RWANDA

CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR
RCAA-AC-GEN- ATS 008

GUIDANCE ON DEVELOPMENT OF ATS SECURITY PROGRAMME

1.0 PURPOSE

Under regulation 22.300 of civil aviation requires an applicant for the grant of an air traffic service certificate to prepare an ATS security programme to ensure the security of its facilities and personnel for all the services it provides, security of operational data it receives or produces. The security programme shall specify such physical security requirements, practices, and procedures as may be necessary:

(a) to ensure that entrances to permanent ATS facilities operated by the applicant are subject to positive access control at all times, so as to prevent unauthorised entry; and

(b) to protect personnel on duty; and

(c) to be followed in the event of a bomb threat or other threat of violence against an ATS unit; and

(d) to monitor unattended ATS unit buildings to ensure that any intrusion or interference is detected.

This Advisory Circular provides Air Traffic Service Providers with guidance for meeting the requirements.

2.0 REFERENCES

2.1 Part 21- Aeronautical Telecommunication

2.2 Part 22- Air Traffic Services

2.3 Part 23- Instrument flight procedures

2.4 Part 24- Aeronautical Meteorological

2.5 Part 25- Aeronautical Information Service

2.6 Part 30- Safety Management

2.7 Part 31- Aeronautical Charts

2.8 Part 38- Units of Measurements

2.9 Part 40- Rules of the Air

2.10 Part 29- Aviation Security

2.11 Related Rwanda Technical Standards

3.0 GUIDANCE INFORMATION

3.1 Scope

The security programme shall cover the entire Air Navigation Services system under the jurisdiction of the ATS Provider including the services provided, facilities used in the provision of services, personnel and aircraft involved.

3.2 Security measures

3.2.1 Pursuant to part 29 of Civil Aviation regulations, it is the responsibility of each ATS provider to develop, seek approval and implement a security programme aimed at safeguarding international and domestic civil aviation against acts of unlawful interference, intensifying efforts to suppress acts of unlawful seizure of aircraft, protection of personnel and air navigation facilities as well as other civil aviation security matters.

3.2.2 Security measures and procedures will ensure effective control of entry into all areas where air navigation services operations are conducted. Such measures and procedures must cause a minimum of delay and inconvenience to persons who regularly need access to the secured areas.

3.2.3 Security measures and procedures should take into account the following factors:

a) self-contained ANS operational buildings are usually surrounded by security barriers with controlled access points

b) Where guards are used to control an access point, a communications capability to request for assistance in the event of an emergency will be required in addition to a structure to provide protection for the guard on duty during inclement weather conditions.

c) at some ANS facilities an additional access control point may be considered necessary. It may be combined with an information or reception desk,

d) in addition, the ATS Provider may require that specified areas be further protected by restricting access to designated personnel only. Such areas could be –

   (i) the ATC operations rooms, computer rooms, and associated facilities;

   (ii) telecommunications areas and associated facilities; and

   (iii) service areas housing standby diesel generators, central heating and air-conditioning plants and like facilities;

e) Emergency exits from restricted ANS buildings, areas and rooms will need to be supervised by guards or alarm devices to safeguard against unauthorized use.

3.2.4 Security measures can vary from posting security guards at access points, to the installation of closed-circuit television monitors and/or the security locks operated by special keys or coded cards.

3.2.4.1. While the use of guards is frequently recognized as the most reliable method of access control, the cost of manpower involved in such a system should be weighed against the use of mechanical or electro-mechanical access control devices which may provide an acceptable level of protection.

3.2.4.2. Systems based on the use of special keys, coded cards or a combination of both, are now in widespread use and provide an acceptable level of security. These systems can be encoded in such a manner that the individual is permitted access to all areas or is permitted access only to those areas which the individual is authorized to enter. Some coded card systems also provide for joint use, i.e. an identification card. A weakness in this system, which may be considered a major defect in specific circumstances, and which may therefore have to be taken into account before implementation, is that any person in possession of an appropriately coded card may enter the area to which access is controlled if that person knows the sequence of use and related procedures in effect.

3.2.4.3. Closed-circuit television monitors and intercom systems provide a sophisticated means of identification prior to access being granted an individual. Such systems tend to be complex and their installation and maintenance costs may prove to be excessive. In addition, ANS staff on duty may be required to monitor and operate the system to the detriment of their regular duties.

3.2.5 An ATS Provider shall ensure that the Security Programme, required under regulation 22.300, contains provisions to meet the requirements of the National Civil Aviation Security Programme.

3.3 Assignment of specific responsibilities

The ATS Provider shall designate an appropriate person to ensure proper implementation of the security programme.

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