

**[OTS MEMORANDUM CIRCULAR NO. 2013-01,
March 04, 2013]**

RULES FOR PASSENGER SHOE SCREENING

1. References:

- a. Annex 17 to the ICAO Convention;
- b. *National Civil Aviation Security Program* (NCASP) series 2004, 2007 and 2009 specifically Sec. 8 (*on passenger and cabin baggage security*) and Sec. 14 (*Contingency Planning and Incident Management Contingency Planning*);
- c. All Airport Security Programs (ASP's) (Submitted by all Airport Authorities).

2. This Memorandum Circular is issued to clarify Section 8.5.1.3 of the NCASP which provides that:

"All departing passengers entering the Final Security Screening Check Point (FSSCP) must undergo mandatory manual search of their persons. Manual search shall be conducted on carry-on baggage if the x-ray operator detects a suspect item. Prior to entering the walk thru metal detection (WTMD) at the final security screening checkpoints (SSCPs), all passengers must remove their shoes and place them on the x-ray belt for screening."

3. In the implementation of Sections 8 and 14 of the *National Civil Aviation Security Program* (NCASP) regarding *Passenger and Baggage Security* in relation to *Contingency Planning and Incident Management Contingency Planning* regarding shoe screening:

- a. The determination of the need for shoe removal for screening is entrusted to the sound and responsible judgment of the concerned Airport Authority. The decision to adopt non-removal-of-shoes policy is strictly subject to the risk assessment responsibility of airport authorities on obtaining airport threats covering their respective areas against the vulnerability of aviation targets in ensuring that action is properly taken by airports, operators and other authorities to counter the threat.
- b. That if alarm is not triggered when a passenger (with shoes-on) passes the WTMD, the mandated removal of shoes/placement on x-ray belt for security screening maybe dispensed with.

4. The Airport Authority's determination of the need to apply the non-removal policy is further conditioned upon the prevailing threat condition in the concerned airport.