

[MEMORANDUM CIRCULAR NO. 002, S. 2018, May 03, 2018]

POLICIES AND GUIDELINES TO ENHANCE HOLD BAGGAGE AND CARGO SECURITY

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Pursuant to the provisions of EO 277 as amended by EO 311 and the National Civil Aviation Security Program (NCASP), hereby promulgated are policies and guidelines for enhancing aircraft security.

I. RATIONALE

Aircraft security is as important on the ground as it is in the air. Thus there is an urgent need to enhance hold baggage and cargo security by putting in place security measures to secure hold baggage and cargo entering and exiting the aircraft hold.

II. SCOPE

This circular applies to all national aircraft operators and international airport operators.

III. SUPPLEMENTAL DEFINITIONS:

Agent - any person, company or organization engaged either directly or indirectly, whether by contractual agreement or otherwise, to carry out the duties on behalf of an aircraft operator, airport operator or air cargo operator

Appropriate authority for security - means the Office for Transportation Security as the State designated appropriate authority to implement the NCASP; ICAO Annex 17 pursuant to Executive Orders (EO) 277 and 311.

Aircraft operator - means the commercial operator of anyone or more aircraft holding an Air Operator Certificate or a Foreign Air Operator Certificate.

Aircraft operator security program - means the written security program developed by an aircraft operator which is approved by the OTS.

Airport operator - means an organization or entity, responsible for the management and coordination of airport operations, including airport security; also referred to as airport management.

Airport security program - means a written program detailing security measures and procedures in place at each airport serving civil aviation, in

accordance with the requirements of the NCASP and approved by OTS.

Cabin baggage - means baggage intended for carriage in the cabin of an aircraft.

Hold baggage - means baggage and personal belongings accepted for transportation by an aircraft operator which is loaded into the hold of the aircraft, and to which a person will not have access while on board an aircraft.

Explosives - means explosive products, commonly known as “plastic explosives”, including explosives in flexible or elastic sheet form.

Security equipment - means devices of a specialized nature for use, individually or as part of a system, in the prevention or detection of acts of unlawful interference with civil aviation and its facilities.

Security prohibited items - an object which can be used to commit an act of unlawful interference and that has not been properly declared and subjected to the applicable laws and regulations.

IV. POLICIES

A. All aircraft operators shall have CCTV system for monitoring all cargo and hold baggage entering and exiting the baggage loading area of the aircraft hold.

B. Hold baggage and cargo in transit to and from the baggage make up area and cargo facilities shall be protected to prevent introduction of security prohibited items.

C. All contracts entered into by the airport and aircraft operators with their agents shall include security provisions for appropriate fines and penalties in case of violation of the NCASP, ASP, AOSP and associated regulations.

V. RESPONSIBILITIES

A. **OTS** shall:

1. Assess and prescribe minimum standards for CCTV system used in civil aviation security based on the prevailing threat and risk factors.
2. Approve CCTV standard operating procedure of airport and aircraft operators.
3. Have an unrestricted access to all CCTV systems used by airport and aircraft operators as part of its risk assessment and quality control function.
4. Require airport and aircraft operators to submit reports of all security incidents.

B. **Aircraft Operators** shall:

1. Ensure that CCTV system is in place in the baggage holding area of the cargo hold.
2. Develop standard operating procedure for CCTV operation which shall