b) is used in accordance with an approved Security Programme.

17.5.12 CARRIAGE OF PASSENGERS UNDER ADMINISTRATIVE OR JUDICIAL CONTROL

- (1) An Air Operator, when required to carry potentially disruptive passengers who are obliged to travel because they have been the subject of judicial or administrative proceedings, shall only do so once appropriate security controls have been applied to the passenger in question, including notification to the pilot-in-command.
- (2) Potentially disruptive passengers who are obliged to travel because they have been the subject of judicial or administrative proceedings include:
 - (a) any inadmissible person who arrives by air;
 - (b) any deportee to be flown to his or her State of citizenship; and
 - (c) any person in lawful custody who is to be transported by air.
- (3) An Air Operator who is required to carry passengers referred to in subsection (2) shall ensure that prior to departure:
 - (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 passenger travelling under subsections (1) and (2), has been searched and does not have on or about his person or property anything that can be used as a weapon; and
 - (i) each passenger travelling under subsections (1) and (2), whether under the control of an escort officer or not, under this section, 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
 - (iii) seated in a seat that is not located close to or directly across from any exit.
- (4) An Air Operator transporting a passenger under subsections (1) and (2) shall not:
- (a) serve food, beverage, or provide eating utensils made of metal to a passenger under such judicial or administrative proceedings while on board such aircraft unless authorized to do so; or
 - (b) serve any escort officer, or the passenger under the control of the escort officer, any alcoholic beverages while on board such aircraft.
- (5) In cases where an escort officer is also carried under the provisions of subsections (1) and (2), the escort officer shall, at all times, accompany the passenger under his control and keep the passenger under surveillance while on board the aircraft including visits to the lavatory.
- (6) The rights and decision of the aircraft operator or pilot-in-command to deny carriage of potentially disruptive passengers referred to in subsection (2) shall be given priority and accepted based on the aircraft operator's policy concerning the number of such persons that may be transported on a given flight, or when reasonable concerns exist in regard to the safety and security of the flight in question.
- (7) Air Operators providing service from Ghana shall include in their Aircraft Operator Security Programmes or Supplementary Station Procedures measures and procedures to ensure safety on board their aircraft when passengers who are obliged to travel because they have been the subject of judicial or administrative proceedings are to be carried on their aircraft.
- (8) The relevant security authorities shall inform Air Operators and the PIC when passengers are obliged to travel because they have been the subject of judicial or administrative proceedings, in order for appropriate security controls to be applied.

- (9) The relevant security authorities, when making arrangements with Air Operators for the carriage of passengers who are obliged to travel because they have been the subject of judicial or administrative proceedings, shall:
- (a) give at least 24 hours written notice to the Air Operator before the intended departure of a deportee or a person in lawful custody; or
 - (b) notify the inbound Air Operator without delay on the same day as the passenger's arrival of the need to transport an inadmissible person.
- (10) The relevant security authorities, when making arrangements with Air Operators for the carriage of passengers referred to in subsection (2), shall give prior written notice to the Air Operator and the PIC that includes information about the nature and number of potentially disruptive passengers, including the following details:
- (a) identity of the passengers and reason for transportation;
 - (b) names and titles of escorts, if any;
 - (c) a risk assessment determining passengers suitability for escorted or unescorted removal, including their medical condition and mental and physical fitness for carriage, their willingness or unwillingness to travel, behavioural patterns and any history of violence, and any other pertinent information that would help the Air Operator assess the risk to the security of the flight;
 - (d) prior seating arrangements, if required; and
 - (e) nature of available documents.
- (11) This Section shall not apply to the carriage of passengers under voluntary protective escort.

17.5.13 TRAINING

- (1) An Air Operator shall not use any person as a Security Manager unless, within the preceding twelve (12) months, such person has satisfactorily completed the required security training specified in its approved Aircraft Operator Security Programme and the National Civil Aviation Security Training Programme.
- (2) An Air Operator shall not use any person as a crewmember on any domestic or international flight unless within the preceding twelve (12) months that person has satisfactorily completed the security training as specified in its approved Aircraft Operator Security Programme and the National Civil Aviation Security Training Programme.

17.5.14 STANDARDS FOR SECURITY OVERSIGHT

- (1) An Air Operator, or Aerodrome Operator, shall ensure that:
 - (a) a person authorized to perform a security related function on its behalf has knowledge of:

- (i) the provisions of these Directives, applicable security directives and information circulars issued by the Director-General; and
 - (ii) elements of the approved Security Programme required for the performance of its functions;
- (b) the Security Manager of the Air Operator or Aerodrome Operator at each aerodrome:
- (i) reviews daily all security-related functions for effectiveness and compliance with:
 - (A) these Directives;
 - (B) the approved Aircraft Operator Security Programme or Airport Security Programme; and
 - (C) applicable security directives; and
 - (ii) immediately initiates corrective action for each instance of non-compliance with:
 - (A) these Directives;
 - (B) the approved Aircraft Operator Security Programme or Airport Security Programme; and
 - (C) applicable security directives.
- (2) The requirements prescribed under subsection(1) of this section, shall apply to all security-related functions performed for the Air Operator, or Aerodrome Operator, whether by its employee or the employee of a contractor.
- (3) An Air Operator, or Aerodrome Operator, shall not use any person to perform any required screening function, unless such person has:
- (a) a combination of education and experience, which the Authority has determined is necessary for the person to perform his duties and as stipulated in the National Aviation Security Training Programme and National Aviation Security Quality Control Programme;
 - (b) the following basic aptitudes and physical abilities:
 - (i) the ability to distinguish on the X-ray monitor the appropriate imaging standard specified in the approved Security programme, or aerodrome security programme including the perception of colours where displayed by the X-ray system;
 - (ii) the ability to distinguish each colour displayed on every type of screening equipment and explain what each colour signifies;
 - (iii) the ability to hear and respond to the spoken voice and to audible alarms generated by screening equipment in an active check point environment;

- (iv) the ability to efficiently and thoroughly manipulate and handle such baggage, containers, and other objects subject to security processing; and
 - (v) the ability to have sufficient dexterity and capability to conduct partial and full body searches or hand held metal detector searches in accordance with the guidelines prescribed by Authority.
- (c) the ability to read, write, and speak the English Language well enough to:
- (i) carry out written and oral instructions in the English Language regarding the proper performance of screening duties;
 - (ii) read airport restricted area permits, credentials, airline tickets, and labels on items normally encountered in the screening process;
 - (iii) provide direction to and understand and answer questions from English-speaking persons undergoing screening; and
 - (iv) write incident reports and statements and log entries into security records in the English Language; and
 - (v) satisfactorily complete all initial, recurrent, and appropriate specialized aviation security training required by the Aircraft Operator Security Programme, Airport Security Programme and the National Aviation Security Training Programme.
- (4) No Operator, shall use a person to perform a screening function after that person has failed an operational test related to that function, until such person has successfully completed the remedial training specified in its approved Security Programme, and has passed a re-test related to that function.
- (5) An Operator shall ensure that a Security Manager conducts and documents an annual evaluation of each person assigned screening duties and may continue the employment of that person in a screening capacity only upon the determination by that Security Manager that the person:
- (a) has not suffered a significant diminution of any physical ability required to perform a screening function since the last evaluation of those abilities;
 - (b) has a satisfactory record of performance and attention to duty; and
 - (c) demonstrates the current knowledge and skills necessary to courteously, vigilantly, and effectively perform screening functions.
- (6) The provisions contained in subsections (1) to (5) of this section shall not apply to those aviation security screening functions conducted outside Ghana over which the Operator does not have operational control.
- (7) At locations outside Ghana where the National Air Operator has operational control over a screening function, it may use aviation security screeners who do not meet the requirements of subsection (3)(c) of this section, provided that at least one of its representatives who has the ability to functionally read and speak the English

language is present while the passengers of the Air Operator are undergoing security processing.

17.6 CARGO AND REGULATED AGENT SECURITY

17.6.1 SECURITY CONTROLS OVER CARGO

- (1) All cargo and mail intended to be carried on an aircraft shall be handled, secured and transported in accordance with the National Air Cargo and Mail Security Programme.
- (2) No Air Operator shall accept cargo or mail for carriage on an aircraft unless the application of screening or other security controls has been confirmed and accounted for by a Regulated Agent, a known consignor or an entity approved by the Authority, or such cargo or mail has been subjected to screening.
- (3) Air Operators or Regulated Agents shall ensure that appropriate security controls, including screening where practicable, are applied to cargo and mail, prior to their being loaded onto an aircraft.
- (4) Air Operators or Regulated Agents shall apply appropriate security controls to cargo and mail to be carried on both passenger and all-cargo aircraft and the security controls shall include screening by technology or other form of active security control, such as a Regulated Agent and known consignor regime or supply chain security process.
- (5) Air Operators and Regulated Agents shall apply enhanced security measures to high-risk cargo or mail to appropriately detect an IED or mitigate the specific threats associated with it.
- (6) Air Operators, Regulated Agents and known consignors shall ensure that cargo and mail that have been confirmed and accounted for are issued with a security status either in an electronic format or in writing, to accompany the cargo and mail throughout the security supply chain.
- (7) Air Operators and Regulated Agents shall 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.

17.6.2 AVIATION SECURITY RESPONSIBILITIES OF A REGULATED AGENT

- (1) A Regulated Agent prior to accepting goods for transport in an aircraft shall carry out such security controls as are specified in its approved Regulated Agent Security Programme.
- (2) An approved Regulated Agent who offers goods to an Air Operator for transport by aircraft shall produce and make available to the Air Operator and the Authority, upon request, shipping documents, records of goods accepted and offered for air transport, employee training records, airway bills and valid Consignment Security Declarations.

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

- (1) An Air Operator accepting goods for transport on its aircraft:
 - (a) may conduct screening of such shipment of goods; and
 - (b) shall ensure:
 - (i) the safeguarding of such goods against unauthorized interference until such goods have been placed in the aircraft;
 - (ii) that shipment of goods are recorded; and
 - (iii) that whenever the goods are received from an approved Regulated Agent such goods are delivered by an authorized employee of such Regulated Agent.
- (2) An Air Operator shall not accept any goods for transport by aircraft unless the documentation for such goods is examined for inconsistencies and is accompanied by a valid Consignment Security Declaration.
- (3) An Air Operator shall not accept any goods, from a Regulated Agent, for transport by aircraft unless that Regulated Agent is approved by the Authority.
- (4) An Air Operator shall provide an approved Regulated Agent with all the necessary information in order to ensure compliance with the Technical Instructions for the safe transportation of Dangerous Goods by air.
- (5) An Air Operator shall make available to the Director-General a report of any incident where an airway bill or equivalent document did not provide an accurate record of the goods being offered for air transport.
- (6) An Air Operator, except as provided in the Technical Instructions for the safe transportation of Dangerous Goods by air, shall not place in an aircraft any goods that are not acceptable.

17.6.4 INSPECTION OF GOODS OFFERED FOR TRANSPORT BY REGULATED AGENT

- (1) An Air Operator may inspect any goods or any package, or container with goods offered for transport by air by a Regulated Agent.
- (2) Where an inspection is conducted pursuant to subsection (1), a Regulated Agent or a representative of the Regulated Agent may observe the inspection.
- (3) In the absence of a Regulated Agent, or its representative, an Air Operator may use such force as is necessary to access the contents of any package or container with goods offered for transport by air by such Regulated Agent, its representative or another Air Operator.

- (4) Where an inspection is conducted by an Air Operator pursuant to subsection (1), the package, container or goods shall remain in possession of the Air Operator until the inspection is complete.
- (5) Where an inspection of goods under this Directive provides evidence of a breach of this Part, the Air Operator shall maintain possession of the goods offered for air transport by a Regulated Agent and the airway bill and inform the Authority in the prescribed form.

17.6.5 SCREENING OF CARGO

- (1) All cargo and mail intended for carriage on an aircraft shall be subject to screening by a Regulated Agent or an Air Operator prior to being placed on board an aircraft unless:
 - (a) it originates from a known consignor approved by the Authority; or
 - (b) the cargo or mail is exempt from screening as described in the National Air Cargo and Mail Security Programme.
- (2) An Air Operator or Regulated Agent accepting goods from an unknown consignor, shall conduct screening of those goods to determine that they do not contain any weapons, explosives or other dangerous devices, prior to them being carried on any aircraft.
- (3) An Air Operator or Regulated Agent shall screen cargo and mail using an appropriate method or methods as approved in its approved Security Programme , taking into account the nature of the consignment.
- (4) Cargo and mail shall be screened using any or a combination of the following as applicable to detect one or more of the components of an IED:
 - (a) Conventional X-ray
 - (b) Physical inspection or hand search
 - (c) Explosive detection system (EDS)
 - (d) Explosive trace detection (ETD)
 - (e) Visual checks }
 - (f) Explosive detection dogs (EDD)
 - (g) Cargo metal detection
 - (h) Algorithm-based X-rays
- (5) For cargo and mail deemed high risk, two or more threat detection techniques shall be applied, including explosives trace detection, algorithm-based X-ray or explosive detection dogs.
- (6) An Air Operator and Regulated Agent shall 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.

17.7 FLIGHT CATERING OPERATOR SECURITY**17.7.1 AVIATION SECURITY RESPONSIBILITIES OF A FLIGHT CATERING OPERATOR**

- (1) A Flight Catering Operator prior to accepting raw materials and equipment for preparation as catering supplies for transport on an aircraft shall follow such procedures as are specified in its approved Flight Catering Operator Security Programme.
- (2) An approved Flight Catering Operator who offers catering, stores and supplies to an Air Operator for transport by air shall 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.
- (3) A Flight Catering Operator shall subject catering stores and supplies intended for carriage on commercial flights to security controls, which may include a supply chain security process or screening and thereafter protected until loading onto an aircraft.

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

- (1) An Air Operator accepting catering, stores and supplies for transport on its aircraft from an approved Flight Catering Operator shall 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.
- (2) An Air Operator accepting catering stores and supplies for transport on its aircraft from an approved flight catering operator:
 - (a) will ensure that all catering supplies are properly recorded on documentation and are secured through the use of catering seals;
 - (b) may accept the integrity of the catering if it is satisfied that the seals and documentation are in order and that the catering shows no signs of being tampered with;
 - (c) may conduct screening of such shipment of catering if the seals and documentation do not match, or if the catering shows any sign of having been tampered with; and
 - (d) shall ensure that whenever the catering supplies and stores are received, such catering supplies and stores are delivered by an authorized employee of such approved flight catering operator.

- (3) An Air Operator shall not accept any catering supplies and stores for transport by air unless the documentation for such catering supplies and stores is examined for inconsistencies and is accompanied by a valid security declaration.
- (4) An Air Operator shall not accept any catering supplies and stores, from a Flight Catering Operator, for transport by air unless the Flight Catering Operator is in possession of an approved Flight Catering Operator Security Programme.
- (5) An Air Operator shall make available to the Director-General a report of any incident where a catering or equivalent document did not provide an accurate record of the catering supplies and stores being offered for air transport.
- (6) An Air Operator, except as provided in the Technical Instructions, shall not place in an aircraft any catering supplies and stores that are not acceptable.
- (7) An Air Operator shall preserve for not less than one year any record of acceptance, checklists and inspections carried out under this Part.

17.7.3 INSPECTION OF CATERING SUPPLIES

- (1) An Air Operator may inspect any 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.
- (2) Where an inspection is conducted pursuant to subsection (1) of this section, a flight catering operator or a representative of the flight catering operator may observe the inspection.
- (3) In the absence of a flight catering operator, or its representative, an Air Operator may use such force as is necessary to access the contents of any package or container with catering supplies and stores offered for transport by air by such flight catering operator or its representative.
- (4) Where an inspection is conducted by an Air Operator pursuant to subsection (3) of this section, the package, container or catering supplies and stores shall remain in possession of the Air Operator until after the inspection is complete.
- (5) Where an inspection of catering supplies and stores under this section provides evidence of a breach of this Part, the Air Operator shall maintain possession of the catering supplies and documentation and inform the Authority in the prescribed form.

17.8 TENANT RESTRICTED AREA SECURITY

17.8.1 TENANT RESTRICTED AREA REQUIREMENTS

- (1) A Tenant Restricted Area operator at, or in connection with, any aerodrome, shall take such 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.

- (2) In carrying out the requirements of subsection (1) of this section, a Tenant Restricted Area Operator will comply with [17.3.1](#) and [17.3.12](#) of this Directive and the terms and conditions of its approved Tenant Restricted Area Operator Security Programme.

17.9 AVIATION SERVICE PROVIDER SECURITY

17.9.1 AVIATION SERVICE PROVIDER REQUIREMENTS

- (1) An Aviation Service Provider contracted to operate at, or in connection with an Operator, shall take such 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.
- (2) In carrying out the requirements of subsection (1) of this section, an Aviation Service Provider shall comply with [17.3.1](#) and [17.3.14](#) of this Directive and the terms and conditions of its approved Aviation Service Provider Security Programme.

17.9.2 TRAINING FOR AVIATION SERVICE PROVIDER PERSONNEL

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

17.9.3 SECURITY OVERSIGHT OF AVIATION SERVICE PROVIDERS BY OPERATORS

- (1) An Operator who contracts any service provider shall ensure that:
 - (a) the person authorized to perform a security related function on its behalf has knowledge of:
 - (i) the provisions of this Directive, other applicable Directives in force and information circulars issued by the Director-General; and
 - (ii) elements of the approved Security Programme of the contracting Operator, required for the performance of its functions.
- (2) The requirements prescribed under subsection (1) of this section, shall apply to all security-related functions performed for the Operator, whether by its employee or the employee of a contractor.
- (3) An Operator who outsources its aviation security responsibilities to external service providers shall ensure that the security measures implemented by the external

service providers are in compliance with the respective operator's approved Security Programme.

- (4) An Operator shall ensure that it periodically verifies that the implementation of security measures outsourced to external service providers are in compliance with its approved Security Programme.

17.10 AIR TRAFFIC SERVICE PROVIDER SECURITY

17.10.1 AIR TRAFFIC SERVICE PROVIDER REQUIREMENTS

- (1) An Air Traffic Service Provider operating a facility, or in connection with any aerodrome, shall take such 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.
- (2) In carrying out the requirements of subsection (1) of this section, an Air Traffic Service Provider shall comply with sections 17.3.1 and 17.3.10 of this Directive and the terms and conditions of its approved Air Traffic Service Provider Security Programme.
- (3) No person may enter a facility housing an air traffic centre without displaying the requisite identification at chest level.

17.10.2 TRAINING FOR AIR TRAFFIC SERVICE PROVIDER SECURITY PERSONNEL

An Air Traffic Service Provider shall not use a person to perform any security function, unless that person has 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.

17.10.3 SECURITY OVERSIGHT OF AIR TRAFFIC SERVICE PROVIDER SECURITY PERSONNEL

- (1) An Air Traffic Service Provider who contracts any service provider shall ensure that:
 - (a) the person authorized to perform a security related function on its behalf has knowledge of:
 - (i) the provisions of this Directive, other applicable Directives in force and information circulars issued by the Director-General; and
 - (ii) elements of the approved Air Traffic Service Provider Security Programme required for the performance of its functions.
- (2) The requirements prescribed under subsection (1) of this section, shall apply to all security related functions performed for the Air Traffic Service Provider, whether by its employee or the employee of a contractor.

17.11 QUALITY CONTROL**17.11.1 OBJECTIVES AND CONTENT OF QUALITY CONTROL PROGRAMME**

- (1) The Quality Control Programme shall contain all necessary quality control monitoring measures taken to assess on a regular basis the implementation of the National Civil Aviation Security Programme, including the policies on which they are based.
- (2) The Quality Control Programme shall be in accordance with the National Civil Aviation Security Programme.

17.11.2 COMPLIANCE MONITORING

- (1) The implementation of the National Civil Aviation Security Programme shall be monitored by the Authority for compliance by stakeholders.
- (2) Monitoring shall be undertaken in accordance with the approved National Civil Aviation Security Quality Control Programme, taking into consideration the threat level, type and nature of the operations, standard of implementation, and other factors and assessments which will demand for more frequent monitoring.
- (3) The management, setting of priorities and organization of the National Civil Aviation Security Quality Control Programme shall be undertaken independently from the entities and persons responsible for the implementation of the measures taken under the National Civil Aviation Security Programme.
- (4) The Director-General may in writing require a person who:
 - (a) is required to hold an aviation Security Programme; or
 - (b) operates, maintains, or services, or does any other act in respect of any aircraft, aeronautical product, aviation related service, air traffic service, or aeronautical procedure,

to undergo, undertake or carry out such inspections and audits and such monitoring as the Director-General considers necessary in the interest of aviation security.
- (5) The Director-General may, in respect of a person described in subsection (4) of this section, carry out such inspections, audits and monitoring as necessary in the interest of aviation security.
- (6) For the purpose of any inspection, audit or monitoring carried out in respect of any person under subsection (5) of this section, the Director-General may in writing require from that person such information as is considered relevant to the inspection, audit or monitoring.

17.11.3 QUALIFICATION CRITERIA FOR SECURITY AUDITORS

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

17.11.4 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
 - (b) considers that the privileges or duties for which the Security Programme has been approved, are being carried out by the holder in a careless or incompetent manner.
- (2) If the Director-General requires a holder of an approved Security Programme to undergo an investigation, the Director-General shall:
 - (a) inform the holder, in writing, of the date on which the investigation will begin;
 - (b) conduct and conclude the investigation as soon as practicable; and
 - (c) inform the holder in writing of the results of the investigation including:
 - (i) any recommendations arising out of the investigation; and
 - (ii) the grounds for those recommendations.

17.11.5 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.

17.11.6 NOTIFICATION OF AUDITS

- (1) The Authority shall give at least thirty (30) days' notice to the facility operator or service provider that is the subject of a security audit.
- (2) When an aerodrome is to be audited, the Authority shall notify the Aerodrome Operator accordingly.
- (3) When giving notice of an audit to the facility operator or service provider being audited, the Authority shall communicate a pre-audit questionnaire, for completion by the facility operator or service provider and a request for the following security documents;
 - (a) the approved Security Programme (where applicable);
 - (b) records and results of any internal quality control activities undertaken;
 - (c) results of any investigations conducted into security incidents since the date of the last audit; and
 - (d) results of previous audits and inspections carried out by the Authority's security auditors or Aviation Security Inspectors.
- (4) The completed questionnaire and the documents requested shall be submitted to the Authority within two (2) weeks of receipt of the audit notification.

17.11.7 CONDUCT OF INSPECTIONS AND AUDITS

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

- (5) Without prejudice to subsection 17.11.8, the Aviation Security Inspectors shall, wherever appropriate and practicable, deliver an informal oral summary of their findings immediately to the facility operator or service provider. In each case, the facility operator or service provider shall be informed promptly of any serious deficiencies identified by an inspection or audit.

17.11.8 INSPECTION OR AUDIT REPORT

- (1) Within four (4) weeks of completion of an inspection or audit, an appropriate report shall be communicated by the Authority to the appropriate facility operator or service provider.
- (2) The report shall identify findings established during the inspection or audit and deficiencies. The report may contain recommendations for remedial action.
- (3) When assessing the implementation of the terms of the individual facility operator's, or service provider's approved Security Programme, and the requirements of the National Civil Aviation Security Programme, the following classifications shall apply:
 - (a) fully compliant;
 - (b) compliant, but needs enhancement ;
 - (c) not compliant, with minor deficiencies;
 - (d) not compliant, with major deficiencies;
 - (e) not applicable;
 - (f) not verified.

17.11.9 OPERATOR RESPONSE

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

17.11.10 CONFIDENTIAL REPORTING SYSTEM

The Authority shall supplement the National Civil Aviation Security Quality Control Programme by establishing a confidential reporting system for analysing security information provided by sources such as passengers, crew, ground personnel, other airport staff and the general public.

17.12 GENERAL AVIATION**17.12.1 SECURITY CONTROLS**

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

17.13 MISCELLANEOUS**17.13.1 BACKGROUND CHECKS**

- (1) The following persons shall undergo background checks prior to taking up their duties or accessing such areas or information:
 - (a) all persons implementing security controls;
 - (b) persons with unescorted access to security restricted areas; and
 - (c) persons with access to sensitive aviation security information.
- (2) Background checks shall be conducted by the Criminal Investigation Department of the Ghana Police Service and the National Intelligence Bureau.

- (3) Background checks conducted shall cover at least the preceding five years of the applicant's employment or engagements.
- (4) Background checks conducted shall, at a minimum, address:
 - (a) a person's identity, previous experience in terms of employment and education, including any gaps, criminal history and any other security related information relevant for assessing the person's suitability during, at least, the preceding five years;
 - (b) disqualification criteria;
 - (c) immediate denial of the ability to implement security controls, unescorted access to security restricted areas, and access to sensitive aviation security information, if persons are found unsuitable by any background check; and
 - (d) record keeping.
- (5) Foreign nationals and Ghanaian citizens, who have lived abroad, requesting issuance of identification permit to access security restricted areas or access to sensitive aviation security information, shall be required to produce records of background checks for the period of stay in the State of origin, in order to ensure that applicants have not been convicted of a disqualifying offence in the State of origin during their stay.
- (6) All persons implementing security controls, persons with unescorted access to security restricted areas, and persons with access to sensitive aviation security information shall undergo recurrent background checks after every three (3) years.

17.13.2 PROTECTION OF SENSITIVE AVIATION SECURITY INFORMATION

- (1) All persons shall protect, handle, maintain and disseminate sensitive aviation security information in accordance with the security classification of such sensitive information.
- (2) The following information and records shall constitute sensitive aviation security information:
 - (a) National Programmes established by the Authority being:
 - (i) the National Civil Aviation Security Programme,
 - (ii) the National Civil Aviation Security Training Programme,
 - (iii) the National Civil Aviation Security Quality Control Programme,
 - (iv) the National Air Cargo and Mail Security Programme,
 - (v) the National Civil Aviation Certification Systems Programme and
 - (vi) other relevant Directives and measures concerning aviation security;

- (b) an approved security programme of an Air Operator, Aerodrome Operator, Regulated Agent, Flight Catering Operator, Aviation Service Provider or Tenant Restricted Area Operator or standard operating procedures describing specific aviation security measures;
- (c) any security programme that relates to transportation by air and any comments, instructions or implementing guidance pertaining thereto;
- (d) any Directives in force, circulars and any comments, instructions or implementing guidance pertaining thereto;
- (e) quality control activity results;
- (f) threat information and risk assessments;
- (g) information on security incidents;
- (h) contingency plans;
- (i) drawings, pictures, and videos that show screening checkpoints, security equipment, entrances to SRAs and other areas which could expose aviation security vulnerabilities;
- (j) security equipment performance capabilities, including detection standards, calibration settings, software, ;
- (k) any profile used in any security screening process, including for persons, baggage or cargo;
- (l) communication procedures and technical specifications of any security communication equipment;
- (m) any information that the Director-General has determined may reveal a systemic vulnerability of the aviation system or facilities making it susceptible to attack;
- (n) specific details of aviation security measures whether applied directly by the Authority or regulated persons and include, but not limited to, information concerning specific numbers of aviation security officers and aviation security screening officers, deployments or missions, and the methods involved in such operations;
- (o) any other information, the disclosure of which the Authority has prohibited;
- (p) any draft, proposed or recommended change to the information and records identified in this Directive;
- (q) security information shared by other States; and
- (r) security information that affects the security interests of other States.

17.13.3 ISSUE OF SECURITY INSTRUCTIONS

- (1) The Director-General may, for the purpose of implementation of any of the Security Programmes required under this Directive, issue a Security Instruction requiring a person to take such measures as are specified in the Instruction.
- (2) Where the Director-General intends to issue a Security Instruction, he may seek the advice of the National Civil Aviation Security Committee on the proposed Instruction before issuing it.
- (3) This section applies to:
 - (a) the Aerodrome Operator;
 - (b) the manager of an aerodrome other than an aerodrome which is principally used by aircraft in military service;
 - (c) any operator of an aircraft registered or operating in Ghana;
 - (d) any person who occupies any land forming part of an aerodrome;
 - (e) any person who is permitted to have access to a restricted area in an aerodrome for the purposes of the activities of a business carried on by him;
 - (f) any person who manages navigational or other aviation related facilities that are important to the continuous operation of international civil aviation;
 - (g) any passenger or flight crew member;
 - (h) any person who carries on a business:
 - (i) which involves handling of any article intended to be carried into an aerodrome for any purpose;
 - (ii) which involves provision of service by personnel who have access to a restricted area; or
 - (iii) which, in the opinion of the Authority, otherwise impinges on the security of an aerodrome.
 - (i) any other entity or person as may be determined by the Director-General.

17.13.4 SEARCH OF PERSONS, VEHICLES AND GOODS

- (1) Any person, other than a passenger, in addition to items carried, shall be subject to screening and security controls by an aviation security officer or aviation security screening officer, prior to entry into an airport security restricted area serving both domestic and international civil aviation operations.
- (2) All vehicles being granted access to security restricted areas, together with items contained in them shall be subject 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.

- (3) No person shall be granted access to the restricted area, security restricted area or sterile area unless he submits his person, items carried and or vehicle to screening and other forms of security controls to be carried out, as the case may be.
- (4) Where a person is given an order by an aviation security officer or aviation security screening officer pursuant to subsections(1) and (2) of this section, the person shall leave the restricted area, security restricted area or sterile area immediately and remove the items or goods, vehicle or means of conveyance in his possession from the restricted area, security restricted area or sterile area.
- (5) A person under subsection (4) of this section who is requested to leave a restricted area, a security restricted area or a sterile area but refuses to comply shall be escorted out of such a restricted area, a security restricted area or a sterile area by an aviation security officer or aviation security screening officer and handed over to a law enforcement officer.

17.13.5 PASSENGERS AND MEMBERS OF THE PUBLIC

- (1) A person shall not carry, or attempt to carry, or conceal weapons, prohibited items, incendiary devices or other dangerous devices not authorized for transport, on his person, in his cabin baggage or in hold baggage, at an aerodrome or on board an aircraft.
- (2) A person shall declare to an Air Operator the intended carriage of firearms and any prohibited item on his person, cabin baggage or hold baggage.
- (3) A person shall not knowingly make a false statement which may jeopardize the safety of an aircraft in flight or on the ground, of passengers, crew, ground personnel or the general public, at an airport or on the premises of a civil aviation facility.
- (4) A person shall not make a false statement to an aviation security officer, an aviation security screening officer, an Air Operator, an airport staff or a member of the Security Services assigned to aerodrome duties, in regard to possession of a weapon, incendiary device or any other dangerous device.
- (5) A person shall not enter or remain in any part of an aerodrome that is not a public area where a notice is given orally by the Aerodrome Operator, aerodrome tenant, and Air Operator or by a posted sign stating that trespassing is prohibited, or that entry is restricted to authorized persons as stipulated in the appropriate Aerodrome Directive.
- (6) Where a person has been ordered to disembark from an aircraft in accordance with 17.4.6(3) and 17.5.2(10), he shall disembark from the aircraft and remove his cabin baggage and have his hold baggage removed from the aircraft.

17.13.6 ACCESS TO AERODROME RESTRICTED AREAS

- (1) A person shall only be allowed access to aerodrome restricted areas in accordance with the requirements of the Airport Security Programme.

- (2) A person who has been granted access to a restricted area of an aerodrome shall only access or attempt to access such restricted area at a designated restricted area access control point.
- (3) Subject to subsection (4) of this section, a person shall not:
 - (a) provide another person with physical access to a restricted area where the latter has not been issued with a restricted area permit; or
 - (b) assist another person in gaining physical access to a restricted area where the latter has been issued a restricted area permit but does not have such restricted area permit in his possession.
- (4) Notwithstanding subsection (3) above, a person may enter certain restricted areas of an aerodrome where such person:
 - (a) possesses a valid boarding pass issued by an Air Operator, proceeds to the assigned gate for the purpose of boarding an aircraft and has been subjected to the screening requirements; or
 - (b) is identified in the emergency response plan of the Aerodrome Operator and is attending to an aerodrome emergency.

17.14 RESTRICTION ON ENTRY INTO SECURITY RESTRICTED AREAS AND STERILE AREA

- (1) All persons other than passengers, together with items carried, shall not enter a security restricted area or a sterile area unless that person has been screened and cleared for entry by an aviation security officer or aviation security screening officer.
- (2) Aircraft crew, airport personnel, personnel of the Authority and persons other than passengers including Customs, Immigration, Military, Police, Narcotics Control Board, Port Health, National Intelligence Bureau and Fire Service personnel requiring access through a security screening checkpoint at an aerodrome or any aviation-related facility, into the restricted areas or sterile areas shall be subject to security controls including screening before being granted access. All items carried by these individuals shall be screened.
- (3) Notwithstanding IS:17.4.5(8), the Director-General may include such persons as he deems appropriate to be subject to security controls including screening before being granted access to the restricted area or sterile area.
- (4) All persons, together with items carried, requiring legitimate access to the storage areas of a cargo facility shall be subject to security controls, including screening.
- (5) All cargo handling staff and law enforcement officers including, Customs, Immigration, Police, Military, Fire Service, Port Health and Narcotics Control Board personnel shall be subject to the same security controls and screening procedures before being granted access to storage areas.

17.15 SUBMISSION TO SCREENING

A person shall not enter a restricted area, security restricted area or sterile area unless his person and property have been screened in accordance with the procedures being applied to control access to that area under subsection 17.4.13.

17.16 MERCHANDISE AND SUPPLIES

An Aerodrome Operator, Air Operator, Flight Catering Operator, tenant or an Aviation Service Provider, shall subject merchandise and supplies introduced into security restricted areas to appropriate security controls, including screening.

17.17 CONTROL OF PASSES AND KEYS TO SECURITY RESTRICTED AREAS

- (1) No person shall:
 - (a) loan or give a security restricted area pass or key that was issued to him to another person.
 - (b) alter or otherwise modify a security restricted area pass or key.
 - (c) have or use a security restricted area pass or key that was issued to another person.
 - (d) knowingly use a counterfeit security restricted area pass or key.
 - (e) make or reproduce a copy of a security restricted area pass.
 - (f) possess, use or attempt to use an expired security restricted area permit or pass.
- (2) Airport restricted area permits shall be returned on demand or upon termination of appointment with the sponsoring organisation, or when it is no longer required.
- (3) An airport restricted area pass shall be worn and displayed at chest level at all times within restricted area and must be produced on demand by a security officer.
- (4) No person other than the Airport Manager (or persons occupying such analogous positions) shall:
 - (a) make a copy of a key.
 - (b) disclose a combination code for accessing a restricted area.
 - (c) use a combination code not assigned to them.
 - (d) disclose a personal identification code.
 - (e) use another person's identification code.

17.18 SCREENING OF DIPLOMATS

- (1) Subject to the provisions of the Vienna Convention on Diplomatic Relations, diplomats and other privileged persons and their personal baggage shall be screened for security purposes.
- (2) Diplomatic bags shall not be screened using X-ray or Trace Explosive Detectors and shall not be opened and physically searched.
- (3) Staff of commercial operators responsible for receiving diplomatic bags shall make sure that the bearers of the bags have, in fact, been sent by duly appointed officials of the Missions concerned.
- (4) Diplomatic couriers and their personal baggage are not exempt from screening and shall be screened in the same manner as other passengers.

17.19 MEASURES RELATING TO CYBER THREATS

- (1) All persons defined in the National Civil Aviation Security Programme or other relevant national documentation shall identify their 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 protect them from unlawful interference.
- (2) All persons defined in the National Civil Aviation Security Programme or other relevant national documentation shall ensure that the measures implemented under subsection (1) of this section, protects the confidentiality, integrity and availability of the identified critical systems and data. The measures should include inter alia, security by design, supply chain security, network separation and the protection and limitation of any remote access capabilities as appropriate and in accordance with the risk assessment carried out by the relevant authorities.
- (3) The measures referred to in subsections (1) and (2) shall be submitted to the Authority for approval.

17.20 RANDOM AND UNPREDICTABLE MEASURES

All Operators shall apply random and unpredictable security measures in their operations for effective deterrence.

17.21 SECURITY AWARENESS TRAINING BY OPERATORS

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

17.22 BEHAVIOUR DETECTION

All Operators, with responsibilities under the National Civil Aviation Security Programme, should consider integrating behaviour detection into its aviation

security practices and procedures.

17.23 UNIDENTIFIED BAGGAGE AND SUSPICIOUS OBJECTS

Aerodrome Operators, Air Operators, Cargo Operators and Regulated Agents shall establish procedures to deal with unidentified baggage and suspicious objects found at their premises at all times in accordance with a security risk assessment carried out by the relevant national authorities.

17.24 INNOVATION, RESEARCH AND DEVELOPMENT

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

17.25 MAN-PORTABLE AIR DEFENCE SYSTEMS (MANPADS)

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

17.26 OFFENCES AND PENALTIES

Any person who contravenes any provision in these Directives commits an offence and may be liable to the penalty specified in Part 1 of the Aviation Security Directives.

GHANA CIVIL AVIATION (AVIATION SECURITY) DIRECTIVES



PART 17 – IMPLEMENTING STANDARDS

For ease of reference, the number assigned to each implementing standard corresponds to its associated directive. For example, IS:17.4.8 reflects a standard required in subsection 17.4.8.

JANUARY 2024

GHANA CIVIL AVIATION (AVIATION SECURITY) DIRECTIVES
Part 17 – Aviation Security

JANUARY 2024

IS:17.3.8 - AVIATION SERVICE PROVIDERS

- (a) Security Service Provider;
- (b) Ground Handling;
- (c) Aircraft Cleaning Company
- (d) Cargo Agency and Air Freight Forwarding;
- (e) Aviation Fuel Supplier;
- (f) Aviation Security Training Organisation; and
- (g) Any other entity as specified in the NCASP.

IS:17.4.5(8) - EXEMPTIONS FROM SCREENING

- (1) Specific exemptions from the inspection or screening process are extended to visiting Royalty and Heads of State, Vice Presidents and certain other listed persons when traveling on official business.
- (2) The list of persons exempted from screening in Ghana are:
 - (a) President of the Republic of Ghana
 - (b) Vice President of the Republic of Ghana
 - (c) Speaker of Parliament
 - (d) Chief Justice
 - (e) Former Presidents of the Republic of Ghana
 - (f) Former Vice Presidents of the Republic of Ghana
- (3) The Ministry of Foreign Affairs or the Ministry of National Security shall notify the Aerodrome Operator in writing when requesting any other exemption.

IS:17.4.8 – PROHIBITED ITEMS LIST

- (1) The following articles are prohibited in the cabin of an aircraft and in security restricted areas for security reasons:
 - (a) explosives and incendiary substances and other non-readily available components such as detonators, ignitors and secondary items such as incendiary material devices capable of being used to cause serious injury or threatening the safety of aircraft, including:
 - (i) ammunition;
 - (ii) blasting caps;
 - (iii) detonators and fuses;

- (iv) replica or imitation explosive devices;
 - (v) mines, grenades and other explosive military stores;
 - (vi) pyrotechnics, including fireworks;
 - (vii) smoke-generating canisters or cartridges; and
 - (viii) dynamite, gunpowder and plastic explosives;
- (b) guns, firearms and other devices designed to cause serious injury or capable of being mistaken for such devices, including components of firearms and ammunition (improvised, single discharge weapons such as 3D printed items that may not be identifiable). Those include:
- (i) firearms of all types, including pistols, revolvers, rifles and shotguns;
 - (ii) toy guns, replicas and imitation firearms capable of being mistaken for real weapons;
 - (iii) component parts of firearms, excluding telescopic sights;
 - (iv) compressed air and carbon dioxide guns, including pistols, pellet guns, rifles and ball bearing guns;
 - (v) signal flare pistols and starter pistols; and
 - (vi) electrical stun devices and improvised devices;
- (c) chemical substances, such as:
- (i) disabling and incapacitating chemicals, gases and sprays, such as mace, pepper or capsicum sprays, acid sprays, animal repellent sprays, and tear gas;
 - (ii) chemicals that, when mixed, are capable of creating a hazard through reaction (hypergolic reactions); and
 - (iii) chemicals that cause any hazard to life or property whether or not classified as Dangerous Goods;
- (d) objects with sharp points or sharp edges, and devices that discharge projectiles capable of being used to cause serious injury, including:
- (i) items designed for chopping, such as axes, hatchets and cleavers;
 - (ii) ice axes and ice picks;
 - (iii) razor blades and box cutters;
 - (iv) bows, crossbows and arrows;
 - (v) harpoon guns and spear guns;
 - (vi) slingshots and catapults;
 - (vii) knives with blades of more than 6 cm;

- (viii) scissors with blades of more than 6 cm as measured from the fulcrum;
 - (ix) martial arts equipment with sharp points or sharp edges; and
 - (x) swords and sabres;
- (e) workers' tools capable of being used either to cause serious injury or to threaten the safety of aircraft, including:
- (i) crowbars;
 - (ii) drills and drill bits, including cordless portable power drills;
 - (iii) tools with blades or shafts more than 6 cm capable of use as weapons, such as screwdrivers and chisels;
 - (iv) saws, including cordless portable power saws;
 - (v) blowtorches; and
 - (vi) bolt guns and nail guns;
- (f) blunt instruments capable of being used to cause serious injury when used to hit, including:
- (i) baseball and softball bats;
 - (ii) clubs and batons, such as billy clubs, blackjacks and night sticks; and
 - (iii) martial arts equipment; and
- (g) LAGs as specified in the guidance material for security controls of LAGs;
- (2) Explosive or incendiary substances or devices capable of being used to cause serious injury or threatening the safety of aircraft are prohibited in the hold of an aircraft for safety reasons, including the following (rules granting exemptions under defined circumstances may exist):
- (a) blasting caps;
 - (b) detonators and fuses;
 - (c) mines, grenades and other explosive military stores;
 - (d) pyrotechnics, including fireworks;
 - (e) smoke-generating canisters or cartridges; and
 - (f) dynamite, gunpowder and plastic explosives.

