ADVISORY CIRCULAR

SIERRA LEONE CIVIL AVIATION AUTHORITY

Doc No: SLCAA-AC-AVSEC-001

Issue No: 01

Issue Date: 1st July, 2020.

GUIDELINES FOR SLCAA AUTHORISATION FOR RESUMPTION OF OPERATIONS OF AVIATION SECURITY (AVSEC) SERVICE PROVIDERS.

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1. GENERAL.

The Sierra Leone Civil Aviation Authority Advisory Circular from the Aviation Security & Facilitation Directorate, contains information about standards, practices and procedures that the Authority has found to be necessary at this time for the safe and secure operations of civil aviation.

2. PURPOSE.

This Sierra Leone Civil Aviation Authority Advisory Circular from the Aviation Security Department, contains information for SLCAA Authorization for resumption of operations by Aviation Security Service providers post COVID 19 pandemic.

3. REFERENCE.

- The Director General's directives on Post COVID-19 resumption of operations by all Stakeholders.

- SLCAR Parts 8 & 17.

4. APPLICABILITY.

This AC applies to the Aviation Security Service Providers during the COVID-19 pandemic.

5. DISTRIBUTION.

This AC is issued as a controlled document. The AC is distributed to: (Internal Distribution) Technical Library (Master Copy); Deputy Director General (Technical), (Copy No 1) Aviation Security & Facilitation Directorate Staff (Dept. Head- Copy No 2ᴬ, other staff copies (Copy No 2b other staff-Copies Nos, 2C, etc.); (**External Distribution**) the Aerodrome Operators. It is also published and distributed in electronic PDF format and it is available to all aviation inspectors, and to the aviation industry and the interested public, in the SLCAA website at www.slcaa.gov.sl. The master document available at the central library bears the original signatures. The Head of Aviation Security & Facilitation Directorate, is responsible for the distribution and control of the AC. Each person listed above will be distributed his own numbered copy of the master document. Each person printing sample pages of the controlled document shall discard these pages after use. All copy holders are responsible for the safe custody and maintenance of their numbered copy of the AC and to ensure that their working copy reflects the latest revision of the officially posted AC.

6.0   SECURITY SCREENING DURING COVID-19

6.1   CHECKPOINT MANAGEMENT

Prior to passengers or staff approaching screening points, hand sanitizers and disinfection products should be provided. If health screening is required, non-contact thermometers should be used in a designated area prior to the checkpoint.

It should be noted that hydrogen peroxide-based hand sanitizers may increase the likelihood of false alarms with ETD testing. Appropriate measures should be established with government departments when passengers show signs of illness and needs to be quarantined.

If passenger traffic permits, operate security lines that are not adjacent to each other. This is effective in maintaining a minimum 1.5 meter gap between checkpoints and mitigates the risk of exposure for screeners and passengers.

Checkpoint managers, however, should be mindful that the creation of queues prior to the checkpoint should be avoided.

Alcohol-based or hydrogen peroxide-based hand sanitizers should be distributed to staff for the cleaning and disinfection of their hands, and screening staff should wear gloves.

At regular intervals, screening staff should conduct routine cleaning and disinfecting of frequently touched/exposed surfaces and security screening equipment, including trays at the security checkpoint and baggage areas.

Employees are encouraged to wash their hands after cleaning and after removing gloves.

6.2   SCREENING OF PASSENGERS AND STAFF

Screeners can allow passengers or staff to keep their gloves and/or masks on during screening.

When conducting screening using walk through metal detectors, screeners should minimize the use of hand searches. To facilitate this, screeners should reinforce communication with passengers in front of the walk-through metal detector (WTMD) or body scanner, so they have properly divested and are less likely to cause an alarm.

For a WTMD, this includes removal of all metallic objects, for a body scanner, removal of all items from pockets or items on the body that would usually cause an alarm.

For alarm(s) resolution, airports should opt for resolution by explosive trace detection equipment (ETD) or explosive detection dogs (EDD) instead of hand search.

If other methods of resolution are unavailable, passengers/staff should be requested to go back and further divest objects that could be the cause of the alarms until no alarm is triggered.

This will depend on volume of passengers – a risk assessment should be made to determine risk of creating a queue with people in close proximity versus deployment of targeted hand search.

In the case where the people being screened still trigger alarms after further divestments, airports should opt for targeted hand search instead of a full hand search.

When using ETD, screeners should limit their contact with the hands of people being screened. If the concept of operations (CONOPS) allows for the reuse of the swabs, if possible, this should be discontinued, and one swab used per person.

If there is a need to conduct a hand search, screeners should adapt their methodology to avoid being face-to-face with passengers or other persons being screened. One method is to perform the hand search while remaining behind the persons being screened. Screeners should also change gloves after each hand search.

6.3   SCREENING OF CABIN BAGGAGE OR OTHER ITEMS CARRIED.

For screening with ETD, the same methodology for screening passenger applies – One swab to be used per tray. When using explosive detection system equipment (EDS), screeners should limit the use of hand search to the strict minimum.

Where the identity of an article is unclear the baggage should be screened again by one or more of the following methods where possible:

- X-ray equipment, whereby the same screener examines the baggage from a different angle than that used during the original screening

- explosive detection dogs

- Explosive trace detection.

In the case where hand search is still necessary, screeners should change gloves after each hand search.

6.4   PROTECTION FOR SCREENING AGENTS.

When security inspection personnel are on duty, disposable gloves should be provided to the staff. If applicable, surgical masks, uniform caps or disposable medical caps, goggles, and protective suits, should be provided as needed.

Attention should be paid to the following points:

- hands should be disinfected before wearing personal protective equipment (PPE)

- protective masks should be changed regularly

- caps should fully cover all hair, including shock hair on the hairline

- long hair should be fastened tightly on top the head and put into the cap, and the edges of caps should fit close to the sides of ears

- protective equipment needs to be replaced immediately when exposed to passenger's blood, vomit and other potentially contagious body fluids

- reusable goggles should be promptly sterilized and dried after each use

- hands should not touch faces when taking off protective equipment, and

- the removed disposable protective equipment should be put into medical waste bags.

A method should be put place to collect the discarded gloves (and swabs) as they may be considered hazardous material. For staff screening checkpoints, screeners should avoid touching others' access control cards.

6.5   SIGNAGE FOR PASSENGERS

To promote best practice in slowing down the spread of COVID-19, airport operators are to provide displays informing the public of measures that should be undertaken.

The displays should be in view of all passengers approaching the checkpoint.

7.0 RECOMMENDED ACTION - GUIDELINES FOR THE AVIATION SECURITY SERVICE PROVIDERS FOR RESUMPTION OF OPERATIONS AFTER COVID-19.

This guideline comprises three steps listed below and explained further thereafter:

- Step 1 - Submission of resumption letter by the AVSEC Service Providers to the SLCAA.

- Step 2 - Submission of post COVID-19 Standard Operating Procedures by the AVSEC Service Providers.

- Step 3 - Grant of AVSEC Service Providers' approval to resume operations.

7.1 STEP 1 - SUBMISSION OF RESUMPTION OF OPERATIONS LETTER BY THE AVIATION SECURITY SERVICE PROVIDERS.

The AVSEC Service Providers shall make a formal request, indicating its readiness to resume operations at the Airport.

The application should be addressed to:

- **The Director General,**
  Sierra Leone Civil Aviation Authority,
  3rd Floor, National Development Bank Building,
  21/23 Siaka Steven Street,
  FREETOWN.

7.2 STEP 2 - SUBMISSION OF POST COVID-19 STANDARD OPERATING PROCEDURES FOR APPROVAL AND OTHER REQUIREMENTS.

I.   AVSEC Service Providers shall submit proposed Post COVID-19 Standard Operating Procedures (SOPs) to the SLCAA AVSEC Department.

II. The SOPs shall contain the following:

- ➤ Proposed measures to protect screeners / security personnel and passenger / staff (where applicable) to curtail the spread of COVID-19.

- ➤ Security response plan to address operations during outbreaks of infectious diseases.

      ➤ Procedures for the use and disposal of used PPEs.

III. Evidence of having Personal Protective Equipment (PPE) in sufficient number for screeners / security personnel before resumption of duty.

IV. Evidence that staff involved in security operations are verifiably trained on the new requirements for safe operations during the outbreaks of communicable disease by the Ministry of Health and Sanitation (MoHS).

7.3 STEP 3 - GRANT OF AVSEC SERVICE PROVIDERS' APPROVAL TO RESUME OPERATIONS.

AVSEC Service providers shall be granted approval to resume operations after the satisfactory review of the submitted proposals.

8. GENERAL CONDITIONS.

1. All Aerodrome Operators and aviation service providers in Sierra Leone utilizing these guidelines for the intended purpose must advise the SLCAA and should expect to demonstrate their compliance with all requirements outlined in this document.

2. AVSEC Service providers shall submit a compliance matrix to the SLCAA, demonstrating all elements identified in the "Recommended Action" have been met, as applicable.

3. Upon review, the SLCAA will issue an approval letter, if all elements identified in the "Recommended Action" have been met.

9. VALIDITY.

This AC is in effect from 1st July, 2020 and remains in effect until the earliest of the following:

a. Until revised or cancelled;

b. The date on which this AC is cancelled in writing by the SLCAA, where; in the opinion of the DG, it is no longer in the public interest or is likely to adversely affect aviation safety or security.

10. CONTACT OFFICE.

For more information concerning this Advisory Circular, contact the Head of Aviation Security, at ktucker@slcaa.gov.sl.

DIRECTOR GENERAL's APPROVAL.

Recommendation for Approval - Aviation Security Inspector.	
The above guidelines have been developed based on best industry practice, IATA and ICAO guidance materials, the DG's Directives and SLCAR part 17 to provide guidance to the referenced service providers to safely restart the aviation industry post COVID 19. It is hereby recommended for approval by the Director General.	
Name:	Kugbei Tucker
Date:	1/07/2020

Director General's Approval.	
These guidelines have been approved by the undersigned for use by the referenced services providers.	
Name:	Moses Tiffa Baio
Signature:	
Date:	07/07/2020