

BELIZE:

CIVIL AVIATION (AVIATION SECURITY) REGULATIONS, 2022

ARRANGEMENT OF REGULATIONS

1. Citation.
2. COCESNA Regulations to have the force of law.
3. Penalty.

SCHEDULE

BELIZE:

STATUTORY INSTRUMENT

No. 127 of 2022

REGULATIONS made by the minister responsible for Civil Aviation in exercise of the powers conferred upon him by sections 4, 5, 8, 9 and 32 of the Civil Aviation Act, Chapter 239 of the Substantive Laws of Belize, Revised Edition 2020, and all other powers thereunto him enabling.

(Gazetted 9th September, 2022).

WHEREAS, Belize is a member of the Central American Organisation for the Control of Air Navigation Services (Corporacion Centroamerica de Servicios de Navegacion Aerea) (hereinafter referred to as “COCESNA”);

AND WHEREAS, COCESNA has made certain regulations for the control of civil aviation (hereinafter referred to as “the COCESNA Regulations”);

AND WHEREAS, in common with other countries in the region, it would be expedient for Belize to adopt the COCESNA Regulations with such modifications as may be necessary;

AND WHEREAS, the Regulations contained in the Schedule hereto are based in the COCESNA Regulations, as amended to suit the conditions of Belize;

NOW THEREFORE, in exercise of the powers conferred upon the Minister by sections 4, 5, 8, 9 and 32 of the Civil Aviation Act, the following Regulations are made.

1. These Regulations may be cited as the

Citation.

**CIVIL AVIATION (AVIATION SECURITY)
REGULATIONS, 2022.**

**COCESNA
Regulations to
have the force
of
law.**

2. The COCESNA Regulations, as modified, contained in the Schedule, shall have the force of law in Belize.

Penalty.

3. Every person who contravenes or fails to comply with these Regulations commits an offence and is liable on summary conviction to the penalty provided in section 30 of the Act.



BELIZE DEPARTMENT OF CIVIL AVIATION

SECTION -1

BCAR – 17

SCHEDULE
[regulation 2]

BCAR-17 AVIATION SECURITY

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**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR - 17****SECTION 1 – REQUIREMENTS****PRESENTATION AND GENERAL****1 PRESENTATION**

- 1.1 Section one of BCAR-17 is presented in one column on loose pages, each page being identified by the date of issue or amendment when it was included.
- 1.2 Section one is written using Arial 10. Explanatory notes are not considered requirements; if they exist, they will be written in Arial font 8.

2 GENERAL INTRODUCTION

- 2.1 Section 1 contains the requirements to apply the regulation for civil aviation security established by the ICAO for the signatory States of the Chicago Convention.
- 2.2 This document is based on Annex 17 issued and published by the International Civil Aviation Organization (ICAO).

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR – 17****SUBPART A - GENERAL PROVISIONS****CHAPTER 1 GENERAL****BCAR-17.001 Applicability**

(a) This BCAR describes the provisions for:

- (1) Airports engaged in civil aviation in accordance with the security programme described in BCAR-17.125.
- (2) Airports serving to foreign and domestic air transport operators in accordance with the security programme as prescribed in BCAR- 17.125.
- (3) Each airport operator and any natural and/or legal person receiving an official aviation security directive or information issued by CA.
- (4) Operations of air operators authorized by CA to carry out transportation flights.
- (5) Each law enforcement officer that travels armed in an aircraft.
- (6) Each air operator or natural or legal person receiving an official aviation security directive or information.
- (7) The air operator, security company or tenant.
- (8) The BDCA shall ensure measures designed to safeguard against acts of unlawful interference are applied to domestic operations, based in a safety risk assessment to determine the safety actions to be taken in each operation.
- (9) Charter or private flight operations shall notify the AVSEC Unit in advance, and this Unit shall in turn notify the appropriate operator of the security actions to be taken.

BCAR-17.003 Effectiveness and exemptions

- (a) This BCAR-17 will enter into force immediately after being promulgated.
- (b) The CA may exceptionally grant an exemption from all provisions (or list the sections that may be exempted) in BCAR 17, provided that an acceptable level of security is maintained and conditions to be granted an exemption are met.



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(1) For the operators established in BCAR-17.001, there will be a transition period of 180 (one hundred and eighty) days after its publication.

BCAR-17.005 Definitions and acronyms**Definitions:**

Acts of unlawful interference. These are acts or attempted acts such as to jeopardize the safety of civil aviation, including but not limited to the following:

- (a) unlawful seizure of aircraft in flight,
- (b) destruction of an aircraft in service,
- (c) hostage-taking on board aircraft or on aerodromes,
- (d) forcible intrusion on board an aircraft, at an airport or on the premises of an aeronautical facility,
- (e) introduction on board an aircraft or at an airport of a weapon or hazardous device or material intended for criminal purposes,
- (f) use of an aircraft in service for the purpose of causing death, serious bodily injury, or serious damage to property or the environment,
- (g) communication of false information such as to jeopardise the safety of an aircraft in flight or on the ground, of passengers, crew, ground personnel, or the general public, at an airport or on the premises of a civil aviation facility.

Aerial work. An aircraft operation in which an aircraft is used for specialised services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue, and aerial advertisement, etc.

Aerodrome. Defined area of land or water including any buildings, installations, and equipment intended to be used totally or partially for the arrival, departure, and surface movement. For this BCAR, airport and aerodrome have the same meaning.

Aircraft security check. An inspection of the interior of an aircraft to which passengers may have had access and an inspection of the hold for the purpose of discovering suspicious objects, weapons, explosives or other dangerous devices, articles and substances.

Aircraft security search. A thorough inspection of the interior and exterior of the aircraft for the purpose of discovering suspicious objects, weapons, explosives or other dangerous devices, articles or substances.

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Air operator. Holder of a national or foreign AOC carrying out commercial air transport operations of passengers, baggage, cargo, and mail or only cargo in domestic or international operations requiring an airport security programme according to BCAR-17.240.

Air Operator Certificate (AOC). Official document issued by the CA, authorising an operator to carry out certain commercial air transport operations in accordance with the aeronautical legislation and rules as well as the standards and recommended practices included in the Annexes to the Convention on International Civil Aviation.

Airport operator. Natural or legal person holding an airport operation certificate and operating an airport that provides services to regular passenger flights of a holder of an Air Operator Certificate requiring an airport security programme according to BCAR-17.125

Airport security. Person or organisation that carries out AVSEC duties.

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

Armed escort. Supervisor of the operation in air of an individual being carried under duress due to a judicial or administrative proceeding requiring the individual to be transferred from one city to another. This escort shall be prepared enough to take immediate action and have control over the individual at all times while in the aircraft.

Background checks. 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.

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

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

Certification. Formal evaluation and confirmation by or on behalf of the appropriate authority for aviation security that a person possesses the necessary competencies to perform assigned functions to an acceptable level as defined by the authority.

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



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Competent authority. Any body or authority designated or otherwise recognized as such for any purpose in connection with these instructions.

Corporate aviation. Non-commercial operation or use of aircraft by a company for the carriage of passengers or goods as an aid to the conduct of company business, flown by a professional pilot. Employed to fly the aircraft. (Note that corporate aviation is a subset of general aviation).

Disruptive passenger. 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 the aircraft.

Exclusive area. Portion of the airside of an airport over which an air operator or tenant has a written agreement with an airport operator, being his responsibility to provide exclusive security between the public area and the airside, under an approved security programme or a security programme in accordance with BCAR-17.130 and BCAR-17.245(c).

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

High-risk cargo or mail. 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.

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

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

In-flight security officer. A person who is authorised by the government of the State of the Operator and the government of the State of Registration 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.

International airport. All airports assigned by a State as arrival or departure place for international air traffic, where immigration, custom, public health, veterinary regulation, and phytosanitary procedures are carried out.

JAC Joint Advisory Circular. Text associated with the requirements of this BCAR to clarify and provide guidance for its application. It includes explanations, interpretations and/or acceptable means of compliance.



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

Law enforcement officer. Personnel designated for the air surveillance service of the Ministry responsible for national security, in compliance with the National Civil Aviation Security Programme.

Movement area. 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).

Operating Certificate (OC). Official document issued by the CA. This document authorises an entity to provide aeronautical or airport services in accordance with the aeronautical legislation and regulations, as well as the standards and recommended practices included in the Annexes to the Convention on International Civil Aviation. This entity does not carry out commercial air transport activities. This is the case of security companies that provide services to third parties, airport tenants, aeronautical workshops, on ground assistance companies, among others.

Operator. Person, organization or enterprise engaged in or offering to engage in aircraft operation.

Physical examination. Systematic check of all the contents of baggage or any other personal item, including the piece of baggage itself, by means of a visual check, pat-down or any other effective means, until the examiner is sure that such baggage or item does not pose a risk to the security system.

Public area. Area of an airport and the buildings in that area accessible to the non- travelling public.

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

Note- Certain dangerous articles or substances are classified as a dangerous goods by Annex 18 and the associated Technical Instructions for the Safe Transport of Dangerous Goods By Air (Doc 9284) and must be transported in accordance with those instructions. In addition, the Aviation Security Manual (Doc 8973-Restricted) provides a list of prohibited items that must never be carried in the cabin of an aircraft.

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

Security audit. An in-depth compliance examination of all aspects of the implementation of the national civil aviation security programme.

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Security company. Private company providing security services to third parties at the airport facilities or other facilities used to provide services to civil aviation.

Security control. A means by which the introduction of weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference can be prevented.

Security inspection. An examination of the implementation of relevant national civil aviation security programme requirements by an airline, airport, or other entity involved in security.

Security programme. Written measures adopted to safeguard international civil aviation against acts of unlawful interference.

Security restricted area. 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. Such areas will normally include, inter alia, all commercial aviation passenger departure areas between the point of screening checkpoint and the aircraft, the ramp, baggage make-up areas, including those where aircraft are being brought into service and screened baggage and cargo are present, cargo sheds, mail centres, airside catering and aircraft cleaning premises.

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

Sterile area. That area between any passenger inspection/screening station and aircraft where access is strictly controlled.

Tenant. Natural or legal person who by means of a contract or agreement with the airport operator uses an exclusive area within the airport area and is considered in the Aviation Security Programme.

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

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

Unpredictability. The implementation of security measures in order to increase their deterrent effect and their efficiency, by applying them at irregular frequencies, different locations and/or with varying means, in accordance with a defined framework.

Acronyms:

JAC Joint Advisory Circular



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AOC	Air Operator Certificate
AOSP	Air Operator Security Programme
ASP	Airport Security Programme
AVSEC Unit	Aviation security unit
BDCA	Belize Department of Civil Aviation
CA	Competent Authority
CSC	Company Security Coordinator:
ICAO	International Civil Aviation Organization
LAG	Liquids Aerosols and Gels
NACP	National Air Cargo Programme
NCASP	National Civil Aviation Security Programme
NCASTP	National Civil Aviation Security Training Programme
OC	Operating Certificate
BCAR	Belize Civil Aviation Regulations
RA	Relevant Authorities
SRA	Security Restricted Area
STEB	Security Tamper-Evident bag
VIP	Very Important Person

BCAR-17.010 Inspection Authority

(a) AVSEC Unit inspectors and personnel authorized by the CA, when carrying out their tasks, can:

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- (1) Conduct quality audits and inspections on the way the security controls are applied.
 - (2) Carry out security evaluations of the needs on security.
 - (3) Conduct tests of the security controls and inspections on the facilities, services and equipment of the airport operator, air operator, security companies and any other airport tenant to prove the effectiveness of the airport security system. To such purpose, authorized personnel shall have immediate unrestricted access to documentation, records and copies of such documentation and information, whether in written or electronic form, or in any other form, upon oral or written request, to determine if the competency levels and effectiveness of the security system and/or compliance with the current rules are kept.
 - (4) Capacity to enter into aircraft, stop operations and impose immediate corrective measures when there is reliable evidence proving that security measures described in this regulation (BCAR-17) have been omitted, avoided or implemented inappropriately.
- (b) The airport operator shall allow AVSEC Unit inspectors and personnel authorized by the CA to enter, move and/or stay without restriction in the SRAs to carry out their duties. Likewise, companies holding an AOC, OC or approval letters issued by the BDCA shall do the same in their operation areas.
- (c) BCAR-17.015 Veracity of information

All information to be provided, in accordance with these or any other aeronautical rules shall be truthful and current. Any action or omission by the airport operator or the companies holding an AOC, OC or approval letters issued by the BDCA, as well as any person who tries to distort the information shall be sanctioned in accordance with the corresponding law and regulations of Belize.

BCAR-17.020 Security responsibilities

Nobody shall be able to:

- (a) Compromise, interfere, modify or interrupt a security system, procedure or mechanism implemented by this BCAR, whether on his own account or by causing someone to do so.
- (b) Enter, move, stay in SRAs without following the security measures and procedures implemented for access control in these areas.
- (c) Use credentials other than those issued by the airport operator, which are approved for the entry and stay of people, vehicles or equipment in the SRAs, for the following cases:
 - (1) Identifying persons or vehicles different from the holder of the credentials.

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- (2) Carrying out tasks not corresponding to his position
- (3) Staying in unauthorized areas.
- (4) Allowing the entry of another person to the SRA.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR - 17****SUBPART B PROTECTION OF INTERNATIONAL CIVIL AVIATION AGAINST
ACTS OF UNLAWFUL INTERFERENCE****CHAPTER 1 GENERAL PRINCIPLES****BCAR-17.025 Objectives**

- (a) The primary objective of this BCAR-17 is the safety of passengers, crew, ground personnel, aircraft, and general public in all matters related to safeguarding against acts of unlawful interference with civil aviation.
- (b) Each airport operator, holder of an AOC, OC or an approval letter issued by the BDCA shall establish an organization or unit to implement the regulations, practices, and procedures to safeguard civil aviation against acts of unlawful interference, taking into account safety, regularity and efficiency of flights.
- (c) Each airport operator, holder of an AOC, OC or approval letter issued by the BDCA, shall ensure that such regulations, practices, and procedures:
- (1) Protect the safety of passengers, crew, ground personnel, and general public in all matters related to safeguarding against acts of unlawful interference with civil aviation, and
 - (2) Are capable of responding rapidly to meet any increased security threat.
- (d) Each airport operator, holder of an AOC, OC or approval letter issued by the BDCA, shall ensure appropriate protection of sensitive aviation security information.

BCAR-17.030 Security and facilitation

Each airport operator, holder of an AOC, OC or approval letter issued by the BDCA, shall arrange for the security controls and procedures to cause a minimum interference or delay to the activities of civil aviation provided that the effectiveness of these controls and procedures are not compromised.

BCAR-17.035 RESERVED

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR - 17****CHAPTER 2 ORGANIZATION****BCAR-17.040 National Civil Aviation Security Committee****(a) OBJECTIVE**

- (1) The executive branch of the government of Belize is responsible to ICAO for civil aviation security and facilitation of air transportation, this activity is carried out through the BDCA and in compliance with the duties derived from NCASP. It establishes The National Facilitation and Security Committee or other.
- (2) The purpose of this committee is to regulate and coordinate policies and relationships among different entities that constitute the Airport Security System, service operation companies and governmental institutions related to security and facilitation to ensure the effectiveness and quality of the services provided. It does so by simplifying requirements and streamlining efficient and safe procedures for the entry, transfer and departure of aircraft, persons, baggage, cargo and mail in the airport.

BCAR-17.045 Airport operations

- (a) The CA or the designee shall have the legal rights to enforce compliance with rules and procedures established in this regulation and the NCASP, with regard to all airport-related operations, in the following actions:
 - (1) Ensuring that personnel are properly authorised, trained and available to move quickly to all airports providing civil aviation services to help when there is a suspicion of an act of unlawful interference in civil aviation or if it actually occurs.
 - (2) In the case of new airports or remodelling, ensuring that the architectural requirements and related infrastructure necessary for the implementation of the NCASP security measures are integrated into the design and construction of the new facilities, as well as in the alterations of existing facilities in the airports. This shall have the technical approval of the BDCA.

BCAR-17.050 RESERVED**BCAR-17.055 Quality Control (See JAC-17.170 (b))**

- (a) The airport operator, air operator, security company, ground handling company, holder of an OC or airport tenant shall ensure that:

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- (1) background checks are completed in respect of persons implementing security controls, persons with unescorted access to security restricted areas, and persons with access to sensitive aviation security information prior to their taking up these duties or accessing such areas or information;
 - (2) recurrent background checks are applied to such persons at intervals defined by the appropriate authority; and
 - (3) persons found unsuitable by any background check are immediately denied the ability to implement security controls, unescorted access to security restricted areas, and access to sensitive aviation security information.
- (b) The airport operator, air operator, security company, ground handling company, holder of an OC or airport tenant shall ensure that the persons carrying out aviation security screening or training operations are certified in accordance with the requirements of the National Civil Aviation Security Programme (NCASP), the National Quality Control Programme (NQCP), National Civil Aviation Security Training Programme (NCASP), any directive issued by the BDCA and this regulation, to ensure that performance standards are consistently and reliably achieved. This certification shall be issued by the CA and it shall lose validity after the certificate holder ceases to exercise the granted ratings for a period of six calendar months. The certification shall remain invalid while the certificate holder has not been checked for suitability to the satisfaction of the CA. (See JAC 17.055 (b))
- (c) The BDCA shall develop, implement and maintain a National Quality Control Programme (NQCP) for civil aviation security to determine compliance with the NCASP and any other regulation issued by the BDCA to validate its effectiveness. The implementation of security measures shall be regularly subjected to verification of compliance with the NCASP. The priorities and frequency of monitoring shall be determined on the basis of risk assessment carried out by the relevant authorities.
- (d) In compliance with their tasks, AVSEC Unit inspectors and personnel authorized by the Director of the BDCA shall, on a regular basis, conduct aviation security audits, tests and inspections to the airport operator, air operator, security companies, ground handling companies, holders of an OC and airport tenants to verify the NCASP and to provide for the rapid and effective rectification of any deficiencies.. AVSEC Unit inspectors and personnel authorised by the BDCA may have a copy of the documents and records to determine whether competency levels are kept.
- (e) The BDCA, the airport operator, and the air operator shall re-evaluate security controls and procedures when affected by an act of unlawful interference or when the aviation security system is compromised. They shall also take the necessary actions to remedy weaknesses so as to prevent recurrence, these actions shall be shared with ICAO.

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- (f) Each airport operator, holder of an AOC, OC or an approval letter issued by the BDCA shall ensure the implementation of relevant elements of the national civil aviation security programme periodically verifies that the implementation of security measures outsourced to external service providers is in compliance with the entity's security programme.



BELIZE DEPARTMENT OF CIVIL AVIATION

SECTION -1**BCAR – 17****CHAPTER 3 PREVENTIVE SECURITY MEASURES****BCAR-17.060 Objectives**

Airport Operators, companies holding an AOC or OC, companies with approval letters issued by the BDCA and airport tenants shall establish measures to prevent weapons, explosives or any other dangerous devices, articles or substances, which may be used to commit an act of unlawful interference, the carriage or bearing of which is not authorised, from being introduced, by any means, on board of an aircraft or in SRAs engaged in civil aviation.

BCAR-17.065 (RESERVED)**BCAR-17.070 (RESERVED)****BCAR-17.075 Measures relating to hold baggage**

- (a) The airport operator and air operator shall adopt measures to ensure that originating hold baggage is screened prior to being loaded onto an aircraft engaged in commercial air transport operations departing from a SRA. These measures shall be described in the Security Programme of the airport operator, air operator and security companies to prevent:
- (1) Unauthorized carriage of weapons, explosives, incendiary material, dangerous devices and substances on board.
 - (2) Access by persons different from the employees of the airport operator, air operator or properly authorized personnel.
- (b) The air operator shall ensure that they are not carrying the baggage of passengers who are not on board an aircraft unless that baggage is identified as unaccompanied and subjected to additional screening. This shall be described in the approved security programme.
- (c) If screened hold baggage is left unattended or if it has been exposed to an unauthorized interference, it shall be re-screened.
- (d) The air operator shall inform the airport operator and the law enforcement personnel of any baggage left unattended in the check-in areas under its responsibility.
- (e) The airport operator shall apply the response protocols approved by the BDCA whenever it is notified of baggage left unattended in the check-in areas.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR – 17****BCAR-17.080 (RESERVED)****BCAR-17.085 (RESERVED)****BCAR-17.090 Measures relating to access control**

- (a) The airport operator and air operator shall establish measures to ensure that persons other than passengers, together with items carried, are screened prior to entry into airport SRAs.
- (b) The airport operator shall ensure that persons other than passengers granted access to SRAs, together with items carried, are screened by applying the same criteria of the list of prohibited and restricted items.
- (c) The airport operator shall ensure in accordance with a risk assessment carried out by the relevant national authorities that of vehicles being granted access to an SRA are subjected to screening and appropriate security controls.
- (d) No one can use credentials to access SRAs if they have not been issued by the airport operator.
- (e) The ASP shall detail methods to provide the Security personnel with the opportunity to formulate questions and include the following topics:
 - (1) Use of SRA access credentials approved by the airport.
 - (2) Procedures to request credentials.
 - (3) Restriction in the disclosure of information concerning an act of unlawful interference related to Civil Aviation if that information affects civil aviation security.
 - (4) Non-disclosure of information concerning the security system of any airport or of any of its air operators.
 - (5) Responsibilities and prohibitions of the persons carrying an identification card.

BCAR-17.095 Measures relating to Cyber Threats

- (a) The air operators and airport operators shall ensure that operations or entities as defined in the national aviation security programme or other relevant national documentation identify their critical information and communication technology systems and data used for civil aviation purposes and, in accordance with a risk assessment, develop and implement, as appropriate, measures to protect them from unlawful interference

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- (b) The air operators and airport operators should ensure that the measures implemented protect, as appropriate, the confidentiality, integrity and availability of the identified critical systems and/or data. The measures should include, inter alia, security design, supply chain security, network separation and the protection and/or limitation of any remote access capabilities, as appropriate and in accordance with the risk assessment and carried out by its relevant national authorities.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR – 17****CHAPTER 4 MANAGEMENT OF RESPONSE TO ACTS OF UNLAWFUL INTERFERENCE****BCAR-17.100 Response**

- (a) In the case where an aircraft is subjected to an act of unlawful interference, the Belize Air Traffic Service Provider shall be in charge of collecting all the information on the flight of such aircraft and shall transmit it through the channels prescribed in the NCASP to the rest of the States responsible for the air traffic services units concerned including those at the airport of known or presumed destination to take the appropriate measures in route or at the aircraft's known, likely, or possible destination.
- (b) The Belize Air Traffic Service Provider shall provide an aircraft being subject to an act of unlawful interference, assistance such as navigation aid, air traffic services, or permission to land as may be necessitated by the circumstance.
- (c) The Belize Air Traffic Service Provider shall notify the BDCA whenever aircraft is subjected to an act of unlawful interference. The BDCA is responsible for notifying the entities involved as soon as possible.
- (d) Belize shall cooperate with other States for the purpose of providing a joint response in connection with an act of unlawful interference. When taking measures in their territory to free passengers and crew members of an aircraft subjected to an act of unlawful interference, the different States shall use, as necessary, the experience and capability of the State of the Operator, the State of Manufacture and the State of Registry of that aircraft.

BCAR-17.105 (RESERVED)

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR – 17****SUB-PART C AIRPORT SECURITY****CHAPTER 1 GENERAL****BCAR-17.110 Applicability**

This sub-part describes:

- (a) The security requirements for the airport operator providing services within Belize and governing:
 - (1) The operation of airports providing regular service to scheduled national and international air carrier operations of passengers, cargo, and mail of a national or foreign air operators requiring an approved airport security programme in accordance with BCAR -17.125 (a).
 - (2) Any natural or legal person entering the SRAs.
 - (3) The operation of all vehicles or equipment located in or entering SRAs.
- (b) Provisions regulating the issue of security directives and advisory circulars applicable to the airport or other natural or legal persons making use of the facilities.

BCAR-17.115 Airport Security Chief

- (a) The airport operator must designate a Chief Security Officer (CSO) in security programme. The designation shall include the name of the CSO and the information to contact him on a 24-hour basis.
- (b) No airport operator shall be able to designate a CSO, unless that person has finished the training established in the NCASTP.
- (c) The airport operator shall keep the CSO's training documentation for at least 180 days after the CSO has given up his position.
- (d) An individual cannot be appointed CSO unless he/she has not been carrying out AVSEC duties for a 3-year period or more.
- (e) The airport operator cannot appoint a person as CSO unless he has a minimum proven experience of 3 years performing security tasks.
- (f) The following are the responsibilities of the CSO:

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- (1) Serve as primary and immediate contact between the airport operator and the AVSEC unit of the BDCA for security related matters.
- (2) When appropriate and together with the BDCA, activate the contingency plan to respond to an act of unlawful interference.
- (3) Conduct an annual review of all aviation security functions that should be carried out by the entities, in order to ensure they are complied with and ensure the effectiveness of the security plan and its directives.
- (4) Immediately initiate corrective action for any instance of non-compliance with the regulations and the security programme.
- (5) Conduct a background check to the holders of credentials to enter SRAs.
- (6) Coordinate the implementation of security controls.

BCAR-17.120 Airport Security Committee (AVSEC Committee)**(See JAC 17.120)**

The airport operator shall ensure the establishment of an AVSEC Committee at each airport providing services to civil aviation. This committee shall be comprised of all State entities carrying out security tasks in the airport as well as air operator's security representatives. The main objective of the committee is the coordination and implementation of security measures to protect civil aviation against acts of unlawful interference. The ASP shall contain the duties and responsibilities of the AVSEC Committee.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR – 17****CHAPTER 2 AIRPORT SECURITY PROGRAMME (ASP)****BCAR-17.125 General**

- (a) The airport operator providing services to civil aviation shall not operate an airport unless it establishes, implements and updates an ASP appropriate to comply with the NCASP requirements. The ASP shall be approved in accordance with BCAR 17.135 in coordination with the competent authorities of the State and fulfilling the following requirements:
- (1) It provides safety and security to people using air transport services as well as airport facilities and properties against acts of unlawful interference, criminal violence, aircraft piracy and the introduction of dangerous or lethal weapons, explosives or incendiaries onto an aircraft or airport infrastructure.
 - (2) It is written in English and signed by the airport operator.
 - (3) It is written in a simple way to facilitate its use and review.
 - (4) It has the initial approval date or approval date of the last revision on each page including a revision record page.
 - (5) It ensures that the ASP and/or its revisions do not contradict any rule in this BCAR, or any other national programme or regulation developed by the BDCA.
 - (6) It incorporates all revisions or amendments required by the BDCA or amendments to this BCAR to ensure aviation security.
 - (7) It includes all requirements listed in BCAR-17.130.
 - (8) It includes an index of the requirements listed in BCAR-17.130.
 - (9) It has been approved by the BDCA.
- (b) The airport operator shall:
- (1) Ensure that the ASP is revised and amended every two (2) years after the date of its first approval or when necessary according to the threat level, so as to keep its instructions and information updated. It shall also ensure that personnel or responsible entity having an ASP or part of it receive/s the revisions approved by the BDCA.

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- (2) Keep, at least, a complete and updated copy of the ASP in the Airport Manager's office and in the CSO's office. Such copies shall be available for the air operators, AVSEC inspectors, and personnel authorised by the BDCA for consultation.
- (3) Provide a copy of the corresponding sections of the ASP to the air operators, security companies and entities, holders of an OC or tenants operating in that airport.
- (4) Make a list or master control of all existing ASPs or the sections that have been disseminated.
- (5) Each holder of the ASP or any of its sections is responsible for updating it using the amendments provided by the airport operator.
- (6) The airport operator shall restrict the distribution, availability or disclosure of any information included in the ASP only to those persons with the operational need of knowing the programme or part of it. Any request of such information made by other persons shall be referred to the airport operator.

BCAR-17.130 Content

(See JAC 17.130)

- (a) The airport operator shall establish a security programme required in BCAR-17.125, which shall include the following:
 - (1) Names, contact information, duties and responsibilities, as well as training requirements for the CSO and lead security officers.
 - (2) The establishment, description and map of SRAs where operations are carried out including dimensions, boundaries and their features.
 - (3) Each activity or entity on, or adjacent to, SRAs that may affect security of any area.
 - (4) A description of each SRA including its dimensions, boundaries, corresponding features and terms of the agreement that establishes the area between the airport operator, the air operator and tenants prescribed in BCAR- 17.145.
 - (5) Procedures and description of the facilities and equipment used by the airport operator or an air operator and tenants responsible for an exclusive area to carry out the security functions.
 - (6) Procedures used by each air operator, security company, holder of an OC and airport tenants responsible for the security of an exclusive area, to notify the airport operator

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when its procedures, facilities, and equipment are not appropriate to carry out the control functions or describe the identification system for persons, vehicles and special equipment to enter SRAs as well as the rules and procedures to provide credentials.

- (7) A description of the contingency plans and alternative procedures that the airport operator shall implement in case of emergencies and other unusual conditions.
- (8) A description of the procedures for the personnel described in BCAR-17.180.
- (9) A description of the airport operator's training programme for the personnel described in BCAR-17.180.
- (10) A description of the method to keep records and files described in BCAR-17.190.
- (11) A description of the procedures for the distribution, update, storage and disposal of the ASP, Security Directives, Information Circulars, Implementing Instructions and as appropriate classified information.
- (12) Procedures for the design and location of notification signs with security information in accordance with BCAR-17.225.
- (13) Procedures to ensure:
 - (i) Separation of waves of passengers of domestic aviation who have not been screened from international aviation passengers.
 - (ii) Separation of passengers arriving and departing on international operations.
- (14) Incident management procedures as stated in BCAR-17.230.
- (15) Quality control procedures including security audits, inspections and tests.
- (16) The ASP shall establish the method of training applicants for identification credentials, in order to give participants, the opportunity to ask questions and include at least the following topics:
 - (i) Description on how to use the identification to access SRAs duly approved by the airport.
 - (ii) Procedures to apply for credentials or an airport access identification.
 - (iii) Restrictions on the dissemination of information concerning an act of unlawful interference against Civil Aviation, if such information jeopardises civil aviation security.

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- (iv) Prohibition of disseminating information relating to the security system of an airport or its operators.
 - (v) Obligation to report to the competent authorities any behaviour or activity that jeopardizes aviation security.
 - (vi) Essential description of the contingency plan.
 - (vii) Appropriate use of electronic access control systems, when such systems are present.
 - (viii) Any other topic included in the ASP or deemed necessary by the BDCA.
- (17) Policies relating to the carriage of Lags and STEBs defined by the BDCA for the airport concerned.

BCAR-17.135 Approval and amendments

- (a) Initial approval of the programme
 - (1) The airport operator requiring the initial approval of a security programme shall submit the proposed programme in writing and electronic form to the BDCA, at least 60 calendar days prior to its implementation.
 - (2) The airport operator shall wait for the BDCA written notification with the approval or the non-conformities found in the programme within the 30 calendar days after the BDCA have received the initial proposal from the airport operator.
 - (3) The airport operator shall submit to the BDCA the corrected security programme within a period of fifteen (15) calendar days of receipt of the observations.
- (b) Amendments proposed by the airport operator.
 - (1) An airport operator shall start the process of approval of an amendment to the ASP by submitting the application in writing to the BDCA at least 15 calendar days prior to its implementation,
 - (2) The airport operator shall wait for the written notice of approval of the amendment, by the BDCA, within eight (8) calendar days of submission of the initial proposal to the BDCA. Upon receipt of such notice of approval, the airport operator will be able to implement such amendment.
- (c) Amendments required by this BCAR, the BDCA can amend an airport operator's ASP if deemed necessary for security and public interest purposes.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR – 17****(d) Emergency amendments**

- (1) If the BDCA considers that there is an emergency requiring immediate action because it affects public interest, it shall submit a written notification to the airport operator, who shall in turn notify air operators, ground handling companies, holders of an OC, companies with an approval letter issued by the BDCA and airport tenants, so that they implement the amendments required and incorporate them to their security programmes within the period established in the notification. If deemed necessary by the BDCA, airport operators shall also directly notify users about this concern.
- (2) Once the emergency has been handled, the BDCA can cancel the emerging amendment or the airport operator can request a cancellation.

BCAR-17.140 Changed conditions affecting security

- (a) After the approval of the security programme, the airport operator shall follow the procedures to notify the BDCA and amend, when necessary, changes occurred to:
 - (1) Systems, measures, procedures, training, description of areas security personnel.
 - (2) Physical or structural layout or distribution of any area under the security control of the airport operator.

BCAR-17.145 Exclusive area agreements

- (a) The airport operator shall incorporate in the ASP the security measures of the exclusive areas of operation under the control of an air operator, holders of an OC or airport tenants.
- (b) An exclusive area agreement must be in writing and signed by the airport operator and the applicant,

The agreement shall contain the following:

- (1) A description and a diagram of the boundaries of each area, including the access points over which the user or the air operator will have access and exclusive use.
- (2) A description of the security system, measures and procedures used by the air operator, holders of an OC and airport tenants to comply with BCAR-17.155 and BCAR 17.160.

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- (3) Procedures by which the air operator, holders of an OC and airport tenants notify and provide supplemental security measures in the exclusive areas to the airport operator when there are changes as described in BCAR-17.140.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR - 17****CHAPTER 3 AIRPORT SECURITY REQUIREMENTS AND PROCEDURES****BCAR-17.155 Secured areas**

- (a) The airport operator shall establish the SRAs in the ASP prescribed in BCAR-17.125
- (b) The airport operator shall detect and prevent the unauthorized entry, stay and movement of individuals and ground vehicles in SRAs. For this reason, the following measures shall be established and implemented:
- (1) Security systems, measures and procedures to control the entry to airport secured areas in accordance with BCAR-17.165.
 - (2) Record system of all those persons and vehicles authorized to enter and a method to differentiate between the persons authorized to have partial access and those authorized to have total access to SRAs.
 - (3) Control of ground handling persons, vehicles and equipment within each area of operation, verifying compliance with the use of visible credentials.
 - (4) Detection and response mechanisms to unauthorised presence or movement or attempted entry to the secured areas by an individual whose access is not authorised according to the ASP.
 - (5) Identification of personnel by means of an identification system ensuring that each person attempting to enter a secured area is subjected to the background check established in BCAR-17.170.
 - (6) Train and provide each individual with security information prior the issue of credentials to enter SRAs in accordance with BCAR 17.30 (a, 17) and BCAR 17.170 (b and c).
 - (7) Procedures to post signs at the SRA access points and on the airport perimeters to provide warning of the prohibition of unauthorised entry.

BCAR -17.156 Measures related to landside areas

- (a) The airport operator shall:
- (1) Ensure that landside areas are identified.

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- (2) That security measures are established for landside areas to mitigate the risk of and to prevent possible acts of unlawful interference in accordance with risk assessments carried out by the relevant authorities or entities.
- (3) That coordination of landside security measures in accordance with the national civil aviation security programme and JAC 17.040 and BCAR 17.120 between relevant departments, agencies, other organizations of Belize and other entities and identify appropriate responsibilities for landside security in its national civil aviation security programme.

BCAR-17.160 Security identification display area

- (a) The airport operator shall establish, in its ASP, the areas where it is mandatory that credentials are displayed in accordance with BCAR-17.170.

BCAR-17.165 Access control systems

- (a) The airport operator shall ensure that access to the areas of the airside is controlled, and inspections are carried out to prevent the entry of unauthorized persons and vehicles and the entrance of prohibited devices.
- (b) The airport operator shall ensure the use of 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. Where these methods are not applied continuously, they shall be used in an unpredictable manner.
- (c) The airport operator shall establish SRAs based on the security risk assessment performed by the RA.
- (d) The airport operator shall establish, in their ASP, a system, method, or procedure complying with the requirements specified in this section. It shall be used to control, inspect, and identify the access of persons and vehicles in order to limit unauthorized access to the airside and SRAs. Access shall be granted only to those with an operational need or other legitimate reason to be there. The identity of each person shall be verified at the assigned points of screening before permitting the access to the airside and SRAs.
- (e) The system, method, or procedure to control access shall ensure:
 - (1) That only the persons and vehicles authorized by means of the identification system developed by the airport operator and included in the ASP have access to SRAs and

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provide specific means to ensure that this access is immediately denied at the entry points to those persons whose access authorization have expired or have been changed.

- (2) The provision of means to tell the difference between persons authorized to have partial access to a controlled public area and persons authorized to have total control over a SRA.
- (3) Methods to keep records, including date and time, of those individuals whose access has been limited or denied.
- (f) The access control systems and the movement of persons and vehicles in public and restricted areas may be reinforced with a closed-circuit television system which shall be permanently controlled from a security control centre. (See JAC 17.165 (f))
- (g) A description of the response procedures shall be included in the security programme when the security control centre has detected an intruder or an attempt to enter.
- (h) The airport operator shall ensure that persons, other than passengers, being provided access to SRAs through temporary or permanent credentials are subjected to matching between the credential and the person who holds it and the items carried by such persons are checked in accordance with the ASP procedures.
- (i) The airport operator shall ensure the effectiveness of each of the security controls and inspections by assessing them and considering its function in the general performance of the security systems.
- (j) The airport operator, in coordination with law enforcement officers and the BDCA, shall ensure that security measures are established in the public area to mitigate the risk of potential acts of unlawful interference and prevent their occurrence, in accordance with the national and local risk assessments conducted by competent authorities.
- (k) The airport operator, in coordination with law enforcement officers and the BDCA, shall have available public area security measures, which should be coordinated between the several departments, agencies and other State organizations, as well as the rest of entities defined in the NCASP.

BCAR-17.170 Identification systems

- (a) The airport operator shall ensure that identification systems are established and implemented in respect of persons and vehicles in order to prevent unauthorized access to airside areas and SRAs. Access shall be granted only to those with an operational need or other legitimate reason to be there. Identity and authorization shall be verified at designated checkpoints before access is allowed to airside areas and SRAs security restricted areas.

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(See JAC-17.170 (b))

- (b) The airport operator shall verify that each person trying to access SRAs carries credentials permanently and visibly according to the ASP.
- (c) The ASP shall establish the method of training applicants for permanent credentials. Such method shall be implemented prior to obtaining the credentials for the first time and every time such credentials are updated, in order to give applicants, the opportunity to ask questions and include, at least, the following topics:
- (1) A description of use of credentials duly approved by the airport in order to access SRAs.
 - (2) Procedures to request airport credentials.
 - (3) Restrictions on the disclosure of information concerning an act of unlawful interference against Civil Aviation if such information threatens Civil Aviation.
 - (4) Prohibition of spreading information concerning the security system of any airport or its air operators.
 - (5) Any other topic included in the ASP or that the BDCA considers necessary.
- (d) No one can use credentials to enter the SRAs if these credentials have not been issued by the airport operator unless it is established in BCAR 17.010.
- (e) The airport operator shall keep a record of all training given to each person being provided a credential to access SRAs for 180 days after the termination of that person's permanent access privileges.
- (f) The airport operator shall keep a record of persons receiving training and it shall be available for the AVSEC unit inspectors and personnel authorized by the BDCA when they request it. Likewise, BDCA AVSEC unit inspectors and personnel authorized by the BDCA shall have the authority to evaluate credential requests and applicant background checks.
- (g) Minimum content of the credentials. Credentials shall have at least the following information:
- (1) Credential number
 - (2) Full-face image
 - (3) Full name

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- (4) Employer
- (5) Personal identification number
- (6) Scope of access written with a font size bigger than the one used for the name and visible from 2-metre distance.
- (7) Expiration date written with a font size bigger than the one used for the name and visible from 2-metre distance.
- (8) Signature of the airport operator's representative who authorized the issue of the credential.
- (h) The credential has to be of sufficient size and appearance as to be readily observable in accordance with the criteria established by the CA.
- (i) The airport operator shall include, in the ASP, a procedure to ensure accountability through the following:
 - (1) Amount of credentials issued.
 - (2) Retrieving expired credentials.
 - (3) Reporting lost or stolen credentials and those which status is unknown.
 - (4) Ensure the storage of un-issued identification documents.
 - (5) Ensure that only one credential is issued to an individual at a time.
- (j) Validity and issue credential system
 - (1) Permanent credentials shall not exceed a twelve-year (12) period validity. At the end of such period, a new background check shall be conducted and a new credential shall be issued.
 - (2) The airport operator shall carry out permanent audits to know the percentage of credentials at all times. In the case of lost or stolen credentials reaching a total of 4% of the total amount of credentials issued, the airport operator shall schedule a renewal or new issue of all active credentials, which shall have a design different from the former credentials, as provided by the CA. In addition, the airport shall withdraw the expired credentials from circulation.

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- (k) Temporary permits. According to the ASP, the airport operator may issue personnel credentials to persons requiring to enter temporarily into the airport secured areas. The temporary credentials shall:
- (1) Be authorized for a limited period of time.
 - (2) Be different to any other identification means and clearly show the expiration date.
 - (3) Fulfill the requirements established in BCAR-17.165 and BCAR-17.170 (g) (2) al (7)
 - (4) Be escorted, at all times, by a holder of a permanent credential
 - (5) Be issued for only those persons that the ASP, approved by the CA.
- (l) The airport operator shall establish procedures and mechanisms to recover permanent credentials and temporary permits of persons and vehicles from holders not carrying out duties in the airport.
- (m) The applicant shall pay the expenses for the preparation of the credential or permit. Those expenses are defined in accordance with the number of security devices they have. These expenses have to be considered and detailed in the ASP.
- (n) When a person wearing a badge infringes the rules for the issue of airport credentials, or when considered necessary, the airport operator or the CA may carry out the training update described in BCAR 17.170 (c). Likewise, the same procedure shall be followed when a natural person infringes, for the first time, a provision of this BCAR or an administrative provision binding on this BCAR. If the infringement occurs a second time, the provisions set out in the rules for the issue of airport credentials shall be applicable.
- (o) Identification documents for vehicles. The airport operator shall establish, in the ASP, specific procedures for the approval and issue of permits for those vehicles requiring entrance into SRAs. The procedure shall include:
- (1) Validity of permits
 - (2) Compliance with BCAR 17.170 (g) to (j).
- (p) The airport operator shall ensure that the movement of persons and vehicles to and from the aircraft is supervised in the SRAs in order to prevent unauthorized access to aircraft.
- (1) Any person wearing a badge issued by the airport operator shall be obligated to notify the law enforcement officer and the CA of any non-compliance with this BCAR or national regulation.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR - 17****BCAR-17.175 Training**

- (a) The airport operator shall submit to the BDCA airport security training programmes for approval. The security personnel working in the airport shall, as a minimum, comply with the basic airport security training (AVSEC). Likewise, the organisation or the instructors shall be certified, accepted or approved by the BDCA.
- (b) The airport operator shall ensure that the persons implementing security controls possess all competencies required to perform their duties and are appropriately selected and trained according to the requirements of the national civil aviation security programme and that appropriate records are maintained up-to-date. Relevant standards of performance shall be established and initial and periodic assessments shall be introduced to maintain those standards.
- (c) The airport operator and the personnel described in BCAR-17.180 shall ensure that personnel carrying out the security control tasks, physical examination and screening of passengers, as well as cabin and hold baggage, mail and cargo checks, meet all of the requirements and have all the skills required to carry out their duties in accordance with the national legislation and regulations. Therefore, these personnel shall at least receive a 40-hour theoretical classroom training and 28-hour on-the-job training, which shall be recorded in the JAC 17.175(b). The instructor or organisation certified by the BDCA responsible for training shall prepare a report to complement the record of on-the-job training conducted by the officer, stating that such personnel are qualified to carry out these duties.
- (d) The airport operator and the authority stated in BCAR-17.180 shall ensure that the personnel to be hired to carry out operational tasks using equipment or systems for the screening of items and persons, have approved the basic airport security (AVSEC) training and are given a minimum of 32-hour classroom training. Such training should include both theory and lab sessions (controlled environment) using equipment or systems for the screening of persons and items, which they are going to operate with. Additionally, they shall be given a 24-hour on-the-job training, as stated in JAC 17.175(b). The instructor, accredited assessor or organisation certified by the CA shall prepare a report to complement the on-the-job training conducted by the officer, stating that these personnel are qualified to carry out those tasks.
- (e) As an exception, the airport operator as well as the authority described in BCAR-17.180 can use a person, who has satisfactorily approved the basic airport security training developed by the CA, to carry out security tasks during his practical training under thorough supervision, taking into account that such person cannot make decisions or enter unescorted to SRAs or aircraft subject to security check or inspection.

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- (f) The airport operator as well as the personnel described in BCAR-17.180 shall not allow any person to carry out security checks or inspections unless that individual has a valid certification issued by the CA and affirmed by BDCA..
- (g) Recurrent training for basic courses shall, as a minimum, include metal detector handling, physical examination of passengers and baggage, detection of weapons, explosives, incendiaries and other unauthorized devices that may affect security. This will require a 20-hour theoretical training provided by an organisation or instructors certified by the BDCA, every twelve (12) months.
- (h) The recurrent training course for the operator of equipment or systems for the screening of equipment and persons shall require 16 hours of theory and lab sessions (controlled environment) using the equipment the operator will be qualified for. This recurrent training shall be provided by an organization or instructors certified by the BDCA, every twelve (12) months.
- (i) The CA shall develop, periodically update and distribute to instructors or certified organizations the contents of these courses in accordance with the NCASTP. The knowledge assessment tests shall be administered by instructors certified by the BDCA, according to the contents of the courses approved by the BDCA.
- (j) If the airport operator decides to use the services of private security companies as a complement to the tasks of personnel described in BCAR-17.180, it shall submit in writing to the BDCA proof of compliance with the training required in paragraphs (a), (b), and (c) of this section of all persons to be hired to carry out the airport security tasks stated in this regulation.
- (k) In the case of contracting the service described in paragraph h) above, the airport operator shall be directly responsible for the fulfilment of all requirements of this regulation.

BCAR-17.180 Law enforcement officers and private security officers

- (a) The airport operator shall ensure that enough and appropriate personnel are provided to carry out airport security tasks to support:
- (1) The security programme
 - (2) Passenger screening required by this BCAR
 - (3) Inspections to persons and vehicles with credentials to enter SRAs.

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- (b) The airport operator shall ensure the availability of airport security personnel to conduct screening of passengers, baggage, cargo and mail. Besides these activities, such personnel are also in charge of acting on any security incident or upon request of a national or foreign air operator to verify that those procedures are provided appropriately.
- (c) The CA and the airport operator shall not allow these personnel to carry out tasks unless:
- (1) They are easy to identify due to their uniform, which includes a visible badge and the credentials issued by the airport.
 - (2) They have completed a training programme which complies with the parameters for the performance of AVSEC duties and they have also passed the basic airport security (AVSEC) course developed by the CA or any other training approved or accepted by the BDCA. Likewise, the organization or the instructors shall be certified, accepted and approved by the BDCA.
- (d) While on duty at the airport, airport security officers shall have the power to arrest individuals due the following violations of the laws of the Belize:
- (1) A common crime,
 - (2) A serious crime; when the officer has reasons to believe that the suspect has committed the crime.
 - (3) Serious infractions and violations to public safety and airport security.
- (e) The law enforcement personnel shall include the following in their training programme required by paragraph C(2) on BCAR-17.180 of this section:
- (1) Use of firearms
 - (2) A courteous and efficient treatment of persons subject to security inspections, detention, investigation, arrest and other security activities.
 - (3) The responsibilities of an airport security officer under the airport operator's ASP;
 - (4) Any other subject or topic the CA determines necessary.
- (f) The law enforcement entity, through its offices on each airport shall be:
- (1) The main force among the competent authorities in the airports, in the public area as well as in the airside as the organization in charge of keeping public order and intervening on common criminal acts or assisting in the acts of unlawful interference.

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- (2) Part of the airport AVSEC Committee and perform its main task: provide security in public areas and SRAs by means of airport security systems, applying the airport regulations in the security points of screening of the sterile areas in coordination with the airport operator.
- (3) Responsible for their respective security tasks and activities in the airports. The specific airport security responsibilities are the following:
 - (i) Prevention and attention to common offences in the facilities providing services to civil aviation.
 - (ii) Routine surveillance and patrolling in all public areas and inspection of SRAs. All these activities are to be performed with the airport operator personnel carrying out security tasks.
 - (iii) Control of passengers arriving and departing in order to discover persons who can be a menace for civil aviation.
 - (iv) Participation in contingency plans in coordination with other competent authorities assigned to airports and airport operators.
 - (v) Assistance to specialists and forces specialized in anti-terrorism, armed intervention, hostage negotiation and elimination of explosive devices in coordination with other competent authorities.
 - (vi) Assistance to the emergency response team on serious incidents in airports in coordination with other competent authorities.
- (4) The rules and procedures on their duties shall be incorporated into the job description and procedure manuals of the airport security office and they shall be duly approved by the BDCA in the corresponding section of the Security Programme.

BCAR-17.185 Records of airport security officer response

(See JAC 17.185)

- (a) The airport operator shall ensure that:

- (1) A record is made of each article confiscated in the security points of screening, according to the list of prohibited items defined by the BDCA and such articles are subsequently transferred to a warehouse under the control of the airport operator or other competent authorities.

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- (2) The record shall be kept for at least 12 months.
- (3) The record shall be available for the BDCA when this authority or the BDCA AVSEC unit inspectors and personnel authorized by the BDCA request it.
- (b) Data developed in response to paragraph (a) of this section shall include at least the following:
- (1) The number and type of firearms, explosives, incendiaries, weapons and other sharp pointed objects of any size, shape, or material or blunt instruments discovered during the screening process in the security check points and through the method of detection.
- (2) The number of attempts of unauthorized access to SRAs and acts of unlawful interference that occurred.
- (3) The number of bomb threats received, real or hoax, found or not and actual detonations on the airport.
- (4) Number of arrests, name, address and nature of each individual arrested.
- (5) Identification of an aircraft, flight, national or foreign air operator on which the individual arrested was or was scheduled to be.
- (c) All information of paragraphs (a) and (b) will be submitted to the CA every month.

BCAR-17.190 Security inspection to enter SRAs

- (a) The airport operator shall ensure that every person intending to enter a SRA is subjected to screening, including his belongings and personal effects in accordance with the security procedures applied to access control of that area, stated in BCAR-17.165, excepting what is stated in NCASP on important figures or competent authorities exempted from security inspection.
- (b) The airport operator shall ensure that the goods and supplies entered into the SRAs are subjected to appropriate security controls, which may include a supply chain security process or screening.
- (c) The airport operator shall ensure that the prohibited items on the list issued by the BDCA and to be used as work tools within the SRAs, are monitored and included in an inventory available to periodic screening by the CA.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR - 17****BCAR-17.195 Passenger, baggage, cargo and mail inspection**

- (a) The airport operator shall include, in its airport security programme the following measures:
- (1) The airport operator or the personnel described in BCAR-17.180 is forced to carry out screening on originating passengers using commercial air transport operations and their cabin baggage prior to boarding an aircraft departing from a SRA as well as any person and his/her belongings when entering a SRA or a security check point in the airport using the procedures, facilities and equipment described in the ASP to prevent on board transportation of any weapon, explosive, or any dangerous device, article, or substance to be carried with the passenger, person or his/her hand baggage or accessible personal effects. The airport 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.
 - (i) The airport operator shall promote the use of randomness and unpredictability security measures. Unpredictability could contribute to the deterrent effect of security measures.
 - (ii) The airport operator shall integrate behaviour detection into its aviation security practices and procedures.
 - (2) The airport operator and the personnel described in BCAR-17.180 shall not allow access to SRAs, in the case of a passenger, in coordination with the national or foreign air operator made, to prevent transportation under the following conditions:
 - (i) Any person without taking into account his/her position preventing the performance of an inspection in accordance with the system established in paragraph (a) of this section.
 - (ii) Private property of any person not allowing its inspection in accordance with the system established in paragraph (a), (1) of this section.
 - (iii) In the case of passengers, with a valid diplomatic passport, whose rank is established in the NCASP, they will be treated based on a special procedure in accordance with the ASP, facilitating their access through security points of screening to board the aircraft.
- (b) The airport operator in coordination with the personnel described in BCAR-17.180 shall ensure that all transfer passengers engaged in commercial air transport operations and their

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cabin baggage shall be screened before they board an aircraft, unless the CA has established permanent validation procedures, in collaboration with other States to ensure that such passengers and their cabin baggage have been properly screened at the point of origin and subsequently protected from unauthorized interference from the point of screening at the departure airport until the departure of the aircraft in the transit airport;

- (c) The airport operator shall establish measures to ensure that originating hold baggage is screened prior to being loaded onto an aircraft engaged in commercial air transport operations departing from a SRA or airside. These procedures and equipment shall be described in the ASP to prevent on board transportation of any weapon, explosive, or other dangerous device, article, or substance in the hold baggage.
- (d) The airport operator shall have trained personnel at the security check points. they are responsible in accordance with its security programme. Security check points to access SRAs shall be operated by at least with the following personnel:
 - (1) A person trained for each X-ray machine,
 - (2) A person operating the walk through metal detector and well-equipped with a hand held metal detector,
 - (3) A person carrying out screening to cabin baggage and passengers, where applicable.
 - (4) An official person placing the articles in the x ray equipment conveyor belt
 - (5) A supervisor
- (e) Trained personnel of both genders shall be included in any of the positions described in paragraph (a), (b), and (c) of this section for screening other persons of the same gender.
- (f) The airport operator shall ensure that passengers and their cabin baggage, which have been screened, are protected from unauthorized interference from the point of screening until the departure of the aircraft. If such passengers and their cabin baggage are mixed or in contact with other unscreened persons, they shall be subjected to a screening before they board an aircraft.
- (g) The airport operator shall establish traffic operations measures to protect in transit passengers and their cabin baggage from unauthorized interference and protect the integrity of transit facilities.
- (h) The airport operator shall provide storage areas or secure warehouses to store lost baggage until it is re-dispatched, claimed, or disposed in accordance with the in force legislation. Before storing this baggage, it shall be screened.

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- (i) The airport operator in coordination with law enforcement officers or airport security officers shall adopt measures necessary in accordance with a security risk assessment carried out by the competent authorities, to ensure that unidentified baggage is cordoned and isolated until it is checked for explosives and other dangerous devices by using appropriate procedures and equipment operated by the competent authorities.
- (j) The airport operator in coordination with the air operator shall apply appropriate security controls, including the screening of cargo, courier, catering, stores, supplies, cargo express, and mail during their transfer in the airport facilities. The entities mentioned before will establish those procedures in the ASP and the AOSP, in accordance with the NCASP.
- (k) The airport operator and the air operator shall establish additional screening to passengers, cabin baggage, hold baggage, cargo and mail according to the NCASP. This screening will vary depending on the level of threat issued by the State and shall be described in the ASP.

BCAR-17.200 Use of equipment or systems for the screening of persons and items

- (a) The airport operator cannot use equipment or a system for the screening of persons or items, unless it complies with the following:
 - (1) Prior to acquiring the equipment and bringing it to the country, a request shall be sent to the BDCA, including the technical information generated by the manufacturer, so that the equipment can be verified to be in compliance with the national regulation in force and approved for use by the BDCA.
 - (2) Special devices to conduct trial tests on screening equipment or systems are used every time they are turned on to be operated. This test system must be approved by the BDCA.
- (b) A radiation test shall be carried out every 12 months to verify that the equipment or system operation complies with the parameters established by the manufacturer and any other regulation issued by the CA. The company, as well as the equipment used to measure radiation, shall be accepted, or approved by the BDCA.

Upon completion of the tests, the test records shall be submitted to the BDCA.

- (c) The airport operator cannot use equipment or a system for the screening of persons and items immediately after it was initially installed or after it has been transferred from one place to another. As a matter of fact, a trial test shall be conducted first to determine the calibration established for such equipment and prove that the system complies with the operation parameters established by the manufacturer and accepted by the CA.

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- (d) The airport operator cannot use equipment or a system for the screening of persons or items, which has a non-conformity report, defect, or mandatory modification issued by the CA.
- (e) The airport operator shall not use equipment or a system for the screening of persons or items unless there is a sign located in a visible place of the point of screening informing passengers that their items will be screened by means of a specified technology. Passengers may request that their equipment be manually screened in order to prevent damage.
- (f) The airport operator shall keep at least one copy of the latest trial test or radiation test results established in paragraphs (a) and (b) of this section and they shall be available at the airport operator office for inspection by the BDCA AVSEC Unit and personnel authorized by the BDCA.
- (g) The airport operator and personnel described in BCAR 17.180 shall ensure that each person carrying out screening tasks involving image interpretation, makes a rotation after operating the machine for 30 minutes straight. This person shall not go back to the same task for at least 60 minutes. The announced time intervals shall be based on the screening equipment clock, which should be adjusted according to local time settings. If any failure is detected, it shall be immediately notified to the CA. This information shall be specified in the ASP.
- (h) The maximum working hours for an operator of equipment or systems for the screening of persons and items shall not exceed the work schedule established in the corresponding State legislation.
- (i) Security personnel shall have a minimum rest period after each working day according to the corresponding State legislation.

BCAR-17.205 Personnel operating equipment or systems for the screening of persons and items

- (a) The airport operator and personnel mentioned in BCAR-17.180 shall not select and employ any person to carry out screening activities unless such person:
 - (1) Holds a certificate of completion of high school studies or has three years of experience in airport security duties and that the CA determines that such person is qualified to carry out the tasks assigned to his position.
 - (2) Has basic competence and physical abilities including colour perception, visual and auditory acuity, physical coordination and motor skills that shall be certified by a specialised medicine professional. (See BCAR-17.055 (b)).

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- (3) Has the ability to read, talk and write in English.
- (4) Has satisfactorily completed the initial and specialized training required and approved by the CA.
- (5) Reserved
- (b) Each airport operator and the entity described in BCAR-17.180 shall ensure that personnel intended to be hired to operate equipment for the security screening of persons, cabin and hold baggage, cargo and mail, comply with BCAR 17.175(b).
- (c) The airport operator or personnel described in BCAR-17.180 shall not delegate the duties of an operator of screening equipment to any person unless such person is certified by the CA.
- (d) As an exception, an airport operator or personnel described in BCAR-17.180 can use a person, who has satisfactorily approved theoretical training to carry out security tasks on the job training under meticulous supervision, taking into account the fact that such person cannot make decisions when carrying out his duties as an operator of security screening equipment.
- (e) The airport operator shall keep a complete and updated record of screening personnel training information established in paragraphs (a), (b), (c) and (d).
- (f) The airport operator shall establish background check procedures for employed personnel and subcontracted companies carrying out security control tasks and inspections. Likewise, they shall keep records of background checks available for the BDCA. Background checks shall be conducted every year, before the issue of new credentials for access to an SRA.

BCAR-17.210 Carriage of weapons, explosives, or incendiaries

- (a) Excepting paragraph (b) of this section, no one can carry or transport explosives, incendiaries, dangerous or deadly weapons or sharp-pointed articles of any size, shape, or material or blunt instruments as accessible belongings, according to the list of prohibited items established by the State, when:
- (1) A screening of that person and his belongings has started before entering a SRA.
- (2) The person is in an SRA.

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- (3) The person is on board a passenger cabin of an aircraft.
- (b) The provisions on firearms of this section do not apply to:
- (1) Law enforcement officers required to carry firearms while carrying out their tasks in airports provided that they have proper authorization or credentials. Law enforcement officers shall not enter into an aircraft unless they have an authorization by the pilot-in-command of such aircraft.
 - (2) Personnel authorized to carry firearms in compliance BCAR-17.290.
 - (3) Competent authority personnel, assigned to airports, authorized to carry a firearm in a SRA under an ASP.
- (c) The airport operator shall ensure that the ASP contains a written procedure for notifying the pilot in command as to the number of armed persons and their seat location. This procedure is to be applied by all entities involved.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR – 17****CHAPTER 4 CONTINGENCY MEASURES****BCAR-17.215 Contingency plans**

- (a) The airport operator shall adopt contingency plans in accordance with BCAR 17.130 (a,7) to respond to any aviation security incident or emergency and he shall:
- (1) Establish, implement and allocate resources for safeguarding civil aviation.
 - (2) Conduct reviews and exercises of such contingency plans including personnel with responsibilities according to these plans. The previous statement shall be as follows:
 - (i) A real scale exercise every 24 months.
 - (ii) A partial or table top exercise every 12 months.
 - (3) Ensure that all parties involved in the contingency plans are trained and know their responsibilities as well as all information contained in those plans, which should be current and reliable.
- (b) Contingency plans shall establish that screening equipment sensitivity will increase depending on the level of threat. This also applies to air operators.
- (c) Procedures to periodically verify that the application of aviation security measures carried out by subcontracted private security companies complies with the provisions of the ASP.

BCAR-17.220 Security directives and advisory circulars

- (a) The airport operator through the BDCA can receive security directives and advisory circulars to notify security concerns. When the BDCA determines that additional security measures are necessary to respond due to a threat assessment or to specific threats against civil aviation, he will issue security directives setting forth mandatory measures.
- (b) The airport operator shall comply with each security directive within the time prescribed.
- (c) The airport operator receiving a security directive shall:
- (1) Acknowledge receipt to the BDCA within the time prescribed in the security directive.

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- (2) Within the time prescribed in the security directive, specify in its ASP the method to implement the measures to be complied with in the security directive.
- (d) In the case the airport operator is unable to implement measures in response to the security directive, it shall, within the time prescribed in the security directive, submit alternative methods of compliance to the BDCA, which would accept or reject such alternative methods. The airport operator will be able to implement the alternative methods provided that they have been approved by the BDCA.
- (e) The airport operator shall send comments, arguments and information to the BDCA to provide feedback to the security directives. The BDCA may amend a security directive or information circular based on the information received. Nevertheless, submission of information does not delay the effective date of the security directive.
- (f) The airport operator shall:
- (1) Restrict access or use of information contained in the security directives or advisory circulars to those persons with an operational need-to-know.
 - (2) Refuse to release information contained in the security directive or advisory circular to persons other than those described in (f) (1) without the written consent of the BDCA.

BCAR-17.225 Public advisories

- (a) The Airport operator, in coordination with the CA, shall display and maintain information on aviation security measures in public areas and in the SRAs. This security information may be complemented with the use of technological systems. In addition, it shall be specifically posted in the ASP for the period of time determined by the CA. The laws mentioned in those advisories shall be national and in the case of foreign operators, the laws mentioned may be those from the flag in the aircraft. Advisories shall be included in the AOSP approved by the CA.

BCAR-17.230 Incident and threat management

- (a) The airport operator shall establish coordination with competent authorities and adopt:
- (1) Procedures to evaluate bomb threats, taking of hostages, threats of sabotage, aircraft piracy and other acts of unlawful interference against civil aviation according to the contingency plan.

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- (2) Mechanisms to respond effectively to acts of unlawful interference occurred in the airport and that may affect normal operation of the airport.
 - (3) Measures, when reliable information exists indicating that an aircraft may be subjected to an act of unlawful interference, to safeguard the aircraft if it is still on ground and notify air traffic services of the States concerned if the aircraft already departed.
 - (4) Notification measures to the competent authority on the arrival of an in-flight aircraft subjected to an act of unlawful interference.
 - (5) Measures, when reliable information exists indicating that an aircraft may be subjected to an act of unlawful interference, so that the aircraft can be inspected by the specialized organizations established in the NCASP, in coordination with the CA. These inspection measures will be focused on looking for concealed weapons, explosives, or other dangerous devices, substances, or articles.
 - (6) Measures to investigate, render safe and/or dispose of, if necessary, suspected dangerous devices, or other potential hazards at airports.
 - (7) Appropriate measures to ensure safety of passengers and crew of an aircraft subjected to an act of unlawful interference while on ground until their journey can be continued.
 - (8) Measures considered practicable to ensure that the aircraft subjected to an act of unlawful seizure which has landed in its territory is detained on ground unless its departure is necessitated by the overriding duty to protect human life. However, these measures need to recognize the grave hazard attending further flight. The importance of advisories shall be recognised, wherever practicable between the State where that aircraft has landed and the State of the operator of the aircraft, and notification to the States of assumed or stated destination.
- (b) In addition, immediately upon direct or referred receipt of a threat described in subparagraph (a), he shall:
- (1) Evaluate the threat in accordance with the ASP and the Contingency Plan.
 - (2) Initiate appropriate action described in the contingency plan
 - (3) Immediately notify the BDCA of acts or suspected acts of unlawful interference to civil aviation including bomb threats to aircraft or airport facilities.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR – 17****SUBPART D - SECURITY OF AIR OPERATORS, SECURITY COMPANIES,
GROUND HANDLING COMPANIES AND TENANTS****CHAPTER 1 GENERAL****BCAR-17.235 Applicability**

- (a) This part prescribes the requirements governing the air operator, security companies, ground handling companies or tenants in the following way:
- (1) National and foreign air operator in scheduled/regular passenger, cargo, and mail operations and non-scheduled/ non regular passenger, cargo, and mail operations in local and international flights.
 - (2) Every person on board an aircraft operated by an air operator in accordance with paragraph (a), (1) of this section.
 - (3) Operations with freight flights of national or foreign operators.
 - (4) All private companies providing security services on AVSEC matters to third parties inside or outside the airport facilities.
 - (5) All private companies providing ground handling services to third parties inside the airport facilities.
 - (6) All airport tenants that, due to their operations or location, require an exclusive area agreement.
 - (7) All private companies holding an Operating Certificate for the provision of aircraft catering services.
- (b) All operators carrying out general aviation operations including aviation operations for companies using aircraft with a maximum take-off weight of 5 700 kg, as required by the CA after a risk assessment is carried out.
- (c) All companies carrying out aerial works, as required by the CA after a risk assessment is carried out.
- (d) For non-scheduled operations, a security programme should be submitted upon request of the BDCA.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR – 17****CHAPTER 2 SECURITY PROGRAMME****BCAR-17.240 Adoption and implementation**

- (a) The air operator, security company, ground handling company, aerial work, and tenant shall adopt and comply with a security programme describing the access control procedures, passenger and baggage screening, inspection of an aircraft and freight being transported. The security programme shall ensure that all personnel involved in security are familiarized and comply with the corresponding requirements.
- (b) The general aviation operators, that each entity including corporate aviation operations, using aircraft with a maximum take-off mass greater than 5 700 kg, should establish, implement and maintain a written operator security programme that meets the requirements of the NCASP of Belize.

BCAR-17.245 Form, content, and application

(See JAC 17.245)

- (a) **General Requirements.** The security programme of the air operator, security company, ground handling company or tenant shall:
 - (1) Provide for safety of persons and property provided by the air operator against acts of unlawful interference, criminal acts and unauthorized carriage of weapons, explosives, incendiaries or dangerous substances or items on board an aircraft.
 - (2) Be in writing or electronic form in English and signed by the representative of the company.
 - (3) Be written in a simple way to facilitate its use and review and be updated.
 - (4) Have the date of initial approval or approval of the last amendment of each page or section of the security programme including an amendment record page.
 - (5) Ensure that the security programme and its amendments do not contradict any rule of this BCAR.
 - (6) Incorporate all amendments required by the BDCA or amendments to this BCAR to ensure aviation security.
 - (7) Be approved by the BDCA.



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- (8) Comply with the NCASP.
- (b) **Availability.** The air operator, security company, ground handling company or tenant shall:
- (1) Keep at least a complete copy of the approved security programme in his/her office.
 - (2) Keep a complete copy of the approved security programme in the office of the airport served. If an electronic version is used, this programme shall be accessible to the personnel of all hierarchical levels requiring consultation.
 - (3) Have a copy of the security programme in the airport as well as in the operator's office available for its review upon request of any inspector of the AVSEC Unit or personnel authorized by the BDCA.
 - (4) Restrict the distribution, availability or disclosure of information contained in the security programme only to those persons with a need-to-know it or part of it. Any request of such information by other persons shall be referred to the CA.
 - (5) Make a list or master control of the distribution of the existing security programme or the sections that have been disseminated.
 - (6) Ensure that the programme is revised and amended in such way that the instructions and information contained in the programme are updated. He/she shall also ensure that personnel or entity having a programme or part of it receive(s) approved amendments.
- (c) **Content.** The security programme required in BCAR-17.240 shall include, but not be limited to the following:
- (1) Facilities and equipment to be used to comply with screening of individuals and their accessible belongings as stated in BCAR-17.255.
 - (2) Facilities and equipment to be used to comply with the requirements of BCAR-17.260 regarding the screening of originating and transfer hold baggage.
 - (3) Facilities and equipment to be used to comply with the requirements of BCAR-17.275, regarding the acceptance and inspection of air freight.
 - (4) Facilities and equipment to be used to comply with the requirements of BCAR-17.270, regarding the use of metal detector devices.
 - (5) Facilities and equipment to be used to comply with the requirements of BCAR-17.275 regarding the use of screening systems.

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- (6) Facilities and equipment to be used to comply with the requirements of BCAR-17.280 regarding regulating, selecting, and recruiting screening personnel.
 - (7) Requirements of BCAR-17.285 regarding the responsibilities of the security coordinators of air operators, security companies, or tenants. Names of the coordinators and the means to contact them on a 24-hour basis.
 - (8) Procedures to comply with BCAR-17.290 regarding carriage of weapons and law enforcement personnel travelling armed and keeping security and order during flight.
 - (9) Procedures to comply with BCAR 17. 295 regarding carriage of passengers subjected to administrative or court control by armed law enforcement officers and keep security and order during flight.
 - (10) Procedures to comply with the requirements of BCAR-17.300 regarding aircraft and facility security.
 - (11) Exclusive area agreements with the airport operator as well as limitations and terms in accordance with BCAR-17.305.
 - (12) Procedures to comply with requirements on background check.
 - (13) Procedures to comply with the requirements of BCAR-17.310 regarding the system for the identification of personnel of the air operator, security companies and tenants.
 - (14) Training plan to be used to comply with the requirements of BCAR-17.315 and BCAR-17.320.
 - (15) Contingency plans in accordance with BCAR-17.325.
 - (16) Procedures to comply with the requirements of BCAR-17.330 regarding bomb and air piracy threats.
 - (17) Measures or procedures to protect flight documentation (boarding pass, tickets and baggage tags)
 - (18) In the case of shared codes, specify cooperation agreements with other air operators.
 - (19) Quality control procedures including audits, inspections, and security tests.
- (d) Ground handling, companies, security companies shall develop the contents of BCAR 17.245 (c) in their programmes, according to their participation within the security system.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR – 17****BCAR-17.250 Approval and amendments**

- (a) Initial approval of the AOSP.
- (1) The air operator, security company, ground handling company requiring the initial approval of a security programme shall submit the proposed programme to the BDCA at least 60 days prior to the start of operations or according to the schedule established for the BDCA certification process.
 - (2) The air operator, security companies, ground handling companies shall expect to receive a written notification by the BDCA on the approval of the non-conformities found in the programme, within a period of 30 calendar days of submission of the initial proposal to the BDCA or in accordance with the time established in the certification process.
 - (3) The air operator, Security Company, ground handling company shall submit the corrected security programme to the BDCA within a 15-calendar day period after it has received the remarks.
- (b) Amendments proposed by the air operator, security companies, ground handling companies.
- (1) The entity concerned shall process the approval of an amendment required in its programme, at least 15 calendar days prior to its implementation by submitting in writing an amendment request to the BDCA.
 - (2) The amendment shall be able to be implemented upon receipt of a written notification of amendment approval by the BDCA within 8 calendar days of submission of initial request.
- (c) Amendments required by this BCAR. The BDCA can amend any security programme required in BCAR 17.240 if necessary for public interest.
- (d) Emergency amendments.
- (1) If the BDCA finds out that there is an emergency requiring immediate action affecting public interest, it shall notify the situation in writing to the applicant or holder of an OC or AOC to implement the amendment required and incorporate them in the security programmes in the stipulated period.
 - (2) If the air operator, Security Company, ground handling company require the immediate implementation of an emergency amendment, the BDCA shall take into consideration

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the grounds for the petition and determine, the time for such amendment to enter into force as soon as possible.

- (3) Once the emergency has been handled, both the BDCA and the entity concerned can cancel the emerging amendment, reverting to the conditions previous to the process of the item above.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR – 17****CHAPTER 3 SECURITY REQUIREMENTS AND PROCEDURES****BCAR-17.255 Screening of individuals and baggage**

- (a) The air operator, airport operator, security company or ground handling company shall include the following aspects in their security programme:
- (1) General requirements. Procedures to carry out passenger and cabin baggage security screening through the equipment described in the approved security programme, when appropriate, to prevent the carriage of any weapon, explosive or other dangerous device, article or substance on board the aircraft, before the passenger enters a SRA or boards the aircraft.
 - (2) Screening of persons. When conducting access control tasks, each person entering an SRA and all his/her accessible property shall be subjected to screening in accordance with the security procedures described in the programme.
 - (3) Refusal of transportation or entry into SRAs. Transportation or entry into an SRA shall be refused by the CA or the air operator, as appropriate, to the following:
 - (i) Any individual that does not consent to be subjected to security screening procedures.
 - (ii) Any individual that stops or does not consent to the screening of his/her belongings.
 - (iii) Any individual who seems to be intoxicated or proves, by physical reactions or behaviour, to be under the influence of alcohol or drugs in a way that compromises in-flight or ground aircraft security or the security of passengers, crew members, ground personnel and the public in the airport or the premises of civil aviation facilities.
 - (iv) Any person that communicates false information compromising in-flight or ground aircraft security, as well as the security of passengers, crew members, ground personnel and the public in the airport or the premises of civil aviation facilities.
 - (v) Any individual that does not observe the AVSEC rules in the airport or on-board an aircraft, or that does not follow the orders of law enforcement officers in the airport or those given by crew members.
 - (4) Prohibitions on carrying weapons, explosives or incendiaries. Except as provided in BCAR-17.290, BCAR-17.295, states that no individual shall be allowed to introduce any dangerous weapons, explosives, incendiaries, dangerous substances or any item

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included in the list of prohibited or restricted items, when on-board an aircraft or into a SRA.

BCAR-17.260 Acceptance and screening of hold baggage

- (a) General requirements. The air operator shall adopt measures to ensure that originating hold baggage is screened prior to being loaded onto an aircraft engaged in commercial air transport departing from a SRA. Those procedures and equipment shall be described in their approved security programme to prevent the carriage on board of any weapon, explosive or dangerous device, article or substance in the hold baggage.
- (b) Acceptance. The airport operator or air operator, security company or ground handling company shall ensure that hold baggage to be carried in a commercial aircraft is received by authorized personnel and it shall be protected against unauthorized interference from the point it is screened or accepted into care of the carrier, whatever is earlier, until departure of the aircraft on which it is to be carried. If the integrity of hold baggage is jeopardized, the hold baggage shall be re-screened before being placed on board an aircraft. If it is in a place other than the airport, it shall have the CA approval. The statement above shall be contained in the ASP and the corresponding manuals of each of the parties involved.
- (c) Control. The air operator shall use procedures for hold baggage control described in the ASP to prevent:
- (1) Unauthorized carriage of explosives, incendiaries and other dangerous devices, substances or items aboard the aircraft.
 - (2) Access by persons other than aircraft operator employees or properly authorized personnel.
- (d) Refusal to transport. The air operator shall ensure that they are not carrying the baggage of passengers who are not on board the aircraft unless that baggage is identified as unaccompanied and subjected to an appropriate screening. This statement shall be described in the AOSP.
- (e) Firearms in the hold baggage. The air operator shall not knowingly permit any person to carry any loaded firearms in hold baggage. For this section, a loaded firearm means a firearm loaded with ammunitions or cartridge. Any unloaded firearm unless:
- (1) The passenger declares in advance his intentions to the air operator, and he approves the carriage of this firearm by air. The passenger shall fill out a form and give it to the air operator (See JAC-17.290)

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- (2) The firearm is carried in a hard-sided container the air operator considers appropriate to carry the unloaded firearm by air. The person that verifies that the firearm is unloaded shall be properly qualified and authorized. In addition, the airport operator shall assign a safe place to check unloaded firearms. Personnel authorized to perform this task shall be defined in the NCASP, ASP and AOSP.
- (3) If the firearm is not a shotgun, rifle, or other designed to be fired resting on the shoulder, it shall be carried in a container or hard material suitcase locked with a key or combination lock. The suitcase containing the firearm shall be carried in an area different from the flight crew compartment and inaccessible to passengers.
- (4) Measures to protect the firearm since the moment it is accepted to the moment it is loaded onto the aircraft.
- (f) Any explosive or incendiary.
- (g) The air operator and ground handling companies shall have available storage areas or secure warehouses to store lost baggage until it is re-dispatched, claimed or disposed in accordance with the in-force legislation. This baggage shall be screened before being stored in the hold.
- (h) The air operator, airport operator, security company or ground handling company shall adopt measures to ensure that consignment presented as courier to be transported in commercial aircraft is screened in accordance with the ASP.
- (i) The air operator shall ensure that transfer hold baggage is screened prior to being loaded onto an aircraft engaged in commercial air transport operations, unless it has established a validation process and continuously implements procedures, in collaboration with the other Contracting State where appropriate, to ensure that such hold baggage has been screened at the point of origin and subsequently protected from unauthorized interference from the originating airport to the departing aircraft at the transfer airport.
- (j) The air operator and ground handling companies shall ensure to carry only hold baggage items that have been individually identified as accompanied or unaccompanied, screened in accordance with this paragraph and accepted for carriage by the air operator. Such baggage should be recorded as meeting this criteria and authorized for carriage on that flight. The air operator and ground handling companies shall cross check every passenger traveling on that flight with his/her baggage and make sure hold baggage is:
- (1) Screened in accordance with the procedures described in the AOSP or
 - (2) Screened by means of screening equipment or system and

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- (k) The air operator, security company, ground handling company shall immediately report and coordinate with the CA and law enforcement officers the presence of unidentified baggage in its aircraft or in its operations area after being screened by the specialized organizations established in the NCASP in coordination with the CA. Subsequently, these organizations shall make sure this baggage does not jeopardize operations and finally, baggage shall be stored in a secure area in accordance with the legislation in force.
- (l) The air operator, airport operator, security company and ground handling company shall establish additional passenger and hold baggage screening as stated in the NCASP, AOSP and ASP. This screening shall be applied according to the level of threat issued by the State.

BCAR-17.265 Acceptance and screening of cargo, mail and other items

- (a) General requirements. The air operator shall:
- (1) Ensure that its regulated agent participates in the application of security controls on cargo, mail and other items. In addition, ensure that its regulated agent has complied with the BDCA accreditation process.
 - (2) Ensure that cargo and mail are not being transported in an aircraft engaged in commercial air transport operations unless they have been subjected to screening and/or effective security controls by a known consignor, or an entity approved by the BDCA, as established in the NCASP. The mail and cargo that are not confirmed or proven by a known consignor, or entity approved by the BDCA to have undergone such security controls shall be screened.
 - (3) Use procedures, facilities and equipment described in the AOSP and ASP to prevent and detect unauthorized carriage of explosives or incendiaries on board an aircraft in cargo, courier, cargo express, mail, stores and supplies being carried.
- (b) Control. The air operator shall ensure that cargo and mail carried in a commercial aircraft are protected against unauthorized interference from the point where security controls are applied until departure of the aircraft to prevent and/or detect:
- (1) Transport of unauthorized explosives or incendiaries.
 - (2) Access by persons other than air operator employees or other authorized personnel.
- (c) The air operator companies shall ensure that high risk cargo and mail are subjected to reinforced measures to properly mitigate associated threats.

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- (d) Refusal to transport. The aircraft operator shall refuse to carry aboard cargo, courier, cargo express, mail, stores and supplies whose screening is not allowed by the known consignor, in accordance with subparagraph (a) of this section.
- (e) The air operator shall use procedures to ensure that catering, stores and supplies intended for carriage on commercial flights are subjected to appropriate security controls which may include a supply chain security process or screening and thereafter protected until loaded onto the aircraft.
- (f) The air operator shall ensure that security controls to be applied to cargo and mail for transport on all-cargo aircraft are determined on the basis of a security risk assessment carried out by the BDCA AVSEC unit and personnel authorized by the CA.
- (g) The air operator, airport operator and security company shall establish additional screening to cargo and mail according to the NCASP. This screening will vary depending on the level of threat issued by Belize.
- (h) The air operator shall ensure that cargo and mail have been confirmed and proven to have undergone the appropriate security controls and screening and that they have a security statement, whether in writing or electronic form, along the supply chain.
- (i) If a cargo or mail consignment that has been subjected to security controls or screening is left unattended, or if it has been exposed to unauthorized interference, it shall be re-inspected prior to loading it into the aircraft.
- (j) The air operator shall ensure that transfer cargo and mail have been subjected to the appropriate security controls approved by the BDCA, prior to being loaded on an aircraft engaged in commercial air transport departing from Belize.
- (k) The air operator shall ensure that the screening of cargo and mail is performed by using an appropriate method or methods, which is approved by the BDCA and according to the nature of the consignment.
- (l) The air operator shall establish appropriate mechanisms to confirm that transfer cargo and mail have undergone the appropriate security controls from their point of departure.

BCAR-17.270 Use of metal detection equipment

- (a) The air operator, airport operator or security company shall not use metal detection equipment unless they are authorized in the security programme by the BDCA. This equipment shall be controlled and calibrated by qualified personnel.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR – 17****BCAR-17.275 Use of equipment or systems for the screening of persons and items**

- (a) The air operator, airport operator, security company shall not use equipment or systems for the screening of persons or items, unless it complies with the following:
- (1) Prior to introducing the equipment in the country, a request has been made to the BDCA, including the technical information generated by the manufacturer, to verify that the equipment is in compliance with required functions and approved by the BDCA.
 - (2) Special devices to conduct screening machine trial tests are used every time the equipment or system is turned on to be operated. This testing method is approved by the CA.
- (b) A radiation test shall be carried out every 12 months to verify that its operation complies with the parameters established by the manufacturer and any other regulation issued by the CA. The company as well as the equipment used to measure radiation shall be accepted or approved by the CA.
- (1) After the tests have been conducted, the records shall be submitted to the CA.
- (c) The air operator, airport operator security company cannot use equipment or a system for the screening of persons or items immediately after it was initially installed or after it has been transferred from one place to another, unless a radiation test has been practiced by a radiology expert authorized by the BDCA and an operation test is applied to prove that the system complies with the operation parameters established by the manufacturer and accepted by the BDCA .
- (d) The air operator, airport operator, security company shall not use equipment or a system for the screening of persons and items with a non-conformity report, defect, or mandatory modification issued for that system by the authority competent in that subject.
- (e) The air operator, airport operator, security company shall not use equipment or a system for the screening of persons and items unless there is a sign located in a visible place of the point of screening informing passengers that their items will be screened by means of a specified technology. Passengers can request that their equipment be checked by hand to prevent any damage.
- (f) The air operator, airport operator, security company shall keep at least one copy of the latest trial or radiation test results established in paragraphs (a) and (b) of this section and it shall be available at the operator's main office for inspection by the AVSEC Unit or the personnel authorized by the BDCA.

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- (g) The air operator, airport operator, security company carrying out screening tasks involving image interpretation shall make a rotation after operating the equipment continuously during 30 minutes. This person shall not return to the same task at least for 60 minutes. The statement above shall be specified in its security programme.
- (h) The maximum working hours of an operator of equipment or systems for the screening of persons and items shall not exceed the work schedule established in the corresponding legislation of Belize.
- (i) Security personnel shall have a minimum rest period after each working day in accordance with the corresponding legislation of Belize.

BCAR-17.280 Rules to employ personnel for screening and access control

- (a) The air operator, airport operator, security company shall not select and employ a person to perform screening tasks unless that person:
 - (1) Has a high school diploma or three years of experience performing airport security tasks. In addition, the C shall determine if this person is qualified to carry out the duties assigned to this position.
 - (2) Has basic competence and physical abilities including color perception, visual and auditory acuity, physical coordination and motor skills which shall be certified by a medicine professional duly authorized by the CAs. (See BCAR-17.055 (b))
 - (3) Has the ability to read, Speak and write in English.
 - (4) Has successfully completed the initial and specialised training required and approved by the BDCA.
 - (5) Reserved
- (b) The air operator, airport operator and security company shall ensure that personnel carrying out the security control tasks as well as passenger, cargo, mail, hold and cabin baggage screening have all competence required to carry out their duties in accordance with the NCASP and NCASTP. Therefore, these personnel shall receive a minimum of 40- hour classroom theory training and 28 hours of on-the-job training as well as training in the handling of equipment or systems for the screening of persons and items. Prior to being accepted to carry out those tasks, the instructor or organization certified by the CA in charge of training shall prepare a report to complement the record of on-the-job training carried out by the officer, stating that these personnel are qualified to carry out these tasks.

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The statement above does not include training to operate the equipment or systems for the screening of persons and items. (See JAC 17.175(b)).

- (c) The airport operator shall ensure that the persons implementing security controls possess all competencies required to perform their duties and are appropriately selected and trained according to the requirements of the national civil aviation security programme and that appropriate records are maintained up-to-date. Relevant standards of performance shall be established. Both initial and periodic assessments shall be introduced to maintain those standards.
- (d) The air operator, airport operator and security company, shall ensure that the personnel he plans to hire to carry out operation tasks for the X-ray machine for cabin and hold baggage security screening are given a minimum of 25-hour classroom training and 24 hours on the job training. The air operator's security supervisor shall prepare a report stating that personnel are qualified to carry out those tasks. In addition, he shall keep appropriate records updated. Proceeding rules shall be established, initial and periodic evaluations shall be introduced to keep such rules.
- (e) Delegates X-ray operator duties to a person and that this person has satisfactorily completed a recurrent training constituted by 16-hour classroom training and 16 hours on the job training. This will be repeated every 12 calendar months after receiving initial training. In compliance with this section, training shall be given by instructors accepted by the BDCA.
- (f) As an exception, a person, who has satisfactorily completed approved theoretical training may be used to carry out security tasks during his practical training under meticulous supervision, taking into account that such person cannot make decisions or enter unescorted into a SRA or into an aircraft subjected to security inspection while this individual has not completed the training established in the approved ASP or air operator's security programme.
- (g) Shall keep a complete and updated record of screening personnel training information described in subparagraphs (a), (b), (c) and (d).
- (h) Shall establish background check procedures for employed personnel and sub-contracted companies. Likewise, they shall keep records of background checks (See JAC 17.170 (b)) available for the CA and the airport operator. Background checks shall be conducted every year.

BCAR-17.285 Security coordinators

- (a) The air operator, airport operator, security company shall designate a main security coordinator who will be the primary contact with the BDCA for security- related activities and communications.



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- (b) The air operator, security company or tenant shall designate a ground security coordinator for every flight. This coordinator will be responsible for implementing security measures and procedures established in the security programme described in BCAR-17.240, which shall include and control:
- (1) The review of all the activities related to the compliance and effectiveness of this BCAR, the AOSP and security directives in force.
 - (2) Immediate corrective measures shall be applied to those activities not complying with the AOSP and the applicable security directives. Cases in which activities are being provided by contractor or security personnel, the air operator, security company, or tenant shall coordinate with the CA to assist in such corrective measures.
- (c) The air operator shall appoint a pilot in charge in-flight security coordinator in the carryout of specific tasks in accordance with their AOSP.
- (d) The air operator, security company or tenant shall not be able to nominate a person as a security coordinator, unless that person has completed the training established in the NCASTP.

BCAR-17.290 Carriage of accessible weapons

(See JAC 17.290)

- (a) The air operator shall not allow any person to carry a hidden or exposed weapon within that person's belongings on board an aircraft, unless:
- (1) The person carrying the weapon is a member of national or foreign competent authorities properly authorized by the entity representing that State to carry the weapon and written permission granted by the States involved exists.
 - (2) The person carrying the weapon must have it accessible in accordance with the performance of his activities. Otherwise, he would have to give it unloaded to a CA at the air operator counters. The weapon shall be declared to the air operator before the CA and it shall be unloaded before boarding the aircraft.
- (b) The air operator as well as security officers on board shall be notified of a flight where a person intends to carry a weapon, at least 1 hour before boarding an aircraft, in the case of an emergency. The armed person shall identify himself to the air operator and a CA by presenting credentials containing a clear full face picture, the signature of the armed officer and the signature of the State of origin and State of destination authorizing the carriage of weapons. A uniform, insignia or similar badge shall not be used as the only means of identification. This type of flight shall be only allowed after all the interested States have

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come to an agreement with the State of origin, State of transit and/or the State of destination.

- (c) The air operator shall:
- (1) Ensure that the armed individual is familiarized with weapon handling procedures before such person boards an aircraft, stating this information in a form specifically designed for that purpose and signed by the individual involved for air operator's defence.
 - (2) Ensure that the identity of the armed individual is known in the airport security office and by the security employee in shift work, employee of the air operator or employee of the airport operator who will perform security control tasks to board an aircraft.
 - (3) Notify the pilot in command and appropriate crew members that, on board the aircraft, there are persons authorized to carry weapons, the amount of weapons and the exact location in the aircraft. Likewise, the air operator shall also ensure that all authorized armed persons are notified of the presence of other armed persons on board the same aircraft. The records of such notifications shall be kept by the air operator.
 - (4) The security coordinator shall communicate the information of subparagraphs (a1-2) to the connecting flight operators for the officer carrying the weapon to continue the flight.
- (d) The air operator will not serve any alcoholic beverage to a person with access to a weapon. In addition, such person will not consume any alcoholic beverage while on board the aircraft.
- (e) Subparagraphs (a) and (b) of this section do not apply to the carriage of weapons belonging to law enforcement officers if the following is fulfilled.
- (1) That all weapons are unloaded and that all safety bolts are secured in open position. A properly qualified and approved person shall verify that the weapon is unloaded. In addition, the air operator shall assign a place for the CA to verify that the weapon is unloaded. That place shall have sand bags or other security devices appropriate for such verification and the protection procedures, from acceptance to loading into aircraft, shall be in the ASP.
 - (2) All weapons are placed in a location inaccessible for any person during flight.
 - (3) Complete and give the air operator a weapon carriage form in the check-in counter before going to the point of screening. (See JAC 17.290)

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR - 17****BCAR-17.295 Carriage of persons subjected to judicial or administrative proceedings under the control of armed law enforcement officers**

(See JAC 17.290)

- (a) The air operator will define in its AOSP, the requirements on carriage of possibly perturbing or potentially disruptive passengers flying under duress because they have been subjected to judicial or administrative proceedings.
- (b) This section applies to:
- (1) Carriage of persons subjected to judicial or administrative proceedings escorted by an armed law enforcement officer. (See JAC 295(a))
 - (2) This section does not apply to the escort of non-violent passengers under the custody of the appropriate authority or its equivalent in another State provided that the custodians are not armed.
- (c) For the purpose of this section:
- (1) A high-risk person under judicial or administrative proceedings means a person who is under exceptional escape risk as determined by the law enforcement entity and charged with or convicted of a violent crime.
 - (2) Low risk person under judicial or administrative proceedings means any person who has not been designated as 'high risk' by the law enforcement entity.
- (d) The air operator shall carry a prisoner in custody and judicial or administrative proceedings of an armed law enforcement officer on board an aircraft in addition to complying with BCAR-17.290 unless he meets the following requirements:
- (1) The entity in charge of and responsible for the custody of the passenger has determined if it is a high-risk person or low-risk person.
 - (2) The air operator shall not board more than one escorted high-risk person unless otherwise authorized by the CA.
- (e) The air operator shall not carry, on board an aircraft, a person under the judicial or administrative proceeding and control of an entity authorized by the State with armed law enforcement officers, unless:
- (1) A minimum of one-armed officer from an entity authorized by the State escorts and control the low-risk person on a flight that is scheduled for 4 hours or less. One armed

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officer from an entity authorized by the State shall escort no more than two low-risk passengers.

- (2) A minimum of two armed officers from an entity authorized by the State shall control and escort a low-risk person on a flight that is scheduled for more than 4 hours. Two armed officers from an entity authorized by the State shall control no more than two low-risk passengers.
- (3) High-risk passengers. A minimum of two law enforcement officers armed in accordance with the law must control and escort a high-risk passenger. No other passenger subjected to judicial or administrative proceedings shall be under the control of those officers.

(f) The appropriate entity shall:

- (1) Notify the air operator, that shall in turn notify the head of airport security and the CA, at least 24 hours in advance of the scheduled departure. Likewise, the air operator shall notify the pilot in command, 1 hour before the scheduled departure, or otherwise, as far in advance as possible, of the following:
 - (i) The identity of the passenger to be carried under escort.
 - (ii) Whether or not the passenger to be carried is considered to be a high risk or a low risk.
 - (iii) Location of the passenger's seat.

(2) Arrive at the air operator's check-in counter at least 1 hour before to the scheduled departure.

(3) Assure the air operator, before the departure of the flight, that the passenger being carried under the control of an escort has been searched and does not have on or about his person or property anything that can be used as a weapon considered dangerous or lethal.

(4) The passenger to be carried under control shall be seated between the law enforcement officers in an isolated manner.

(5) Assure that the law enforcement officers accompany the passenger to be carried under escort at all times and keep the passenger under control while on board the aircraft.

(g) The air operator shall carry a passenger under escort of law enforcement officers, unless:

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- (1) The passenger under control is boarded before the other regular passengers and deplaned after all other deplaning passengers.
- (2) the passenger under control remains seated in a seat that is neither located in any passenger lounge area nor located next to or across from any exit and, when practicable, the air operator should seat the passenger under escort in the rearmost seat of the passenger cabin.
- (h) The armed law enforcement officers escorting a passenger under judicial or administrative control, as well as the air operator, shall ensure that the passenger under control is retained from full use of his hands by appropriate articles or devices.
- (i) The air operator shall provide a passenger under judicial or administrative control and escorted by armed law enforcement officers as well as the officers with:
 - (1) Food or beverages with metal eating utensils.
 - (2) Any alcoholic beverage
- (j) The air operator shall include, in his approved security programme, measures and procedures to ensure security on board aircraft when passengers subjected to judicial or administrative proceedings are carried.

BCAR-17.300 Security of the aircraft and facilities

- (a) The air operator, security company, tenant, ground handling company and holder of an OC shall apply procedures and use the equipment and facilities described in the AOSP to carry out the following functions:
 - (1) Prevent unauthorized access of persons or items to the aircraft or facilities as follows:
 - (i) Establish access controls at each of the aircraft cargo compartments that are open or in operation, by keeping a written record of the persons that enter into such cargo compartments.
 - (ii) Control access to the aircraft cabin, by keeping a written record of the persons that enter into the aircraft cabin.
 - (iii) In the cases above, persons shall be subjected to screening with handheld metal detectors and a physical search conducted by duly trained personnel. The personnel established in the AOSP is exempted from this screening.

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- (iv) The accessible compartments and doors of aircraft in overnight stop shall be locked. If those aircraft are located in a remote position where lighting and CCTV conditions are inadequate, the air operator shall assign an aircraft custodian.
- (v) Any changes to these procedures shall be consulted with the CA's AVSEC Unit.
- (2) Control access in the facilities where sensitive material is located.
- (3) There shall be a proper supervision of the movement of people to and from the aircraft to prevent unauthorized access to the aircraft, as follows:
- (i) Control the aircraft perimeter by keeping a written record of the persons entering into this perimeter and taking into account the provision stated in (1) (i) above.
- (4) Ensure that the baggage carried in the aircraft has been screened by an air operator security agent or another person designated by the airport operator and verify that the dispatch of personal items or cargo on board the aircraft has been given by an agent authorized by the air operator and not by others.
- (5) Ensure that cargo and mail are subjected to appropriate security controls, including screening, prior to loading them onto an aircraft engaged in commercial air transport operations.
- (6) Carry out security checks in the aircraft of origin engaged in commercial air transport operations or carry out aircraft security search. These aircraft shall be protected from unauthorized interference from the moment the aircraft security check or inspection begins until its departure. The decision of carrying out an aircraft security check or inspection is based on a security risk assessment performed by the CA. Each air operator shall ensure that there is on board an aircraft security check checklist, an aircraft security search checklist and a checklist for searching suspect items. These checklists shall contain notification procedures in the case of detecting suspect items, dangerous substances or suspected sabotage.
- (7) Prevent the carriage of cargo, mail and express mail packages, unless the articles have been delivered by means of a regulated agent.
- (8) Take appropriate measures 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 an aircraft engaged in commercial flights.
- (9) Take measures as appropriate to ensure that during flight unauthorized persons are prevented from entering the flight crew compartment.
- (10) Ensure that stores, supplies, COMAT and COMAIL to be carried in the aircraft are subjected to the appropriate security controls.

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- (11) Ensure that during the flight cabin baggage and passengers are matched when there are suspicions of weapons, explosives or other dangerous devices, articles or substances. The air operator shall establish in-flight baggage matching procedures.
- (12) During operation in remote places, the air operator shall escort the passengers to and from the aircraft. For such purpose, it shall use an agent for every 30 passengers.
- (13) Ensure that security controls are established to prevent acts of unlawful interference against aircraft when they are in SRAs and/or airside.
- (14) Protect mobile groups against unlawful interference while they are not providing service to aviation operations, by means of physical or electronic surveillance systems or other means duly approved by the CA.
- (15) If an aircraft that has been subjected to screening or security check is left unattended or if it has been exposed to unauthorized interference, a security screening shall be performed again.
- (16) Shall ensure that security controls are established to prevent acts of unlawful interference with aircraft when they are not in security restricted areas.

BCAR-17.305 Exclusive area agreement

- (a) The air operator, security company, or tenant holding an 'Exclusive area agreement' shall follow BCAR-17.145 and shall comply with the terms of the agreement.
- (b) The air operator, security company or tenant holding an 'Exclusive area agreement' shall establish the boundaries, dimensions, and location of the exclusive area agreed with the airport operator in its security programme.
- (c) The air operator, security company, or tenant holding an 'Exclusive area agreement' shall provide a copy of this document, made with the airport operator, to the CA.

BCAR-17.310 Identification systems in approved exclusive areas

- (a) Tenants shall follow an identification system of working personnel or persons requiring entrance into exclusive areas. This identification system shall only allow stay in the exclusive area.

BCAR-17.315 Security coordinators training

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- (a) The air operator can only appoint as security coordinator the personnel that have satisfactorily completed the basic airport security (AVSEC) training developed by the CA. This is based on the NCASTP requirements.
- (b) The air operator can only appoint as in-flight security coordinator a person that has satisfactorily completed the basic airport security (AVSEC) training developed by the CA or any other training approved or accepted by the BDCA. Additionally, the organization or instructors shall be certified, accepted and approved by the BDCA.
- (c) Each air operator shall establish and maintain a training programme approved by the BDCA, which allows the crew members to act in the most appropriate way to minimize the consequences of acts of unlawful interference.
- (c) The air operator shall also establish and keep a training programme to familiarize security coordinators with preventive measures and techniques related to passengers, baggage, cargo, mail, equipment, stores and supplies to be carried for the employees to contribute to the prevention of acts of sabotage or any other forms of unlawful interference.
- (d) The air operator shall provide specialized means of attenuating and directing the blast for use at the least-risk bomb location.
- (e) Initial training described in paragraphs (a), (b), (c), and (d) shall be yearly supported by recurrent training as specified in the security programme.

BCAR-17.320 Training and knowledge for personnel with security-related duties

- (a) The air operator, security company, tenant shall not designate personnel to carry out security duties related to its security programme described in BCAR -17.240, unless they have received the basic airport security (AVSEC) training developed by the BDCA or any other training approved or accepted by the BDCA. Additionally, the organisation or instructors shall be certified, accepted and approved by the BDCA
- (b) The air operator, security company, tenant shall ensure that personnel designated to carry out security operations fulfil the requirements of this BCAR , advisory circulars, current security directives, their BCAR -17.240 security programmes and the ASP, as appropriate, to carry out said duties.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -1****BCAR – 17****CHAPTER 4 THREAT AND ACTS OF UNLAWFUL INTERFERENCE RESPONSE****BCAR-17.325 Contingency plans**

- (a) The air operator, airport operator or security company shall have a contingency plan to safeguard civil aviation against every act of unlawful interference. This contingency plan shall be included in its security programme and shall be tested on a regular basis.
- (b) Contingency plans shall ensure that the information contained in such plans is current and reliable and that persons responsible for implementing them are notified on the changes. Participate in the contingency plan exercises by the airport operator in accordance with the ASP.

BCAR-17.330 Incident and threat management

- (a) In flight. Upon being advised of or knowing about a specific threat to the security of a flight, the air operator shall immediately notify:
- (1) The corresponding air traffic control office to allow the ATS office to give priority to the aircraft and minimize traffic conflicts that can be created with other aircraft. The operator shall notify the following to the ATS office:
 - (i) any significant circumstance related to the threat.
 - (ii) any deviation from the updated flight plan.
 - (2) the airport operator.
 - (3) the Ground and In-Flight Security Coordinators in BCAR-17.275.
 - (4) ensure that the In-Flight Security Coordinator notifies all crew members of the threat, evaluation and measures to be applied.
- (b) Inspection. Upon being advised of or knowing about a specific threat to the security of the flight, the air operator shall allow the competent authorities to inspect the aircraft under suspicion to determine whether or not any explosive or incendiary is present by doing the following:
- (1) in the case where the aircraft is on ground, conduct a security inspection before the next flight in accordance with the Security Programme and deplane all passengers and submit that aircraft to a security search.

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- (2) in the case where the aircraft is in flight, carry out the security search before the aircraft lands in accordance with the Security Programme and notify the pilot in command all of the relevant information available in order to adopt emergency measures.
- (c) Facilities. Upon being advised of or knowing about a specific threat to the security of a facility, the air operator shall notify the airport operator and the BDCA (See JAC 17.330).
- (d) Notification. Upon receipt of any bomb threat against an in-flight aircraft or facility, or upon suspect or act of air piracy, criminal or violent act, or sabotage, the air operator shall submit a written report as soon as possible to the BDCA (See JAC 17.105(a)).

BCAR-17.335 Security directives and advisory circulars

- (a) The air operator, security company or tenant, through the BDCA, may receive information circulars to notify security concerns. When the BDCA determines that additional measures are necessary to respond to suspected or specific threats against civil aviation, it will issue Security Directives setting forth mandatory measures. Likewise, the BDCA may issue advisory circulars, which provide guidance for the implementation of aviation security measures.
- (b) The air operator, airport operator, security company or tenant shall comply with each Security Directive issued by the BDCA within the time prescribed in the security directive.
- (c) The air operator, security company, or tenant receiving a Security Directive shall:
- (1) acknowledge receipt to the BDCA.
 - (2) within the time prescribed in the Security Directive, the applicant or holder of an operation authorization notify in writing the method by which the measures described in the Security Directive will be implemented.
- (d) In the case where the air operator, airport operator, security company or tenant is unable to implement measures to comply with a Security Directive, it can submit an alternative method within the time prescribed in the Security Directive to be approved by the BDCA. The holder of an operation authorization may implement the alternative method approved by the BDCA.
- (e) The air operator, airport operator, security company, or tenant shall submit comments, arguments, and information to the CA to provide feedback to the Security Directives. The CA may amend a Security Directive or Advisory Circular with the information received. Such feedback does not affect the effective date of the Security Directive.
- (f) The air operator, airport operator, security company or tenant shall:



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- (1) restrict the access or use of the information contained in the Security Directives or Advisory Circulars to those persons who operationally need to know the measures or information contained in either document.
- (2) Refuse to release the information in the Security Directives or Advisory Circulars to those persons other than those described in (f) (1) without the prior written consent of the BDCA.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -2****BCAR – 17****SECTION 2 REQUIREMENTS
JOINT ADVISORY CIRCULAR (JAC).****1 GENERAL**

1.1. This Section contains JOINT ADVISORY CIRCULAR (JAC). They are considered requirements and are provided as interpretations, explanations and acceptable means of compliance and is included in this BCAR.

1.2 The proof of compliance with the requirements that an applicant provides in accordance with the published JACs will be accepted by the BDCA.

2 PRESENTATION

2.1 JOINT ADVISORY CIRCULAR is presented as a compilation of pages, each page being identified by the date of issue or amendment.

2.2 The numbering system used follows the binary system pattern.

2.3 Explanatory notes are not part of the JAC's text and they are written in Arial font 8.

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -2****BCAR – 17****JAC 17.055 (b) Quality control**

(See BCAR-17.055 (b))

1. PERSONNEL

1.1. Experience has shown that skills of those who work in civil aviation are probably the most important factor in security. Even with modern detection equipment and well projected security procedures the success always depends on the quality and training of the persons using the equipment or following the procedures. The employment, selection, training and certification of the personnel shall be considered if security measures, and controls are to be applied appropriately and efficiently.

2. IMPORTANCE OF HUMAN FACTORS IN SECURITY:

- 2.1. Selection and training of personnel shall be inherently linked to security.
- 2.2. Appropriate, permanent and current occupational training provided in a systematic and organised way is necessary.
- 2.3. Within the mandatory knowledge scale: essential, fundamental, special (special knowledge means the one contained in ICAO Standards and Recommended Practices and other international organisations).
- 2.4. Personnel to be employed in the AVSEC area for passenger screening shall have certification authorizing the individuals to carry out that work. This certification will be issued by the CA. Each applicant for certification as a security screener and carrying out passenger screening will have to meet the minimum requirements listed below in addition to the ones considered necessary by competent authorities related to public safety and the CA for the issue of the certificate.

3. CONTRACTING

- 3.1. The following procedures shall be taken into account before deciding if an employee or possible candidate to act as security personnel has the ideal character and integrity to be assigned aviation security tasks. These procedures shall be followed regardless of the previous job of the possible candidate even if it was related to aviation security or in other duties of the aeronautical industry, police or military authorities.

4. APPLICATION FORM

- 4.1. All candidates applying for a job or being considered to carry out aviation security tasks shall fill out an application form providing details in a certain period of time set by the CA in security. This information shall include at least:

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4.1.1 Education.

4.1.2 Training on the field.

4.1.3 Working experience.

4.1.4 In addition, pertinent information considered necessary by the contracting company to make easier the background check that confirms the identity of the candidate and his previous experience, including criminal records.

4.2 Additionally, the following shall be included in the application form:

4.2.1 A statement declaring the information provided is complete and accurate.

4.2.2 A criminal record certificate containing information that proves that the applicant has not been in prison due to criminal acts and if the person had been convicted of a criminal act, the certificates proves that he already served his sentence.

4.2.3 A statement in which the candidate accepts that his application would be disqualified if facts presented in his application were false.

4.2.4 An authorization from the candidate (or notification, if this is not required due to the national legislation) to consult previous employers, education institutions, government institutions, and personal references to verify the information provided by the candidate; and

4.2.5 Candidate's signature.

4.3 The contracting company shall keep the application form for the time the candidate works in the company and shall submit the application form to the BDCA in security matters for inspection if it requires it.

5. INTERVIEW

5.1 The person designated, ideally trained, will interview each candidate, ensuring that the candidate understands the following:

5.1.1 The importance of having a good background with regards to his character; and

5.1.2 The consequences of the statement made in the application form.

5.2 During the interview, the interviewer shall:

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- 5.2.1 Verify the reason why the candidate gave up any previous job;
- 5.2.2 Verify that the candidate has not omitted previous periods of time;
- 5.2.3 Try to obtain further information if necessary.
- 5.3 When the information provided does not match candidate's employment history or when it is not possible to verify the information provided, the contracting company interviewer will investigate:
 - 5.3.1 Details of the ideal persons who can confirm the information;
 - 5.3.2 Other independent ways of verification documents such as marriage certificate or immigration documents.

6. VERIFICATION

- 6.1 Before offering a job to a candidate, there shall be a written verification of the last 3 previous employers, education institutions in the list submitted by the candidate stating the following:
 - 6.1.1 All dates provided are accurate; and
 - 6.1.2 There is no proof suggesting lack of security or any other aspect evidencing that the candidate is not suitable for the job carrying out aviation security duties.
 - 6.1.3 When a candidate has provided certain names of persons as references to verify work experience, what those persons say and obtain a verification of all of them.
 - 6.1.4 When the candidate has provided other means as proof, they will be verified. If it is not possible to verify the references or other proof, it would be necessary to ask the candidate to provide other references or proof that can be verified.

7. SELECTION CRITERIA**7.1 Terms**

- 7.1.1 Must be over the age of 18.
- 7.1.2 Nationality. Must be Belizean.



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7.2 Physical capacity

- 7.2.1 All screening personnel shall be in good physical and mental condition compatible with the capacity required to comply with all security tasks. The improper use of drugs (including alcohol) will be a reason to reject a candidate.
- 7.2.2 A medical certificate will be issued by an Examiner designated by the CA, in accordance with the Licensing Regulation.
- 7.2.3 **Visual Acuity**. The visual acuity shall be 20/60 or above in both eyes without glasses or contact lenses or 20/20 or above in one eye and 20/30 in the other with glasses or contact lenses. The applicant shall fulfil the requirement related to color perception.
- 7.2.4 **Hearing**. Hearing loss shall be lower than 30 dB on each ear in accordance with tests carried out by means of an audiogram for frequencies lower than 2000 Hz.
- 7.2.5 **Speaking** Shall have the ability to communicate verbally clearly and efficiently. In critical situations, it is essential that the screening personnel communicate with others without any serious difficulty to speak.
- 7.2.6 **Smell**. Screening personnel shall be able to detect smells, and do not have any serious or chronic deformity or medical condition in the oral cavity or in the upper respiratory tract.

7.3 Personal guarantees in security matters

- 7.3.1 Shall submit a police record certifying that the person does not have criminal records. To renew the certificate, it is necessary to submit a renewed police record.
- 7.3.2 The applicant to a security operator certificate shall provide information from previous jobs and a high school certificate.
- 7.3.3 The holder of a security operator certificate described in this document will not exercise the privileges and ratings conferred by his certificate when he is under the
- 7.3.4 effect of any psychoactive substance that could prevent him from exercising such privileges appropriately. For this reason, it is necessary to submit a certificate from a laboratory authorised by the CA.
- 7.3.5 The contractor's Human Resources Department shall carry out psychometric and psychological tests to the applicant.

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- 7.3.6 Prove to the CA his capacity of reading, writing, and speaking in English.
- 7.3.7 The holder of a security operator certificate described in this document will give up the privileges and ratings conferred by his certificate when he is aware of a decrease of his psychophysical capacity that could prevent him from exercising such privileges in a safe and appropriate way.
- 7.3.8 Shall submit any document required by the legislation of that Belize before granting him the certificate.

8. REQUIRED TRAINING

- 8.1 The applicant of a security operator certificate shall successfully complete the security training programme of a recognized training course of a national or foreign school or instructor.
- 8.2 It is mandatory a practical training of at least eight hours in the control position to screen personnel.

9. PERSONNEL BEHAVIOUR

- 9.1 Screening personnel have to prove that they are polite and that they know how to behave at ease and treat people courteously.

10. KNOWLEDGE

- 10.1 The applicant shall prove that they are able to recognize visually and interpret X-ray images, weapons, explosives and other dangerous articles.
- 10.2 Shall prove knowledge and understanding of the following:
- 10.2.1 Baggage and passenger screening procedures;
 - 10.2.2 Passenger registration procedures and manual baggage registration;
 - 10.2.3 Ways to retain proof;
 - 10.2.4 Police intervention procedures in passenger screening position;
 - 10.2.5 Permanent legislation;

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10.2.6 Authority characteristics; and

10.2.7 Terrorist profile analysis.

10.3 The security operator applying for a rating as AVSEC instructor shall comply with the training requirements established in the training programme of Belize.

11. EXPERTISE (practical)

The applicant shall have practical experience in the operation of:

11.1.1 X-ray devices for baggage screening;

11.1.2 Walk through metal detectors;

11.1.3 Hand held metal detector.

11.2 The applicant shall prove that he knows how to apply the following methods:

11.2.1 Passenger registration; and

11.2.2 Baggage registration.

11.3 Shall be capable of:

11.3.1 Interpreting and distinguishing different images in the X-ray monitor;

11.3.2 Acting appropriately in case of finding weapons, bombs, dangerous devices, etc.

11.4 Shall prove that they can communicate, understand and make others understand what they are saying.

12. TESTS

12.1 Candidates to be granted a certification shall be subjected to tests to ensure they meet all conditions, knowledge and expertise necessary to carry out screening personnel tasks in passenger screening positions.

12.2 The applicants shall get a grade not lower than 80% in the written test and pass the practical test according to objective and subjective criteria to be determined.

12.3 Proficiency test will be carried out once a year.

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12.4 The State will take the training programme as the base for those tests not getting the percentage necessary to obtain a certification.

JAC 17.120 AVSEC Committee

(See BCAR-17.120)

1. AVSEC committees shall be established to carry out the following duties:
 - 1.1. Coordinate the implementation of the NCASP requirements;
 - 1.2. Constitute a forum to discuss aviation security matters affecting the airport and its users; and
 - 1.3. Become a mean of communication among the CA, National Civil Aviation Security Committee and those directly involved in the application of aviation security in the airports.
2. The AVSEC committee shall be constituted by the following representatives:
 - 2.1. The Airport Director or Administrator (or duly authorized representative) and the Airport Security Chief, Manager of Operations (Chairman), Head of the AVSEC Unit-BDCA, Chief Air Traffic Control Officer, Airport Aircraft Operators, Immigration and Nationality Department, Airport Customs Department, Airport Crash, Fire, Rescue Services, Airport Aircraft Operators, Special Branch Police, such other agency as deemed appropriate such as the Agriculture Department: Tenant's Representation, etc.
 - 2.2. When necessary, other persons may be part of the committee, including representatives of the airport facilitation committee and private security services.
3. The following responsibilities shall be included to the privileges of the AVSEC committee:
 - 3.1. Coordinate the application of the NCASP in the airport;
 - 3.2. Supervise and control the airport security programme including the special measures introduced by the airport operator, air operators and tenants of the airport.
 - 3.3. Use the NCASP as a guide;
 - 3.4. Make and keep a list of the vulnerable areas including equipment, facilities and essential services and check the security in these areas once every three months.;



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- 3.5. Ensure that basic security measures and procedures are appropriate to face threats, are under constant revision and foreseen normal and contingency situations for alarm periods and emergency situations;
 - 3.6. Organize security evaluations and inspections at random;
 - 3.7. Ensure that the recommendations to improve security measures and procedures are being followed;
 - 3.8. Notify the competent security authority of the current status of security measures and procedures in the airport and assign to this authority any problem related to airport protection and its services that cannot be locally solved;
 - 3.9. Take the necessary measures to train airport personnel and other personnel members in security;
 - 3.10. Ensure that expansion plans of the airports include the changes to be incorporated to the control systems and equipment of the airports.
4. The purpose of the provisions of ICAO Annex 17 is to allow the States to have more flexibility in the establishment of AVSEC committees. Probably, some States will find convenient to assign the operation responsibilities of the airport security committee to selected members of the national AVSEC committee even if they probably will not be in the airport. In those cases, it is important to adopt provisions for air operators and airport employees' associations to participate in the AVSEC committee activities to take into account the opinion of these organizations regarding security measures. AVSEC Committee rules of procedures stating the frequency of all meetings, meeting record keeping and the mechanism for reaching to agreements should be established. These rules of procedures shall be in the approved ASP.
5. To maintain a high level of flexibility and efficiency in the operations, some airports establish a subcommittee called security operational committee dependent on the AVSEC committee. The member selection that constitutes this subcommittee shall be flexible to solve the problems that come up. In these situations, it will be advisable to have a team to face incidents hazarding security and that police, airport operator, air operators and security service local office participate in that team.

JAC 17.130 Airport operator security model programme

(See BCAR-17.130)

1. OBJECTIVE OF THE PROGRAMME

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- 1.1 The airport security programme has been prepared to satisfy the requirements of ICAO Annex 17.
 - 1.2 The objective of the airport security programme is to ensure that aviation security measures and their corresponding responsibilities are clearly defined by those persons who are going to use them. All details of the measures to be applied in the airport to meet the requirements of the NCASP shall be given and explained.
 - 1.3 An airport security programme will be developed and approved for every airport of States engaged in international civil aviation and for local airports carrying out operations that could be a target for criminals to commit an act of unlawful interference. The airport security officer shall prepare the programme in collaboration with all users of the airport. This programme shall be approved, signed and dated by the Director of the BDCA.
 - 1.4 The programme shall be written in accordance with the format stated by this JAC and it shall be subjected to the approval of the corresponding authority in security matters. The programme will be updated according to BCAR-17.135
 - 1.5 All amendments and proposed changes to the programme will be subjected to approval of the authority before being implemented.
 - 1.6 The programme shall have a confidential classification in accordance with national guidelines. Content shall be based on national guidelines for security documents.
2. CONTENT SOURCES
- 2.1 National legislation. Details of the national legislation (laws, decrees, etc), which provide authority to the programme, shall be indicated.
 - 2.2 NCASP. Makes reference to the articles corresponding to the NCASP which are part of the base of the airport security programme as well as the provisions regulating the elaboration of measures and procedures.
 - 2.3 Other rules or legislation. All details of other rules or legislation providing legal support to the Airport Security Programme shall be given. Make reference to all relevant sections of the national criminal law when necessary.
3. FUNCTIONS AND RESPONSIBILITIES OF THE AIRPORT OPERATOR
- 3.1 Airport operator. A description of the concrete tasks of the airport operator personnel involved in the implementation of the Aviation Security Programme.

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- 3.2 Airport security unit. A description of the functions and responsibilities of the organization of the airport security unit and chief airport security officer.
 - 3.3 Police authority. A description of the tasks of the National Police Department. Clearly establishing the responsibilities of each individual to prevent a misinterpretation of the concrete function and responsibilities.
 - 3.4 Other governmental departments. Describe the functions of other governmental departments such as customs, immigration, etc. involved in the provision of support to the airport security programme.
 - 3.5 Air operator. Describe the functions of foreign and national airlines carrying out operations in the airport and any security function or task assigned as help to the programme. A list of the persons responsible in each airline and their substitutes shall be included as an appendix with all details regarding means of contacting them (work and home telephone numbers, main office address, etc.)
 - 3.6 Airport tenants. Describe the responsibility of tenants, the time when their cooperation and assistance is needed and the way in which they can contribute to aviation security.
 - 3.7 Local government authorities. Describe the tasks that will be required of any of the local government authorities to provide assistance in the implementation of the airport security programme.
 - 3.8 Other authorities. A description of any other authority involved in this programme (mail, communications, fire extinguishing, health, etc.,) the functions these authorities will carry out and the mandatory assistance they have to provide.
 - 3.9 General aviation. Describe the impact of the security programme in general aviation operations and its collateral effects.
4. AVSEC COMMITTEE
- 4.1 Privileges. Establish the requirements related to the AVSEC committee in the NCASP, its privileges and responsibilities in accordance with the procedures and measures in the NCASP aimed at protecting efficiently the airport against acts of unlawful interference. The AVSEC committee shall meet at the call of the Chairman and at least every two months or as deemed necessary, with all its members or with some members as a smaller operational group every certain period. Minutes of every meeting shall be prepared; once they have been approved by the members of the committee, they will be distributed to the organizations involved.

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- 4.2 Membership Prepare a complete list with all the names, positions and any other important information of all the members of the AVSEC committee shall be included. The Airport Manager will hold the position of Chairman of the AVSEC Committee. The head of the AVSEC Unit of the BDCA will work as a consultant in security matters for the committee.

5. COMMUNICATIONS

- 5.1 This section describes the security policies, rules and the way by which the BDCA communicates the NCASP requirements to the aeronautical industry of the country.
- 5.2 Includes the reference to the distribution procedures of reports resulting from inspections, evaluations, tests and investigations in security. It also describes instructions and guidelines on the correct classification and confidential information processing procedures included in those reports.
- 5.3 Describe the details on the communications policy on aviation security for other States, ICAO and the media.

6. DESCRIPTION OF THE AIRPORT

- 6.1 General. In this part, the name of the airport, location (taking as point of reference the closest city), official address of the airport, type of airport, name of the airport owner, telephone number and identification code will be included.
- 6.2 Public area, airside and SRAs. The different airside areas, public movement areas and other areas of the airport shall be clearly indicated with a brief description. The airport airside shall be clearly marked out and all SRAs as well as the points of access control shall be indicated. An accurate scale map of the location and plan of the airport shall be attached as an appendix.
- 6.3 Operating hours. Define the details of the airport operating hours, the air traffic control tower operating hours, and communication facilities on that land. In case of SRAs, there shall be an access control 24 hours a day. Security procedures for hours different from operating hours shall be also included.
- 6.4 Airport operations and organizations
- 6.4.1 List and describe briefly the activities carried out by all airport organizations and other related entities, for example,
- 6.4.2 Airport operating services; include management, maintenance, communications, fire extinguishing services, or any other operating services.

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- 6.4.3 Air traffic services. They shall include the tower, terminal building, flight information centre/region and air information centre.
- 6.4.4 Air operator. A list of all air operators using the airport and the destinations being provided the service. Include the details of the average of daily passenger and total air cargo movement corresponding to all air operators during high season and low season.
- 6.4.5 General aviation. A list of all general aviation companies carrying out operations from and to the airport. Mention the details of the general aviation traffic amount and all security controls established in certain places, the responsibility of general aviation facilities and the access to international ramp and platform areas.
- 6.4.6 Organizations and private entities. Detail all airport tenants, stores, cargo handling companies, supplying companies, tourism offices, private security companies, or any other company carrying out operations in the airport; provide the names of their administrators and their telephone numbers. Their location in the airport and in the terminal premises shall be indicated in maps that shall be attached as appendices.
- 6.4.7 Military or paramilitary organization. The aspects to establish communication with military or paramilitary offices carrying out operations in the airport shall be described. The details from the memorandums of understanding with these institutions shall be included.

7. SECURITY MEASURES IN THE AIRPORT

In this section, the details on the security measures, procedures, and controls implemented in the airport as a support to the NCASP shall be provided. The heading and the content of the model scheme shall be adapted to match local current conditions.

7.1 Airport security

- 7.1.1 Access control measures. Describe the access control methods for SRAs, including the details on the permit system for persons, vehicles and the inspection procedures and records conducted.
- 7.1.2 Verify the background records of the persons requesting the issue of any type of permit. Explain the way in which the security patrols are conducted in public areas, airside and SRAs including all patrols conducted outside the airport to prevent possible attacks from distance and from missile launching positions.

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- 7.1.3 Security resource materials. A description of the security resource materials related to fences, lightning, intrusion detection systems, closed circuit television, etc., implemented in SRAs, parked aircraft and platforms, public areas of the terminal building, viewpoints, car parking, catering facilities, air cargo areas, aircraft maintenance areas and essential airport facilities.
- 7.1.4 Facilities for air traffic services, communications, and navigation aids.
- 7.1.5 Describe the security resource materials used to protect air traffic service facilities, communication and navigation aids facilities and evaluate their vulnerability to interference waves, mentioning the importance of each facility regarding air navigation security.
- 7.1.6 General aviation. Description of the security measures applied to general aviation and any other special procedure applied to the crew members or passengers carrying out operations from and to the airport. Provide details on the average of daily movement in accordance with the season and the number of aircraft permanently parked in the airport.

7.2 Passenger and cabin baggage security

- 7.2.1 Authority. Cite the legal source and any other local laws for the implementation of security measures. Provide details on the procedures to be followed if a person refuses to be screened or when boarding the aircraft is denied by any reason.

A list of diplomats or heads of state exempted from screening shall be included in the NCASP and ASP.

- 7.2.2 Presentation and Documentation. Presentation and documentation procedures for groups of passengers or high-risk passengers, procedures for protecting airline tickets, boarding passes, baggage protocols and other documents. Indicate clearly, the authority and the responsibility of the agents that manage cargo, the conformity with the instructions of the:
- 7.2.3 Travel documents. Procedures to check identification and travel documents of the passengers including originating passengers, transfer passengers and transit passengers.
- 7.2.4 Screening procedures. Describe the screening procedures and measure including manual register minimum proportions to be applied, identification of prohibited items and dangerous goods, special measures to use electronic

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and electric devices, rules to be applied, procedures for persons with special needs, private inspection arrangements and measures to be implemented in the case weapons or explosives are found.

- 7.2.5 Equipment. A list of the equipment available on each check point and the regular tests required as well as the maintenance procedures required to ensure that they are in service and follow all the rules before using them. Provide details on the procedures to be followed when the equipment fails or when by any reason it is out of service.
- 7.2.6 Security personnel. Describe personnel hierarchy, their positions and shifts in each point of screening. Mention the type of training required (initial training, on the job training, and recurrent training) and the records kept for those types of training.
- 7.2.7 Segregation and control. Mention the division made between screened persons and non-screened persons in the terminal building after the point of screening. If this division is not achieved, describe supplemental procedures such as a secondary screening in the embarkation area.
- 7.2.8 Describe the procedures followed to ensure the control of screened passengers when they move along platform areas or when being carried by vehicles to the aircraft.
- 7.2.9 Personnel and flight crew procedures. State if security measures are applied to all airport personnel, flight crew, police, and personnel from other governmental departments. Explain the procedures to be adopted and clearly describe the measures to prevent a misinterpretation and ensure a standard application of these measures.
- 7.2.10 Diplomatic pouch and governmental courier. Describe the procedures applied to diplomatic pouch and governmental courier. Explain if diplomatic pouch can be screened and describe the procedure.
- 7.2.11 Facilities for governmental figures. Describe the procedures to implement the measures to facilitate the movement of governmental figures, clearly stating the existence of previous arrangements for private or semi-private clearance of governmental figures and the exceptions regarding normal passenger screening procedures, reducing them to a minimum.
- 7.2.12 Special categories of passengers. Describe the procedures to be followed for passengers who are potentially disruptive; for example, persons who are being held in custody, dangerous prisoners, deported persons, persons who suffer mental disorders, etc. State the different duties of the organisations

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involved. Make concrete reference to the corresponding air operators and pilot in command.

- 7.2.13 General aviation. Mention security control procedures for general aviation passengers and flight crew, especially during serious threat situations.

7.3 Hold baggage security

- 3.1 Authority Describe the source in which the legal authority is based to adopt screening measures and procedures to follow if a person refuses to subject his hold baggage to routine screening. Make a list of diplomats or Presidents whose hold baggage has a special registration procedure.
- 7.2.14 Registration. Detail the baggage registration procedure. Indicate the place where it is conducted and any special arrangement. Measures and facilities for
- 3.2 passengers travelling in groups or high-risk passengers who may need different procedures to those commonly used.
- 3.3 Details on the interrogation to any passenger. Clearly indicate the power and responsibility of the cargo handling agents in accordance with the provisions of the NCASP.
- 3.4 Registration outside the airport. If the registration outside the airport or at the entry of the airport is authorized, protection measures against acts of unlawful interference shall be described until the baggage is loaded onto the aircraft.
- 3.5 Screening procedures. Procedures and measures including the minimum proportions of manual register to be applied, identification of prohibited items and dangerous goods, special measures to use electronic and electric devices, rules to be applied and measures to be implemented in the case of finding weapons or explosives.
- 3.6 Equipment. A list of the equipment available at each check point and the regular procedures required for test and maintenance to ensure that the equipment is in good condition and fulfils the required standards before being used. Provide details on the procedures to be followed when the equipment fails or when by any reason it is out of service.
- 3.7 Hold baggage security personnel. Describe personnel hierarchy, their positions and shifts at each point of screening. Mention the type of training

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required (initial training, on the job training, and recurrent training) and the records kept for those types of training.

- 3.8 3.8 Passenger and hold baggage check. Describe the procedures to ensure that the only hold baggage being loaded onto the aircraft is the one belonging to the passengers that have boarded the aircraft and that the baggage has been subjected to the necessary security controls and it is authorized to be loaded onto the aircraft. Make a concrete reference to the different passenger category (passengers of origin, passengers being transferred in the airline and between airlines, passengers in transit that disembark). Mention the use of automation and describe the principle of the system and the results achieved by using it.
- 3.9 Procedures for airport personnel and flight crew. State if the security measures will apply to all members of the flight crew. Explain the procedures to be adopted and clearly state the particular measures to prevent a misinterpretation and ensure a standard application of the security measures.
- 3.10 Unaccompanied baggage. Describe the procedures regarding baggage that has been taken from the owner during an interruption in the operation of the baggage handling system due to additional security controls applied to the baggage before being loaded onto an aircraft.
- 3.11 Baggage collecting area. Describe the measures applied to the hold baggage that has not been collected by the passenger, including screening or registration details and storage under security conditions. In addition, describe the measures to prevent the passengers from collecting prohibited articles hidden in the hold baggage and in the baggage collecting area that can be subsequently used to commit an act of unlawful interference in the airport terminal of arrival.
- 7.4 Air freight security
- 7.4.1 The expression "air freight" in the airport security context includes goods, consignments, transfers, unaccompanied courier, mail, diplomatic mail, supplies, stores of the company and unaccompanied baggage registered as cargo of a passenger transport aircraft.
- 7.4.2 Authority. Describe the source in which the legal authority is based to adopt security measures and the organization responsible for the compliance.

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- 7.4.3 Security procedures. Describe the procedures followed with reference to known consignors, known and unknown cargo, transshipment cargo, the role of the aircraft operator, random checks, documentary records, access control, secure storage and transportation.
- 7.4.4 Equipment. List the equipment available to carry out screening of air cargo and the required routine testing, and maintenance procedures required to ensure it is serviceable and meets the required standards before use. Detail the procedures to be followed when equipment fails or is unserviceable for any reason.
- 7.5 Security of catering, supplies, and stores
- 7.5.1 Authority. Describe the source giving legal authority for security measures and the agency responsible for compliance.
- 7.5.2 Security procedures. Describe the procedures followed and responsibilities with reference to known and unknown stores, physical security measures, access control measures, customs bonded warehouses, tamper-evident sealing of goods, searching and sealing of vehicles, catering carts and containers, multiple loads, airside catering operations, receipt and validation of consignments into SRAs and aircraft operator security measures.
- 7.6 Control of firearms and other weapons
- 7.6.1 Legislation and regulations. Describe the national legislation and regulations related to carriage of weapons and firearms on board aircraft departing or arriving at the airport or carriage by persons in the area of jurisdiction of the airport. The relevant provisions of the appropriate laws or regulations shall be cited.
- 7.6.2 Transporting of firearms. Describe the procedure for handling and transportation of firearms in compliance with the provisions of the NCASP. Describe the role of the operator and crew. Mention any special arrangements to be made at check-in or baggage reclaim areas.
- 7.6.3 Carriage of firearms. Describe the national policy on authorized carriage of firearms in both national and foreign aircraft and the measures for the implementation of that policy. Explain the tasks of the agencies involved and those of the aircraft operators. State clearly the authority for the carriage of weapons granted to in flight security personnel, escorts of prisoners, deportees or escorts of VIPs. Describe the relevant procedure including notification of the aircraft operator and the pilot-in-command.

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- 7.7.1 Basic responsibility for the security of aircraft rests with the air operator, whose plans should take into account the airport security programme so that security measures can be coordinated.
- 7.7.2 Control access to aircraft. Describe the measures for protection of aircraft on the ground with reference to the duty of aircraft crew and maintenance personnel servicing aircraft to identify any person approaching or boarding the aircraft and that aircraft not in service or undergoing maintenance should have all access points secured and access stairs or passenger loading bridges removed.
- 7.7.3 Security patrols. Describe what security patrols operate within the airside area, detail what communications are provided between security control and local air traffic control and what security equipment is carried.
- 7.7.4 Pre-flight precautions. Describe the pre-flight precautions conducted on a regular basis, during high threat situations or upon request. State clearly the agencies involved and their respective tasks.
- 7.7.5 Threat notification. Describe the procedures to respond to information which indicates that a specific aircraft may be subject to an act of unlawful interference and indicate who is responsible for implementing the additional security measures considered necessary to counter the threat. Define responsibilities for informing the CA for security if not the initiating agency of such threat notifications.
- 7.7.6 Flights under increased threat. Describe the procedures to be implemented for specific flights under increased threat, including isolated parking areas, individual guarding of aircraft, escorting of taxiing aircraft and inspection of approach and take off flight paths. Include a plan of parking places.
- 7.7.7 Aircraft search. Describe the procedures for the inspection and searching of aircraft during both routine operations and at times when an aircraft may be under high threat. Define: which agencies will be responsible to conduct a search; the necessity for checklists to avoid duplication of effort; good lighting; and well-trained personnel with the support of aircraft crew or aircraft engineering support personnel. State the actions to be taken on discovery of suspected explosive devices and the responsibilities for decisions to move or evacuate the aircraft and the continuance of airport operations.

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Operations and maintenance. Describe the allocation of responsibilities among the agencies having responsibility for the procurement, installation, operation and maintenance of security equipment. List all security equipment at the airport used in the support of civil aviation security including number, location, maintenance and calibration, and responsibilities. Include X-ray equipment, explosives detection equipment, hand-held and walk-through metal detectors, simulation chambers, explosive detection dogs and explosive disposal equipment. Provide a plan as an appendix showing the distribution of equipment at the airport.

8. RESPONSE TO ACTS OF UNLAWFUL INTERFERENCE.

Airport contingency plan. The airport contingency plan should work in conjunction with the airport security programme. Guidelines on the structure and the content of the plan should be obtained from the CA for security and the civil aviation security policy and regulatory section. The plan should include information regarding responsibilities for command, control and communications procedures, hostage negotiation procedures, designated aircraft parking locations, incident site access and control, communications equipment, guidelines on dealing with the media and the public. A copy of the airport contingency plan should be attached as an appendix to the airport security programme.

9. SECURITY TRAINING

Describe the aviation security training programmes given to security staff at the airport and all other persons who have roles to play in aviation security, including management and the security personnel of the airport, aircraft operators and cargo, police, military, customs and immigration personnel, aircraft crew members and other airport personnel. Also describe any other training including contingency plan exercises and exercises involving a reaction to an act of unlawful interference designed to test readiness.

10. APPENDICES

- 10.1 Organizational diagrams referring to the organizational structure of the airport operator and security management.
- 10.2 Scale map of the airport and peripheral area.
- 10.3 Detailed scale map showing public areas, airside and SRAs and access control points.

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- 10.4 Detailed map of the terminal incorporating security equipment location(s).
- 10.5 Aircraft operators' contact information.
- 10.6 Private organizations and businesses operating at the airport.
- 10.7 List of persons exempt from screening or search measures.
- 10.8 National legislation and regulations related to carriage of weapons and firearms.
- 10.9 Airport contingency plan plans to be used in the in the contingency plan should be grid plans for a better location of the site.

JAC 17.165 (f) Access control system

(See BCAR-17.165 (f))

1. It is advisable the system covers the following:
 - 1.1 a CCTV integrated system using coloured security equipment.
 - 1.2 a number of security cameras appropriate to the number of SRAs and airport access areas.
 - 1.3 cameras capable of recording and reproducing footage for up to thirty previous days in memory.
 - 1.4 appropriate, sufficient and trained CCTV operating personnel.
 - 1.5 The CCTV operating personnel cannot control the monitors for more than 20 minutes. On the other hand, these personnel can move to other security points where restrictions are applied such as in the case of X-ray operators, with 60 -minute rest periods. (Check in depth the regulations)

JAC 17.170 (b) Background checks

(See BCAR-17.170 (b))

1. A background check to confirm a person's identity and previous experience, including any criminal history, where appropriate, should be carried out as part of the assessment of an individual's suitability for unescorted access to a SRA. In addition, special procedures should be set to conduct a background check to foreigners and locals who have lived outside the State. These background checks should be updated every year to ensure individuals still meet the required criteria. Strict precautions must be taken to avoid the

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issuance of permits to staff who are not required or rarely required to enter SRAs. Position or title should not be used as the criterion for establishing the need for a permit. Frequency of the need for access to SRAs on the airport or the inspectorate nature of the person's duties, is the best criterion to apply. Any exceptions made to this rule should be clearly established and approved against rules established by the responsible authority.

2. All companies and organizations on an airport must vouch for the validity of and need for permits prior to their being issued to their staff. This will entail a responsibility on their part to have completed adequate pre-employment or other inquiries to ensure that the individual concerned will not be a potential threat to the airport. Permits should not be issued without such guarantees.
3. Upon receipt of an application and satisfaction that the stated justification is valid, the airport operator should pass the application to one or more of their law enforcement agencies (police/military, customs, immigration) for a background check to be carried out. Each of these agencies should have the authority to object, on reasonable grounds, to any application for a permit on security grounds by virtue of the applicant being considered to be unfit for access to the airside or SRA. Such reasons may not have to be declared, dependent on the legal requirements of Belize.
4. Once the background check has been completed, the application should be scrutinized by the airport operator again to determine which particular SRAs the applicant needs to gain access to in order to fulfil their stated function. It is obvious, for example, that an aircraft maintenance engineer or aircraft cleaner does not need access to passenger terminal buildings; conversely, retail and concession shop staff and terminal building cleaners do not need access to aircraft operational areas in order to perform their official functions.
5. When satisfied with the applicant's requirements, the authorizing officer should decide which areas the applicant may enter as absolutely necessary for the job and ensure that only these areas are indicated on the permit by means of numerical, alphabetical or color coding. It needs to be recognized, however, that there may be times when staff normally assigned to a specific area may be required by their management to enter other areas for a specific reason. Procedures to recognize such needs will be necessary.



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JAC 17.175 (b) Control table On the Job Training form (OJT)

(See BCAR-17.175 (b))

NAME OF THE SECURITY EMPLOYEE:		SPECIALTY AVSEC				
TASK	REFERENCE	LEVEL 1	LEVEL 2	LEVEL 3	CERTIFIED BY	
		OBSERVE	OBSERVE AND HELP	CARRY OUT	NAME OF THE INSTRUCTOR	SIGNATURE
WALK-THROUGH METAL DETECTOR, 04 HOURS	BCAR-17.175(b) BCAR-17.280(a,4)					
HAND-HELD METAL DETECTOR, 04 HOURS	BCAR-17.175(b)					
ACCESS CONTROL, 04 HOURS	BCAR-17.175(b)					
CABIN BAGGAGE SCREENING, 08 HOURS	BCAR-17.175(b)					
HOLD BAGGAGE SCREENING, 08 HOURS	BCAR-17.175(b)					
SCREENING EQUIPMENT (these hours shall be completed for each unit of equipment to be used) 24 HOURS	BCAR 17.175(c) BCAR-17.280(b)					

**BELIZE DEPARTMENT OF CIVIL AVIATION****SECTION -2****BCAR – 17****1. INSTRUCTIONS TO FILL OUT THE ON THE JOB TRAINING FORM-**

- 1.1 In the LEVEL 1 column, the instructor will write his name and the date after the inspector/student has observed and studied the tasks with the instructor.
- 1.2 In the LEVEL 2 column, the instructor will write his name and the date after the inspector/student has observed and helped the instructor in the execution of the task and the inspector understands what is expected from him.
- 1.3 In the LEVEL 3 column, the instructor will write the date, his initials, name and signature after the inspector/student has completed the task satisfactorily and without help of the instructor.
- 1.4 In the section assigned to the levels, the instructor will write the information required in 1.1 with a blue or black ink pen.

2. TRAINING LEVELS

- 2.1 Level 1. In this level, security staff is required to observe, study and review all reference material applicable to the tasks they will receive training in. The instructor will be part of this study and will be available to answer any question. The instructor will decide if the student is ready to go to the next level.
- 2.2 Level 2. In this level, security staff is required to observe and help the instructor in the execution of the task to be completed. The instructor gives a demonstration and then the inspector/student executes and helps. During this process, the instructor decides, through the completion of the task and the execution level, if the inspector/student has acquired the appropriate knowledge. Once the inspector/student fulfils these requirements, the instructor will sign in the Level 2 section according to 1.1 and 1.2.
- 2.3 Level 3. In this level, security staff/student is required to carry out the task under the instructor's supervision. After completing the task, the instructor will sign in the Level 3 section according to 1.1 and 1.2 to certify that the task has been satisfactorily completed.

3. ON THE JOB TRAINING CLASSIFICATION

The tasks carried out during on the job training have been taken from different types of inspections conducted to security staff according to their specialty. At the same time, these tasks will be subdivided into more specific tasks that the instructor should verify in order to confirm that security staff /student has completed the entire level.



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JAC 17.185 Record table

(See BCAR-17.185)

Date	Item	Name of passenger	Flight	Name of officer	Name of supervisor	Remarks (1)
The place where the item was confiscated shall be mentioned. In addition, any other situation arising during the confiscation process should also be recorded.						

JAC 17.245 Model security programme for the air operator, security company and tenant

(See BCAR-17.245)

1. International obligations and organizations
 - 1.1 Structure and roles of ICAO.
 - 1.2 Purpose of various conventions, ICAO Annex 17.

2. National obligations and responsibilities
 - 2.1 The relevant appropriate authority for the State of registration
 - 2.2 The relevant appropriate authority for the State of operation
 - 2.3 NCASP of the host State

3. Airline security policy and organisation
 - 3.1 Airline security policy
 - 3.2 The roles and responsibilities for aviation security in the airline
 - 3.3 Information and communication
 - 3.4 Description of airline's operation

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4. Security of passengers and cabin baggage
 - 4.1 Purpose of screening and searching
 - 4.2 Procedures for screening and hand-searching of originating passengers
 - a Standards of screening and searching
 - b Location of screening or searching
 - c Details of screening equipment
 - d Details of operator or service provider
 - 4.3 Procedures for screening and hand-searching of transfer passengers
 - a Standards of screening and searching
 - b Location of screening or searching
 - c Details of screening equipment
 - d Details of operator or service provider
 - 4.4 List of persons exempted from screening and searching
 - 4.5 Screening and searching of cabin baggage
 - a Standards of screening and searching
 - b Location of screening and searching
 - c Details of screening equipment
 - d Details of operator or service provider
 - 4.6 Treatment of suspect passengers or cabin baggage
 - 4.7 Control of movement of passengers
 - 4.8 Measures for special category passengers
 - a Diplomats and other privileged persons
 - b Government couriers and diplomatic bags
 - c Passengers with reduced mobility and medical cases
 - d Inadmissible passengers/deportees/escorted prisoners
 - 4.9 Policy for unruly passengers
 - a Procedures on the ground
 - b Procedures in the air
 - c Authority for use of restraints
 - d Reporting procedures
5. Security of hold baggage
 - 5.1 Purpose of the security measures
 - 5.2 Passenger identification checks
 - a Standard of checks
 - b Location of checks
 - 5.3 Questioning of passengers
 - a Description of questions
 - b Location of delivery
 - c Details of service provider
 - 5.4 Procedures for originating hold baggage screening and hand-searching
 - a Standard of screening and searching
 - b Location of screening and searching
 - c Details of screening equipment



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- d Details of operator or service provider
 - 5.5 Procedures for transfer hold baggage screening and hand-searching
 - a Standard of screening and searching
 - b Location of screening and searching
 - c Details of screening equipment
 - d Details of operator or service provider
 - 5.6 Protection of hold baggage
 - a Description of procedures
 - 5.7 Procedures for off airport check-in of hold baggage
 - 5.8 Procedures for carriage of firearms and weapons
 - a Legal provisions and regulations
 - b Acceptance procedures
 - 9.b.1 Escorts of prisoners/deportees
 - 9.b.2 Bodyguards to government VIPs
 - 9.b.3 In-flight security guards
 - 9.b.4 Protection on the ground
 - 5.9 Treatment of suspect bags
- 6. Security of crew, cabin and hold baggage
 - 6.1 Standards of screening and searching
 - 6.2 Location of screening and searching
 - 6.3 Details of screening equipment
 - 6.4 Details of operator or service provider
- 7. Passenger and hold baggage reconciliation
 - 7.1 Purpose of measures
 - 7.2 Description of procedures
 - a Details of equipment if automated
 - b Details of manifest if relevant
 - c Identification of no-show passengers
 - d Identification of unaccompanied baggage
 - 7.3 Procedures for screening of unaccompanied baggage
 - a Standard of screening
 - b Location of screening
 - c Details of screening equipment
 - d Details of operator or service provider
- 8. Security of aircraft
 - 8.1 Purpose of security measures
 - 8.2 Searches and checks of aircraft
 - a Standard of searches and checks
 - b Details of service provider

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- 8.3 Control of access to aircraft
 - a Standard of access control
 - b Details of service provider
- 9. Security of airline catering, stores and supplies
 - 9.1 Purpose of measures
 - 9.2 Description of measures at airline catering unit
 - a Standard of physical security of premises
 - b Standard of access control to premises
 - 9.3 Description of measures for dispatch and transportation
 - a Standard of access control to prepared meals
 - b Standard of access control to dispatch bank
 - c Standard of access control to vehicles
- 10. Security of aircraft cleaning operations
 - 10.1 Purpose of measures
 - 10.2 Description of measures
 - a Standard of access control to cleaning stores
- 11. Security of cargo, courier, express parcels and mail
 - 11.1 Purpose of measures
 - 11.2 Description of measures for cargo
 - a Procedures for acceptance
 - b Known consignor scheme and criteria
 - c Standard of screening and physical examination
 - d Location of screening and physical examination
 - e Details of screening equipment
 - f Details of operator or service provider
 - g List of exemptions from security screening or physical examination
 - 11.3 Description of measures for unaccompanied baggage and personal effects carried as cargo
 - a Standard of screening and hand-searching
 - b Location of screening and searching
 - c Details of screening equipment
 - d Details of operator or service provider
 - 11.4 Description of measures for courier and express parcels
 - a Procedures for acceptance
 - b Standard of screening and hand-searching
 - c Location of screening and searching
 - d Details of screening equipment
 - e Details of operator or service provider
 - 11.5 Description of measures for mail
 - a Procedures for acceptance

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- b Regulated postal authority/administration scheme and criteria
 - c Known consignor scheme and criteria
 - d Standard of screening
 - e Location of screening
 - f Details of screening equipment
 - g Details of operator
- 11.6 Safeguarding of cargo, courier, express parcels and mail
- a Description of measures
- 11.7 Procedures for carriage of diplomatic mail
- 11.8 Treatment of suspect cargo or mail
12. Recruitment of staff
- 12.1 Description of procedures for recruitment of security staff, including background checks
13. Training of staff
- 13.1 Description of initial training for the following groups of staff
- a Aircrew
 - b Security staff who carry out screening, searching or checking duties
 - c Staff who question passengers
 - d Awareness training for other staff, including ground-handling staff
 - e Airline security managers/officers
- 13.2 Description of recurrent training for the following groups of staff:
- a Aircrew
 - b Security staff who carry out screening, searching or checking duties
 - c Staff who question passengers
 - d Awareness training for other staff, including ground handling staff
 - e Airline security managers/officers
14. Contingency planning
- 14.1 Description of plans to deal with the following contingencies:
- a Aircraft hijack
 - b Bomb threat
 - c Discovery of a suspect or prohibited article
 - d Equipment failure
 - e Enhanced measures for an increase in the level of threat
 - f High risk flights
15. Incident reporting
- 15.1 Description of airline security incident reporting procedures
16. Supervision and performance monitoring
- 16.1 Description of airline arrangements for monitoring implementation of security measures and quality control



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17. Local airport procedures

JAC 17.290 Form for the carriage of weapons

(See BCAR-17.290)

Original document and three copies to be distributed in this manner :

1. One copy for the passenger
2. One copy for the boarding station's file
3. One copy for the pilot in command
4. One copy for the aviation security office

No one can carry concealed or exposed dangerous or lethal weapons in the passenger cabin except authorized by the CA.

The aforementioned persons must request, in writing, an authorization from the corresponding air operator at least 24 hours before the flight in order to coordinate with the supervisor on duty and the pilot in command. The form will be submitted together with photocopies of the credentials that authorise the officer to carry weapons, a photograph, and seal of the department he works for. The copy of the credentials must match the credentials the officer displays to board the aircraft.

CHECK:

- | | |
|---|---|
| <input type="checkbox"/> Armed law enforcement officer | <input type="checkbox"/> With prisoners on board |
| <input type="checkbox"/> Armed escort for government VIPs | <input type="checkbox"/> Firearms in hold baggage with tag number |

ALL ARMED PERSONS IN THE CABIN ARE REQUESTED TO:

- keep the weapon concealed at all times

-avoid alcoholic beverages

fill out and give this form to the handling agent at the counter together with the passport, ticket, and the boarding pass when moving through the points of security screening and traffic agents prior to boarding.

AUTHORIZED CARRIAGE OF FIREARMS:

PASSENGER'S NAME:	FLIGHT T NO.	DATE	FROM	TO	SEAT NO.
ORGANIZATION:					
ORGANIZATION ADDRESS:					
POSITION:					



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IDENTIFICATION NUMBER	PASSPORT NUMBER AND NATIONALITY
PASSENGER SIGNATURE	AUTHORIZE D BY:
SIGNATURE OF THE AIRLINE REPRESENTATIVE AT THE STATION:	

PROCEDURES FOR ESCORTING OFFICERS

1. Notify the air operator if the escorted person is a high risk prisoner and if this person will be escorted by two or more officers.
2. Ensure that the escorted person is not near any dangerous weapon
3. Restrain the escorted person from unnecessary things
4. Under no circumstances shackle the prisoner to a seat or any other part of the aircraft.
5. The escorting officer should:
 - A. board the aircraft before all other passengers and sit in the rearmost seat of the passenger cabin
 - B. sit between the prisoner and any other person
 - C. keep the escorted person under surveillance
 - D. not drink alcoholic beverages
 - E. keep his weapon concealed

REPORT TO THE CAPTAIN:

In accordance with CA, Mr. _____ from _____ seat number _____ is appropriately identified and authorized to fly armed on-board the aircraft. He has been trained to keep his firearm concealed and to avoid consuming alcoholic beverages. In the case that an incident on board the aircraft occurs, he will not take action unless you request it. Anonymity is essential to carry out his work; therefore, do not reveal his identity to other passengers.

Captain's signature _____

The air operator staff involved should send a message to all en-route stations.



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JAC 17.295 (a) Person under judicial or administrative proceedings
(See BCAR-17.295(a))

1. High-risk person under judicial or administrative proceedings means a person that presents a high risk of escape according to the law enforcement organization and who is carrying out a sentence or has committed a violent crime.
2. Low risk person under judicial or administrative proceedings means any person not considered as a "high risk person" by the law enforcement organization.

JAC 17.330 Bomb threat report form

Name of person receiving threat message:	Time:	Date:
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Message: (caller's exact words)

WHERE IS THE BOMB?

Terminal	Fuel storage facility	Cargo area	Airline offices or maintenance area	Other
Aircraft	Flight number	Departing from	Going to	
Did the caller appear to be familiar with the aircraft or building when describing the location? YES/NO				

WHEN WILL IT GO OFF?

Time:	Day:	Date:
In flight?: YES/NO	If moved?: YES/NO	Other:



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WHAT DOES IT LOOK LIKE?

Briefcase	Shopping/carrier bag	Suitcase
Box/parcel	Other (describe)	

WHO ARE YOU?

Name:	Organization:
Where are you now?	

WHY ARE YOU DOING THIS?

--

BACKGROUND DETAILS (Circle appropriate answer)

Origin of call

Local	Long distance	Internal (from within building)	Public, cellular or mobile telephone
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Attempt made to trace call? Yes/No

Caller's identity

Sex:	Approximate age:	Language spoken:
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Voice characteristics

Loud	Soft	High-pitched	Deep
Raspy	Pleasant	Other	

Speech

Fast	Distinct	Stuttering	Slurred
Slow	Distorted	Nasal	Other



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Background noise

Noisy	Quiet	Trains	Aircraft
Street traffic	Voices	Office machines	Factory machines
Kitchen	Party atmosphere	Animals	Music
Mix (describe)			

Accent

Local	Not local	Colloquial	Regional	Foreign
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Manner

Angry	Calm	Irrational	Rational
Coherent	Incoherent	Deliberate	Emotional
Intoxicated	Laughing	Righteous	Obscene
Other (describe)			

Command of language

Excellent	Good	Fair	Poor	
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**COMPLETE FORM AND PASS TO NOMINATED RELEVANT
AUTHORITIES**

**DISCUSS THREAT CALL ONLY WITH RELEVANT
AUTHORITIES**

MADE by the Minister responsible for civil aviation this 6th day of September, 2022.



HON. ANDRE PEREZ
Minister of Blue Economy and Civil Aviation
(Minister responsible for civil aviation)